

Sample Return Form

The following is an example of the information expected by the Standards Commission in a return form of lobbying activities under the Regulation of Lobbying Act.

Note that returns are subject-matter driven. You must submit ONE return for EACH subject on which you are lobbying. A single return should reflect all of the communications activities undertaken in support of that subject. You do not have to submit a new return each time you communicate with an official.

1. Period covered by return

Dates of 4 month period covered by return:

Select from drop down menu the relevant period to which your return refers

Example: 1 January 2016 – 30 April 2016

2. What matter did you lobby about?

Public Policy Area:

[Select from drop down menu the subject matter which best fits]

Example: Environment, Transport, EU Affairs

Relevant Matter:

[Select from drop down menu the relevant matter which best fits]

Example: Legislation, Policy, Funding, Zoning etc.

Specific details of Relevant Matter:

[In this text box, insert sufficient detail on what the relevant matter was. For example, if you selected "legislation" as the relevant matter, which legislation? If you are lobbying for a new policy, indicate what the policy would address.]

Examples:

Seeking an amendment to the Waste Management Act 1996

Seeking a regulatory change to XXX regulations

Seeking changes to border controls within European Union

Intended Results:

In this text box, insert sufficient detail on the results you were seeking to secure through your lobbying activity. The intended result should be meaningful, should relate directly to the relevant matter you have cited above, and should identify what it is you are actually seeking. Is it more funding? A regulatory change? It is not sufficient to say that you are seeking "to raise matters of interest to our organisation". To be a "relevant matter" that must be reported, you must be communicating about:

- *The development, initiation or modification of any public policy, programme or legislation,*
- *The award of any public funding (grants, bursaries, contracts etc.), or*
- *Zoning or development.*

Examples:

To ensure greater fines/penalties for persons convicted of illegal dumping

To increase the maximum allowable speed at which passenger vehicles may operate on Irish motorway;

To improve efficiency of border security processes when travelling between European countries;

To demonstrate the benefits of our community program in order to seek continued/additional funding;

To rezone a tract of land adjacent to my business from residential to commercial.

3. Who carried out the lobbying?

Name of person primarily responsible for lobbying on this activity:

Identify the person within your organisation that is primarily responsible for directing or making the lobbying activity. This does not mean that they are the sole lobbyist, but rather that they are the one either directing the activity or actually carrying it out.

Example: James Browne

Is or was there any Designated Public Officials or former Designated Public Officials who carried out lobbying activities related to this return on your behalf?

If yes, a text box will appear and you must insert the name of the DPO/former DPO. Note that the status of "former Designated Public Official" applies even if they left office before the Regulation of Lobbying Act commenced.

Client: Was this lobbying done on behalf of a client?

If yes, a text box will appear and you must insert the name and contact information for the client on whose behalf you were lobbying.

4. How was the lobbying carried out?

General lobbying activities

Grassroots communications:

Did you manage or direct a grassroots campaign?

A grassroots campaign is one in which you may direct supporters/ volunteers/ members etc. to participate in a lobbying activity you have organised, for example writing to a DPO using a form letter you supply.

If you have managed or directed a grassroots campaign, select YES and indicate what the call to action was.

Mass communications

Did you use any mass communications, for example bulk email deliveries or mass mailing?

If yes, you must indicate the method of mass communication used. You must also select the group (e.g. all TDs, all MEPs) targeted by the mass communication.

Targeted lobbying activities

Note: Add as many activities as are needed for the lobbying you did on this subject].

As the return is subject-matter driven, you must add all the activities (email, phone calls, meetings etc.) that you undertook in support of your lobbying for this subject.

Activity 1

Activity Type:

Select activity from drop-down menu

Example: E-mail

Activity Extent:

Select activity extent from the drop-down menu. Note that you must identify the approximate volume of this activity from pre-identified ranges. You do not have to include specific details of the time and date of each communication.

Example: 6 – 10 Emails

Additional Text:

Add any additional text you believe would be useful. Additional text is optional.

Activity 2

Activity Type:

Select activity from drop-down menu

Example: Meeting

Activity Extent:

Select activity extent from the drop-down menu.

Additional Text:

Example: Single meeting with Minister and officials to discuss Waste Management Act

5. Who were the Designated Public Officials you lobbied?

Designated public officials

Please identify all the officials you were lobbying on this subject matter for this period. Ensure that you are selecting the correct Designated Public Official. There is a searchable database to help you identify the person. If you do not see the correct name listed, you may create a new DPO in the system, which we will verify. If you are unsure of a name, check the list posted by the public body on their website to confirm a DPO's identity.

Keep in mind that if you are meeting with a targeted DPO (for example, a Minister) and that person is accompanied by other DPOs, all the DPOs must be included.

Examples:

John Dunne TD, Minister for the Environment

Mary Murphy, Assistant Secretary, Waste Management Division

Further Information

Further information on the *Regulation of Lobbying Act 2015* is available at www.lobbying.ie

If you are in doubt as to whether your activity is considered lobbying under the Regulation of Lobbying Act, take the Three-Step Test, review the Guidelines for persons undertaking lobbying activities, or contact the Standards in Public Office Commission at info@lobbying.ie.