



Procedure for Submissions

March 2022



1. Monitoring

Committee Secretaries closely monitor all communications issued by entities within their areas of specific interest (e.g. Government Departments, Oireachtas Committees and State Agencies) and bring same to the attention of their Committees.

The Society's Public & Government Affairs Manager also refers items of interest to the relevant Committee Secretary.

2. Consideration by the Committee

Having considered all relevant matters such as any political/reputational risk involved and the availability of resources to complete the task, the Committee decides whether or not to make a submission.

3. Agreement with the Public & Government Affairs Manager

Where the Committee decides to make a submission, the Committee Secretary will notify the Public & Government Affairs Manager of the intention to do so.

A timeframe is agreed for forwarding the draft submission to the Public & Government Affairs Manager. Unless otherwise agreed, this will be 48 hours prior to the submission deadline.

Any concern which the Committee may have in respect of meeting the submission deadline, should be communicated to the Public & Government Affairs Manager at his stage.

Where submissions have political or potentially controversial content, the Public & Government Affairs Manager will discuss same with the Director of Policy/Director General and, where time allows, the matter will be brought to the Co-ordination Committee/Council for approval in advance of the submission being made.

4. Conflicts/Abstentions

In the event of a conflict and/or in circumstances where a Committee member wishes to abstain from involvement in a submission, the following wording (or an appropriate adaptation of same) is appropriate:

It should be noted that Committee member [...] is/was a member/an employee of [...].

Further, a consultant to the Committee, [...], is/was a member/an employee of [...].

The views expressed in this submission do not reflect the views of [...], [...] or [...].

5. Provide Draft to the Public & Government Affairs Manager

The Committee Secretary provides the submission to the Public & Government Affairs Manager within the agreed timeframe.

All draft submissions are presented on the [relevant template](#), in accordance with the Law Society's [Tone of Voice Guidelines](#).

6. Finalisation

Any comments and/or suggested amendments arising from the Policy & Public Affairs Department's review of the draft submission will be returned to the Committee Secretary in good time prior to the deadline for submissions.

7. Publication

Once any final amendments are agreed, the submission will be provided to the requesting entity by the Public & Government Affairs Manager, copying the relevant Committee Secretary.

It will then be circulated internally as follows:

- i. **To RMS** – to be assessed for suitability for media engagement; and
- ii. **To PPA** – for circulation to the Council and for KMS purposes.

If, for any reason, the Committee does not want a submission to be published on the Law Society's website or publicised in the media, this should be communicated to the Public & Government Affairs Manager.

8. KMS

The Committee Secretary will upload the document to KMS.