Identifying Calls
Check the [open call register](#) or visit committee websites for more information, social media channels and email update subscription.

It may also be worth contacting committee clerks using their details online to investigate potential upcoming calls and agendas.

Pre-submission
Open calls dictate what and how to submit, however, it is always valuable to call committee staff to introduce yourself and ask more about what they want, what to focus on and how they want it presenting.

You can find staff details on the committee website, call a clerk and ask to speak to the person managing the inquiry.

The Government also gives [general guidelines](#) on submitting evidence.

Submission
Make sure you comply with the terms of reference set out, answering them directly and specifically.

**The submission must be new and directly relevant. It can refer to previous research but cannot be recycled itself**

Next Steps
You will be contacted shortly after the call deadline if your evidence is approved.

It will then be published and you may be called to give further evidence.