



15 OCT 24

See Distribution

**REGULATION OF LOBBYING ACT:**  
**UPDATED STATUTORY INSTRUMENT RELATING TO**  
**DESIGNATED PUBLIC OFFICIALS (OF-6 AND ABOVE)**

Sir,

- Refs:**
- A. Regulation of Lobbying Act 2015
  - B. S.I. No. 424 of 2024 Regulation of Lobbying Act 2015 (Designated Public Officials)
  - C. Regulation of Lobbying Act 2015: Guidance for Designated Public Officials
  - D. Letter from Sec Gen to COS: RE Regulation of Lobbying Act (dated 18 Sep 24)

1. The Regulation of Lobbying Act 2015 (Ref A) was signed into law in March 2015. The Act is designed to provide information to the public about:
  - a. Who is lobbying;
  - b. Who is being lobbied;
  - c. On whose behalf is lobbying being carried out;
  - d. What are the issues involved in the lobbying;
  - e. What is the intended result of the lobbying.
2. The relevant Statutory Instrument to the Act has now been revised (Ref B) to include OF-6 ranks and above as Designated Public Officials (DPO).
3. Section 6(4) of the Act requires each public body with DPOs prescribed to publish on its website, an up-to-date list showing the name, grade and brief details of the role and responsibilities of each DPO prescribed for the body. The Defence Forces website will be updated to adhere to this requirement.
4. Section 22(1) places restrictions on a DPO for 12 months post retirement from the DF. A DPO cannot carry on lobbying activities, nor be employed by or provide services to, a person carrying on lobbying activities related to the DF for a year post retirement from the DF without express permission from the Commission.
5. An up to date list of DPOs will be kept through returns sent to the Standards in Public Office (SIPo) Commission which maintains the Register of Lobbying. This will be coordinated by a designated DF liaison officer in SPB who will also ensure that the DF website as referred to in para. 3. is updated.
6. OF-6 ranks and above should be proactive in advising possible lobbyists when attending a meeting, participating in a conference call, etc., of their status as a DPO. This may be particularly useful in meetings where there are large numbers of officials present and the identity and grade of each official may not be known to those outside of the public service. Other means of being proactive would be to include a **line in his or her business card or email signature stating they are a DPO** (see Annex A for example).





7. Further guidance for DPOs can be found in Ref C.
  - a. The following is an overview of the key points:
    - (1) Meeting with lobbyists is a legitimate and valid part of your role.
    - (2) The Act should not be used as a reason or means to refuse engagement with a person carrying on lobbying activities.
    - (3) It is important that lobbying activities are conducted in an open, transparent way.
    - (4) It is important that proper records of lobbying communications are maintained.
    - (5) The obligation to register and submit returns rests with the person lobbying, not you.
    - (6) Not all communication is considered a lobbying activity under the Act.
    - (7) Not all lobbying takes place in a formal setting. Casual encounters, social settings, even social media may be used to lobby you.
    - (8) Communications between you (in your capacity as a DPO) and other DPOs or public servants are exempt from the provisions of the Act (see Ref C).
    - (9) Certain task forces and working groups are exempt, if they adhere to the Transparency Code (see Ref C for a list of exempted (exempt) communications).
    - (10) DPOs' names will appear on the Register as a result of lobbying communication. This does not imply agreement with or acceptance of the views of the person lobbying you.
    - (11) You have the right to seek correction of any inaccurate information relating to you.
  - b. Best Practices for Designated Public Officials:
    - (1) 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.
    - (2) Determine if the working groups you participate in should operate under the Transparency Code.
    - (3) Self-identify as a DPO at meetings and on emails, business cards etc..
    - (4) Maintain good record keeping habits.
    - (5) Check the Register from time to time and seek correction of any inaccurate information on the Register relating to you.
    - (6) Guide people lobbying you to [www.lobbying.ie](http://www.lobbying.ie) for more information on their obligations
    - (7) Continue to engage with lobbyists.
8. For your information and necessary action.

## STRATEGIC PLANNING BRANCH

### Annexes:

Annex A      Example DPO Email Address Block

### Distribution List:

COS	<b>GOC 1 Bde</b>
D COS (Ops)	<b>GOC 2 Bde</b>
D COS (Sp)	<b>GOC AC</b>
ACOS	<b>FOCNS</b>
MILREP	<b>COM CYBER DEFENCE</b>
GOC DFTC	





**EXAMPLE DPO EMAIL ADDRESS BLOCK**

XXXX XXXXXXXXXX  
**BRIGADIER GENERAL**  
**GENERAL OFFICE COMMANDING**

E-mail: [xxxx.yyyy@defenceforces.ie](mailto:xxxx.yyyy@defenceforces.ie)

Phone: 01- 8041234

Mobile: 0861234567

- Oifigeach Poiblí ainmnithe faoin Acht um Brústocaireacht a Rialáil, 2015 – féach [www.lobbying.ie](http://www.lobbying.ie)*
- Designated Public Official under the Regulation of Lobbying Act 2015 – see [www.lobbying.ie](http://www.lobbying.ie)*



Tá an t-eolas san ríomhphost seo, agus aon íatan a ghabhann leis, príobháideach agus rúndá, agus ceaptha don té a bhfuil sé seolta amháin. Tá cosc ar aon léirmheas, athsheoladh, craobhscaoileadh, ná aon usáid eile, nó aon ghníomhú de bharr an t-eolas seo ag aon duine nó grúpa, ach amháin an té a bhfuil sé seolta. Má fuair tú an ríomhphost seo in earráid, cur an seoltóir ar an eolas le casadh an ríomhphoist agus scios ansin é.

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