

BLUEPRINT OF INTERNAL ACT¹

Pursuant to Article 24 paragraph 1 of the Law on Lobbying (“Official Gazette of the Republic of North Macedonia” No. 122/2021), NAME OF THE INSTITUTION, on DAY/MONTH/YEAR adopted the following

INTERNAL ACT for establishing rules in accordance with Article 24 of the Law on Lobbying

1. SUBJECT OF THE INTERNAL ACT

This act regulates rules for:

- establishing and recording lobbying contacts;
- identification and recording of the persons who establish contacts in the institutions;
- transparent processes of preparation, adoption and amendment of public policies or programs, laws or by-laws or other general acts, which include publishing data on the identity of all the participants in the process, the entities whose interests were represented, the conditions under which the participation occurred, and the fees paid for it and
- proactive publication of announcements for realized official meetings, with data on the present participants and the subject of discussion.

2. ESTABLISHING AND RECORDING LOBBYING CONTACTS

Lobbied persons in NAME OF THE INSTITUTION in terms of Article 2 of the Law on Lobbying are: NAME OF THE POSITIONS OF PERSONS WHO CAN BE LOBBIED

Lobbying contact is indirect or direct communication with lobbied bodies, regardless of the location where it takes place, the manner and the means of communication used.

2.1 Establishing lobbying contacts

A request for establishing lobbying contact may be any oral/written request for a meeting, telephone contact or e-mail contact, addressed to the lobbied persons in NAME OF THE INSTITUTION.

¹ The SCPC developed this internal act in order to serve as a blueprint for the lobbied bodies, to fulfil the obligation under Article 24 paragraph 1 of the Law on Lobbying.

The lobbied body may adopt one internal act for regulation of all elements provided in Article 24 paragraph 1 item 1, 2, 3 and 4 of the Law on Lobbying or adopt several internal acts, for each item under paragraph 1 separately.

The Internal act can alternatively be titled Rulebook, Rules, Procedure, etc., and its content can be adjusted in accordance with the needs of the lobbied body.

The lobbied persons should determine the purpose of the requested contact, and if necessary, can request more information about the requested contact.

If they do not receive the data necessary to determine the purpose of the requested contact from the person that contacts them, the lobbied persons shall terminate further contact with that person.

When the lobbied persons determine that the contact is for lobbying purposes, they proceed to verify the person contacting them and request from them to submit identification data as a lobbyist or a representative of a lobby organization, as well as data on the lobbying client.

If the person contacting them does not give or refuses to give the data necessary for verification, or if they give false or incomplete data for verification purposes, the lobbied persons shall terminate further contact with that person.

The verification is performed by comparing the identification data with the data entered in the Register of Lobbyists, Lobby Organizations and Lobbying on the website of the State Commission for Prevention of Corruption.

If the verification shows that the person contacting them has been registered in the Register of Lobbyists, Lobby Organizations and Lobbying and has an active status of lobbyist/ representative of a lobby organization, the lobbied bodies may agree on establishing contact with that person, at a designated time and place.

The lobbying contact can be established through a meeting, telephone call, as well as by electronic means (e-mail, internet platform for meetings, etc.).

When establishing a lobbying contact, the lobbyist/representative of the lobby organization, may provide data and information on the subject of lobbying, orally and in written form, as well as submit material related to the subject of lobbying.

The lobbied persons shall terminate the contact and they will refuse further contact with the lobbyist, lobby organization or the representative of the lobby organization when they determine that they act contrary to the provisions of the Law on Lobbying.

2.2 Recording lobbying contacts

NAME OF THE INSTITUTION keeps record of the lobbying contacts.

Records of established contacts shall be kept by a person from among the administrative officers, appointed by POSITION OF THE MANAGER IN THE INSTITUTION for that purpose.

The records of lobbying contacts shall be kept on a special form, which contains the following data:

- Name and surname of the natural person /name of the legal entity that established lobbying contact;
- Contact information for the lobbyist /representative of the lobby organization;
- Name, surname and title of the lobbied person/s;
- Date, place and manner of establishing the contact;
- Subject of lobbying and
- Other relevant data.

The form of recording contacts is an integral part of this act.

3. IDENTIFYING AND RECORDING OF PERSONS WHO ESTABLISH CONTACTS IN NAME OF THE INSTITUTION

In addition to the established lobbying contacts, all persons who establish contacts in NAME OF THE INSTITUTION should be identified and records should be kept for them

Records on established contacts shall be kept by a person from among the administrative officers, appointed by POSITION OF THE MANAGER IN THE INSTITUTION.

When establishing contacts in NAME OF THE INSTITUTION, the person who is interested in establishing contact is obliged to identify himself/herself, i.e. to state his/her name and surname and the purpose for which he/she requests establishing a contact.

If the person does not provide the above stated data, the person in charge of keeping contact records, will ask the person to provide the requested information, and if he/she does not act upon the request, the communication will be terminated.

The person in charge of keeping contact records shall inform the POSITION OF THE MANAGER IN THE INSTITUTION about the requested contact and determine which official/officials will establish contact with the person requesting the contact.

The person in charge of keeping contact records shall notify, orally or by e-mail, the official appointed to establish contact with the contact applicant, by stating the data of the applicant and the purpose of the requested contact. Also, the manner and time of establishing contact is determined.

The contact can be made in person at the premises of NAME OF THE INSTITUTION, with telephone conversation or by using electronic means (e-mail, internet platform for meetings, etc.).

When establishing contact at the official premises of NAME OF THE INSTITUTION, the person is obliged to identify himself/herself by showing an identification document to the official who he/she is establishing contact with.

The records of contacts records are kept on a special form, which contains the following data:

- Name and surname of the person requiring contact;
- Name, surname and title of the representative/s of NAME OF THE INSTITUTION who participated in the meeting;
- Date and manner of establishing the contact;
- Purpose of the contact and
- Other data.

The form of records of contacts is an integral part of this act.

4. PREPARATION, ADOPTION AND AMENDMENT OF PUBLIC POLICIES, PROGRAMS, LAWS, BY-LAWS OR OTHER GENERAL ACTS

NOTE: In this part of the Internal Act, every lobbied body, due to the specifics of the legal competences, should separately regulate the procedures for preparation, adoption and amendment of the acts for which there is an established legal competence:

- laws, by-laws, other general acts;
- public policies/programs, especially when they refer to spatial and urban planning, development and allocation/ distribution of public funds.

Thereby, it is necessary to publish in a transparent manner the data on the identity of all the participants in the process, the entities whose interests were represented, the conditions under which the participation occurred and the paid fees for it.

5. PROACTIVE PUBLISHING OF ANNOUNCEMENTS OF REALIZED OFFICIAL MEETINGS

NAME OF THE INSTITUTION on the official website www._____ will regularly publish announcements of all realized official meetings, whether the meeting is for lobbying or for another purpose.

JOB TITLE ACCORDING TO THE SYSTEMATIZATION ACT WITH ASSIGNMENT IN PUBLIC RELATIONS publishes the announcement immediately, and no later than 3 working days after the official meeting.

The announcement on the realized official meetings, depending on the purpose of the meeting, contains the following data:

A) REALIZED MEETING FOR LOBBYING

1. date, time, manner and place of the meeting;
2. state that the meeting is for the purpose of lobbying;
3. name, surname and title of the lobbied person/s, other representatives of NAME OF THE INSTITUTION who participated in the meeting;
4. name and surname of the lobbyist / name of the lobby organization – who participated in the meeting;
5. data on the lobbying client;
6. a brief description of the subject of lobbying discussed at the meeting;
7. a brief description of the documentation shared with regard to the subject of lobbying and
8. photos/videos from the meeting (if possible)

B) MEETINGS REALIZED WITH ANOTHER PURPOSE

1. date, time, manner and place of the meeting;
2. purpose of the meeting;
3. name, surname and title of the representatives of NAME OF THE INSTITUTION who participated in the meeting;
4. name, surname/name of the legal entity of the participants with whom the meeting was held and in what capacity they participated;
5. a brief description of the subject of discussion at the meeting;
8. a brief description of the shared documentation (if any) and
8. photos/videos from the meeting (if possible).

The published announcements for the realized official meetings will be available on the official website for a period of five years from the day of its publication.

6. TRANSITIONAL AND FINAL PROVISIONS

The Internal Act for establishing rules according to Article 24 of the Law on Lobbying shall be respected by all officials employed in NAME OF THE INSTITUTION, without exception.

Within 30 days from the day of the adoption, NAME OF THE INSTITUTION will inform the State Commission for Prevention of Corruption about the established rules and procedures, and it shall submit its Internal Act to be published in the Register of Lobbyists, Lobby Organizations and Lobbying.

This Internal Act shall enter into force on the day of its adoption, and it will be published on the website of NAME OF THE INSTITUTION, www._____.

No. _____
_____ year
place

(NAME OF THE INSTITUTION)

(NAME AND SURNAME OF THE RESPONSIBLE PERSON)

(SIGNATURE)