

Form MGA/GNO1.08/2008-01

## Consultation Process Guidelines

*From time to time the Malta Gaming Authority publishes Consultation Papers in relation to new regulations or major changes in the legislative framework. Interested parties are invited to participate in the consultation process by submitting responses directly to the Authority. Responders are requested to follow these guidelines in submitting their response in order to ensure that all submissions are efficiently analysed and reviewed.*

In regulating gaming, the Authority inevitably makes decisions that may affect the interests of various stakeholders. These stakeholders include the players, licensees, enforcement agencies, business interest groups, community interest groups and government policy makers.

Responsible decision-making involves obtaining and considering the views of those parties whose interests are likely to be affected by a significant regulatory decision. A process of consultation provides the Regulator with critical insight into stakeholder attitudes and expectations, and recognises the value of the opinions and expertise offered by stakeholders. Accessible, transparent and relevant consultation promotes quality regulation and generates public confidence in the regulatory scheme and its administration.

The Malta Gaming Authority generally informs the public of a new Consultation Paper being issued through a Public Notice. Subscribers to the Authority's online news service receive Consultation Papers electronically by email otherwise they may be obtained from the Authority's Website. If the Authority intends to issue a sequence of related Consultation Papers, a timetable indicating the date of issue of the relative Consultation Papers may be published prior to the first publication.

The Authority's objective is to consult widely with all stakeholders and interested parties, allowing a six week period from the date of publication for written submissions to be tendered by the responders. The Authority shall review all submissions received, assess all responses tendered and subsequently publish a report on the outcome of the consultation process.

All submissions must reach the Authority either electronically by email on info@mga.org.mt or sent to the Authority's offices at Suite 1, Level 3, TG Complex, Brewery Street, Mriehel, BKR3000, Malta by the date stipulated in the Consultation Paper.

Electronic documents should be sent in either MS Word (DOC) format or Adobe Portable Document Format (PDF). The email subject field should be "Consultation Submission on CPXX.XX" (CPXX.XX being the Consultation Paper Reference Number). Similarly hard-copy submissions must include the relative reference number.

When responding to a Consultation Paper, responders must ensure that their full name and contact details are clearly stated. Consultation responses tendered on behalf of an organisation should include the name of the organisation, the name of the author of the response and his/her capacity within the organization.

When formulating a response, the following points should be kept in mind:

- Responses should be clear and precise.
- Indicate the List numbers for ease of reference.
- Comments and recommendations should be separated from queries or requests.

Please note that responses shall be made publicly available so responders should refrain from including personal, confidential or commercially sensitive information in their submissions.

The Authority may respond to queries individually or issue a general notice addressing particular issues. All the Authority's responses shall be made public.