Dear Registrant,

Thank you for your recent registration on [www.lobbying.ie](http://www.lobbying.ie). I would like to draw your attention to some information which may be useful to you in understanding and meeting your obligations under the Regulation of Lobbying Act 2015 [(the Act).](http://www.irishstatutebook.ie/eli/2015/act/5/enacted/en/html)

Reporting periods and deadlines

There are three prescribed reporting periods yearly. All registrants must submit a return of lobbying activity for each period in which they are registered, in advance of the statutory reporting deadline for the period. If a registrant has not engaged in any lobbying activity during a relevant period a nil return must be submitted by the deadline.

The three periods and their deadlines are outlined below:

1. 1 January to 30 April – deadline 21 May

2. 1 May to 31 August – deadline 21 September

3. 1 September to 31 December – deadline 21 January.

Returns are published to the live Register of Lobbying as soon as they are submitted. In order to ensure that your return has been successfully published, you should check to make sure it is on the live Register of Lobbying.

Account Administration for Organisations

As a matter of good practice, it is recommended that each Registrant has more than one account administrator. This will ensure that all correspondence from [www.lobbying.ie](http://www.lobbying.ie), such as end-of-period alerts, and deadline-reminder emails, are being received by more than one person, in the event that a person leaves their role or is unavailable for any reason. You can perform this task from the ‘user administration’ section of your lobbying dashboard.

Once the individual has accepted your invitation to join the registration as a ‘user’, you should return to the ‘user administration’ section and grant them administrative access to the registration. This will allow the individual to receive reminder emails and allow them to publish returns.

Enforcement Provisions

* Section 18(b) of the Act provides that it is an offence to fail to submit a return for a relevant period for which they were registered.
* Section 20(1) of the Act provides that it is also an offence to fail to meet the deadline for submitting a return.
* Section 21(1) of the Act provides that a person who is late submitting a return of their lobbying activities may be served with a Fixed Payment Notice of €200.

You will find other helpful information at the follow link: <https://www.lobbying.ie/help-resources/information-for-lobbyists/>

Code of Conduct

The Standards in Public Office Commission has published [a Code of Conduct for persons carrying on lobbying activities](https://www.lobbying.ie/about-us/code-of-conduct/). The Code of Conduct came into effect on the 1st January 2019.

Persons carrying on lobbying activities are required under section 16(5) of the Act to have regard to the Code of Conduct when carrying on lobbying activities. You should, therefore, read and become familiar with the Code of Conduct.

Permanently Ceasing Lobbying

Please note that if a registrant has permanently ceased lobbying, they must indicate this on their account using the ‘Manage Organisation’ tab on the ‘Lobbying Dashboard’. While an individual/organisation remains active on the register, they remain subject to the provisions of the Act and must continue to submit returns.

If you have a query about any matter relating to the site, or the Act, or you are having a technical difficulty, please contact us on (01) 639 5722 or email us at info@lobbying.ie.

Kind Regards,

Lobbying.ie

A Chláraí, a chara,

Go raibh maith agat as clárú ar www.lobbying.ie le déanaí. Ba mhaith liom d’aird a tharraingt ar roinnt faisnéise a d’fhéadfadh cabhrú leat tuiscint a ghnóthú ar na hoibleagáidí atá ort faoin Acht um Brústocaireacht a Rialáil 2015 agus cur ar do chumas na hoibleagáidí sin a chomhlíonadh.

Tréimhsí agus spriocdhátaí tuairiscithe

Tá trí thréimhse tuairiscithe fhorordaithe ann gach bliain. Ní mór do gach cláraí tuairisceán ar ghníomhaíocht brústocaireachta a chur isteach i dtaca le gach tréimhse ina bhfuil siad cláraithe agus ní mór dóibh déanamh amhlaidh roimh an spriocdháta tuairiscithe reachtúil don tréimhse. Más rud é nach ndearna cláraí aon ghníomhaíocht brústocaireachta le linn tréimhse iomchuí, caithfear toradh nialasach a chur isteach faoin spriocdháta.

Tá na trí thréimhse agus a spriocdhátaí leagtha amach thíos:

1. an 1 Eanáir go dtí an 30 Aibreán – spriocdháta an 21 Bealtaine

2. an 1 Bealtaine go dtí an 31 Lúnasa – spriocdháta an 21 Meán Fómhair

3. an 1 Meán Fómhair go dtí an 31 Nollaig – spriocdháta an 21 Eanáir.

Foilsítear tuairisceáin ar an gClár Brústocaireachta beo a luaithe a chuirtear isteach iad. Chun a chinntiú gur foilsíodh do thuairisceán go rathúil, ba cheart duit a sheiceáil go bhfuil sé ar an gClár Brústocaireachta beo.

Riarachán Cuntais d’Eagraíochtaí

Mar ábhar dea-chleachtais, moltar go mbeadh níos mó ná riarthóir cuntais amháin ag gach Cláraí. Cinnteoidh sé sin go bhfaighidh níos mó ná duine amháin an comhfhreagras ar fad a sheolfar ó [www.lobbying.ie](http://www.lobbying.ie), amhail foláirimh faoi dheireadh tréimhse agus ríomhphoist mheabhrúcháin spriocdháta, i gcás go n-éireoidh duine as a ról nó nach mbeidh sé/sí ar fáil ar chúis ar bith. Is féidir leat an tasc sin a chomhlíonadh ar an rannán ‘riarachán úsáideora’ ar do phainéal rialaithe brústocaireachta.

A luaithe a ghlacann an duine le do chuireadh chun dul isteach sa chlárú mar ‘úsáideoir’, ba cheart duit filleadh ar an rannán ‘riarachán úsáideora’ agus rochtain riaracháin ar an gclárú a thabhairt dó/di. Cuirfidh sé sin ar chumas an duine aonair ríomhphoist mheabhrúcháin a fháil agus tuairisceáin a fhoilsiú.

Forálacha Forfheidhmithe

* Foráiltear le halt 18(b) den Acht gur cion é do dhuine gan tuairisceán a chur isteach i dtaca le tréimhse iomchuí a raibh sé/sí cláraithe lena linn.
* Foráiltear le halt 20(1) den Acht gur cion é freisin mainneachtain cloí leis an spriocdháta le haghaidh tuairisceán a chur isteach.
* Foráiltear le halt 21(1) den Acht go bhféadfar Fógra Íocaíochta Seasta €200 a sheirbheáil ar aon duine nach gcuireann tuairisceán maidir le gníomhaíochtaí brústocaireachta isteach in am.

Gheobhaidh tú faisnéis chabhrach eile ag an nasc seo a leanas freisin: <https://www.lobbying.ie/help-resources/information-for-lobbyists/resources/information-for-lobbyists/>

Cód Iompair

Rinne an Coimisiún um Chaighdeáin in Oifigí Poiblí [Cód Iompair do dhaoine a sheolann gníomhaíochtaí brústocaireachta](https://www.lobbying.ie/about-us/code-of-conduct/) a fhoilsiú. Tháinig an Cód Iompair in éifeacht an 1 Eanáir 2019.

I gcomhréir le halt 16(5) den Acht, ceanglaítear ar dhaoine a sheolann gníomhaíochtaí brústocaireachta aird a thabhairt ar an gCód Iompair agus iad ag seoladh gníomhaíochtaí brústocaireachta. Ba cheart duit, dá bhrí sin, an Cód Iompair a léamh agus eolas a chur air.

Scor go Buan de Bhrústocaireacht

Tabhair faoi deara nach mór do chláraí, i gcás inar scoir sé/sí de bhrústocaireacht go buan, an méid sin a chur in iúl ar a c(h)untas ach an táb ‘Bainistigh Eagraíocht’ ar an ‘Painéal Rialaithe Brústocaireachta’ a úsáid. Tá duine/eagraíocht faoi réir fhorálacha an Achta chomh fada agus atá sé/sí gníomhach ar an gclár agus ní mór dó/di leanúint le tuairisceáin a chur isteach lena linn.

Má bhíonn ceist agat faoi ní ar bith a bhaineann leis an suíomh nó leis an Acht nó má bhíonn deacracht theicniúil agat, déan teagmháil linn ach glao a chur ar (01) 639 5722 nó ríomhphost a sheoladh chuig  info@lobbying.ie.

Le dea-mhéin,

Lobbying.ie