

Manual for placing a reaction on the Dutch internet consultation website

Step 1 – go to www.internetconsultatie.nl/.....

The Dutch-language web page 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):

The screenshot shows the 'Reageren op consultatie' page. On the left, there is a search bar with the text 'Zoeken' and a button 'Zoeken'. Below it, there are links for 'Consultatie eerdere' and 'Reacties op consultatie (6)'. The main content area is titled 'Reageren op consultatie' and contains a 'Vraag' section with the text 'Wat vindt u van dit conceptbesluit en de bijbehorende toelichting?'. Below this is a text box labeled 'Uw reactie' with the placeholder text 'Uw reactie'. At the bottom of the text box are two buttons: 'Annuleren' and 'Verder'. To the right of the text box, there is a link 'Direct naar document toevoegen'.

- 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:

The screenshot shows the 'Document insturen' page. On the left, there is a search bar with the text 'Zoeken' and a button 'Zoeken'. Below it, there are links for 'Consultatie eerdere' and 'Reacties op consultatie (6)'. The main content area is titled 'Document insturen' and contains a section 'Document insturen' with the text 'Als u uw reactie in een document heeft opgesteld of als u een document als bijlage heeft dan kunt u deze hier insturen. Alleen MS Word bestanden (doc en docx), OpenOffice Writer (odt) en PDF worden geaccepteerd. Het bestand mag niet groter zijn dan 20MB. Neemt geen persoonsgegevens op in het document dat u toevoegt aan uw reactie.' Below this text is a button labeled 'Upload een bestand: Selecteer een bestand'. At the bottom of the page are two buttons: 'Vorige' and 'Verder'.

“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.”

- Press on **‘Selecteer een bestand’** to add the desired document to your response.
- Press on **‘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:

“An email address can only be used once per consultation. After sending your response, you will receive confirmation to the email address you enter here. This confirmation email contains a link to the consultation website that you must click to confirm your response. This is to prevent abuse of the site. Because of this, it is important that you enter your email address correctly here.”

- Email address*:
- Repeat email address*:

Personal information

“Anonymous responses to a consultation are not permitted. Because of this, you must enter your name and place of residence here. Your information will be used to process the submission. More information is given in the privacy statement.

Your response will be published on the website with statement of your organisation name (if applicable), first initial, surname and place. If you do not want your response to be published on the site, you can indicate this below. In this case, your response will not be published except where required under the government’s responsibility based on a legal information requirement or court ruling.”

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

*“Fields with * are required”*

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.

Step 6: send – The following page now appears:

The screenshot shows a web browser window with the URL <https://www.internetconsultatie.nl/>. The page header includes the Overheid.nl logo and navigation links: 'Overheid.nl', 'Uitgebreid zoeken', 'Gesloten consultaties', 'Aanmelden in nieuwe consultaties', and 'Over internetconsultatie'. Below the header, there is a search bar labeled 'Zoeken' with a placeholder 'Vul een zoekterm in' and a 'Zoeken' button. To the right of the search bar, there is a section titled 'Reageren op consultatie' with a message: 'U heeft onderstaande gegevens opgegeven. Gebruik de knop 'Vorige' als u deze gegevens wilt wijzigen.' Below this, there is a table titled 'Uw gegevens' with the following data:

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

At the bottom of the table, 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 on ‘Vorige’ to go back to the previous step.