

Information for members on the United Kingdom Public Affairs Council (UKPAC)

How does this affect me as a CIPR member?

CIPR members who meet the UKPAC definition of a lobbyist need to register with UKPAC by 31 January 2011.

Why is UKPAC important?

It is important to good government and decision taking that a wide understanding of the views of interested parties is taken into account. Lobbying is an important element of this process and as a principle of better regulation, it is essential that lobbying is transparent.

Why is the CIPR supporting this?

The CIPR prides itself on raising standards in the industry through its Code of Conduct, and training and qualifications. The CIPR sees UKPAC as an opportunity to create a meaningful register which distinguishes between practitioners who are ethical and transparent, and those who are not.

What is the UKPAC definition of lobbying?

UKPAC uses the following definition: Lobbying means in a professional capacity, attempting to influence, or advising those who wish to influence, the UK Government, Parliament, the devolved legislatures or administrations, regional or local government or other public bodies on any matter within their competence.

This covers members who spend all or a significant amount of their time (for example at least 20% of their professional working time) on lobbying activities. Members who do less than 20% may register at their discretion. Please read the full guidance, available [here](#), to help you decide whether to register. Members can also send any queries to: ciprukpac@cipr.co.uk.

What do I need to do if I meet the definition?

You will need to register online at www.publicaffairscouncil.org.uk by clicking on 'CIPR members register here'. Members will be required to update this information quarterly. It is a requirement of your CIPR membership that you register and do so accurately.

What will be held on the register?

UKPAC will publish a register showing all organisations and individuals engaged in offering public affairs services who are members of one of the member bodies participating in the Council i.e. CIPR, the Association of Professional Political Consultants (APPC) and the Public Relations Consultants Association (PRCA). The register will be completed quarterly and published on the UKPAC website as soon as possible thereafter.

The key details publicly held on the register will be: the member's name, the organisation or company they work for, the names of any clients provided with lobbying advice and the member's address, phone number and e-mail address. We strongly advise that members enter their work address and contact details rather than home or personal details as all information entered on the registration form will be made public.

What if my employer is already registered? Do I need to register separately?

Yes you still need to register separately so that you are in control of your own data. This is important for you since you will need to make certain that your entry is accurate and up to date as a condition of your CIPR membership.

What if I do not want to be registered?

It is a condition of CIPR membership that those who meet the definition of a lobbyist must register with UKPAC. Failure to fill out the registration form accurately will be a disciplinary offence. UKPAC

will have the discretion to allow individuals or organisations not to be published in a very narrow range of cases, for example where to do so would risk exposing the individual or the organisation to threats of physical violence or intimidation.

What if my clients do not want to appear on the UKPAC register?

UKPAC will have the discretion to allow individuals or organisations not to be published in a very narrow range of cases, for example where to do so would risk exposing the individual or the organisation to threats of physical violence or intimidation.

I cannot register my clients due to rules governing the legal profession, what should I do?

Lawyers and solicitors, due to the regulations of the legal profession, are treated as in-house practitioners for the purpose of UKPAC registration and so do not need to list their clients. Discussions between the government and the profession are ongoing regarding this issue, in advance of statutory regulation of lobbyists.

How much does it cost to register?

There is no cost to CIPR members as each of the founding member bodies provides funding directly to UKPAC.

How up to date is the register?

The register is updated quarterly. Following the initial publication, you will be able to login and enter your details at any time, but this information will only be made public at the next quarterly update of the register.

What is the United Kingdom Public Affairs Council (UKPAC)?

UKPAC is an independent body established to monitor and maintain professional standards in the public affairs sector. The aim of UKPAC is to promote public confidence in those who, in a professional capacity, undertake lobbying, encouraging and sustaining high ethical standards, transparency and accountability amongst those whom the Council regulates. It will offer a system of voluntary regulation to ensure that all those involved in lobbying institutions of government can be governed by a clear set of principles, underpinned by enforceable Codes of Conduct. It will further assist public confidence by establishing a publicly accessible register of those involved in lobbying, indicating the organisations on whose behalf they are lobbying.

Why is UKPAC being introduced?

UKPAC has been created in response to the Public Administrations Select Committee (PASC) inquiry into lobbying and the government's response to this inquiry, which made clear its view that a system of self regulation, involving a voluntary register, was needed to ensure ethical behaviour and transparency amongst lobbyists.

What is the government doing?

The Government has announced that a statutory register of lobbyists will be created. There is a consultation expected in late 2010 with a Bill expected to go through Parliament in the autumn of 2011.

Who is involved in forming UKPAC?

Representatives from the CIPR, APPC and PRCA came together to create an implementation group, chaired by Sir Philip Mawer. This group has been disbanded and UKPAC is now in operation.

How will UKPAC be governed?

The UK Public Affairs Council is chaired on a Non-Executive, part-time basis by an independent person of high standing drawn from outside the lobbying industry but with experience relevant to the industry. Currently this is Elizabeth France CBE. The Chairman is joined on the UKPAC Board by two further part-time, independent members, Sir Roger Sands and George Kidd, as well as three representatives from the lobbying industry, representing the three founding member bodies: Gill Morris for the APPC, Keith Johnston for the CIPR and Francis Ingham for the PRCA. Any decisions taken by the Board will require a majority separately amongst the independent members and amongst the members representing the industry.

Can other membership bodies or individuals become a member of UKPAC?

Other member bodies will be eligible to join, subject to satisfying the tests set in the UKPAC terms of conditions document available on the CIPR website. They will then be entitled to nominate representatives on the Board. At present individuals cannot become direct members of UKPAC, this is done automatically through the three signatory bodies.

Who will fund UKPAC?

UKPAC is funded equally by the three founding bodies, the APPC, CIPR and PRCA. An annual report, including a budget will be published each year.

How will UKPAC enforce standards?

The Council will set out the behaviour expected of all in public affairs through the guiding principles set out by the signatory bodies. The Council will allocate complaints against individuals or organisations within member bodies to the most appropriate body, ensuring that these are considered under the relevant member Codes and procedures. It will also review periodically the process through which complaints are considered by member bodies.

Who will monitor the register to ensure that the information it contains is accurate and up to date?

The member bodies will be responsible for ensuring that the information provided by their individual members is accurate and up to date. It is a condition of CIPR membership to register accurately and update your entry quarterly.

How have members been consulted?

Members were informed in December 2009 that the CIPR was working with the APPC and PRCA to establish a body covering all those involved in lobbying. A membership consultation requesting members' views on the implementation of UKPAC was held between December 2009 and January 2010. Views expressed by members were used to inform the formation of the UKPAC.

The CIPR welcomes questions about the creation of UKPAC and how it will affect membership. These queries will be added to this document in time.