

PROCEDURES FOR USE OF PREVIOUS SEAC OPINIONS

The procedure below should be followed when, to formulate policy or create/modify Regulations, Government Departments wish to use SEAC opinions. These are usually found in formal SEAC statements. However, this procedure applies equally to opinions to be found in SEAC reports or in any medium the SEAC Committee has used to promulgate its advice.

1. Departments should consider and investigate whether new information has emerged that could alter an opinion made by SEAC. If required, the Department could ask the SEAC secretariat to conduct a literature search to identify any new published literature.

2a. If the answer is **NO**, i.e. new information has not emerged, the Department can refer to the SEAC opinion, but always quoting the date when the opinion was given, when referring to it.

2b. However, if the answer is **YES**, new information has emerged, the Department should pass the details of the new information, and a reference to the SEAC opinion to which the new information is believed to relate, to the SEAC secretariat.

3. The SEAC secretariat will then ask the SEAC Chair to decide if the new information might reinforce or alter the past opinion given by SEAC.

4a. If the SEAC Chair believes the new information has **reinforced** the past opinion, he/she will inform the SEAC secretariat which will inform the Department that the opinion (with the date of issue of the opinion) can be referred to.

4b. However, if the SEAC Chair believes the new information has or might have **altered** the past opinion, he/she will direct the SEAC secretariat to place the matter before the SEAC Committee at the earliest opportunity, in order to consider any up-dating of the opinion and to consider issuing a new/up-dated opinion. The SEAC secretariat will inform the Department accordingly.

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