



Instruction

How to leave a reaction on the consultation

Step 1

Go to > www.internetconsultatie.nl/aanvullende_raadpleging_BA

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

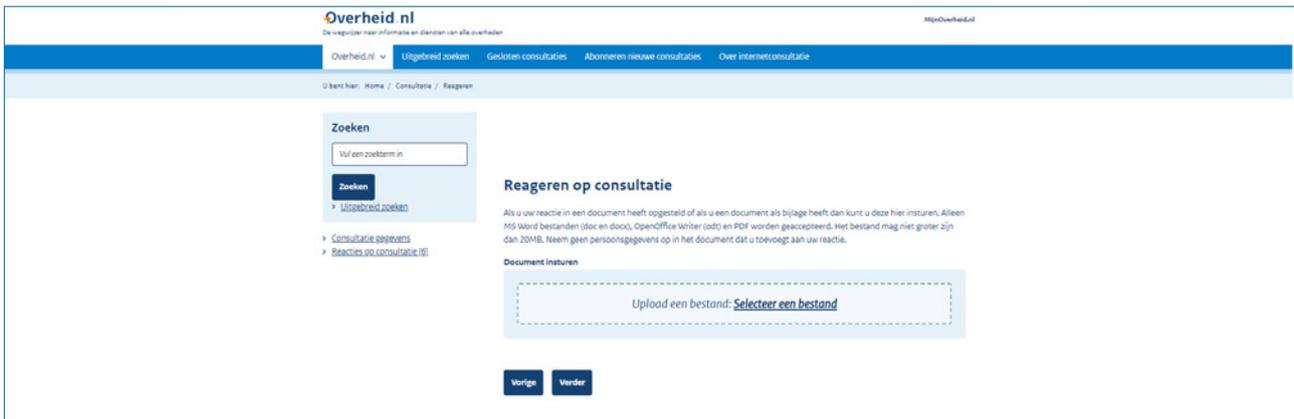
Response – The following page now appears
(note: the text may differ from the image below):

- › 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.

The screenshot shows the 'Overheid.nl' website interface. At the top, there is a navigation bar with 'Overheid.nl' and several menu items: 'Uitgebreed zoeken', 'Gesloten consultaties', 'Abonneren nieuwe consultaties', and 'Over internetconsultatie'. Below this, a breadcrumb trail reads 'U bent hier: Home / Consultatie / Reageren'. The main content area is titled 'Reageren op consultatie'. On the left, there is a 'Zoeken' section with a search input field and a 'Zoeken' button. Below the search section, there are links for 'Uitgebreed zoeken', 'Consultatie eisenwaars', and 'Reacties op consultatie (6)'. The main text area contains the heading 'Reageren op consultatie' followed by explanatory text: 'Hieronder staan één of meer vragen die horen bij de consultatie. U kunt uw reactie geven in de ruimte onder de vraag. Daarnaast is het mogelijk om een document aan uw reactie toe te voegen, bijvoorbeeld als u achtergrondinformatie wilt bijvoegen. Neem geen persoonsgegevens op in uw reactie of het document dat u toevoegt aan uw reactie.' Below this text is a link: '> Direct naar document toevoegen'. Underneath is a 'Vraag' section with the text 'Wat vindt u van dit conceptbesluit en de bijbehorende toelichting?'. This is followed by a text box labeled 'Uw reactie' with the placeholder text 'Uw reactie'. At the bottom of the page, there are two buttons: 'Annuleren' and 'Verder'.

Step 4

Add documents – The following page now appears:

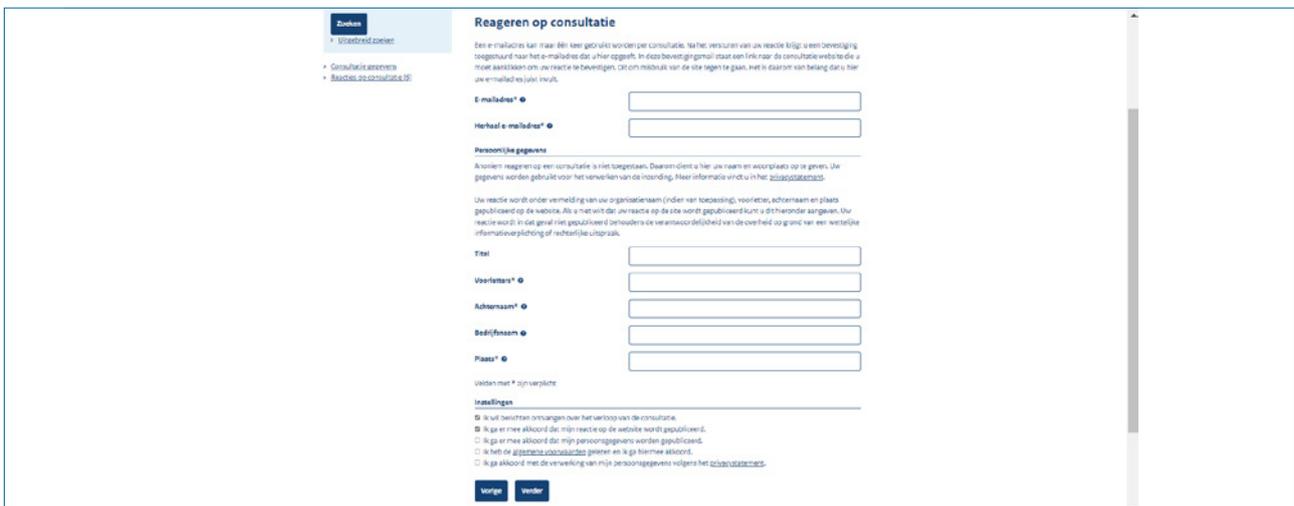


If you have drawn up your response in a document or if you have a document as an attachment, you can submit it here. Only MS Word files (doc and docx), OpenOffice Writer (odt) and PDF are accepted. The file may not be larger than 20MB. Do not include personal data in the document that you add to your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

- › Email address*:
- › Repeat email address*:

Personal information

Anonymous 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 publicly, 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 successfully submit your response.

Step 6

Send – The following page now appears:

The screenshot shows a web interface for responding to a consultation. On the left, there is a search bar with the text 'Vul een zoekterm in' and a 'Zoeken' button. Below the search bar, there are links for 'Uitbreiden zoeken', 'Consultatie gegevens', and 'Reacties op consultatie [0]'. The main content area is titled 'Reageren op consultatie' and contains the text 'U heeft onderstaande gegevens opgegeven. Gebruik de knop 'Vorige' als u deze gegevens wilt wijzigen.' Below this, there is a section titled 'Uw gegevens' with a table of input fields:

E-mailadres	test@test.nl
Titel	
Voorletters	Test
Achternaam	Test
Bedrijfsnaam	
Plaats	Test

At the bottom of the form, there are two buttons: 'Vorige' and 'Inzenden'.

“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.