

Section 6

Responding to this consultation

- 6.1 Ofcom invites written views and comments on the issues raised in this document, to be made by **5pm on 3 March 2005**.
- 6.2 We prefer to receive responses as e-mail attachments, in Microsoft Word format, as this helps us to process the responses quickly and efficiently. We would also be grateful if you could assist us by completing a response cover sheet (see Annex 2), among other things to indicate whether or not there are confidentiality issues. The cover sheet can be downloaded from the 'Consultations' section of our website.
- 6.3 This document was produced by the Strategy Planning Team, under the guidance of Robin Foster, Partner, Strategy and Market Developments.
- 6.4 Please can you send your response to geoff.delamere@ofcom.org.uk. Responses may alternatively be posted or faxed to the address below, marked with the title of the consultation.

Geoff Delamere
Head of Strategy Planning
Strategy and Market Developments
Ofcom
Riverside House
2A Southwark Bridge Road
London SE1 9HA

Fax: 020 7981 3706

- 6.5 Note that we do not need a hard copy in addition to an electronic version. Also note that Ofcom will not routinely acknowledge receipt of responses.
- 6.6 It would be helpful if your response could include direct answers to the following questions:

Question 1: *Do you agree with our outline proposals for our three year planning horizon?*

Question 2: *Do you agree with the broad priorities identified for 2005/6?*

Question 3: *Are there areas/issues not covered in this Plan which Ofcom should consider adding to its priorities?*

Question 4: *Have we identified properly the interests of different stakeholder groups, and the impact of our plan on those groups?*

Question 5: *Do you agree with our proposed level of resourcing?*

- 6.7 It would also help if you could explain why you hold your views, and how Ofcom's proposals would affect you.

Further information

- 6.8 If you want to discuss the issues and questions raised in this consultation, or need advice on the appropriate form of response, please contact Geoff Delamere on 020 7981 3404 or Alistair Bridge on 020 7783 4195.

Confidentiality

- 6.9 Ofcom thinks it is important for everyone interested in an issue to see the views expressed by consultation respondents. We will therefore usually publish all responses on our website, www.ofcom.org.uk. We will do this on receipt of responses, unless respondents request otherwise on their response cover sheet.
- 6.10 All comments will be treated as non-confidential unless respondents specify that part or all of the response is confidential and should not be disclosed. Please place any confidential parts of a response in a separate annex, so that non-confidential parts may be published along with the respondent's identity.
- 6.11 Ofcom reserves its power to disclose any information it receives where this is required to carry out its functions. Ofcom will exercise due regard to the confidentiality of information supplied.
- 6.12 Please also note that copyright and all other intellectual property in responses will be assumed to be licensed to Ofcom to use, to meet its legal requirements. Ofcom's approach on intellectual property rights is explained further on its website, at www.ofcom.org.uk/about_ofcom/gov_accountability/disclaimer.

Next steps

- 6.13 Following the end of the consultation period, Ofcom intends to publish the finalised Annual Plan for 2005/6 in April 2005.
- 6.14 Please note that you can register to get automatic notifications of when Ofcom documents are published, at http://www.ofcom.org.uk/static/subscribe/select_list.htm.

Ofcom's consultation processes

- 6.15 Ofcom is keen to make responding to consultations easy, and has published some consultation principles (see Annex 1) which it seeks to follow, including on the length of consultations.
- 6.16 In deciding on the length of the consultation period we have had to balance the need to allow our stakeholders as much time as possible to respond against the practical difficulty of planning our work for next year significantly in advance of the financial year beginning in April and the need to publish the finalised Annual Plan at the start of the financial year. This six week consultation is therefore shorter than Ofcom's standard ten weeks, but this will be compensated for by a series of meetings around the UK during the consultation period. These will provide an opportunity to hear Ofcom's plans, ask questions about them and convey your views directly and in person.
- 6.17 If you have any comments or suggestions on how Ofcom conducts its consultations, please call our consultation helpdesk on 020 7981 3003 or email us at consult@ofcom.org.uk. We would particularly welcome thoughts on how

Ofcom could more effectively seek the views of those groups or individuals, such as small businesses or particular types of residential consumers, whose views are less likely to be obtained in a formal consultation.

- 6.18 If you would like to discuss these issues, or Ofcom's consultation processes more generally, you can alternatively contact Philip Rutnam, Partner, Competition and Strategic Resources, who is Ofcom's consultation champion:

Philip Rutnam
Ofcom
Riverside House
2A Southwark Bridge Road
London SE1 9HA
Tel: 020 7981 3585
Fax: 020 7981 3333
E-mail: philip.rutnam@ofcom.org.uk