

# IEEE LOBBYING ACTIVITY REPORT

REPORT ALL LOBBYING ACTIVITY AND EXPENDITURES. A lobbying activity is any oral, written or electronic communication (direct or indirect) with an executive or legislative official at any level of government made for the purposes of influencing a law, regulation or action, such as the awarding of grants, contracts and loans. It includes urging others to make such contacts. Lobbying does not include:

- Broad discussions of social, economic, and other policy issues that do not address the merits of specific legislation.
- Monitoring legislative, regulatory or other activities (unless part of other lobbying activity).
- Responding in writing to a request from an executive agency or legislature for specific information;

For a more detailed description, see the IEEE Lobbying Compliance Guidelines. Any IEEE employee, volunteer or contractor who believes he or she may be engaged in lobbying activities on behalf of IEEE in the United States of America should record and submit the details using the U.S. Lobbying Activity Log form. RETURN THE COMPLETED FORM OR ADDRESS QUESTIONS TO:

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Government Activities Manager  
IEEE-USA  
2001 L Street, N.W., Suite 700  
Washington, DC 20036

Phone: +1 202-530-8347  
Fax: +1 202-785-0835  
Email: e.wissolik@ieee.org

Name: \_\_\_\_\_ [  ] Staff [  ] Volunteer [  ] Other

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Person Contacted (including title & office):  
\_\_\_\_\_  
\_\_\_\_\_

Subject Discussed (include specific bill, rule, or regulation information): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s): \_\_\_\_\_ Time Spent in Hours: \_\_\_\_\_

Expenses Incurred: \_\_\_\_\_ (e.g. travel, food, lodging, etc. Pro rate if expenses were incurred as part of other non-lobbying activity)

Level of Lobbying Contact:  Federal  State  Local

Type of Lobbying Activity (Check all that apply):

Influencing Legislation

- Preparation, research, drafting, introduction or consideration
- Modification, amendment, approval, passage or enactment
- Tabling, postponement, defeat or rejection
- Legislative motions
- Overriding or sustaining a veto
- Presidential/Governor Approval or veto

Influencing Agency Actions

- Proposal, consideration, promulgation or recession of a regulation
- Development or modification of guidelines or statement of policy
- Approval or rejection of a regulation
- Approval of grant, contract or cooperative agreement

Influencing Appointments

- Confirmation of appointments
- Nomination process
- Appointment to public boards or commissions

Influencing Executive Decisions

- Proposal, consideration, promulgation or rescission of an executive order

**Gifts**

As a general rule, IEEE employees should never give any of the Institute’s resources (i.e. a gift) to an elected U.S. official, any candidate for public office, government officials, or their immediate family members. What constitutes a “gift” is very broadly defined and may include entertainment, hospitality, services, transportation, lodging, meals, whether provided in kind, paid for, or reimbursed. In some cases, gifts of a modest value (including an appreciation plaque, or reimbursement for speaker expenses) to a government official or immediate family member of an official may be allowable, subject to the legal and ethical codes applicable to that federal, state or local official. If in doubt, prior to making a gift, consult IEEE’s Lobbying Compliance Guidelines and clear the gift in advance both with the concerned official and with the IEEE Washington office in order to confirm IEEE’s compliance with applicable rules and regulations.

Name of Recipient: \_\_\_\_\_

Office: \_\_\_\_\_

Description and estimated value of gift, etc.: \_\_\_\_\_

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**Failure to report lobbying activities and violations of lobbying laws and regulations could result in personal criminal and civil penalties, as well as put IEEE’s tax-exempt status at risk.**

**If you have any questions or concerns, please do not hesitate to contact Erica Wissolik, Government Activities Manager, at 202-530-8347 or e.wissolik@ieee.org**