Disclosing lobbying activities

Lobbying and lobbying consultancy activities are disclosed in the service portal of the Finnish Transparency Register. A person with the required authorisation can submit a disclosure of activities on behalf of their organisation. Only registered organisations can submit disclosures of activities.

Information can only be disclosed during the disclosure periods. The disclosure period is open for two months in July–August and in January–February. You can edit and supplement the most recent disclosure of activities throughout the disclosure period.

This is a technical instruction for the service portal of the Finnish Transparency Register. You can find more information at avoimuusrekisteri.fi.

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1 Service portal

1 Log in to the Finnish Transparency Register. Click here to find more detailed instructions for logging in.

2 If the disclosure period is open or you have not yet submitted your organisation's disclosure of activities for the period, the button 'Submit a disclosure of activities' is displayed on the service portal's front page. Click the button.

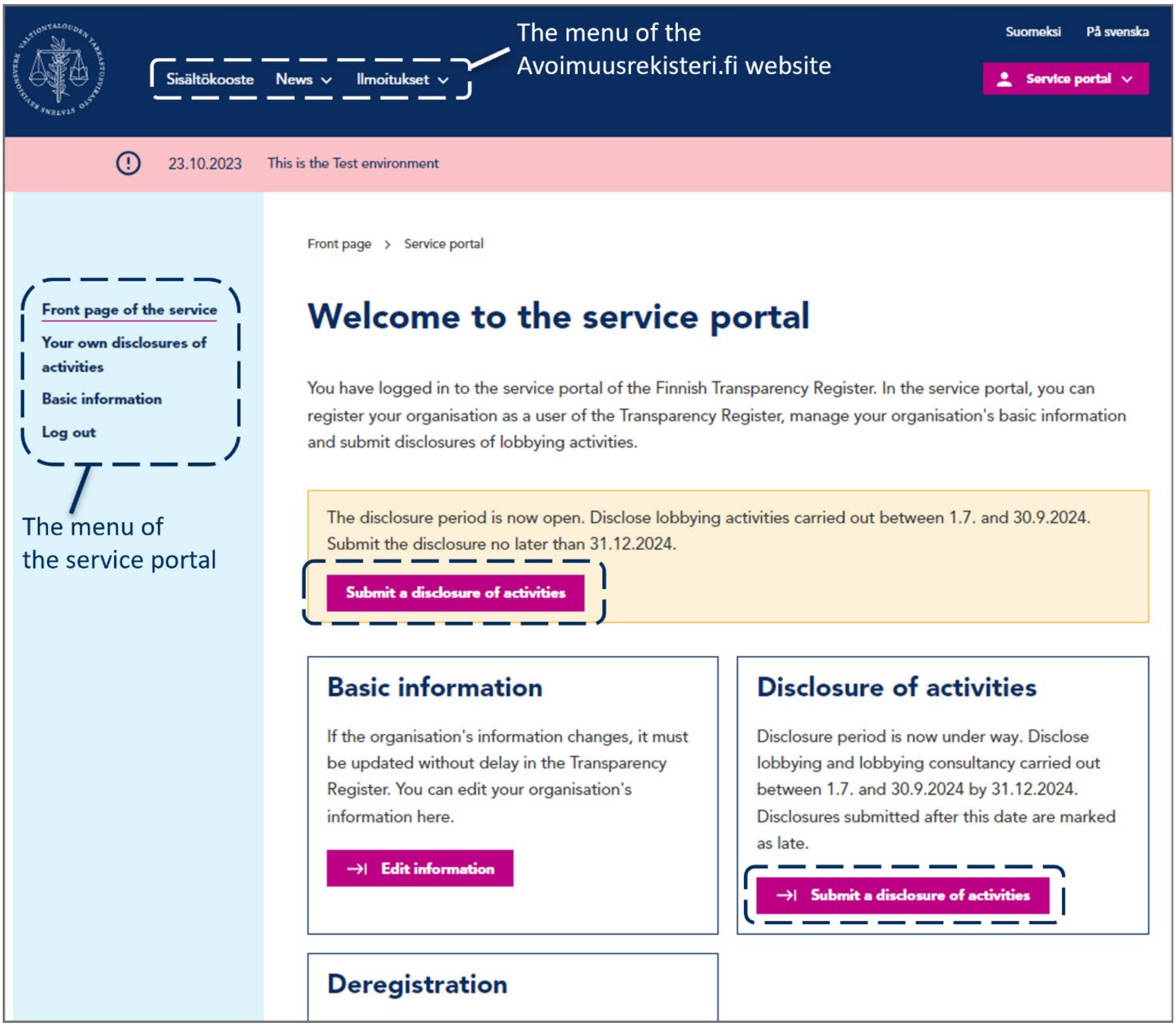


Figure 1. You can find the menu of the service portal on the left. Under 'Your own disclosures of activities', you can view the disclosures of activities submitted by your organisation. Under 'Basic information', you can view and edit the information in your registration, such as the general description and the email addresses provided.

2 Disclose the scale of lobbying activities

The 'Submit a disclosure of activities' button opens a disclosure view. Start making the disclosure of activities by selecting the scale of your lobbying activities based on the number of lobbing contacts made during the reporting period. The reporting periods are January–June and July–December.

The scale of lobbying activities carried out by the registered organisation must be disclosed to the Transparency Register in each disclosure period.

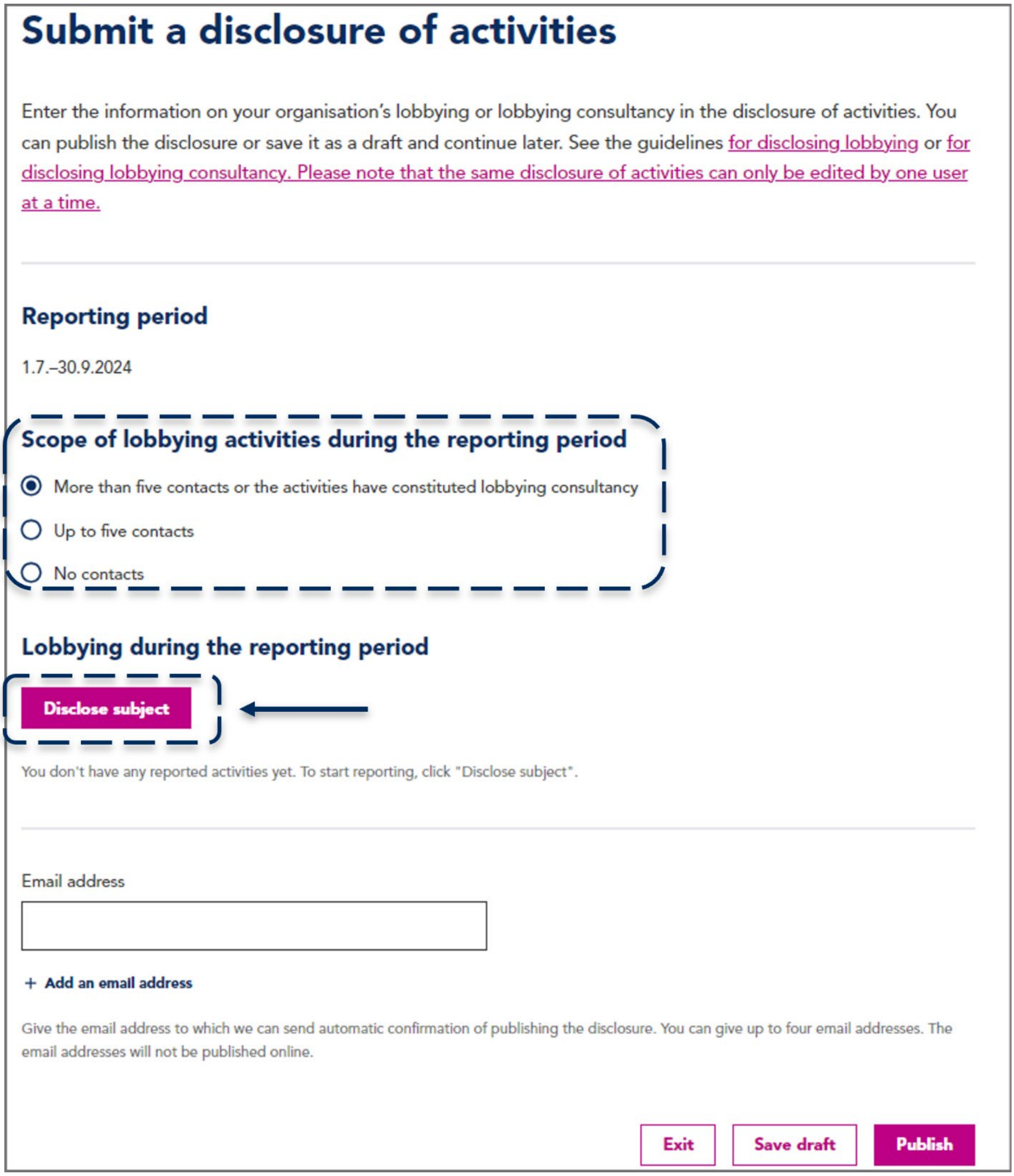


Figure 2. Disclosure view. First, the scale of lobbying activities is selected. The 'Disclose subject' button is displayed if you have selected the scale and must disclose the subjects of lobbying.

However, the period for which you must **disclose** your lobbying activities may vary based on your previous selections (small-scale lobbying). Thus, you may have to disclose the subjects either for six months or for the whole year. The system shows which period applies to your organisation. Always check which reporting period the system shows, and fill out the form accordingly.

2.1 Scales of lobbying activities

‘More than five contacts or the activities have constituted lobbying consultancy’

- Select this option if your organisation was in contact with lobbying targets more than five times during the reporting period. You must fill in the disclosure of activities in full, i.e. you must disclose the subjects of your lobbying.

‘Up to five contacts’

- Select this option if your organisation was in contact with lobbying targets up to five times during the reporting period.
- Enter the email addresses (1–4) to which you want to receive an acknowledgement of receipt, and publish the disclosure. The email addresses will not be published. You have submitted the disclosure and can now log out of the Finnish Transparency Register.

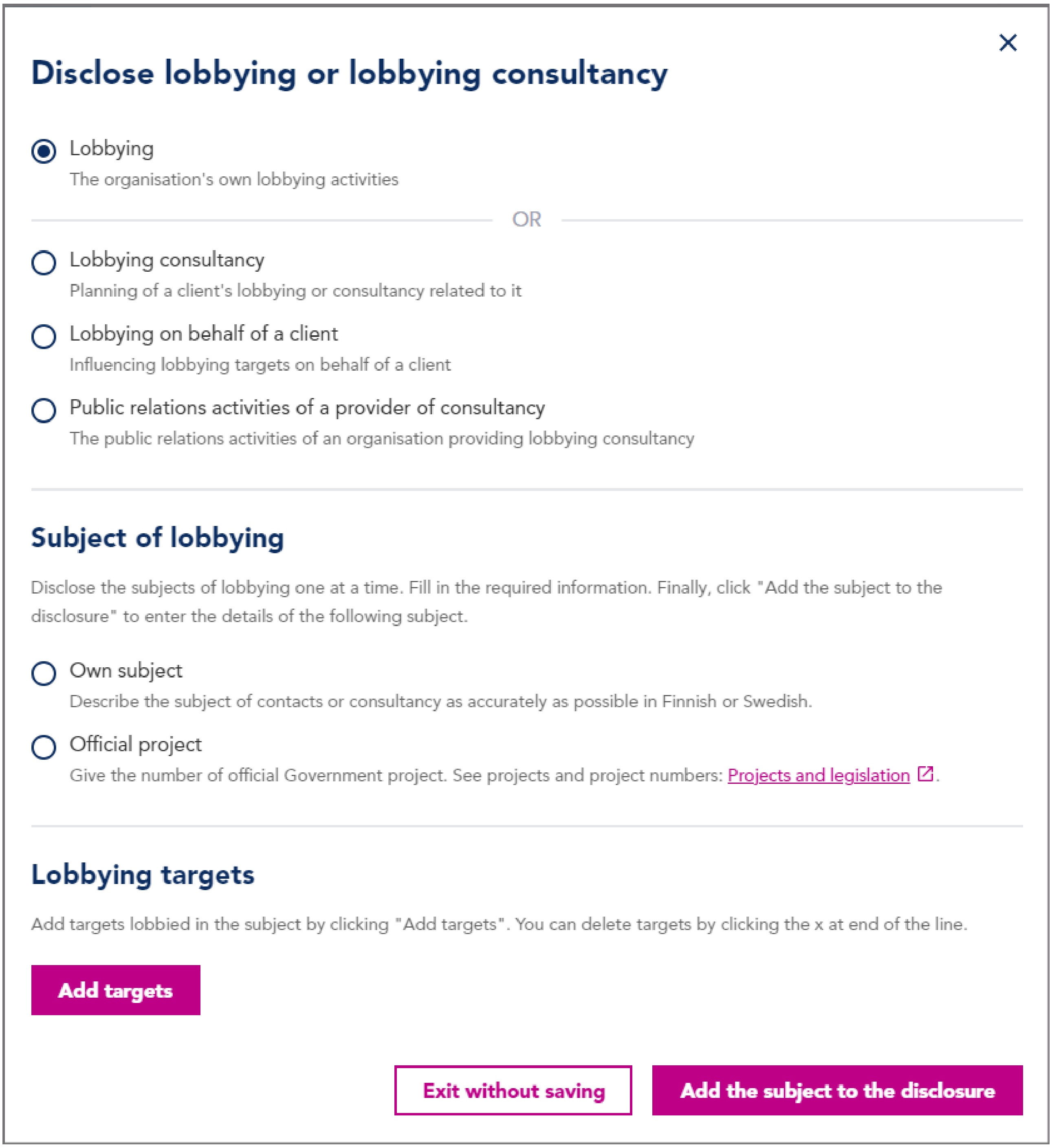
‘No contacts’

- Select this option if your organisation had no contacts with lobbying targets during the reporting period.
- Enter the email addresses (1–4) to which you want to receive an acknowledgement of receipt, and publish the disclosure. The email addresses will not be published. You have submitted the disclosure and you can now log out of the Finnish Transparency Register.

The system will guide you in completing the disclosure. The system will show the period for which the disclosure is submitted.

3 Disclose the subjects of your lobbying activities

1. Click ‘Disclose subject’ (Figure 2).
2. Select ‘Lobbying’ as the type of lobbying activities. A form opens, asking for the subject of lobbying and the lobbying targets.



Disclose lobbying or lobbying consultancy

(•) Lobbying
The organisation's own lobbying activities

OR

( ) Lobbying consultancy
Planning of a client's lobbying or consultancy related to it

( ) Lobbying on behalf of a client
Influencing lobbying targets on behalf of a client

( ) Public relations activities of a provider of consultancy
The public relations activities of an organisation providing lobbying consultancy

Subject of lobbying

Disclose the subjects of lobbying one at a time. Fill in the required information. Finally, click "Add the subject to the disclosure" to enter the details of the following subject.

( ) Own subject
Describe the subject of contacts or consultancy as accurately as possible in Finnish or Swedish.

( ) Official project
Give the number of official Government project. See projects and project numbers: Projects and legislation.

Lobbying targets

Add targets lobbied in the subject by clicking "Add targets". You can delete targets by clicking the x at end of the line.

Add targets

Exit without saving | Add the subject to the disclosure

Figure 3. The form for disclosing lobbying activities. You must disclose the subject of lobbying and the lobbying targets. The method of communication is also linked to the lobbying targets. If you click the ‘Exit without saving’ button, the information on the subject will not be saved in the disclosure. The subjects that have been added previously will remain.

‘Lobbying consultancy’, ‘Lobbying on behalf of a client’ and ‘Public relations activities of a provider of consultancy’ are intended for organisations that pursue lobbying consultancy as a business activity. If necessary, see separate instructions on disclosing lobbying consultancy activities.

3.1 Disclosing the subject

Own subject

Enter **one subject** in which your organisation has carried out lobbying. In the case of a subject specified by the organisation itself, select “Own subject”.

Use 50–600 characters to describe as accurately as possible the subject on which your organisation has carried out lobbying. The text field checks that there are at least 50 characters in the field.

Official project

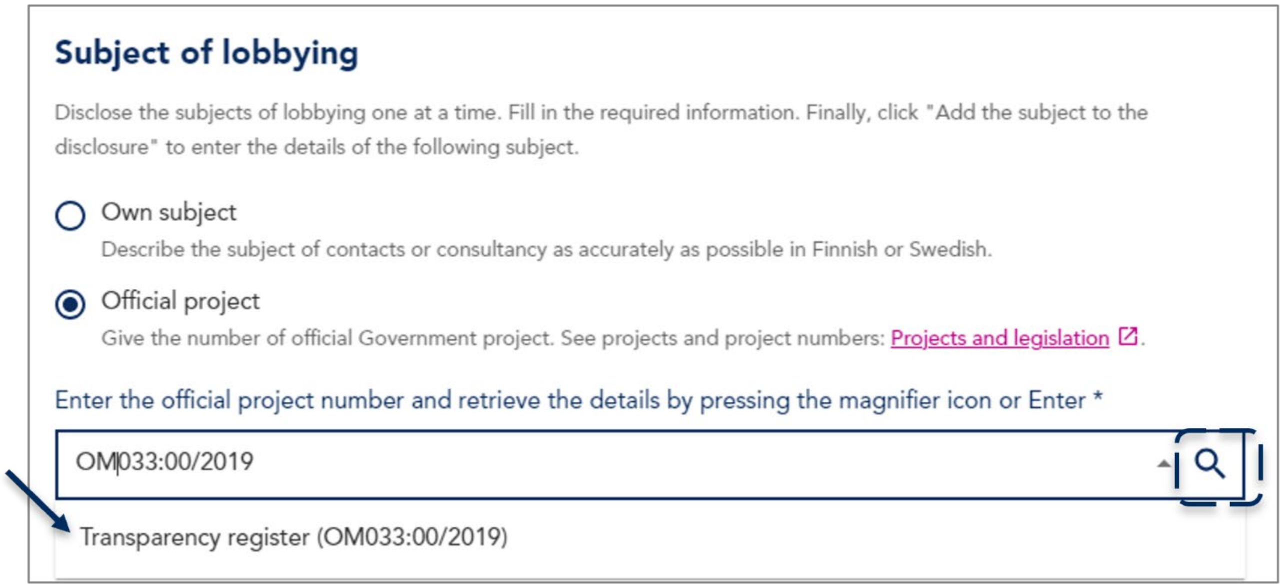


Figure 4. Adding an official project to the disclosure.

If the lobbying was related to an official Government project, choose ‘Official project’. The form retrieves the name of the project from the Hankeikkuna website based on the project number.

Enter the project number in full and letters in upper case in the search field. Also check that there are no extra spaces at the beginning or end. Click the magnifying glass or press ‘Enter’. Click the project name to add it to the disclosure.

3.2 Adding lobbying targets and the method of communication

Click ‘Add targets’ to add the lobbying targets that were lobbied on the subject. The button opens a new window showing a table listing all lobbying targets specified in the Transparency Register Act (Figure 5).

The organisation, department and unit of the lobbying targets are disclosed to the Transparency Register. Therefore, all functions, groups or other forms of organisation are not found in the list. If the form of organisation is not found in the list, you should disclose the department or ministry of the lobbying target. As a rule, the lobbying target is entered as accurately as possible. If you notice that there are errors in the list or that a target is missing, please send email to avoimuusrekisteri@vtv.fi. You cannot add targets to the disclosure freely by typing.

Add targets

Search for targets by organisation, department, unit, job title or name. Select the targets lobbied in the subject. You can select at one go all the targets who have been contacted using the same method of communication. Then click "Add". After that, you can select more targets contacted in the same subject using another method of communication. Lastly, close the window.

1. e note that the list of targets lists only the information on targets that is specified in the Finnish Transparency Register Act. If the name of the target cannot be found in the list, enter the target as tely as possible depending on the unit, department or organisation to which the target belongs.

2.

☐	Organisation	Department	Unit	Title	Name
☐	Parliamentary Office	Parliamentary Office	Parliamentary Office	Secretary-General of Parliam...	Antti Pelttari
☐	Parliamentary Office	Parliamentary Office	-	-	-
☐	Parliamentary Office	Administration and Services ...	-	-	-
☐	Parliamentary Office	International Department	-	-	-
☐	Parliamentary Office	Central Office	-	-	-
☐	Parliamentary Office	Information and Communica...	-	-	-
☐	Parliamentary Office	Security Department	-	-	-
☐	Parliamentary Office	Committee Secretariat	Administration Committee	-	-
☐	Parliamentary Office	Committee Secretariat	Legal Affairs Committee	-	-
☐	Parliamentary Office	Committee Secretariat	Transport and Communicati...	-	-
☐	Parliamentary Office	Committee Secretariat	Agriculture and Forestry Co...	-	-
☐	Parliamentary Office	Committee Secretariat	Constitutional Law Committee	-	-
☐	Parliamentary Office	Committee Secretariat	Defence Committee	-	-
☐	Parliamentary Office	Committee Secretariat	Education and Culture Com...	-	-
☐	Parliamentary Office	Committee Secretariat	Social Affairs and Health Co...	-	-
☐	Parliamentary Office	Committee Secretariat	Grand Committee	-	-
☐	Parliamentary Office	Committee Secretariat	Commerce Committee	-	-
☐	Parliamentary Office	Committee Secretariat	Audit Committee	-	-
☐	Parliamentary Office	Committee Secretariat	Intelligence Oversight Com...	-	-
☐	Parliamentary Office	Committee Secretariat	Committee for the Future	-	-

3.

Rows: 20 ▾ 1 - 20 / 767 Page 1 / 39

Methods of communication

Select one or more lobbying methods used with the lobbying targets

- ☐ Email or correspondence
- ☐ Online meeting
- ☐ Meeting or visit
- ☐ Telephone call
- ☐ Text message, instant message, or private message on social media
- ☐ Other method, what?

4.

Close | Add to the subject

Figure 5. Adding targets. The following is marked in the figure: 1. The ‘Select all’ button. 2. The search fields. 3. The methods of communication 4. The ‘Close’ and ‘Add to the subject’ buttons.

Filter the results by organisation, department, unit, job title or name to find the right targets from the table. Select only the targets that have been lobbied in the same manner. Then add one or more method of communication to them and click ‘Add’.

The ‘Add targets’ window will not close, but you can add more targets that have been lobbied on the same subject but using another method of communication and add them by clicking ‘Add’.

Click ‘Close’ after you have added all targets. You will return to the previous view, where the targets added are shown in a table (Kuva 6).

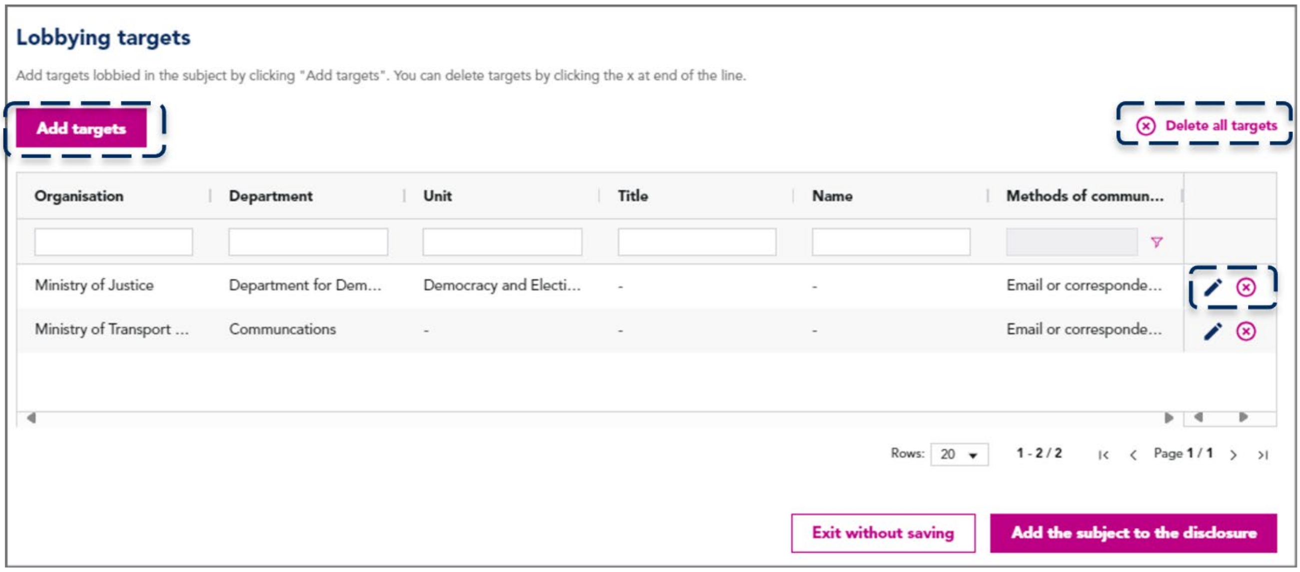


Figure 6. You can delete all targets by clicking ‘Delete all targets’ or an individual target by clicking the tick after the target. Use the pencil icon to edit the method of communication entered for the target.

3.3 Add a subject to the disclosure

Click ‘Add the subject to the disclosure’ to add the completed subject to your disclosure. The button is located at the bottom of the form.

Figure 7. ‘Exit without saving’ (the information on the completed subject will not be added to the disclosure) and the ‘Add the subject to the disclosure’ buttons.

Clicking the ‘Exit without saving’ button cancels adding the subject, and the subject will not be saved in the disclosure. All previously added subjects will remain in the disclosure.

After adding the subject, you can select whether to add the next subject as a completely new subject (blank form) or to add it using the previous subject as the basis (editing a copy of the previous subject). You can also close the subject entry if there are no further subjects or if you want to continue later.

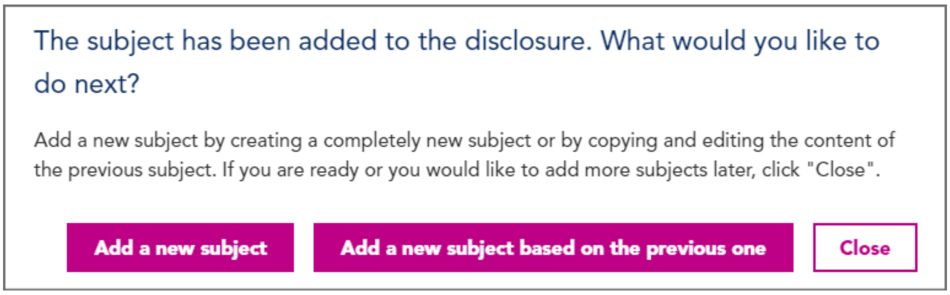


Figure 8. You can add the next subject as a completely new subject or edit a copy of the subject that you just entered. Copying is recommended when, for example, the targets are the same, but the subjects are different.

When you finish entering subjects, you will return to the 'Submit a disclosure of activities' page. The subjects you have entered are listed in a table (Kuva 9).

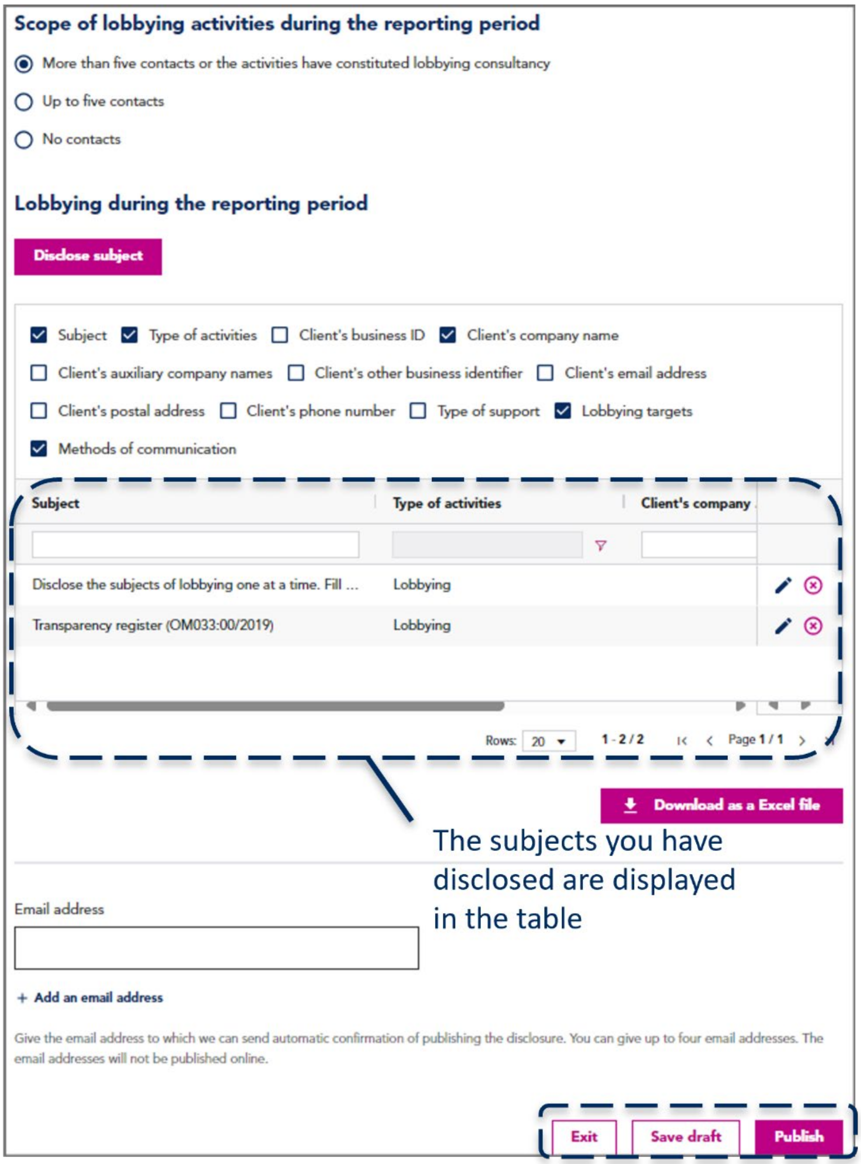


Figure 9. The subjects that you have added are listed in the table on the 'Submit a disclosure of activities' page. You can view, edit or delete the subjects. You can save the disclosure as a draft or publish it.

4 Saving the disclosure of activities as a draft

You do not need to enter all information in the disclosure of activities at one go, but you can save it as a draft and complete it later. You should note, however, that you can only save the draft after you have completed entering the subject.

1 Click 'Save draft' on the 'Submit a disclosure of activities' page (Kuva 2). The system also performs automatic saves, and in such cases, all successfully added subjects remain in the disclosure of activities.

2 You can log out of the Finnish Transparency Register. Anybody authorised to act on behalf of the organisation in question in the Finnish Transparency Register can continue to fill in the disclosure. The disclosure can be edited in the system by one person at a time.

Remember to publish the draft disclosure before the end of the disclosure period. A disclosure published after the end of the disclosure period will be marked as late.

5 Publishing the disclosure of activities

You can publish the disclosure of activities after you have disclosed all subjects of your organisation for the reporting period in question.

1 If you wish, you can enter email addresses (1–4) to which you want to receive an acknowledgement of the publication of your disclosure. The acknowledgement is also automatically sent to the email addresses given in the registration.

2 Click 'Publish' to publish the disclosure of activities (Kuva 2). The disclosure will be immediately published on the public website of the Finnish Transparency Register.

Note that all disclosures published after the end of the disclosure period will be marked as late.

1 If you notice any errors, you can freely edit the disclosure of activities when the disclosure period is open. After the end of the disclosure period, you can report needs for change to the register by sending email to avoimuusrekisteri@vtv.fi.

6 Editing the disclosure of activities

You can freely edit the draft disclosure of activities, and you can also edit the published disclosure when the disclosure period is open. After the end of the disclosure period, you can report needs for change to the register by sending email to avoimuusrekisteri@vtv.fi.

1 Log in to the Finnish Transparency Register's service portal.

2 Click 'Continue with the disclosure of activities' or 'Edit the disclosure of activities' on the service portal's front page. The text of the button depends on whether the disclosure of activities has been saved as a draft or published.

3 Follow the instructions below to edit the subjects that you have disclosed.

Note that when you are editing a published disclosure, each subject that you have deleted, edited or added will become public after you have confirmed it (Figure 11). A new version of the disclosure is created after each edit.

6.1 Viewing the subjects

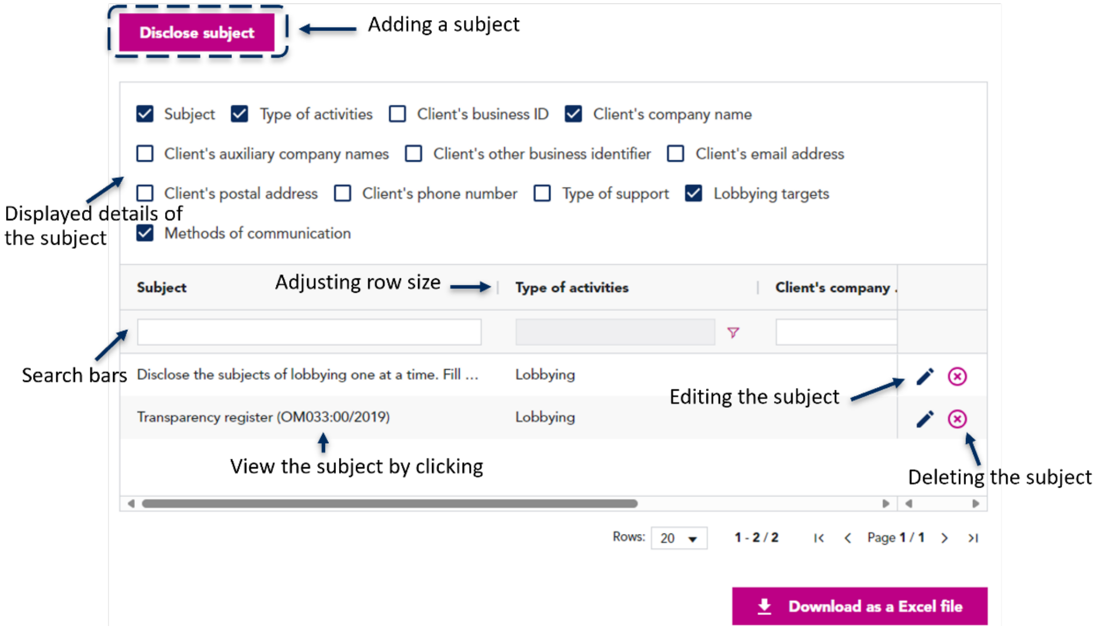


Figure 10. The figure shows buttons related to viewing and editing the subject added to the disclosure.

You can view the added subjects in a table or in a separate view, which you can open by clicking anywhere on the subject row.

You can specify the information shown in the table by selecting at the top of the table the options that you want to have displayed in the table. To resize the text fields, drag the small handles on the header row (Kuva 10).

6.2 Adding subjects

You can also add subjects after the disclosure has been published by clicking the ‘Disclose subject’ button.

The subject is added in the same way as when the disclosure was created. Click the ‘Disclose subject’ button and disclose the subject as described in section 3. Please note that any subject added in the edit mode will be immediately updated on the published disclosure.

6.3 Editing subjects

You can open a subject for editing by clicking the pencil icon at the end of the row. In the edit view, you can edit all information that you have entered.

6.4 Deleting subjects

To delete a subject, click the x at the end of the subject row and confirm the deletion.

Note that each added subject is saved in the disclosure automatically. This means that if you want to delete a subject, you must delete it by clicking the x. Leaving the form without saving the disclosure will not delete the subjects you have added.

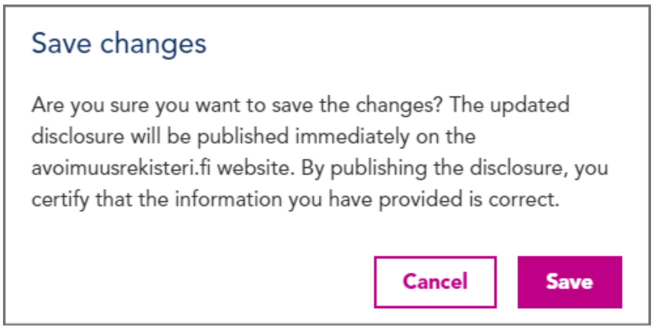


Figure 11. Changes to the published disclosure of activities are published immediately after the acknowledgement.

7 Editing the disclosure of activities after the end of the disclosure period

If necessary, the disclosure can also be edited after the disclosure period has ended. In this case, the registrar will open the disclosure separately for editing. Send email to avoimuusrekisteri@vtv.fi to open the disclosure. The disclosure will be opened for editing for a certain period of time.

When a disclosure of activities has been opened for editing, you can edit it. Click 'Your own disclosures of activities' on the sidebar. Then click on the disclosure of activities you have requested to edit.

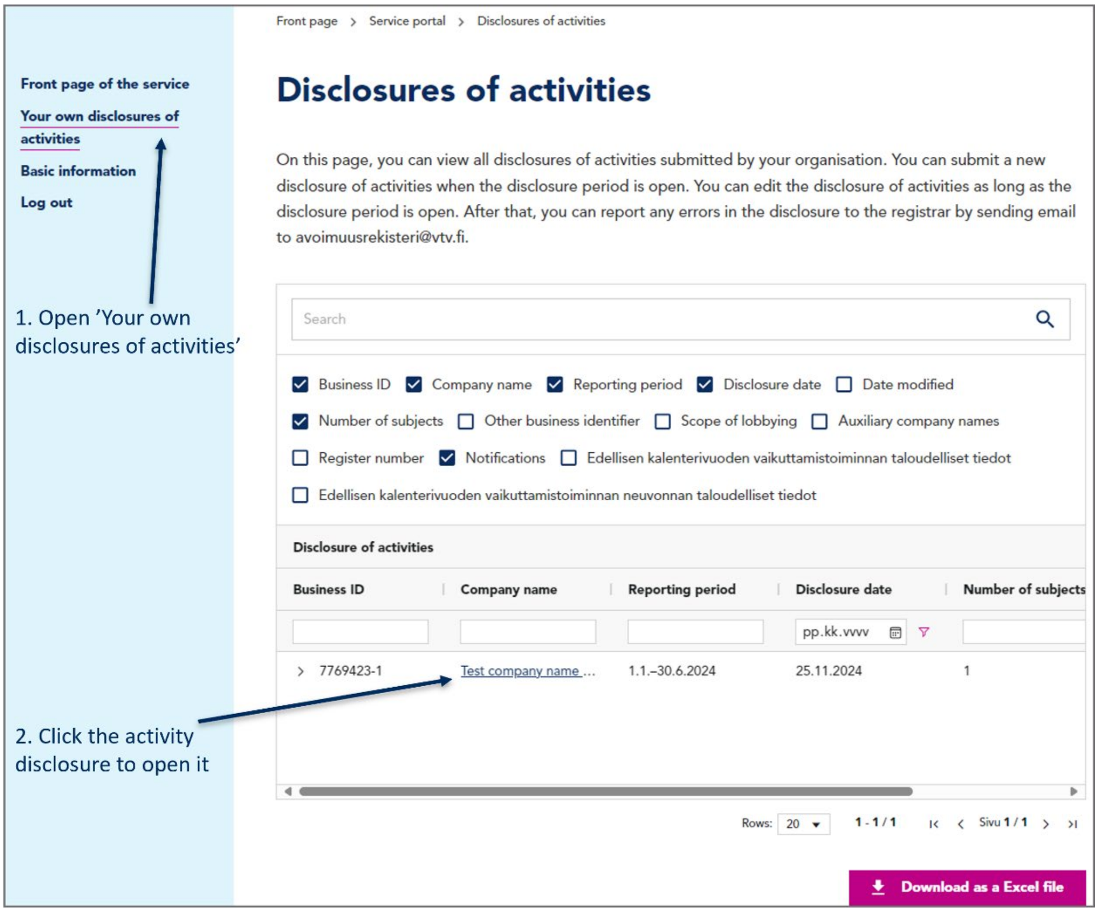


Figure 12. Editing a disclosure after the end of the disclosure period.

When the disclosure is open, the ‘Edit information’ button is displayed at the bottom of the page. Clicking the button opens the form in edit mode, and you can edit the disclosure according to section 6. You can edit your disclosure within the extension period granted.

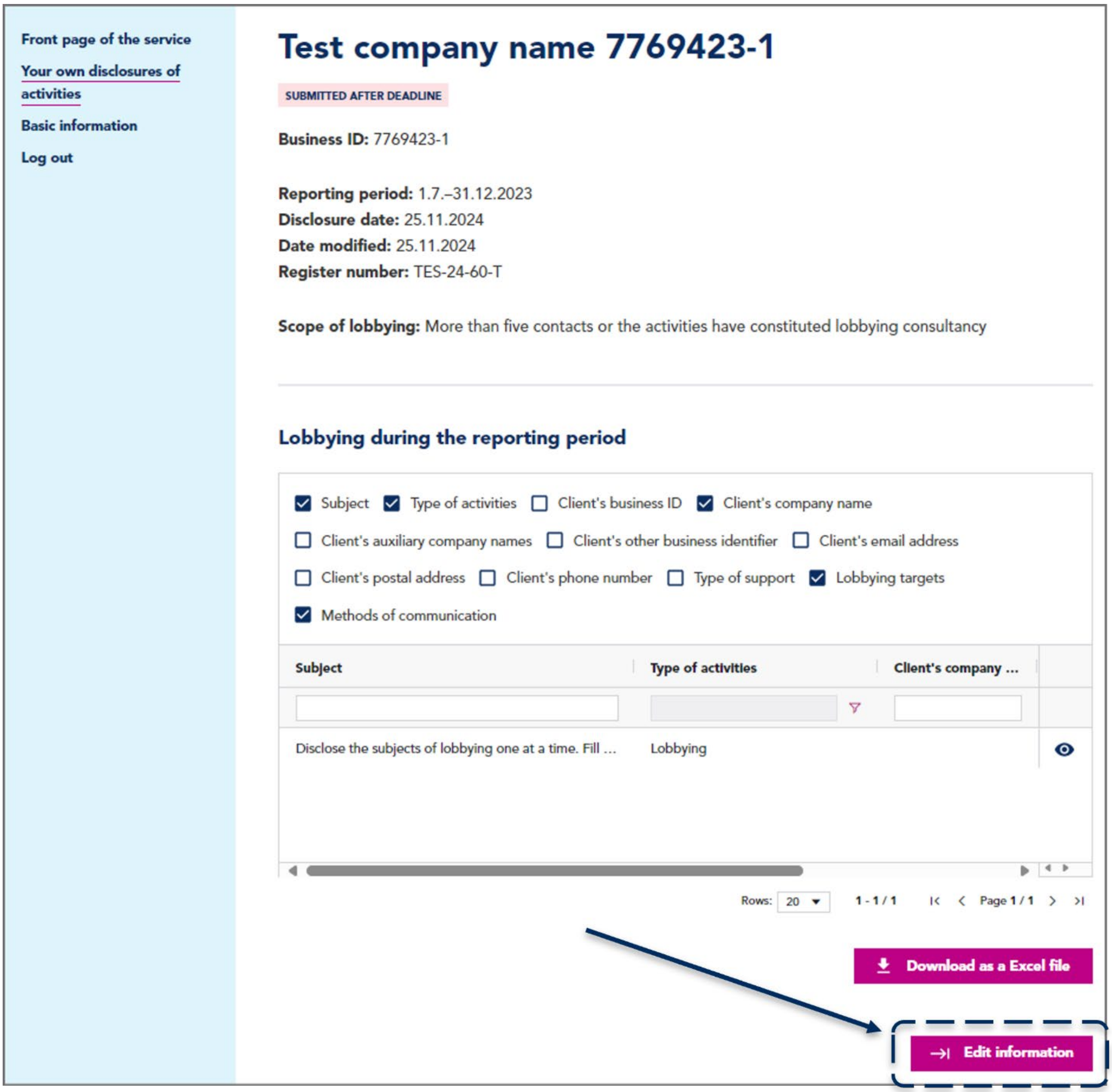


Figure 13. To edit the disclosure after the disclosure period, click the ‘Edit information’ button.

8 Problems

The system automatically saves each subject added to the disclosure. If the saving of the disclosure is interrupted for some reason, the subjects added will remain in the draft. It is not possible to save an incomplete subject.

The system guides you to fill in the required information. If a required field is missing or there is an error in filling it, the system highlights the field in red and requests you to complete it.

The system has a timeout that logs the user out after a certain amount of time for security reasons. If the timeout has been reached, adding a subject may fail. In this case, refresh the page and log in again.

If you need help, contact the registrar by sending email to avoimuusrekisteri@vtv.fi or by calling +358 (0)9 4325888 (Mon–Fri 10–14).