# Submission Instructions

Submissions must be provided by 5pm on Wednesday 23 December 2015

The Australian Haemophilia Centre Directors’ Organisation (AHCDO) and the National Blood Authority (NBA) Australia invite you to make a submission on the DRAFT *Guidelines for the management of haemophilia in Australia*. In order to ensure that the submission is as comprehensive, relevant and useful as possible, we welcome:

* general comments about the format and content of the draft
* suggestions for specific changes and additions
* suggestions for dissemination and implementation of the guideline.

Your contribution is greatly appreciated.

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| **How do I make a submission?** |

Please use the submission template to make a submission.

You will receive an acknowledgement via email when your submission has been received.

The NBA is unable to accept:

* Comments after the consultation deadline (5pm Wednesday 23 December 2015)
* Comments which do not comply with these submission instructions
* Confidential information or other material that you would not wish to be made public
* Comments, which in the opinion of ACHDO and the NBA are inappropriate.

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| **What contact details are required?** |

Please provide your contact details on the cover sheet of the submission template.

Submissions must include your name, phone number and postal address.

If the submission is from an organisation, please indicate this on the cover sheet. Please include the signatory's position, and the name and position of the person who authorised the organisation’s submission.

Please note that we might contact you during the consultation process to clarify or seek further information on any issues raised in your submission.

**All submissions must be signed, and forwarded to the NBA by e-mail, mail or facsimile.**

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| **How should I format my submission?** |

The submission template is provided in MS Word format.

If you are unable to access or use the template, please email submissions@blood.gov.au

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| **Where do I send my submission?** |

Please e-mail your submission to submissions@blood.gov.au

If you are not able to e-mail your submission you can mail or fax a hard copy to:

Guidelines for the management of haemophilia in Australia

Blood Sector Clinical Development

National Blood Authority

Locked Bag 8430
CANBERRA ACT 2601

Fax: (02) 6151 5300

The closing date for submissions is **5pm on Wednesday 23 December 2015.**

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| **What will happen to my submission?** |

All submissions will be collated by the NBA and considered in detail by AHCDO at the end of the public consultation period.

The NBA may include your name, or the name of your organisation with your submission, and/or quotes from your submission in any reports prepared relating to the development of this guideline, the final published guideline and its later publications.

Comments received in the course of public consultation may be published in the interests of openness and transparency, and to promote understanding about how the guideline was developed. Any potential publication of comments received will not represent endorsement of the comments by AHCDO or the NBA.

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| **Please use the following checklist to ensure your submission is complete:** |

[ ]  Cover Sheet (signed)

[ ]  Submission Template

[ ]  Any relevant supporting documentation.