

## **The deadline for written evidence is 28 April 2011.**

### **How to submit your evidence**

- Contributors should feel no obligation to comment on all the issues raised above, but should focus on those areas in which they have particular expertise or interest.
- Please bear in mind that the Committee cannot investigate individual cases.
- Written evidence should be in Word or rich text format, not PDF format, and sent by email to [workpencom@parliament.uk](mailto:workpencom@parliament.uk). The body of the email must include a contact name, telephone number and postal address. The email should also make clear who the submission is from. Hard copy submissions should be sent to: The Work and Pensions Committee, House of Commons, 7 Millbank, London SW1P 3JA.
- Submissions should be in the format of a self-contained piece of written evidence. Paragraphs should be numbered for ease of reference, and the document must include a summary. For further guidance on the submission of evidence see [www.parliament.uk/get-involved/have-your-say/take-part-in-committee-inquiries/witness/](http://www.parliament.uk/get-involved/have-your-say/take-part-in-committee-inquiries/witness/)
- Submissions should be original work, not previously published or circulated elsewhere. Material already published elsewhere may be referred to within a proposed piece of written evidence, in which case a hard copy of the published work should be included.
- Once submitted, your submission becomes the property of the Committee and no public use should be made of it unless you have first obtained permission from the Clerk of the Committee. The Committee normally, though not always, chooses to publish the written evidence it receives, either by printing the evidence, publishing it on the internet (where it will be accessible by search engines) or by making it publicly available through the Parliamentary Archives. If there is any information you believe to be sensitive you should highlight it and explain what harm you believe would result from its disclosure. The Committee will take this into account in deciding whether to publish or further disclose the evidence.
- For data protection purposes, it would be helpful if individuals wishing to submit written evidence send their contact details in a covering letter. You should be aware that there may be circumstances in which the House of Commons will be required to communicate information to third parties on request, in order to comply with its obligations under the Freedom of Information Act 2000.