

Standard Operating Procedure Flow Chart for Registration of Entreaties and Lobbying Activities

Handling of entreaties and lobbying activities

Entreaties and lobbying activities

NO

YES

Is there a civil ethics office?

YES

NO

The person whom the entreaty or lobbying was made to must register with the civil ethics office of the agency in charge within three days thereof.

Register with the staff member responsible for civil ethics or someone so designated by the director within three days thereof.

Continual registration of data and creation of database. Report findings to the central level 2 civil ethics office in charge on a monthly basis.

Further report to the Agency Against Corruption, Ministry of Justice after compilation by central level 2 civil ethics office.

Publish the categories and volume of entreaties and lobbying cases, along with names of individuals violating these key points and the nature of the violation, on the internet on a quarterly basis.

- ❖ Entreating and lobbying activities as defined in the Government Procurement Act.
- ❖ Any lobbying, administrative appeal, petition, application, pleading or statement of opinion in accordance with the procedure and method set forth in the Lobbying Act, Administrative Appeals Act, Administrative Procedure Act or other laws.

Handle according to the respective laws.