



18 September 2024

Lieutenant General Seán Clancy
Chief of Staff

Mt CS
1) For attention of all OF6 and above,
2) SFB to do a short note on requirements
3) Amend signature blocks.
Re: Regulation of Lobbying Act 2015

[Signature]
23/9/24

Dear Seán,

I refer to previous correspondence in relation to the Regulation of Lobbying Act 2015 and the assignment of particular posts as Designated Public Officials (DPO) for the purposes of section 6(1)(f) of the Act.

As discussed, it was decided that given the influence and decision-making roles of those from Brigadier General and equivalent rank upwards, those ranks should be included as DPO's in a revision of the relevant Statutory Instrument. Minister Donohoe has now signed S.I. 424 of 2024, which gives effect to those changes. It is attached for your information.

As you will be aware from the presentation to the SMC, the designation requires such post holders to be clearly identified as such on their correspondence (including email) and to be listed on a page on the Defence Forces website. The list will also need to be kept up to date through returns to the Standards in Public Office Commission which maintains the Register of Lobbying and you should assign a liaison officer for this interaction with SIPO. Once assigned, it may be useful for that officer to make contact with the Department's liaison, Ronan Mulhall, HR Branch.

The Guidance for Designated Public Officials issued by the Register of Lobbying is attached for your information and for that of the officers who are now Designated Public Officials.

Yours sincerely,

Jacqui McCrum

Jacqui McCrum
Secretary General

Appendix

Best Practices for Designated Public Officials

- Be aware of the requirements of the Act, the Code of Conduct for persons carrying on lobbying activities and these guidelines for DPOs when meeting with lobbyists.
- Determine if working groups you participate in should operate under Transparency Code.
- Self-identify as a DPO at meetings and on emails, business cards etc.
- Maintain good record keeping habits.
- Check the Register from time to time and seek correction of any inaccurate information on the Register relating to you.
- Guide people lobbying you to www.lobbying.ie for more information on their obligations.
- Continue to engage with lobbyists