



Regulation of Lobbying Act
How to make a Return on Lobbying.ie

| STEP | ACTIONS |
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| Access the Regulation of Lobbying website | https://www.lobbying.ie |
| Login to site | <ul style="list-style-type: none"> • CLICK Login (<i>top right of the screen</i>) • ENTER your email address • ENTER your password • CLICK Login |
| Start a Return | <ul style="list-style-type: none"> • CLICK on Start a return |
| 1. Select Return Period | <ul style="list-style-type: none"> • SELECT the return period (default to current period) • The time options for the Return are covered by a 4 month period (for example: 1st of January to 31st April 2016) |
| 2. What matter did you lobby about? | <ul style="list-style-type: none"> • SELECT Policy area from dropdown • SELECT Relevant matter from dropdown • ENTER Specific details (e.g. the specific policy, piece of legislation etc. you lobbied on) • ENTER Intended Results (To add more results click the "Add another intended result" button). |
| 3. Who carried out the lobbying? | <ul style="list-style-type: none"> • ENTER name of person responsible for lobbying (for example: CEO, Public Affairs Executive, Chamber Manager) |
| Were there any Designated Public Officials or former Designated Public Officials who carried out lobbying activities related to this return | <ul style="list-style-type: none"> • If this is so CLICK yes • If yes clicked above ENTER the name of DPO or ex-DPO who carried out lobbying |
| Was this lobbying done on behalf of a client? <i>(A client is defined as an employer of more than 10 full time employees or is a representative body or an advocacy body which has at least one full-time employee)</i> | <ul style="list-style-type: none"> • IF this is so CLICK yes • ENTER the Organisations CRO number if your organisation has one • CLICK on the search icon • SELECT Main business or activity from dropdown • ENTER company website if available • ENTER the contact email address • ENTER the contact phone number • ENTER the contact address |

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| <p>4. How was the lobbying carried out? Are you managing or directing a grass roots campaign?</p> | <ul style="list-style-type: none"> • CLICK Yes if you are managing a grass roots campaign • ENTER details of message • CLICK yes if you used any mass communications (eg. Bulk email or mass mailing) • SELECT the target of these mass communications from dropdown menu • ENTER additional text (optional) |
| <p>Lobbying activities</p> | <ul style="list-style-type: none"> • SELECT activity type from dropdown list • SELECT activity extent from dropdown list • ENTER additional text (optional) |
| <p>5. Who were the Designated Public Officials you lobbied?</p> | <ul style="list-style-type: none"> • START TYPING DPO's name to Search for DPO lobbied • CLICK on DPO's name • CLICK on plus beside DPO's name to add to return • CLICK on minus beside DPO's name to remove from return <p>OR</p> <ul style="list-style-type: none"> • SELECT the Organisation that the DPO lobbied belongs to from a dropdown menu • CLICK on DPO's name • CLICK on plus beside DPO's name to add to return • CLICK on minus beside DPO's name to remove from return <ul style="list-style-type: none"> • You can include more than one DPO in your Return. |
| <p>6. Save as draft & publish</p> | <ul style="list-style-type: none"> • CLICK Save as Draft to save what you have entered into the form but not submit the return. You can edit the draft up until it is submitted. • CLICK Save and duplicate to save what you have entered as a draft and open up a new duplicate form containing the same data. This is helpful if you lobbied on another matter where many of the details are the same, as it saves you from retyping all the information when completing the new form. • CLICK Preview to display a preview of the form's content as it will appear on the Register • CLICK Publish Now to submit the data in the form as a return for the selected return period. It will appear immediately on lobbying.ie |
| <p>7. Log out</p> | <ul style="list-style-type: none"> • CLICK log out (<i>top right of the screen</i>) to exit |