



2008 Dairy Quota Review – Submission Guidelines

1. The Dairy Quota Review Panel (**the Panel**) invites written submissions from interested parties (individuals or organisations) to the 2008 review of quota administration arrangements for dairy products exported to the United States of America (US) and the European Union (EU).
2. Submissions may contain comment, opinions, arguments, facts and recommendations for action. It would be helpful to the Panel if lengthy submissions were prefaced by an executive summary of the main points contained in the submission.
3. Submissions should also include a completed submission cover sheet, available on the Dairy Quota Review 2008 website.
4. Submissions can be lodged via email, facsimile or post. Electronic submissions (in Word document format) are preferred. Other submissions should be written or typed clearly, preferably in black ink. One copy of the submission is sufficient.
5. Submissions must contain a name, postal address, telephone number and if possible an e-mail address to enable the Panel to verify details of the submission. Such details can be included in the submission cover sheet. Where a hardcopy of a submission is provided this must be signed. If the submission is on behalf of an organisation, please indicate this clearly.
6. Submissions will be published on the Dairy Quota Review 2008 website unless the Panel is requested to keep the submission or parts of the submission confidential. However, the Panel will publish the names of those parties or persons making submissions to the Panel on the website as well as in an appendix to its final report.
7. The Panel will reserve the right to include quotes from submissions in its final report with appropriate references. If there are certain parts of the submission you do not wish to be quoted (eg such material that may be commercial-in-confidence), you should identify and mark these parts clearly and indicate this on the submission cover sheet. These parts will not be quoted without your without your prior agreement.
8. The Panel is proposing to hold face to face meetings to hear oral submissions from interested parties who have made or intend to make written submissions. An interim timetable for consultations is on the website. If you are interested in a meeting with the Panel, you should advise the Secretariat **by 11 APRIL**.
9. Submissions will be acknowledged by publishing the submitter's name on the website. If you have lodged a submission and your name does not appear on the web site within one week, please contact the Dairy Quota Review Panel Secretariat on (02) 6272 4672.
10. Submissions should be sent to dairyreview@daff.gov.au by 24 April, or posted to be received by that date, to:

**Dairy Quota Review Secretariat
Food and Agriculture Division
Department of Agriculture, Fisheries and Forestry
GPO Box 858
Canberra ACT 2601**

Or by facsimile on:

02 6272 4246

11. The closing date for receiving submissions is **24 April 2008**. Acceptance of submissions received after this date will be at the sole discretion of the Panel.
12. Other information about the review, including the terms of reference and panel membership can be obtained from the Panel website: <http://www.daff.gov.au/quota>
13. For other information or queries about preparing submissions or meeting with the Panel please use the contact details above or phone: **(02) 6272 4672**

