

Internal Recording Sheet (available on Intranet)

Include a copy of correspondence (email/letter) or note of meeting/phonecall.

Period Covered by the Return: (✓ tick as appropriate)	
1 Jan. 2017 – 30 April 2017	<input type="checkbox"/>
1 May 2017 – 31 Aug. 2017	<input type="checkbox"/>
1 Sept. 2017 – 31 Dec. 2017	<input type="checkbox"/>

Communication related to the following relevant matter:	
Initiation, development or modification of public policy, proposal for reform etc.	<input type="checkbox"/>
Preparation or amendment of any law	<input type="checkbox"/>
Award of a grant, loan, financial support, contract, etc. involving public funds	<input type="checkbox"/>
Important: No requirement to register if it relates to the implementation of enactment, policy or programme. For example, communications relating to criteria, processes or assessments of policy, enactment or programme do not require registration.	

Intended Results: (a brief, top-level description of your objective - for example "To improve access to family courts for juveniles with mental health issues".)

Name of the person primarily responsible for carrying out this lobbying action. In most cases, this will be noted as the President, DG or other Directors, however in some cases it may be the Committee Chair. Important: Have you explained and obtained written consent from any individual noted within correspondence that they may identified by subsequent FOI request?

How did you lobby?		Extent of lobbying in this reporting period?			
Email	<input type="checkbox"/>	1 email	<input type="checkbox"/>	6 – 10 emails	<input type="checkbox"/>
		2 – 5 emails	<input type="checkbox"/>	More emails	<input type="checkbox"/>
Letter	<input type="checkbox"/>	1 letter	<input type="checkbox"/>	6 – 10 letters	<input type="checkbox"/>
		2 – 5 letters	<input type="checkbox"/>	More letters	<input type="checkbox"/>
Meeting	<input type="checkbox"/>	1 meeting	<input type="checkbox"/>	6 – 10 meetings	<input type="checkbox"/>
		2 – 5 meetings	<input type="checkbox"/>	More meetings	<input type="checkbox"/>
Phone Call (incl. conference call)	<input type="checkbox"/>	1 ph.call	<input type="checkbox"/>	6 – 10 ph.calls	<input type="checkbox"/>
		2 – 5 ph.calls	<input type="checkbox"/>	More ph.calls	<input type="checkbox"/>
Society Seminar/Reception (Event)	<input type="checkbox"/>	1 event	<input type="checkbox"/>	6 – 10 events	<input type="checkbox"/>
		2 – 5 events	<input type="checkbox"/>	More events	<input type="checkbox"/>
Other:	<input type="checkbox"/>	Please contact Public Affairs Executive for guidance			

Who were the designated public officials you communicated with?	
Name	Govt. Department/Body