Ministry of Infrastructure
and Water Management

Instruction
How to leave a reaction on the consultation

Step 1

Go to › *www.internetconsultatie.nl/balanced_approach_schiphol*

The Dutch-language webpage of the consultation is shown here. To respond, please follow the steps below.

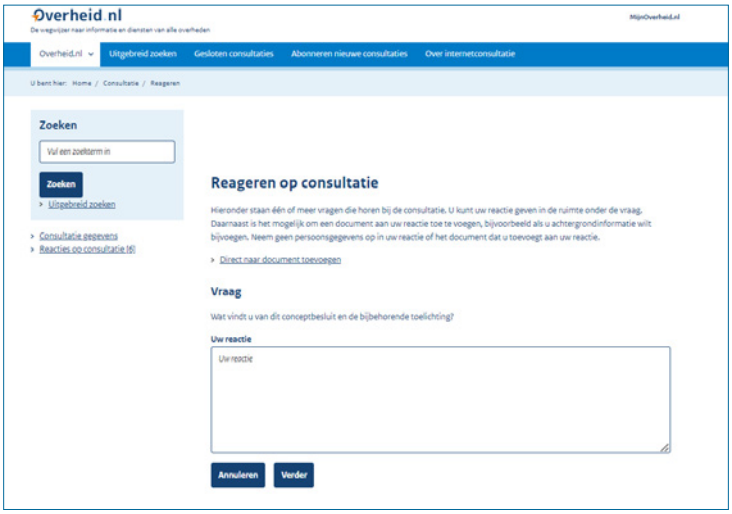
Step 2

Press on the Reageren **button at the left of the page.**

Step 3

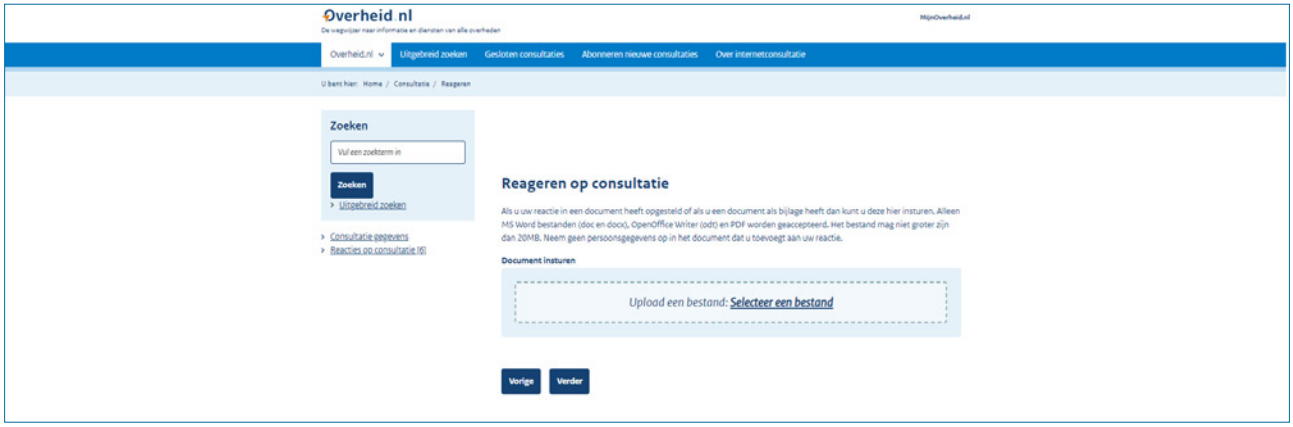
Response – The following page now appears
*(note: the text may differ from the image below)***:**

- Press on *'Direct naar document toevoegen'* to add any attachments to your response directly. You do not have to do this directly, this is also possible on the next page.
- Write any text of your response in the 'Uw reactie' text box.
- Press on Verder to go to the next screen.
- Press on Annuleren to cancel your response.



Step 4

Add documents – The following page now appears:

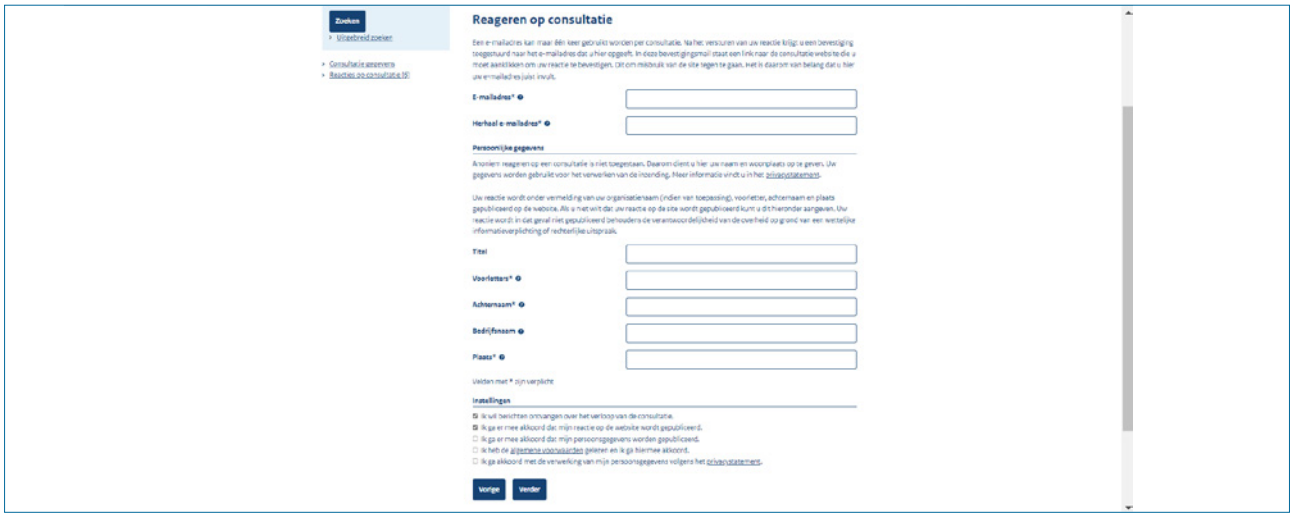


If you have drawn up your response in a document or if you have a document as an attachment, you can submit it here. Only MS Word files (doc and docx), OpenOffice Writer (odt) and PDF are accepted. The file may not be larger than 20MB. Do not include personal data in the document that you add to your response.

- Click (of select) **Selecteer een bestand** to add the desired document to your response.
- Click (of select) **Verder** to go to the next screen. Press on **Vorige** to go back to the previous step.

Step 5

Personal data – The following page now appears:



You can only submit one consultation reaction per unique email adress. After submitting your response, a confirmation mail will be sent. In order to submit your response you must click this link. This is in order to prevent abuse. It is important to enter your email adress correctly.

- Email address*:
- Repeat email address*:

Personal information
Anynomous responses are not allowed. For this reason it is required to submit a name and place of residence. Your information is used to process the submission. Consult the privacy statement for more information.

By default, your response will be published on the consultation website with the following information: your submitted statement, the name of your organisation (if applicable), your first initial, surname and place of residence.

If you do not wish your information to be public you can indicate this below. In this case your submission will not be published publically, except when the government is required to publish information under the Open Government Act.

- Title:
- Initials*:
- Surname*:
- Company name:
- Place of Residence*:

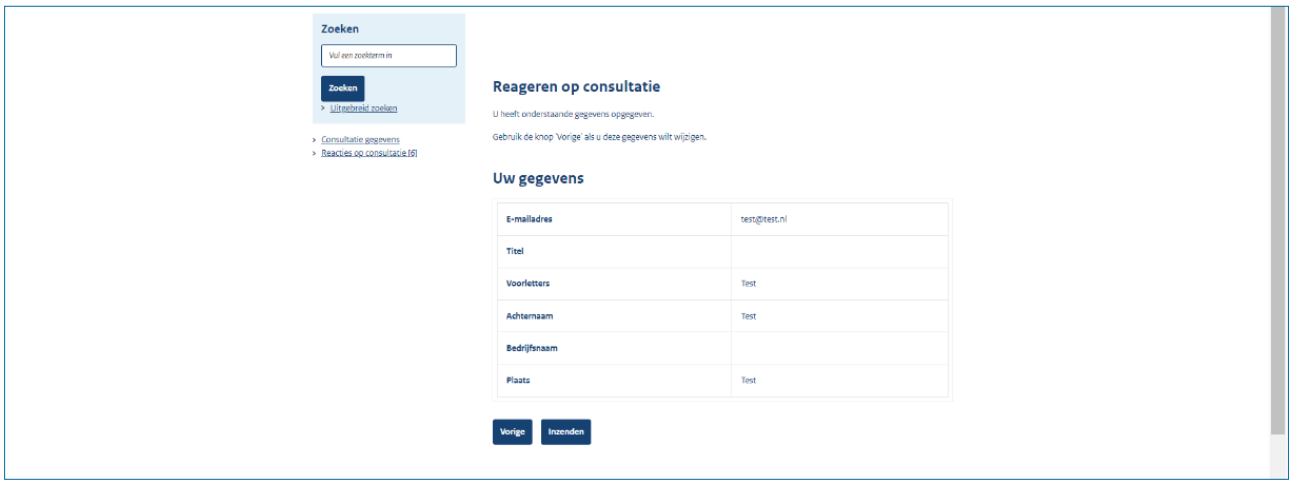
** required fields*

Settings
- I would like to be notified about the progress of the consultation.
- I agree that my response will be published on the website.
- I agree that my personal information will be published.
- I have read and agree to the terms and conditions.
- I agree to the processing of my personal data according to the privacy statement.

- Press on Verder to go to the next screen. Press on Vorige to go back to the previous step.

In the settings field you can select your preferences regarding your wishes. You need to agree with the terms and conditions and the processing of your personal data to succesfully submit your response.

Step 6
Send – The following page now appears:



"You have entered the information below. Use the Vorige button if you want to edit this information."

Your information
- Email address
- Title
- Initials
- Surname
- Company name
- Place

Press on Inzenden if the information is correct and you want to send the response.
Press 'vorige' to go back to the previous step.