



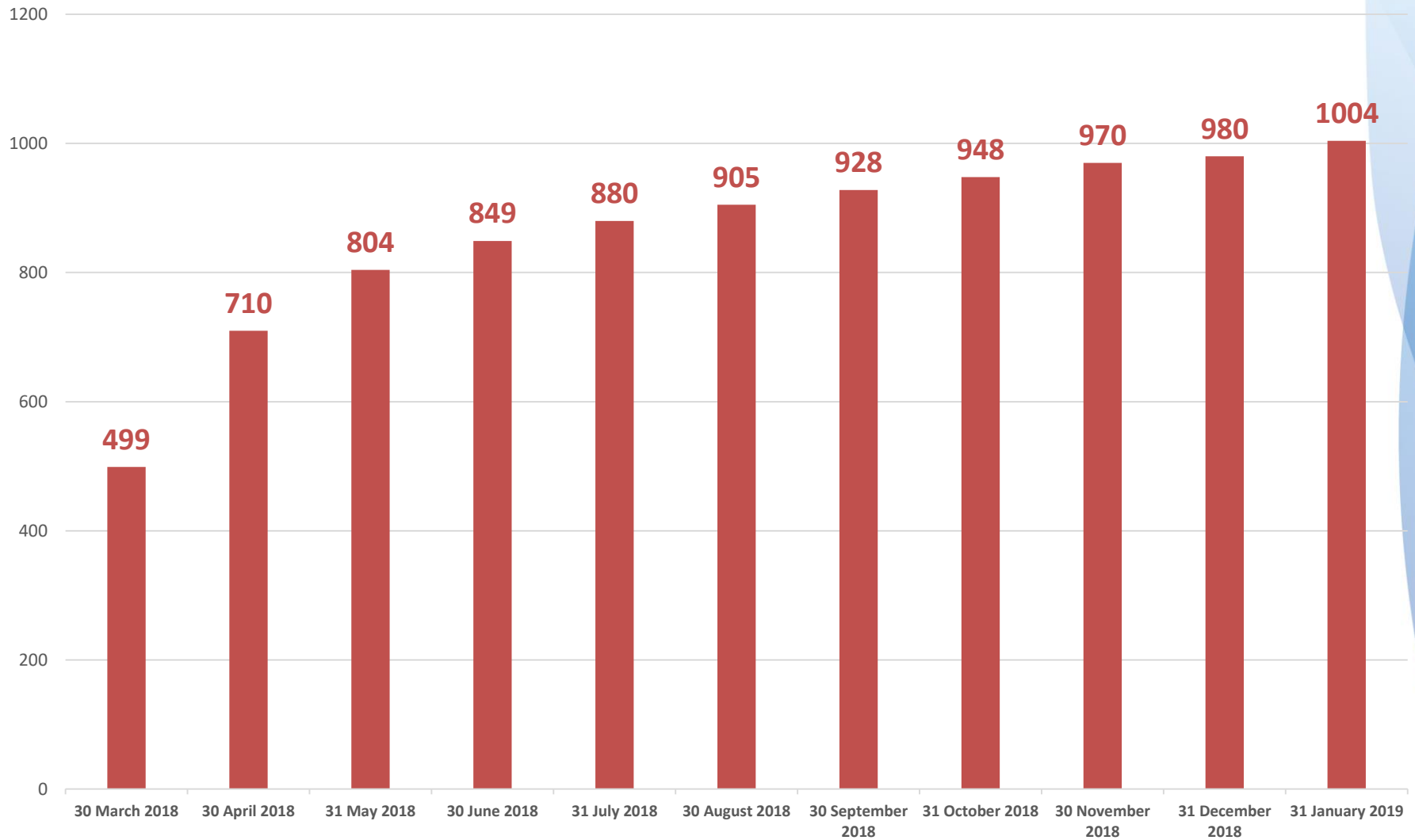
The Scottish Parliament  
Pàrlamaid na h-Alba

**Lobbying Register** | **Clàr-coiteachaidh**

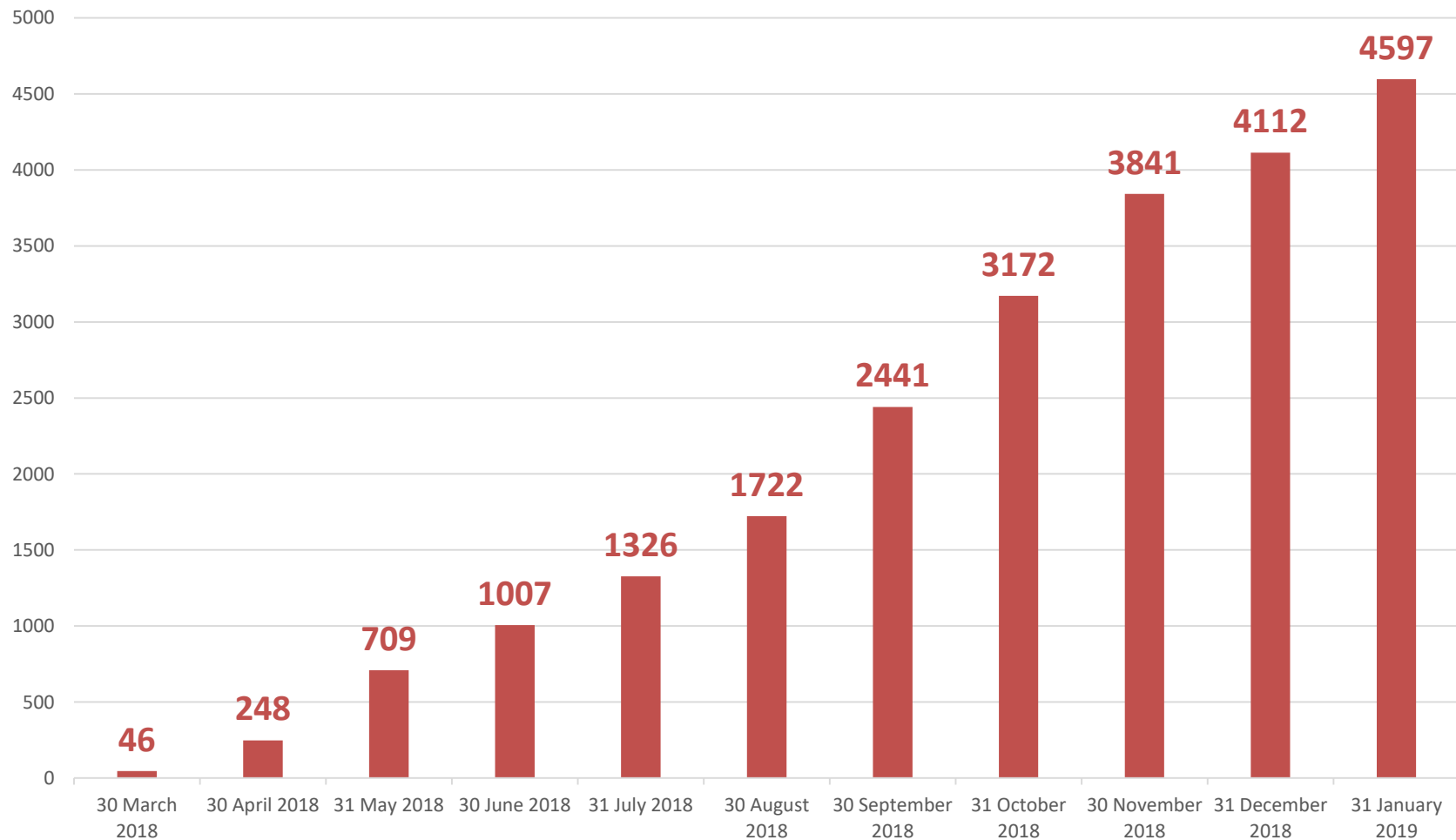
# Lobbying (Scotland) Act 2016: Compliance Workshops

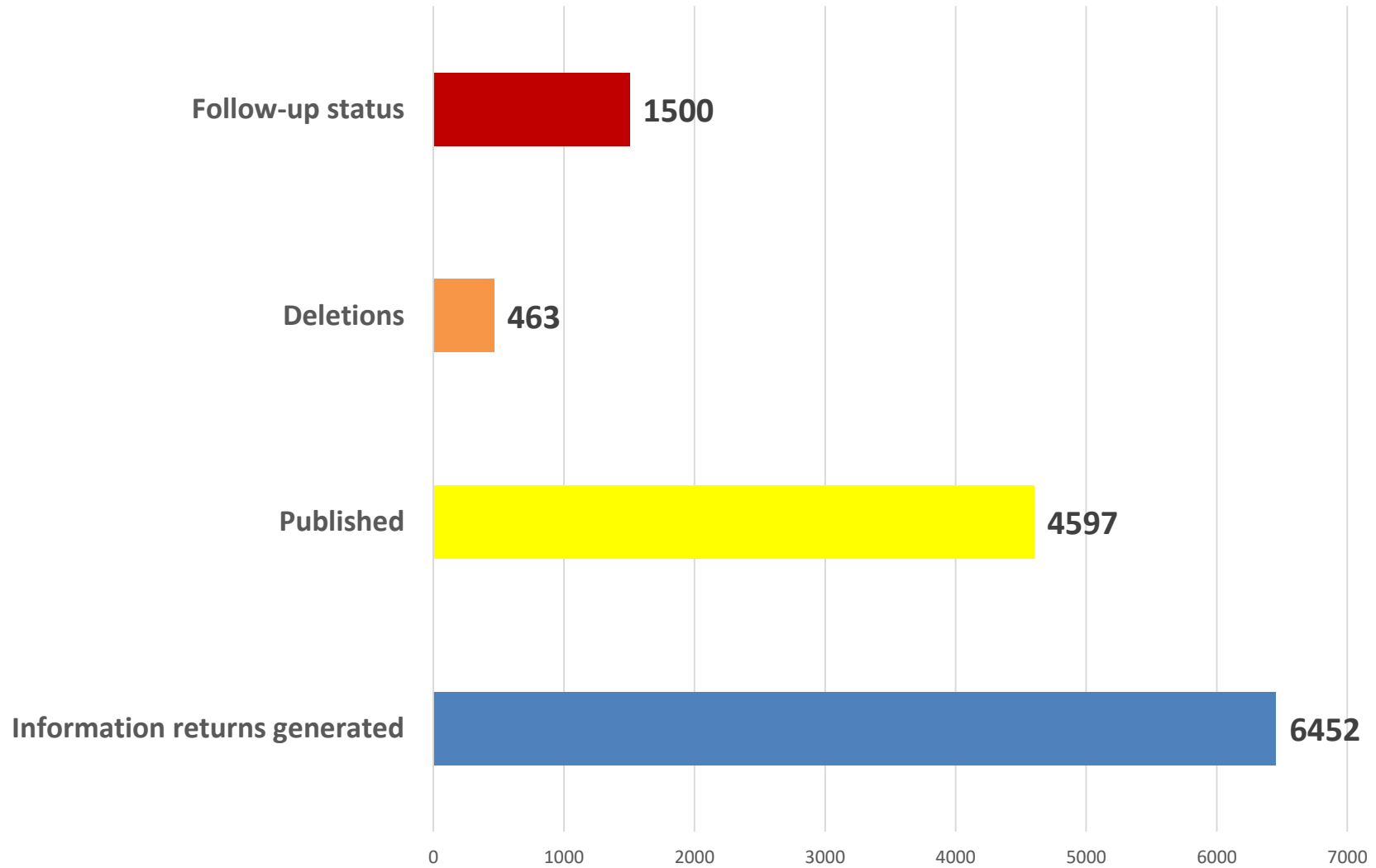
- Statistics and the story so far
- Good practice tips from the Lobbying Register Team
- Good practice in compliance

## Number of Registrants – cumulative per month



## Number of published Information Returns – cumulative per month





# Number of published Information Returns - per month

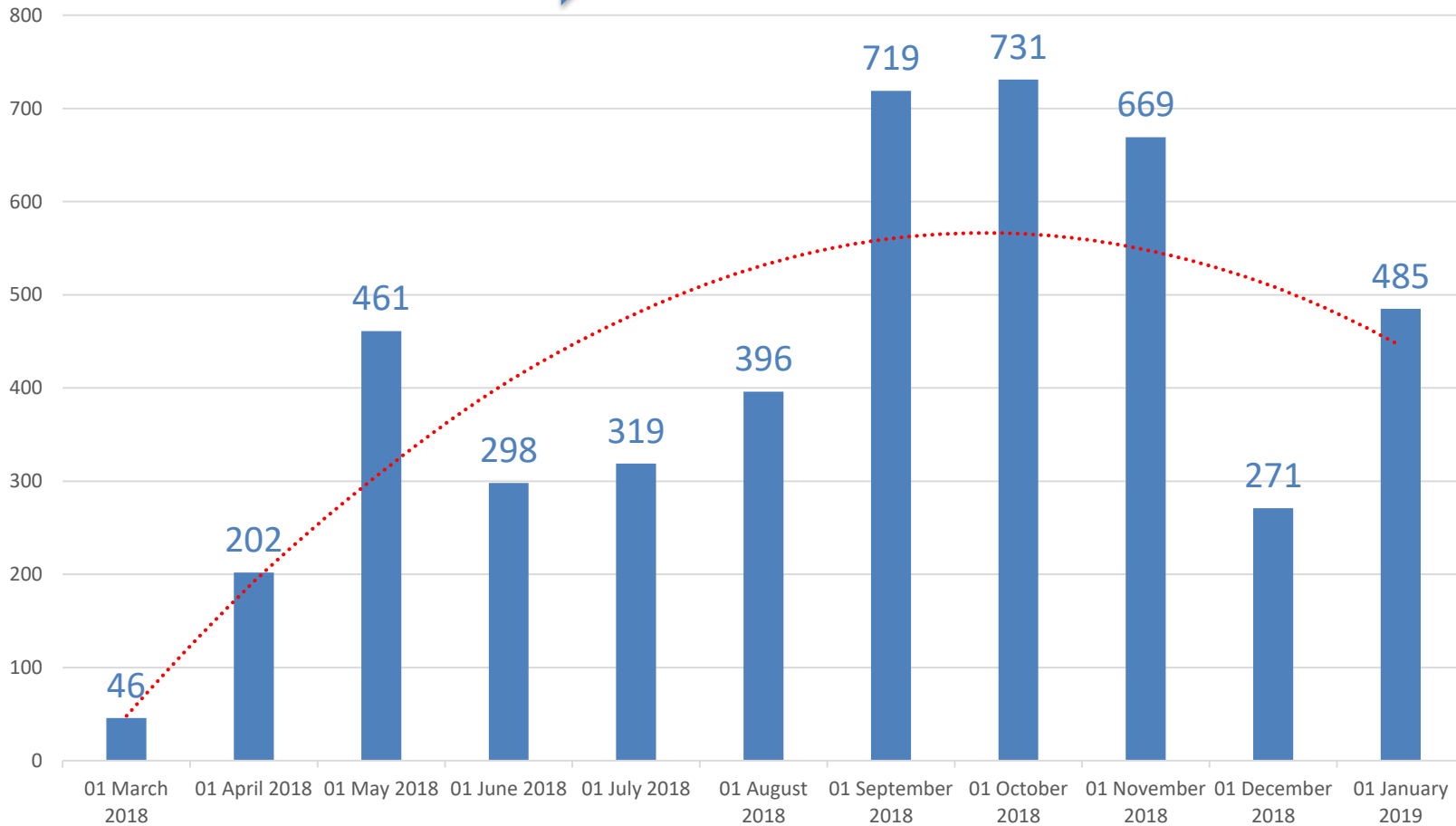
Lobbying Register | Clàr-coiteachaidh

Period  
Start Date  
**12 March**

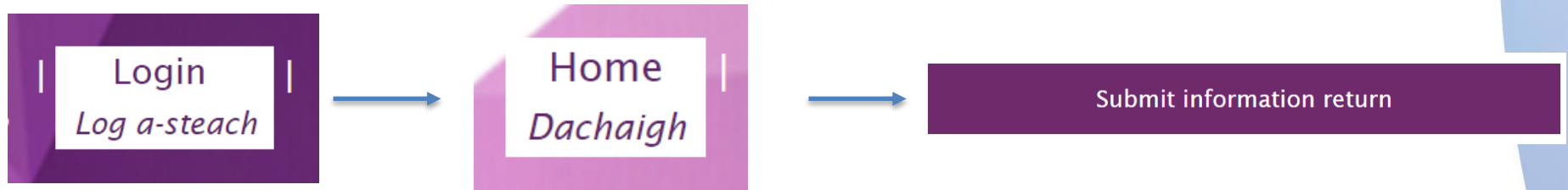
**Information Returns  
at any time**

Period End  
Date  
**11 Sept.**

2 weeks for all  
Returns  
**25 Sept.**



# Submitting an Information Return – Step by Step




Make  
sure you  
tick!

[Home](#) > Submit information return

## Submit information return

☐ I declare that my account details are up to date

If you need to update your account details select Update account / Edit Account details before submitting your lobbying activity

☐ I declare that for the relevant six month period no engagement in regulated lobbying has taken place. 

All fields below must be completed unless marked optional

Date of lobbying activity

Time (optional)

Role of person lobbied-1

Name of the person lobbied-1

Add another lobbied person

MSP, Minister,  
Civil Servant  
or Permanent  
Secretary.

If you lobby  
more than  
one person  
in the same  
instance.

Location where person was lobbied: Line 1

Line 1

Line 2 (optional)

Line 2

Line 3 (optional)

Line 3

Line 4 (optional)

Line 4

Postcode

Post code

Postcode is essential.

Description of meeting, event or other circumstances

- Tour of premises followed by sit down meeting with Humza Yousaf MSP, Member for Glasgow Pollok.
- Meeting with Humza Yousaf MSP, Cabinet Secretary for Justice.
- Discussion during reception with Katy Bowman, Special Adviser.

Ministerial title or constituency /region.

Also in attendance were John Smith and Kate Hardie from X.



Communication type

Face to face

Face to face or video conference.

Name of individual who carried out the communication

Add another name

Was the lobbying undertaken on the registrant's own behalf?

☒ Yes

Lobbying on behalf of your organisation.

☐ No

If you lobbied on behalf of another organisation.

Purpose of the lobbying

This box is really the key area for all readers of the Register to understand what actual regulated lobbying was undertaken by your organisation, with the MSP's/Minister, and what that lobbying was seeking to achieve (where possible).

Submit Information return

Save Information return

Cancel

Submit to us

Save to your drafts

## ‘Purpose of lobbying’ box scenarios

### Roundtable with Member’s and other organisations

- The *Purpose* box should only detail the lobbying directly carried out by your organisation. It may just require a change to the wording (We raised, we discussed, we highlighted, etc...).

### Discussion and photo-call with Member

- It is likely this could be regulated lobbying if you use this opportunity to inform or influence and to help show clear support for a campaign or policy.

### Lobbying through a speech at an event

- Whether a speech, or a part of a speech, amounts to regulated lobbying will depend on individual circumstances. One factor is whether anything in the speech is targeted at (say) an MSP in the audience; this would point towards that part being registrable.


Submit Information return

Save Information return

Create Copy

Cancel

Use the 'Create copy' function when lobbying many Member's at one event.



An information return should be submitted of each instance of regulated lobbying.

Submit one return to us as a test before creating all the copies.

## Information Returns – What Happens Next?

- **Information Return submitted**
- **Information Return awaiting verification**
- **Checked by Lobbying Register Team**
- **Returned to draft or proceed to publish?**
- **Check registered email address**

## Common Issues

- **Forgotten Password**

Password

[Forgot password?](#)

### Forgot password

Enter the email you used to register and we'll send you a link to reset your password. If you're having problems with this you can [contact us here](#).

Email

[Send Email Link](#)

- **Access for all to the account**
- **Updating account details**

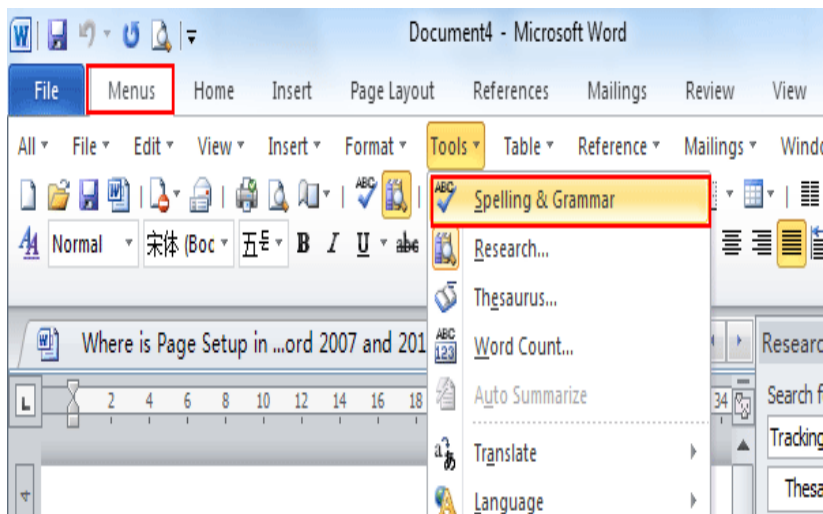


- **Email, Registrant name, password**

- **Lobbying role, address**

# Top Tips from the Lobbying Register Team

## 1. Spelling, Grammar and Acronyms – Check before submitting



# Top Tips from the Lobbying Register Team

## 2. Description and Purpose Fields – Not to contain duplicate information

Description of meeting, event or other circumstances


Ivan McKee MSP, Minister for Trade, Investment and Innovation was delivering the opening plenary speech at this year's IBiolC conference. XX was on 'meet and greet' duties when he arrived and also to help facilitate some staff introductions, photography and social media posting.  
Various civil servants were also there but they were not directly involved in the conversation.

Purpose of the lobbying

Mr McKee was delivering the opening plenary speech at this year's IBiolC conference. XX was on 'meet and greet' duties when he arrived and also to help facilitate some staff introductions, photography and social media posting.

## Top Tips from the Lobbying Register Team

### 3. Location and address details, including postcode wherever possible



Location where person was lobbied: Line 1

Holyrood

Line 2

Line 2

Line 3


Line 3

Line 4

Line 4

Postcode

Post code



Location where person was lobbied: Line 1

Garden Lobby

Line 2

Scottish Parliament

Line 3

Edinburgh

Line 4

Line 4

Postcode

EH99 1SP



## Top Tips from the Lobbying Register Team

### 4. MSP or Cab Sec/Minister – Which role are you lobbying them in?



## Top Tips from the Lobbying Register Team

**5. More than one staff member in attendance – did they actually carry out any regulated lobbying?**





## Top Tips from the Lobbying Register Team

### 6. Regulated Lobbying Speech at an event – do you know who was actually in attendance?



## Top Tips from the Lobbying Register Team

### 7. Lobbying on your own behalf, or for someone else?

#### Lobbying for your own organisation

Was the lobbying undertaken on the registrant's own behalf?

☒ Yes

☐ No

#### Lobbying for another organisation

Was the lobbying undertaken on the registrant's own behalf?

☐ Yes

☒ No

Name of the person on whose behalf the lobbying was undertaken

A different organisation name|

## Top Tips from the Lobbying Register Team

### 8. Check your emails...

**The Lobbying Team will contact you via your registered email  
– check your emails regularly!**



## Top Tips from the Lobbying Register Team


### 9. No lobbying during your 6-month period? Submit a Nil Return.

[Home](#) > Submit information return

#### Submit information return

☒ I declare that my account details are up to date

If you need to update your account details select [Update account](#) / [Edit Account details](#) before submitting your lobbying activity

☒ I declare that for the relevant six month period no engagement in regulated lobbying has taken place. 

Submit Information return

Save Information return

Cancel

# Top Tips from the Lobbying Register Team

## 10. Information Returns returned to draft?

Home | News | Information return history |  
*Dachaigh | Naidheachdan | Eachdraidh toradh fiosrachaidh*



Show All

Show returns not submitted

Show submitted returns awaiting verification

Show published returns

Show nil returns

☐☒☐☐☐

Search





[Home](#) > [Help](#)

## Help

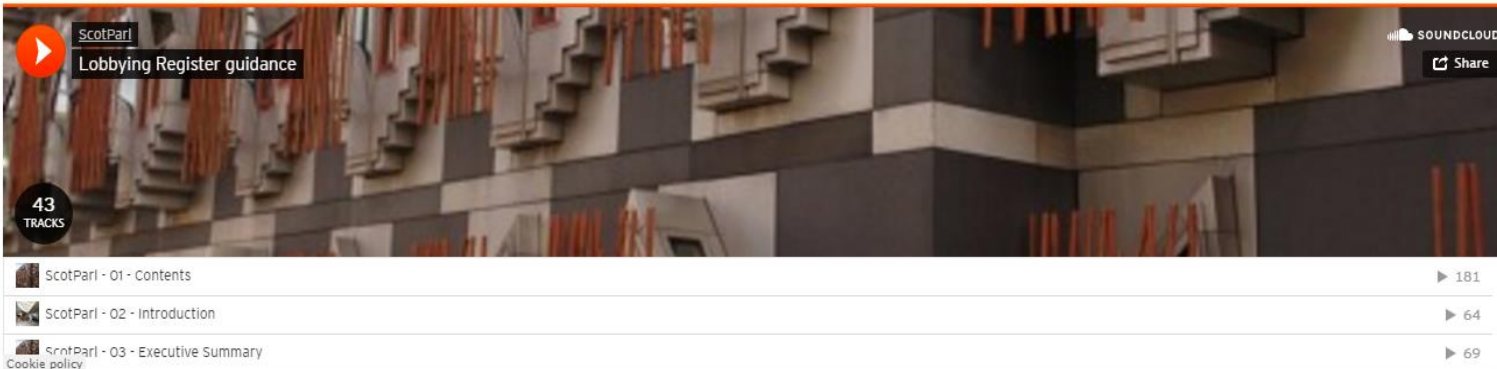
### Guidance documents

The [Lobbying \(Scotland\) Act 2016](#) can be accessed online.

To assist you when registering and entering information on the Lobbying Register, Parliamentary Guidance, FAQs and some Common Scenarios have been published by us. They can be accessed via the links below:

[Parliamentary Guidance - 1st Edition](#)

An audio version of the Parliamentary Guidance has also been produced:



ScotParl  
Lobbying Register guidance

43 TRACKS

ScotParl - 01 - Contents 181

ScotParl - 02 - Introduction 64

ScotParl - 03 - Executive Summary 69

[Cookie policy](#)

[Common Scenarios](#)

[Frequently Asked Questions](#)

## 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

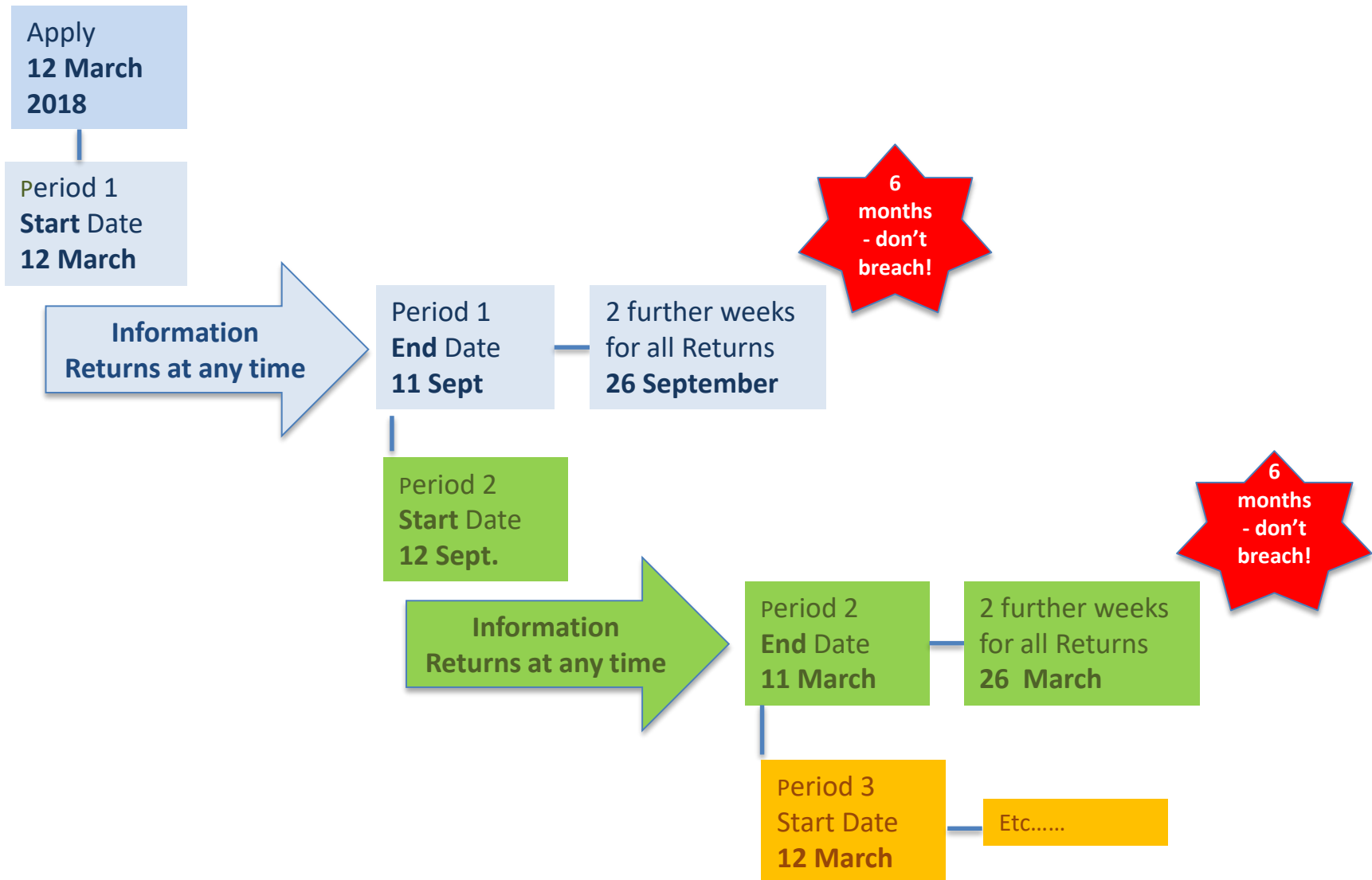
0131 348 5408

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

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

 [@SP\\_LobbyingScot](https://twitter.com/SP_LobbyingScot)

## Information Returns: 6-month statutory periods if you **pre-registered**



## Information Returns: 6-month statutory periods if you lobbied before applying

