

Appendix G: Consultation Co-ordinator's Report

The Human Fertilisation and Embryology Authority (HFEA) fully complied with guidance given in the *Code of Practice on Written Consultation* issued by the Cabinet Office. The HFEA published the written consultation *Sex Selection: choice and responsibility in human reproduction* in October 2002 with a 12 week consultation period. The consultation document was available in writing, via email or as a download from the HFEA website. There was also an electronic version that could be complete online; this proved to be the most popular method. The consultation received one complaint and this was dealt with appropriately.

The consultation has been evaluated and has been found to be proper and correct. All respondents have been acknowledged and will receive a copy of the outcome when published.

Consultation Criteria

Criteria	Fulfilled
1. Timing of consultation should be built into the planning process for a policy (including legislation) or service from the start, so that it has the best prospect of improving the proposals concerned, and so that sufficient time is left for it at each stage.	Yes
2. It should be clear who is being consulted, about what questions, in what timescale and for what propose.	Yes
3. A consultation document should be as simple and concise as possible. It should include a summary, in two pages at most, of the main questions it seeks views on. It should make it as easy as possible for readers to respond, make contact or complain.	Yes
4. Documents should be made widely available, with the fullest use of electronic means (though not to the exclusion of others), and effectively drawn to the attention of all interested groups and individuals.	Yes
5. Sufficient time should be allowed for considered responses from all groups with an interest. Twelve weeks should be the standard minimum period for a consultation.	Yes
6. Responses should be carefully and open-mindedly analysed, and the results made widely available, with account of the views expresses, and reasons for decisions finally taken.	Yes
7. Departments should monitor and evaluate consultations, designating a consultations co-ordinator who will ensure the lessons are disseminated.	Yes