

For greater  
openness,  
**face-to-face**  
**lobbying**  
must be  
registered.



If you lobby MSPs, members of the Scottish Government, Special Advisers or Permanent Secretary then you need to know more before **12 March 2018**.

**LOBBYING REGISTER | CLÀR-COITEACHAIDH**



The Scottish Parliament  
Pàrlamaid na h-Alba



## WHAT IS LOBBYING?

To be heard by parliament or government many people 'lobby'. It is a fundamental part of our democratic process.

It allows organisations and individuals to inform and influence decisions made by our elected representatives and policy development by our government.

Lobbying takes many different forms and can originate from individuals and interest groups; bodies representing their members or professions; charities and the voluntary sector and those who act in a professional capacity to lobby others.

## WHAT IS "REGULATED" LOBBYING?

Regulated lobbying is a core concept of the Lobbying (Scotland) Act 2016.

Regulated lobbying is lobbying which takes place face-to-face with MSPs, members of the Scottish Government, Special Advisers or Permanent Secretary and which relates to Scottish Government or Parliamentary functions.

From **12 March 2018**, the Act requires regulated lobbying to be recorded in a new Lobbying Register.

This contact could take place in any situation, not just at formal meetings. To help you understand what regulated lobbying is please check the **5 Key Steps** within this leaflet and the exemptions that may apply. That should help you to identify if you are engaged in regulated lobbying.

If you think you are, we strongly suggest you seek further information and guidance at the Lobbying Register website [www.lobbying.scot](http://www.lobbying.scot)

## PARLIAMENTARY GUIDANCE

Parliamentary Guidance on the operation of the Act has been produced and is intended to assist those who may lobby.

This provides comprehensive information on all aspects of the Act, setting out in greater detail which types of conversations, and with whom, would require to be registered.

In addition to the Parliamentary Guidance, a Common Scenarios guide and FAQs have also been produced and are designed to help with other practical questions and queries that potential registrants may have. All of these documents are on the Lobbying Register website.



## WHAT HAPPENS NEXT?

A familiarisation period runs from 23 October 2017 for a period of four months. This will help potential registrants by providing early access to the new Lobbying Register so they can use the system in conjunction with Parliamentary Guidance in a practice mode before the Act is commenced.

The site will be available at [www.lobbying.scot](http://www.lobbying.scot). Users will be able to use the system by:

- Registering a practice account for your organisation.
- Providing practice registration details for your organisation.
- Submitting practice Information Returns for your organisation..

## LOBBYING (SCOTLAND) ACT 2016 - THE KEY DATES

March 2016	The Act is passed by the Scottish Parliament
April 2016	The Act received Royal Assent. The Scottish Parliament was given the responsibility to develop and implement a Lobbying Register within two years.
March 2017	IT contract awarded for the development of new Lobbying Register and website.
March 2017	Lobbying Register Team advertised for applicants to join a Lobbying Register Working Group to provide further information and assistance as the Act moves towards full implementation.
June 2017	First meeting of the Lobbying Register Working Group.
September 2017	Draft Parliamentary Guidance produced and made available for viewing.
23 October 2017	Familiarisation period for using the Lobbying Register begins.
12 March 2018	Lobbying (Scotland) Act 2016 is fully commenced and register is fully operational.
March 2020	A review into the operation of the Act begins. Stakeholders will be able to submit their views to a committee of the Parliament carrying out this review.



## WHAT ARE THE EXEMPTIONS WITHIN THE ACT?

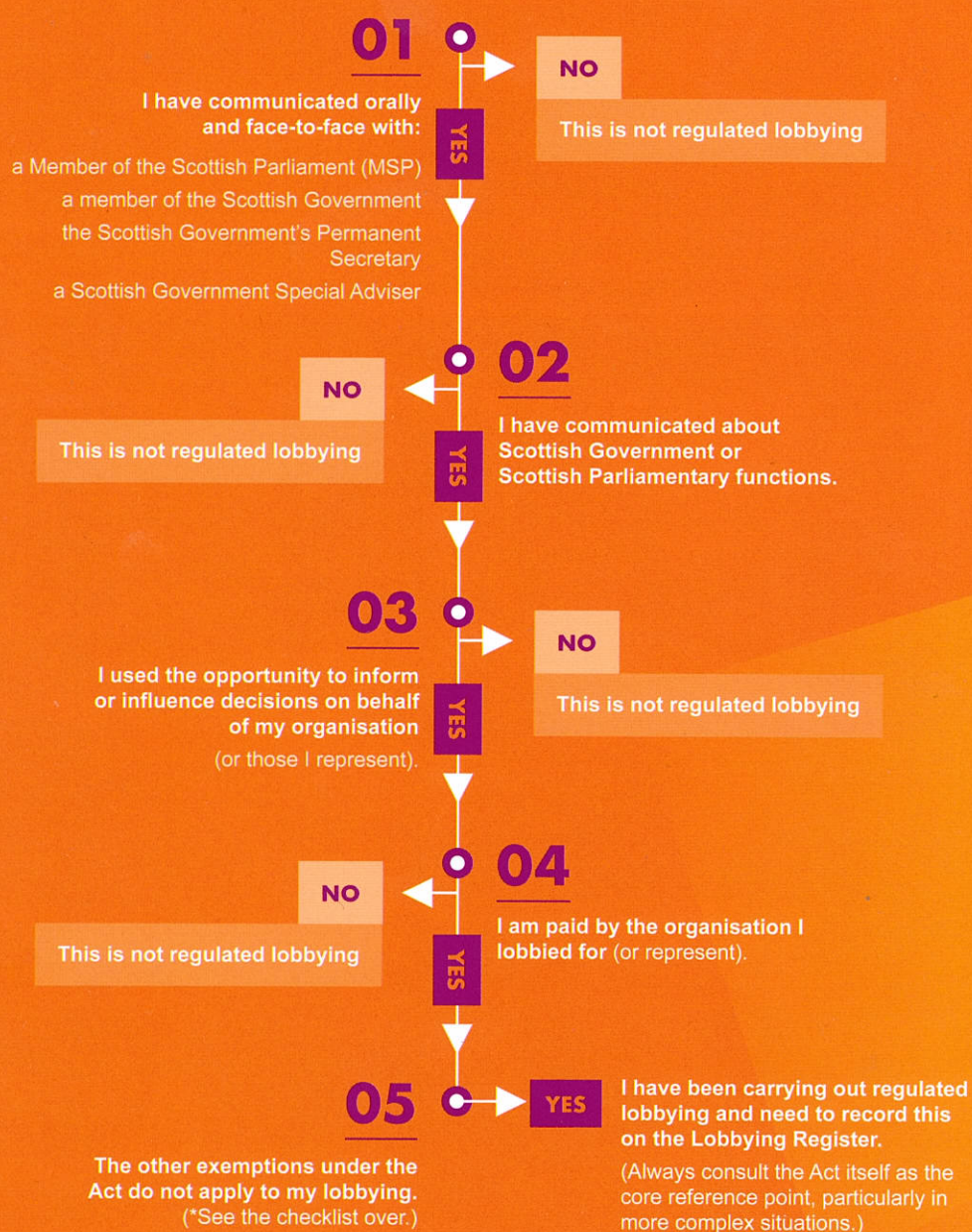
There are 13 separate exemptions in the Act's schedule. This checklist may help you.

**An exemption would apply to my face-to-face lobbying with an MSP, members of the Scottish Government, Special Advisers or Permanent Secretary because it was:**

- ☒ about an issue I am raising on my own behalf
  - ☒ with an MSP who represents the constituency or region where I live or where my company/organisation is based or ordinarily operates within
  - ☒ unpaid - directly or indirectly
  - ☒ undertaken when my company/organisation had fewer than 10 full-time employees
  - ☒ during formal parliamentary proceedings of the Scottish Parliament (e.g. a meeting of a parliamentary committee) or as communication required by statute or another rule of law
  - ☒ in response to a request from those above (see Key Step 1) for factual information or views on a topic
  - ☒ during a quorate meeting of a Cross-Party Group of the Scottish Parliament
  - ☒ for the purposes of journalism
  - ☒ discussing negotiations on terms and conditions of employment
  - ☒ made by a political party
  - ☒ already exempt because my public role or the public role/functions of my organisation are listed in the Act as exempt
- ☒ I am aware that if this MSP is a member of the Scottish Government, or I am communicating on behalf of a third party, then this exemption does not apply.
- ☒ I am aware that if I am communicating on behalf of a third party, or in a representative capacity, this exemption does not apply



# FIVE KEY STEPS



## HOW DO I FIND OUT MORE?

Please feel free to contact the  
Lobbying Register Team at any time  
at the contact points shown below:

**Lobbying Register Team**  
**The Scottish Parliament**  
Edinburgh  
EH99 1SP

0131 348 5408

[lobbying@parliament.scot](mailto:lobbying@parliament.scot)

[www.lobbying.scot](http://www.lobbying.scot)

*This document is intended as a summary of the main  
provisions of the Lobbying (Scotland) Act 2016 and  
does not purport to be a legal interpretation of the Act.*

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