



# **POSTUPAK REGISTRACIJE U REGISTAR TRANSPARENTNOSTI EUROPSKE UNIJE**

Zagreb, listopad 2013.

Poštovani,

pred vama se nalazi vodič za prijavu u zajednički Registar transparentnosti Europske komisije i Europskog parlamenta dostupan na mrežnim stranicama [Europske Unije](#). Svrha vodiča je olakšati prijavu u Registar, a istodobno potaknuli što veći broj hrvatskih organizacija na registraciju i uključivanje u europske poslove.

U listopadu 2013. broj registriranih organizacija u Registru transparentnosti bio je 5.920, od čega je 19 iz Hrvatske. Europska unija pokrenula je Registar s ciljem postizanja veće transparentnosti u kreiranju javnih politika, a registrirani subjekti dobivaju akreditaciju za Europski parlament.

Nakon 1. srpnja 2013. više od 80% nacionalnog zakonodavstva postala je pravna stečevina EU, a europske teme postaju dominantne za poslovne subjekte, ali i svakodnevni život.

U nastavku Vam donosimo korake za registraciju s detaljnim pojašnjenjima.

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# Transparency Register

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Sljedeći [link](#) će Vas odvesti na mrežnu stranicu registra.

Registracija se obavlja online, a sastoji se od nekoliko dijelova. Vremenski rok za završetak registracije je 3 tjedna od početka procedure. Tokom registracije moguće je pohraniti podatke i nastaviti kasnije.

Kako bi se olakšao proces registracije postoje obrasci koji jasno upućuju na informacije koje se traže pri registraciji. Obrasci u pdf formatu se nalaze [ovdje](#).

## 2. Odabir obrasca

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10/10/2011

### TRANSPARENCY REGISTER

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#### I - PROFESSIONAL CONSULTANCIES/LAW FIRMS/SELF-EMPLOYED CONSULTANTS

Please do not send this document to the Commission by post or e-mail. Registration must be done online at (<http://europa.eu/transparency-register>).

Postoji nekoliko obrazaca za registraciju ovisno o kategoriji u koju spada vaša organizacija:

- a) Konzultantske tvrtke / odvjetnički uredi / samostalni konzultanti
- b) *In house lobisti* / trgovinska / strukovna udruženja
- c) Nevladine organizacije
- d) *Think-tankovi* / istraživačke i akademske institucije
- e) Crkve i vjerske zajednice
- f) Lokalna, regionalna i općinska tijela, ostali javni subjekti

Zbog strukture članstva HDL-a pratit ćemo obrazac kojom se mogu registrirati konzultantske tvrtke, odvjetnički uredi i samostalni konzultanti. Obrasci za ostale skupine ne razlikuju se značajno od predstavljenog obrasca, tako da ovaj vodič možete koristiti i za ostale kategorije.

### **3. Podaci o organizaciji**

Please do not send this document to the Commission by post or e-mail. Registration must be done online at (<http://europa.eu/transparency-register>).

Registrant : Organisation or self-employed individual

\* Name/company name: \_\_\_\_\_

Acronym: \_\_\_\_\_

\* Legal status: \_\_\_\_\_

Website address: \_\_\_\_\_

(examples: <http://www.europarl.europa.eu> or [http://europa.eu/transparency-register/index\\_en.htm](http://europa.eu/transparency-register/index_en.htm))

U ovom dijelu unosite:

- Puno ime organizacije
- Skraćeni naziv
- Pravni status – društvo s ograničenom odgovornošću, dioničko društvo, nevladina organizacija i drugi
- Adresu internetske stranice organizacije

#### **4. Kontakt podaci**

Contact details:

Contact details of your organisation's head office

\* Number: \_\_\_\_\_

\* Street: \_\_\_\_\_

P.O. box: \_\_\_\_\_

\* Post code: \_\_\_\_\_

\* Town: \_\_\_\_\_

\* Country: \_\_\_\_\_

\* Telephone number: (+ \_\_\_\_ ) \_\_\_\_\_

Fax number: (+ \_\_\_\_ ) \_\_\_\_\_

Here you can enter more contact details for your organisation that you think useful (e.g. contact details of its Brussels office):

(Maximum 4.000 characters)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

U ovom dijelu prijave navode se kontakti središnjeg ureda organizacije:

- Broj ulice, ime ulice
- Poštanski broj
- Grad i država u kojima je sjedište organizacije
- Telefonski broj i broj faxesa
- Dodatni kontakti koji mogu biti korisni, npr. kontakt ureda u Bruxellesu.

#### **5. Područje u kojem se organizacija registrira**

Sections

\* In which section do you want to register?

**I - Professional consultancies/law firms/self-employed consultants :**

Professional consultancies

Law firms

Self-employed consultants

U ovom dijelu odabirete u kojem području poslovanja se želite registrirati. Postoje tri opcije:

- Konzultantske tvrtke
- Odvjetnički uredi
- Samostalni konzultanti

## 6. Podaci o odgovornim osobama

a) Ovdje navodite najvažnije podatke o odgovornoj osobi te osobi koja se unutar organizacije bavi europskim poslovima. To može biti ista osoba, što je čest slučaj u manjim organizacijama.

### Person with legal responsibility

Title (e.g. Mr, Ms):  Ms  Mrs  Mr

\* Surname: \_\_\_\_\_

\* First name: \_\_\_\_\_

\* Position: \_\_\_\_\_

\* Personal e-mail address: \_\_\_\_\_

\* Confirm e-mail address: \_\_\_\_\_

### Permanent person in charge of EU relations

Title (e.g. Mr, Ms):  Ms  Mrs  Mr

\* Surname: \_\_\_\_\_

\* First name: \_\_\_\_\_

\* Position: \_\_\_\_\_

\* Personal e-mail address: \_\_\_\_\_

\* Confirm e-mail address: \_\_\_\_\_

b) Ovdje navodite najvažnije podatke o osobi koja će voditi komunikaciju oko registracije te dodatnu kontakt osobu.

### Contact person

This person will receive: (i) all e-mails about the register, (ii) alerts about public consultations organised by the Commission and (iii) logon instructions for the register (for passing on to any other staff who need them).

Title (e.g. Mr, Ms):  Ms  Mrs  Mr

\* Surname: \_\_\_\_\_

\* First name: \_\_\_\_\_

\* Correspondence language: \_\_\_\_\_

\* Personal e-mail address: \_\_\_\_\_

\* Confirm e-mail address: \_\_\_\_\_

### Back-up contact person

This person will receive: (i) all e-mails about the register, (ii) alerts about public consultations organised by the Commission and (iii) logon instructions for the register (for passing on to any other staff who need them).

Title (e.g. Mr, Ms):  Ms  Mrs  Mr

\* Surname: \_\_\_\_\_

\* First name: \_\_\_\_\_

\* Correspondence language: \_\_\_\_\_

\* Personal e-mail address: \_\_\_\_\_

\* Confirm e-mail address: \_\_\_\_\_

## 7. Odabir lozinke

Password: \_\_\_\_\_

Select one password for all contact persons

\* Password: \_\_\_\_\_

Password must include at least 8 characters.

Only alphanumeric characters such as ? , ; . : ! ' / \ @ # are allowed

\* Confirm new password: \_\_\_\_\_

U ovom dijelu odabirete lozinku koju ćete koristiti za izmjene postojećih podataka i za podnošenje zahtjeva za akreditaciju Europskog parlamenta.

Lozinka se mora sastojati od 8 alfanumeričkih znakova poput brojeva i slova, te znakova: ? , ; . : ! ' / @ #.

## 8. Opisivanje organizacijskih ciljeva

Goals / remit \_\_\_\_\_

\* Describe your organisation's goals / remit:  
(Maximum 4.000 characters)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* Are the interests your organisation represents:

sub-national    national    European    global

U ovom dijelu potrebno je opisati ciljeve vaše organizacije te navesti koje interese zastupate:

- Subnacionalne
- Nacionalne
- Europske
- Globalne



## 9. Broj osoba u organizaciji uključenih u europske poslove

Number of persons engaged in activities falling under the scope of the Transparency Register

Number of persons: \_\_\_\_\_

\* Complementary information:  
(Maximum 4.000 characters)

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Ovdje navedite broj osoba u organizaciji koje se bave europskim poslovima te opišite njihove aktivnosti.

## 10. Europski poslovi

Activities

Main EU initiatives covered the year before by activities falling under the scope of the Transparency Register

(Maximum 4.000 characters)

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Opisati aktivnosti kojima se organizacija bavila u posljednjih godinu dana, a koji spadaju u područje europskih poslova.

## 11. Priopćenja o javnim politikama

### Fields of interest for e-mail alerts on consultations

\* Choose one or more fields. If you agree, you will automatically be alerted about any Commission consultations in these fields (e-mail to your designated contact person).

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Agriculture                 | <input type="checkbox"/> Audiovisual and media             | <input type="checkbox"/> Budget                        |
| <input type="checkbox"/> Climate action              | <input type="checkbox"/> Competition                       | <input type="checkbox"/> Consumer affairs              |
| <input type="checkbox"/> Culture                     | <input type="checkbox"/> Customs                           | <input type="checkbox"/> Development                   |
| <input type="checkbox"/> Economic affairs            | <input type="checkbox"/> Education                         | <input type="checkbox"/> Employment and social affairs |
| <input type="checkbox"/> Energy                      | <input type="checkbox"/> Enlargement                       | <input type="checkbox"/> Enterprise                    |
| <input type="checkbox"/> Environment                 | <input type="checkbox"/> Equal opportunities               | <input type="checkbox"/> External relations            |
| <input type="checkbox"/> External trade              | <input type="checkbox"/> Fisheries and aquaculture         | <input type="checkbox"/> Food safety                   |
| <input type="checkbox"/> Foreign and security policy | <input type="checkbox"/> General and institutional affairs | <input type="checkbox"/> Humanitarian aid              |
| <input type="checkbox"/> Information society         | <input type="checkbox"/> Internal market                   | <input type="checkbox"/> Justice and home affairs      |
| <input type="checkbox"/> Public health               | <input type="checkbox"/> Regional policy                   | <input type="checkbox"/> Research and technology       |
| <input type="checkbox"/> Sport                       | <input type="checkbox"/> Taxation                          | <input type="checkbox"/> Trans-European networks       |
| <input type="checkbox"/> Transport                   | <input type="checkbox"/> Youth                             |  |
- I do not wish to receive e-mail alerts for Commission consultations.

U ovom dijelu prijave možete odabrati djelatnosti iz kojih želite primati obavijesti o javnim politikama povezanim s lobiranjem u Europskoj uniji.

## 12. Networking

### Networking

If your organisation belongs to any associations/federations/confederations or other type of network (even informally), you can give details here:

(Maximum 4.000 characters)

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U ovom dijelu možete navesti ako je vaša organizacija dio određenog udruženja, federacije, konfederacije ili neke druge vrste mreže, te dati opis tog udruženja.

### 13. Korak – Financijski podaci

#### Financial data

1 - \* Current year or your organisation's last financial year

\* Financial year: \_\_\_\_\_

2 - \* Enter the amount of turnover linked to representing interests to EU institutions on behalf of your clients, as either

Option I: turnover (absolute amount)

\* Total turnover: \_\_\_\_\_ €

Option II: turnover (as a range)

\* Total turnover: \_\_\_\_\_ €

Option II: turnover (as a range)
< 50000 €
50000 € - 100000 €
100000 € - 150000 €
150000 € - 200000 €
200000 € - 250000 €

3 - \* Give a breakdown of turnover by client, as either:

1. Client name: \_\_\_\_\_

As a proportion of total turnover, this client accounts for \_\_\_\_\_

absolute amounts
< 50000 €
50000 € - 100000 €
100000 € - 150000 €
150000 € - 200000 €

You must publish a full list of all customers on behalf of whom you have lobbied EU institutions. If you do not do so, your registration cannot be accepted.

4 - Amount and source of funding received from the EU institutions in financial year n-1 of registration

Procurement: \_\_\_\_\_ €

Grants: \_\_\_\_\_ €

5 - Other (financial) information you might like to give in the interest of transparency:

(Maximum 4.000 characters)

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U ovom dijelu navodite financijske podatke za:

1. Tekuću godinu, ili zadnju financijsku godinu vaše organizacije
2. Unesite iznos prihoda organizacije od zastupanja interesa klijenata u institucijama EU na jedan od dva načina:
  - a. Ukupni prihod
  - b. Prihod po financijskim razredima (npr. od 50.000 do 100.000 eura)

3. Navedite iznos prihoda po klijentu. Morate objaviti cijelu listu klijenata za koje ste lobirali u EU institucijama. Ako to ne napravite registracija neće biti prihvaćena.
  - a. Ime klijenta
  - b. Prihod po klijentu po financijskim razredima (npr. < 50.000 eura, 50.000 do 100.000 eura)
4. Iznos i izvor financiranja od institucija Europske unije u prethodnoj financijskoj godini od registracije:
  - a. Javne nabave
  - b. Bespovratna sredstva
5. Druge financijske informacije koje biste mogli dostaviti. Ako ste pod ukupne ili prosječne prihode stavili 0 eura onda je u ovom dijelu obvezno objasniti zašto niste imali prihoda. Razlozi mogu biti:
  - a. Organizacija je osnovana ove (ili prošle) godine te nije imala značajne aktivnosti tijekom prve godine postojanja.
  - b. Aktivnosti provode ili su provodili volonteri bez ikakve naknade.

## 14. Etički kodeks

### Code of conduct

In their relations with the EU institutions and their Members, officials and other staff, registrants shall:

- a always identify themselves by name and by the entity or entities they work for or represent; declare the interests, objectives or aims promoted and, where applicable, specify the clients or members whom they represent;
- b not obtain or try to obtain information, or any decision, dishonestly, or by use of undue pressure or inappropriate behaviour;
- c not claim any formal relationship with the EU or any of its institutions in their dealings with third parties, nor misrepresent the effect of registration in such a way as to mislead third parties or officials or other staff of the EU;
- d ensure that, to the best of their knowledge, information which they provide upon registration and subsequently in the framework of their activities within the scope of the register is complete, up-to-date and not misleading;
- e not sell to third parties copies of documents obtained from any EU institution;
- f not induce Members of the EU institutions, officials or other staff of the EU, or assistants or trainees of those Members, to contravene the rules and standards of behaviour applicable to them;
- g if employing former officials or other staff of the EU or assistants or trainees of Members of the EU institutions, respect the obligation of such employees to abide by the rules and confidentiality requirements which apply to them;
- h observe any rules laid down on the rights and responsibilities of former Members of the European Parliament and the European Commission;
- i inform whomever they represent of their obligations towards the EU institutions;

Individuals representing or working for entities which have registered with the European Parliament with a view to being issued with a personal, non-transferable badge affording access to the European Parliament's premises shall::

- j comply strictly with the provisions of Rule 9 of, and Annex X and the second paragraph of Article 2 of Annex I to, the European Parliament's Rules of Procedure;
  - k satisfy themselves that any assistance provided in the context of Article 2 of Annex I to the European Parliament's Rules of Procedure is declared in the appropriate register;
  - l in order to avoid possible conflicts of interest, obtain the prior consent of the Member or Members of the European Parliament concerned as regards any contractual relationship with or employment of a Member's assistant, and subsequently declare this in the register;
- I have read the code of conduct and its rules and declare that my organisation agrees to abide by the code. I have read the legal notice and the data protection notice and agree to their terms and conditions.

I wish to mention that I subscribed to the following Code of Conduct (non mandatory):

- \_\_\_\_\_

Sljedeći korak prijave zahtjeva prihvaćanje svih točaka ovog Kodeksa te pridržavanje istih.

Ovdje završava proces registracije u Registar transparentnosti.

Za dodatne informacije pogledajte [upute](#) na engleskom jeziku i [česta pitanja](#).

U nastavku dokumenta nalazi se vodič za podnošenje zahtjeva za akreditaciju Europskog parlamenta, koji je moguć nakon završetka registracije u Registru transparentnosti.

**PODNOŠENJE ZAHTJEVA ZA IZDAVANJE  
AKREDITACIJE EUROPSKOG PARLAMENTA**

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Sljedeći [link](#) će Vas odvesti na mrežnu stranicu registra.

Akreditaciju trebate zatražiti online, a procedura se sastoji od nekoliko dijelova.

Cancel Print to PDF Send application

Warning! This procedure will time out after 20 minutes of inactivity. \* You must make an entry in this field

### Accreditation procedure in the European Parliament

Individuals may be granted access rights to the European Parliament for up to 12 months. An application to renew access rights can be submitted two months prior to the indicated expiry date.

Individuals with access rights may obtain a daily access card to enter the European Parliament from the reception desks at the Simone Veil Agora entrance to the Altiero Spinelli (ASP) building in Brussels (Luxembourg Station side), and the entrances to the Louise Weiss (LOW) and Winston Churchill (WIC) buildings in Strasbourg.

Access cards in Brussels will be available from 08h00-19h00 on days when parliamentary business is being conducted (Mon.-Thurs.) and in Strasbourg during plenary part-sessions from 14h30-20h00 (Mon.), 07h30-20h00 (Tues.-Wed.) and 07h30-18h00 (Thurs.).

No more than four accredited individuals for the same organisation may enter Parliament in a single day.

Fizičke osobe mogu dobiti pristup Europskom parlamentu na razdoblje od 1 do 12 mjeseci. Prijava za obnovu akreditacije mora se obaviti dva mjeseca prije isteka prethodne akreditacije.

Akreditacija omogućava ulaz u zgradu Europskog parlamenta od ulaza Simone Veil Agora do Altiero Spinelli zgrade u Bruxellesu te ulaz u Louise Weiss i Winston Churchill zgrade u Strasbourgu.

Akreditaciju je moguće preuzeti od ponedjeljka do četvrtka između 8 i 19 sati, a u Strasbourgu za vrijeme plenarnih sjednica od 14:30 sati do 20 sati ponedjeljkom, 7:30 do 20 sati od utorka do srijede te od 07:30 do 18 sati četvrtkom.

Najviše 4 fizičke osobe koji su članovi iste organizacije mogu ući u Parlament istoga dana.

## 2. Podaci od fizičkoj osobi

**Request new accreditation**

Title (e.g. Mr, Ms):

\* Surname:

\* First name:

\* Nationality:

\* Correspondence language:

\* Personal e-mail address:

\* Confirm e-mail address:

\* ID card/Passport number:

\* Date of birth:

\* Place of birth:

\* Personal position/function in the interest group/organisation:

temporary position  
 permanent position

Ovdje redom navodite:

- a) Titulu podnositelja zahtjeva
- b) Prezime, ime, nacionalnost
- c) Jezik za korespondenciju
- d) Osobnu e-mail adresu
- e) Broj osobne iskaznice ili putovnice
- f) Datum rođenja
- g) Mjesto rođenja
- h) Pozicija/funkcija u organizaciji
- i) Označiti je li ta pozicija/funkcija privremena ili trajna



### 3. Period akreditiranja

**Accreditation period**

\* Period of accreditation requested:   Months

Unesite na koliko mjeseci želite biti akreditirani za ulaz u Europski parlament. Od 1 – 12 mjeseci.

### 4. Dodatne informacije

**Additional information (will not be made public, used for EP internal administration)**

Parliamentary Committees most frequently attended (select 3 from list of 25)

<input type="checkbox"/>	(AFET) Foreign Affairs
<input type="checkbox"/>	(DROI) Human Rights
<input type="checkbox"/>	(SEDE) Security and Defence
<input type="checkbox"/>	(DEVE) Development
<input type="checkbox"/>	(INTA) International Trade

Relations outside the European Parliament, linked to work as interest representative

National parliament/government:  Yes  No

NGOs:  Yes  No

Trade associations/companies:  Yes  No

Others:

U ovom dijelu navodite u kojim odborima Parlamenta najčešće sudjelujete. Odaberite tri od ponuđenih 25.

Ako zastupate interese navedenih tipova organizacija izvan Europskog parlamenta, označite to ispod:

- Nacionalni parlament/Vlada
- Nevladine organizacije
- Trgovinska udruženja
- Drugi – nabrojite

## 5. Dokumentacija

**Attached documents**

\* Please attach all of the following documents to the form, for each application:  
(.png .pdf or .tif - maximum total attachment size: 5Mb)

1. an explanatory letter signed by the applicant, on letter-headed paper, briefly describing their organisation and their role in it:  
 Nije odabrana niti jedna datoteka.
2. a copy of their identity card or valid passport:  
 Nije odabrana niti jedna datoteka.
3. the European Parliament reserves the right to request a recent extract from criminal records, issued by the competent territorial authority for the place of residence and/or domicile of the applicant. Pending modifications to the on-line procedure applicants are requested to attach a signed letter indicating their acceptance of this provision.:  
 Nije odabrana niti jedna datoteka.
- 4a. where the applicant is from an organisation:  
- a letter attesting that the applicant is employed by the organisation:
- 4b. where the applicant is an individual:  
- an official document from a public authority attesting to the applicant's occupation  
 Nije odabrana niti jedna datoteka.
5. a copy of the statutes of the organisation (articles of association or similar document describing the organisation's profile):  
 Nije odabrana niti jedna datoteka.

\* This declaration is made under the sole responsibility of the applicant and may be verified by the competent European Parliament services.

**Warning! This procedure will time out after 20 minutes of inactivity.** \* You must make an entry in this field

Završni korak je uploadati sljedeću dokumentaciju na engleskom jeziku:

- 1) Pismo koje ukratko objašnjava vašu ulogu u organizaciji, potpisano od strane podnositelja zahtjeva.
- 2) Kopiju važeće osobne iskaznice ili putovnice
- 3) Uvjerenje o nekažnjavanju
- 4a) Ako je podnositelj zaposlen u organizaciji, pismo koji se potvrđuje da je zaposlen
- 4b) Ako se prijavljujete kao pojedinac, pismo potvrde tijela javne vlasti o zanimanju
- 5) Izvod iz Sudskog registra o profilu organizacije

Pri dnu označite da ste odgovorni za informacije koje ste ovdje naveli te da ih Europski parlament može provjeriti.

Ovdje završava prijava za akreditaciju Europskog parlamenta. Akreditaciju podižete na recepciji Europskog parlamenta, u terminima navedenim u prvom koraku.

Pripazite na vremensko ograničenje, 20 minuta neaktivnosti na stranici prekinut će proces prijave, a unesene podatke obrisati.

Hvala na pažnji!

Kontakt informacije:

Hrvatsko Društvo Lobista

Srebrnjak 128 c

10 000 Zagreb

[tajnistvo@hdl.com.hr](mailto:tajnistvo@hdl.com.hr)