

SENATE OF CANADA
SPECIAL COMMITTEE ON
SCIENCE POLICY

GUIDE FOR SUBMISSION OF BRIEFS
AND PARTICIPATION IN HEARINGS

Introduction

Part I of this guide is for the assistance of all organizations or individuals intending to submit briefs. Part II describes information required from agencies of the Federal Government.

Part I: General Guidance

I. 1. Contents of Submissions

Briefs should deal with the subject matters which fall within the scope of inquiry of the Committee, as contained in the attached Order of Reference (Appendix A). This Order of Reference, and any other relevant material which may be made available by the Committee, should be carefully read before briefs are prepared.

To make submissions to the Committee as useful as possible and to facilitate the Committee in obtaining a full understanding of the views put forward and recommendations made, the following points should be borne in mind when preparing the briefs:

- (a) Factual information should be included tending to substantiate the conclusions put forward, the views expressed and the claims made.
- (b) Recommendations should be made as specific as possible, putting forward concrete proposals indicating whether and what action should be taken, what form the action should take, and how the proposal could be implemented in practice.
- (c) The brief should be prefaced by a summary of the main conclusions and recommendations.
- (d) Brevity is recommended in the main body of the submission. Those preparing briefs may, if desired, submit relevant evidence in appendix form.
- (e) In the case of associations and organizations, the briefs should include information on the personnel, objectives and nature of the group.

I. 2. Format of Submissions

Briefs should be double spaced with consecutive paragraphs numbered, on foolscap (8" x 14½"). The name and address of the association, organization or person submitting the brief should be clearly indicated. Where organizations and individuals wish to appear at the hearings, the names and addresses of those who will represent the organizations or of the individuals should be stated.

The curriculum vitae of all those intending to participate in the presentation of the brief and the subsequent discussions must be attached to the brief.

I. 3. Number of Copies of Submissions

The Committee requires fifty (50) copies of each brief. It is suggested that copies in French be provided. Organizations and others submitting briefs may wish to have available additional copies which they can pass on to the press and other interested parties. Although each organization is responsible for the distribution of its brief, the Secretary will distribute it to the members of the Parliamentary Press Gallery upon receipt of an additional 95 English-language and 35 French-language copies.

I. 4. Presentation of Submissions

The full texts of the submissions, ordinarily will be taken as read. At the hearings, participants will be asked to summarize the information contained in their submissions as well as their conclusions and recommendations. They are free to elaborate orally and present arguments. Persons appearing before the Committee may be questioned directly by members of the Committee on the material submitted in their briefs and the recommendations put forward, but they will not be subject to examination or cross-examination by other persons.

I. 5. Exhibits at Hearings

Participants are permitted to introduce at the hearings supplementary information and material in written form. These will be known as exhibits.

I. 6. Transcripts of Proceedings of Hearings

The proceedings at the hearings held by the Committee will be recorded and printed. Copies may be purchased from the Queen's Printer. Reports of the Committee's proceedings are supplied at reduced rates when ordered immediately following the Committee