



Practical guidelines (draft)

for public officials' interaction with interest representatives

DO

- 1 Verify that interest representatives have registered in the EU (or equivalent national) Transparency Register before meeting them or accepting an invitation to an event.
- 2 Basic research to check what interests they represent and who is funding them. Ask for further information, if needed.
- 3 Request interest representatives to disclose, in writing and in advance, the meeting purpose, participants' names, the issue for discussion and any relevant background information.
- 4 Inform your hierarchy prior to meetings with interest representatives and debrief them afterwards.
- 5 Assess any risk of conflicts between your private interests and the public interest and how your interaction might be perceived.
- 6 Err on the side of caution. If in doubt, consult as appropriate and if you decide to go ahead, add a note to the file explaining.
- 7 Invite interest representatives to substantiate statements or presentations in writing after meetings or telephone calls.
- 8 Maintain good record keeping habits, including the meeting date/ location, names of participants and issues discussed. Remember that you should use your institution's official file management system.
- 9 Respect the applicable disclosure requirements, for example, at EU level, disclose details of meetings between interest representatives and Commissioners, Cabinet members and Commission Directors-General.
- 10 Report unacceptable lobbying practices.

DON'T

- 1 Meet interest representatives not registered in the EU (or equivalent national) Transparency Register without asking them to register. Make clear, if appropriate, that this is a prerequisite.
- 2 Overlook the motives of those who seek meetings or invite you to events. Lobbying can be done by a range of professions, including lawyers and consultants.
- 3 Accept any invitations to meetings or events which could put your institution in a delicate situation.
- 4 Interact with a particular interest representative without considering offering other groups a similar opportunity.
- 5 Arrange meetings outside office hours, official premises, and without the presence of another colleague.
- 6 Share information you are not authorised to share or misuse confidential information.
- 7 Do or say anything which could be viewed as granting an interest representative preferential treatment.
- 8 Give the impression to an interest representative that any particular advice, idea or information could or will be decisive in the decision-making process.
- 9 Accept hospitality from an interest representative without careful consideration and unless it is in line with the applicable rules.
- 10 Delay in disclosing information on any gifts and hospitality received.