



defra

Department for Environment
Food and Rural Affairs

Defra Organic Team

Area 8E, Millbank
C/o Nobel House
17 Smith Square
London SW1P 3JR

Date: 28 September 2012

Dear Consultee

Consultation on draft UK Guidance on the testing procedure for prohibited substances in organic products

1. I am writing to invite views on the draft UK Guidance on the testing procedure for prohibited substances in organic products.
2. The following documents may be found on Defra's website:
www.defra.gov.uk/consult/open
 - Consultation document
 - Draft Guidance Note for organic Control Bodies
 - Draft Guidance Note for operators
 - List of consultees
3. We welcome your views and comments on the proposals. If you wish to obtain a hard copy of this consultation, please contact the Defra Organic Team at the above address or email the Team at organic.standards@defra.gsi.gov.uk.

Responses

4. Please send responses to by fax or post to:

James Winpenny
Defra Organic Team
Area 8E, Millbank
C/o Nobel House
17 Smith Square
London
SW1P 3JR

Or by email to: organic.standards@defra.gsi.gov.uk



5. Responses should be received by **21 December 2012**.

Consultation Criteria

6. This consultation is in line with the Code of practice on Consultations. This can be found at www.bis.gov.uk/bre/

Criterion one - When to consult

- Formal consultation should take place at a stage when there is scope to influence the policy outcome.

Criterion two - Duration of consultation exercises

- Consultations should normally last for at least 12 weeks with consideration given to longer timescales where feasible and sensible.

Criterion three - Clarity of scope and impact

- Consultation documents should be clear about the consultation process, what is being proposed, the scope to influence and the expected costs and benefits of the proposals.

Criterion four - Accessibility of consultation exercises

- Consultation exercises should be designed to be accessible to, and clearly targeted at, those people the exercise is intended to reach.

Criterion five - The burden of consultation

- Keeping the burden of consultation to a minimum is essential if consultations are to be effective and if consultees' buy-in to the process is to be obtained.

Criterion six - Responsiveness of consultation exercises

- Consultation responses should be analysed carefully and clear feedback should be provided to participants following the consultation.

Criterion seven - Capacity to consult

- Officials running consultations should seek guidance in how to run an effective consultation exercise and share what they have learned from the experience.

7. When this consultation ends, we intend to put a copy of the responses in the Defra library at Ergon House, London. This is so that the public can see them. Also, members of the public may ask for a copy of responses under freedom of information legislation.
8. If you do not want your response - including your name, contact details and any other personal information – to be publicly available, please say so clearly in writing when you send your response to the consultation. Please note, if your computer automatically includes a confidentiality disclaimer, that won't count as a confidentiality request.
9. Please explain why you need to keep details confidential. We will take your reasons into account if someone asks for this information under freedom of information

legislation. But, because of the law, we cannot promise that we will always be able to keep those details confidential.

10. We will summarise all responses and place this summary on our website at www.defra.gov.uk/consult. This summary will include a list of names of organisations that responded but not people's personal names, addresses or other contact details.

11. To see consultation responses and summaries, please contact the library at:

Department for Environment, Food and Rural Affairs
Information Resource Centre
Lower Ground Floor
Ergon House
17 Smith Square
London
SW1P 3JR

Telephone: 020-7238-6575

Email: defra.library@defra.gsi.gov.uk

12. Please give the library 24 hours' notice. There is a charge for photocopying and postage.

13. If you have any comments or complaints about the consultation process, please address them to Defra Consultation Co-ordinator, Area 2D, Ergon House, Horseferry Road, London SW1P 2AL, or email consultation.coordinator@defra.gsi.gov.uk.

14. Thank you for your help in this matter. If you have any queries please contact us as above.

Yours Faithfully

Kevin Ruston

Department for Environment, Food and Rural Affairs