

ADVISORY COMMITTEE ON THE MICROBIOLOGICAL SAFETY OF FOOD

OPEN MEETING

1. The Committee is due to hold its first open meeting on 5 December 2000. A venue is being sought and details will be notified as soon as possible.

2. It is important that the Committee is able to conduct its business efficiently while at the same time allowing members of the public present to contribute to the proceedings in an appropriate manner. The Chairman therefore proposes that the meeting should be conducted in accordance with the following format :-

- the agenda and supporting papers will be made available to members of the public attending, prior to the start of business;
- in the first instance, the Committee will conduct its business in the normal manner, in accordance with the day's agenda;
- at the end of normal business, the Chairman will invite comments from members of the public present. These will be recorded and published as an annex to the minutes;
- members of the public present will also be afforded the opportunity to put questions to the Chairman, either on the day's business or about other aspects of the Committee's work. These will also be recorded for publication as an annex to the minutes;
- where necessary, the Chairman will identify individual Committee Members to respond to any questions.

3. The aim of these proposals is to ensure that the Committee's business is conducted in an orderly manner, and in the time available, but in such a way that members of the public derive the maximum benefit from their attendance.

4. Members views are invited.

**Secretariat
August 2000**