An information note for MHRA's public Board meeting

1.00 pm – 3.00 pm, 16 September 2019

The MHRA will hold its next public Board meeting on Monday, 16 September. This note provides advice for an attending observer on practical arrangements for the day.

Public and staff observers may submit questions about the work of the Agency which will be discussed under a special agenda item ('Pre-submitted questions from the public').

Please send your questions to Directorate@mhra.gov.uk The questions must be received **by close of Sunday, 8 September.**

On arrival

As the public session of the Board begins at 1.00 p.m. prompt, please arrive at MHRA's offices at 10 South Colonnade, Canary Wharf from 12.30 pm and report to the reception on the ground floor, where a MHRA official will be on hand.

At the reception area, you will be asked to sign in, issued with a visitor's pass and brought to the Board meeting on the 10th floor. Please remember that photo ID is required for entry to the Board meeting.

Refreshments will be available on the 10th floor and Agency colleagues will guide you to the seating area for staff observers and members of the public. The meeting will begin promptly **at 1.00 p.m**.

Please note that at the meeting:

- Paper copies of the agenda will be available. (Board papers will be available online from the Agency's website page at GOV.UK, from 9 September).
- No photography, recording or live reporting of the proceedings is permitted during the Board meetings, and the Chair will ask that all mobile phones be switched off.
- After each discussion item, the Chair will invite questions - related to the item under discussion - from members of the audience, and roaming microphones will be made available.
- MHRA's buildings comply with legislation on accessibility for people with disabilities. The Board meeting room is fitted with an induction loop for people with hearing impairment. Please let us know in advance if you will need to use it.
- In view of the limited spaces available, it will not be possible to gain entry to the public session on the day of the meeting unless you have registered in advance.
- Additionally, please contact Directorate@mhra.gov.uk if you have any specific accessibility requirements that you would like to tell us about before the meeting.

Should you have any other questions about the day, please send your question to: Directorate@mhra.gov.uk