CEER

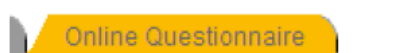**Instructions for using the online questionnaire to respond to the public consultation on "Data management for better retail market functioning"**
DEADLINE – 23 May 2014

1   How to use the online questionnaire

On the section "Public Consultations", under <u>open public consultations</u>, please select "**PC on Data management**" and click on the "online questionnaire" tab:

On this tab, the questionnaire for the online public consultation is displayed:

2   Saving your comments and submitting your answers

Fields marked with * are mandatory and must be filled in before your answers can be saved. Apart from this, you can save at any time by clicking the "submit" button at the bottom of the page:

* mandatory fields

submit

You can save and submit responses as many times as you like until the closing date, even over separate visits to the webpage. The answers will be updates automatically online. You get back to your answers by following the link received in the automatic email.

Please make sure that you click 'submit' before closing the webpage or finishing your submission, otherwise data will be lost.

3   Confidentiality

In line with CEER's public consultation rules, you can state for each individual answer whether it is confidential or not. If you do so, this part of your answer will not be published but only used in an anonymous way during the evaluation of responses process.

Confidential: No ▼

4   Printing

If you would like to print a paper copy of the empty questionnaire, you can do so anytime by following the link "Print (without Data)" at the bottom of the page on the left.

You can also print a paper copy of the questionnaire filled with your answers, in this case please follow the link "Print (with Data)" at the bottom of the page on the left.

Print (without Data)   Print (with Data)