**SCVO [Internal] – Lobbying Register Guide**

*A short paper to assist staff in submitting information regarding meeting with MSPs, Government Ministers, Special Advisers to our internal lobbying register email address (**lobbying@scvo.org.uk**).*

*This paper is not exhaustive but, instead, aims to offer a brief summary of common exemptions and explains the information required to allow for the submission of accurate returns.*

**Common Exemptions**

* Where the meeting was not face-to-face or by video link.
* During formal parliamentary proceedings of the Scottish Parliament (e.g. a committee meeting)
* During a meeting of a Cross-Party Group
* For the purposes of journalism (meaning TFN interactions are exempt)
* Where ***SCVO has been asked*** to meet with an MSP or the Scottish Government to provide factual information or views on a topic.

**Information Required**

* **DATE** of meeting
* Name and role of the person(s) lobbied
* Name of the person(s) from SCVO carrying out the communication
* Presence of any other individuals and their organisation name
* Specific **LOCATION** where lobbying took place (e.g. *Charity Awards at the EICC*)
* **DESCRIPTION** of the interaction (e.g. *Conversation at SCVO’s Parliamentary Reception*)
* **PURPOSE** of the interaction and the lobbying carried out (e.g. *To discuss Fair Start Scotland to put forward SCVO’s view that employability programmes are more accessible to those with complex needs*)