

## Lobbying Register Team – Top Tips

1. Although we check each Information Return please ensure that your Information Return has been proof-read, is free from grammatical error, and avoids acronyms (or is written out in full first-time).
2. The description field and the purpose field are not meant to be duplicates of each other. All that's needed in the description box is a brief outline of who you spoke to, including constituency/region or ministerial title, and what the meeting or event was. For example-  
  
“Meeting with Fiona Hyslop MSP, Minister for Transport”, or “Discussion with Miles Briggs MSP, Member for Lothian, at the XXXX parliamentary reception.”
3. Always ensure that we have as much address information as possible. Postcodes, name of the venue/office are also required.
4. Consider in which role you are lobbying an MSP who is also a Cabinet Secretary/Minister – MSP capacity or ministerial capacity.
5. If a number of members of your staff were at an event/meeting, did they all speak and engage in regulated lobbying? If they did not then do not include them. This also goes for people not employed by your organisation. They can instead be listed in the description field should you wish them to be included.

6. **When submitting an Information Return, perhaps from a speech that has been given from a member of your staff, and a large number of MSPs have been listed, ensure that they were actually present for the speech – do not rely on an event invite list.**
7. **Many users still click ‘No’ when completing the field asking if the lobbying was on their own behalf, and then proceed to put in the name of their own organisation. Remember, this is an organisational account, and not the account of an individual. If the lobbying was done for your own organisation then the field for ‘Was the lobbying undertaken on the registrant’s own behalf’ should be left as ‘yes’.**
8. **We check all Information Returns and will regularly contact your organisation to query details, to check whether an exemption has been considered etc. Please ensure that the registered mailbox is regularly checked.**
9. **Information Returns that we have returned to you for clarification/amendment can be found by selecting ‘returns requiring attention’ on your organisation’s dashboard.**
10. **If you have not engaged in regulated lobbying during a 6-month statutory period, you will need to submit a Nil return to confirm this. Please make sure this Nil return is then submitted to us and not saved to your side of the system.**