

## Updates made to the Lobbying Register – July 2023

Following your ongoing feedback, the Lobbying Register website has now been updated. This note breaks down the new functionality, showing you each change.

### What's changed?

When you log-in you are now directed to your organisation's new **dashboard**. This provides you with at-a-glance information (some never previously available) and a one-stop area to do the following:

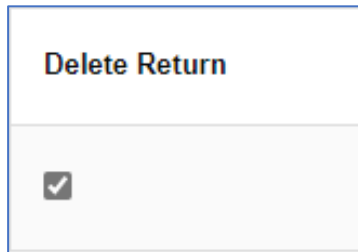
1. **Check the status of your information returns:** see returns requiring your attention, as well as your returns awaiting verification or published.

SEARCH OUR CURRENT INFORMATION RETURNS

1	Returns requiring attention	<input type="checkbox"/>
0	Returns awaiting verification	<input type="checkbox"/>
1	Returns published	<input type="checkbox"/>
1	Returns never submitted	<input type="checkbox"/>
3	Show all	<input type="checkbox"/>

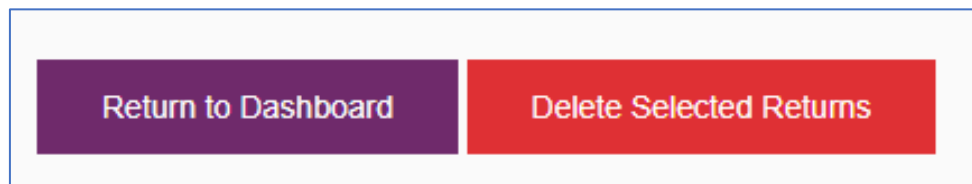
**2. Check on your returns ‘never submitted’:** delete any errors or unused drafts you no longer need.

- Click **Returns never submitted** and on that page select the return(s) to delete by ticking **Delete Return**.



A screenshot of a form element. At the top, the text "Delete Return" is displayed. Below this text is a checkbox that is checked, indicated by a small black square with a white checkmark inside.

- Then Click **Delete Selected Returns** (or return to the dashboard)



A screenshot of two buttons side-by-side. The left button is dark purple with the text "Return to Dashboard" in white. The right button is red with the text "Delete Selected Returns" in white.

**3. See your current statutory submission period:** to check your deadline.

Current 6-month statutory period:

Period 9 - 04/06/2023 to 03/12/2023

**4. Note when you last checked your registration details:** with details on where to make any changes required.



Date account registration details last changed:

22/06/2023

To change your registered email address or update your registration details use the **Update Account** tab.

| Update account ▾ |

**5. Search your own organisation's returns:** with enhanced filters and result information.

Role of the person lobbied	
Please select ▾	
Name of the person lobbied	
Please select ▾	
By key word or specific return number:	
<input type="text"/>	
By specific date of lobbying activity	
Start date	End date
dd/mm/yyyy 	dd/mm/yyyy 
<input type="button" value="Search my Information Returns"/>	

**6. Submit an information return or a nil return:** the dashboard is the new area to submit your returns from.

Submit a NEW information return

Submit a NIL information return

Other **improvements** include:

1. **An upgraded 'public' search:** including an improvement of the CSV function, to ensure it copes with larger search requests. Plus, more choices when searching for published information returns and registrant information details.

For searching Information Returns....

SEARCH TYPE

Information Returns       Registrants

INFORMATION RETURNS – FILTERED SEARCH (choose one/multiple fields for summary with links to full returns)

By specific date of lobbying activity

Start date

End date

Search by Keyword

By communication type

Registrant name

By substantive / nil return

Role of the person lobbied

Name of the person lobbied

....and for searching for Registrants details

SEARCH TYPE

Information Returns  Registrants

REGISTRANTS – FILTERED SEARCH (choose one/multiple fields)

Sort Registrants By

Alphabetical  
 First Registered  
 Last Registered

Active  Inactive  Voluntary

Registrant name

By registrant type

By registrant subject area

2. **The use of 'ghost text' guidance in key areas of the information return:** to provide direct information on how to best complete certain boxes.

#### Description of meeting, event or other circumstances

Please enter only a description of how the communication was carried out.

As an example, but not limited to:

- Meeting with Jane Smith MSP, Member for Lothian;
- Video conference meeting with Jane Smith MSP, Member for Lothian and Tom Murray MSP, Member for South Scotland;
- Discussion / Speech / Question asked at (name of conference/ event) attended by Jane Smith MSP, Member for Lothian.

#### Purpose of the lobbying

Please enter accurate and meaningful details of the lobbying undertaken by your organisation setting out what you were seeking to achieve (where possible).

For example, by lobbying on issues, offering views or making asks for action relating to legislation, policy, contracts, financial assistance, licences or other authorisations; seeking help to have matters raised or represented within or outwith the Scottish Parliament.

3. **Statutory submission periods:** drop-down boxes in both the information/nil return forms, to help you submit for the appropriate period.

Submission period

Please select
Please select
Period 9 - 04/06/2023 to 03/12/2023
Period 8 - 04/12/2022 to 03/06/2023
Period 7 - 04/06/2022 to 03/12/2022
Period 6 - 04/12/2021 to 03/06/2022
Period 5 - 04/06/2021 to 03/12/2021
Period 4 - 04/12/2020 to 03/06/2021
Period 3 - 04/06/2020 to 03/12/2020
Period 2 - 04/12/2019 to 03/06/2020
Period 1 - 04/06/2019 to 03/12/2019
Before Period 1