

Committee on Mutagenicity of Chemicals in Food, Consumer Products and the Environment (COM)

Apply to attend a meeting

How to apply

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

COM Secretariat, UKHSA
Chilton, Didcot
Oxfordshire OX11 0RQ

Email: COM@ukhsa.gov.uk

The closing date for applications is a week before the date of a meeting.

How we process your application

- There are a limited number of spaces (usually 10). We give priority to observers with an interest in a specific subject.
- We then select observers 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 tell us you represent a specific group (for example manufacturers, trade associations or interest groups with specific concerns), we will give 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 [committee pages of GOV.UK](#) 2 weeks 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. If you want to submit information that is relevant to a topic the committee is considering, you should send it to the secretariat at least 10 days before the meeting. The chair will then decide the most appropriate way to present the information to the committee. Their decision is final. The chair may choose to invite you to give more information during the meeting.

The committee will ask you to leave a meeting if it is discussing something in reserved business (something that isn't in the public domain). It usually holds such discussions at the start or end of a meeting.

After the meeting

After the meeting, we will publish minutes, along with any papers that the committee has discussed, on the [committee pages of GOV.UK](#).

COM meetings application form

Title First name

Surname

Affiliation

Your address

Postcode

Daytime contact number

email address

Date of meeting

Agenda item

Signature

Date