

Committee on Medical Aspects of Radiation in the Environment (COMARE) - Application to attend a meeting

How to apply

Please submit the attached form (one form for every meeting you want to attend) to:

COMARE Secretariat
c/o Public Health England
Centre for Radiation, Chemical and Environmental Hazards
Chilton
Oxon OX11 0RQ
Email: comare@phe.gov.uk

The closing date for applications is five working days before the date of a meeting.

How we process your application

- There are a limited number of spaces (usually 6). We give priority to observers with an interest in a specific subject on the meeting agenda.
- We then invite observers to attend in the order we receive their applications.
- If a meeting is oversubscribed, we limit the number of observers from a single organisation.
- We will write to you with an invitation or an explanation of why we can't offer you a place. The letter will include all the information you need to know before attending the meeting, including the time at which the Committee will discuss a specific subject you have said you are interested in.
- If you are representing a specific group (for example manufacturers, trade associations or interest groups with specific concerns), we will provide this information to the Committee members and include it in the minutes of the meeting.
- We will publish an agenda for the meeting you are attending on the [COMARE webpage on GOV.UK](#) approximately 15 working days before the meeting date.

During the meeting

The meeting is not a forum for independent observers or pressure groups to present their views on a subject to the Committee. Observers attending a meeting are required to adhere to the COMARE Code of Conduct for Observers.

Observers will be asked to leave a meeting during items identified as reserved business (the consideration of material that is not in the public domain). Reserved business will usually be tabled at the start or at the end of a meeting.

After the meeting

The minutes of the meeting will be published on the COMARE webpage on GOV.UK following agreement by the Committee.

Other submissions

If you wish to submit information that is relevant to a topic the Committee is considering, you should send a brief (no more than 2 pages of A4) written submission to the secretariat at least 10 working days before the meeting. The Chair will then decide the most appropriate way to present this information for the Committee to consider. The Chair's decision is final.

If you wish to make a verbal submission to the Committee during the meeting, a request should be made in writing to the secretariat at least 10 working days before the meeting. The opportunity to speak to the Committee will be at the invitation of the Chair and for a defined time period. Observers will be informed prior to the meeting whether their request to make a verbal submission is to be granted.

COMARE Code of Conduct for Observers

This Code of Conduct is based on the Code of Practice for Scientific Advisory Committees 2011¹.

Role of Observers

Observers are subject to the same level of confidentiality on meeting matters as members and assessors. This includes refraining from commenting on Committee business on social media.

When invited to attend meetings, observers and/or their organisations are required to respect the workings of the Committee. Observers and/or their organisations must not interfere in the input from meeting attendees or the work of the secretariat in any way which, in the view of the Chair, might hinder the work of the Committee before, during and after the meeting. Electronic recording equipment is prohibited and recording of COMARE meetings is not allowed.

Observers may contribute verbally to the meeting only at the invitation of the Chair. This should be brief and the Chair will allocate the appropriate time. Confirmation of agreement for an observer to make a verbal submission will be given in advance of the meeting.

Observers will be asked to leave a meeting when the Committee discusses items in reserved business (the consideration of material that isn't in the public domain). Such items will generally be discussed at the beginning or at the end of the agenda.

Failure to observe this Code of Conduct may lead to exclusion of observers and/or their organisations from the meeting and from future meetings of the Committee.

¹ <https://www.gov.uk/government/publications/scientific-advisory-committees-code-of-practice>

COMARE meetings application form - 2019

Title		First name	
Surname			
Affiliation			
Your address			
Postcode			
Daytime contact number			
Email address			
Date of meeting			
Agenda item of interest			

I agree to adhere to the COMARE Code of Conduct for Observers

Signature Date