



## Management Board of the Transparency Register

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### **RULES OF PROCEDURE**

### **SECRETARIAT OF THE TRANSPARENCY REGISTER**

THE MANAGEMENT BOARD OF THE TRANSPARENCY REGISTER,

Having regard to the Interinstitutional Agreement of 20 May 2021 between the European Parliament, the Council of the European Union and the European Commission on a mandatory transparency register (the ‘Interinstitutional Agreement’),<sup>1</sup> and in particular Articles 7 and 8 thereof,

Having regard to the conclusions of the report of 30 May 2025, ‘Mapping of the implementation of the 2021 Interinstitutional Agreement on the Transparency register’, as approved by the Management Board,<sup>2</sup>

HAS ADOPTED THESE RULES OF PROCEDURE FOR THE SECRETARIAT:

#### *Article 1*

#### **Purpose and Scope**

These Rules of Procedure set out provisions for the organisation and operations of the work of the Secretariat established by Article 8 of the Interinstitutional Agreement (‘Secretariat’), with a view to consolidating the Secretariat’s practices and bolstering its operational capabilities and working methods, and in line with the Interinstitutional Agreement and the general principles of good administration and administrative autonomy of the Union institutions.

#### *Article 2*

#### **Meetings of the Secretariat**

1. The Secretariat shall meet on a monthly basis. It may also meet additionally upon request of one of the heads of unit.

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<sup>1</sup> OJ L 207, 11.6.2021, p.1.

<sup>2</sup> Ares(2025)4366219, available at the Transparency Register website:  
[Mapping of the implementation of the 2021 IIA.pdf \(SECURED\)](#)

2. The meetings shall be organised by the respective signatory institution on rotational basis and shall be chaired by the Coordinator. They may be held either in person or, if needed, by videoconference (or both).
3. The Secretariat shall adopt the agenda at the beginning of the meeting. A draft agenda shall be circulated by the signatory institution organising the meeting concerned at least three working days before the meeting. Changes to the draft agenda may be made at any moment prior to its adoption further to a request by one of the heads of unit.
4. The Secretariat shall prepare minutes of the meeting, to be approved at the subsequent meeting.
5. One of the Secretariat's meetings each year shall be dedicated to the preparation of the annual meeting of the Management Board.

### *Article 3*

#### **Decisions of the Secretariat**

1. The Secretariat shall decide by consensus of the heads of unit in accordance with Article 8(4) of the Interinstitutional Agreement, at its meetings or by written procedure.
2. The Secretariat shall record its decisions in the minutes of its meetings.

### *Article 4*

#### **Working methods of the Secretariat**

1. In carrying out the tasks set out in Article 8(3) of the Interinstitutional Agreement, the Secretariat shall assign its work among the heads of unit and their respective staff proportionately, having due regard to business continuity and operational efficiency.
2. The Secretariat shall organise its work in line with the annual priorities for the register, as determined by the Management Board pursuant to point (b) of Article 7(2) of the Interinstitutional Agreement, and monitor progress on a rolling basis.

### *Article 5*

#### **Correspondence**

1. The Secretariat shall use the register's IT system as the main tool for engaging in correspondence with applicants and registrants.
2. The Secretariat sends, through the register's IT system, email notifications to applicants and registrants inviting them to consult new correspondence communicated in that system.
3. The Secretariat keeps records of all correspondence with applicants and registrants in the register's IT system.

### *Article 6*

#### **Processing of applications and monitoring**

1. The Secretariat shall put in place measures to enable that applications for registration are assessed without undue delay.

2. Where, upon assessment of an application for registration, the Secretariat considers that the registration may not be activated due to insufficient information or possible absence of covered activities, it may request the applicant concerned to provide, within 10 working days, additional information or clarifications in accordance with Article 6(3) of the Interinstitutional Agreement.
3. In the absence of any engagement by the applicant pursuant to the Secretariat's request within the deadline set in accordance with paragraph 2, the Secretariat shall not activate that applicant's registration. In such cases, the applicant may submit a new application for registration.
4. Where the Secretariat requests that registrants amend their registrations in accordance with point 4.1 of Annex III to the Interinstitutional Agreement ('Annex III'), it shall set a deadline of 10 working days for the registrant concerned to provide additional information or perform updates to their registration.
5. In the absence of any engagement by the registrant concerned pursuant to the Secretariat's request within the deadline set in accordance with paragraph 4, the Secretariat may suspend the registration concerned in accordance with point 4.2 of Annex III.
6. Where the registrant concerned does not address the Secretariat's request within 10 working days after the suspension of their registration, the Secretariat may remove the registration concerned from the register in accordance with point 4.3 of Annex III.
7. The Secretariat shall put in place a procedure to allow former registrants, whose registration was removed from the register and who submit a new application for registration within two years of the date of the removal, to request to maintain their previous registration number, without prejudice to point 8.3 of Annex III.

### *Article 7* **Investigations**

1. Investigations shall be carried out in accordance with the procedures set out in Annex III and in a confidential manner. The Secretariat may not disclose any information that comes to its knowledge in the course of an investigation, except where required by law.
2. For the purposes of its assessment of the admissibility of complaints pursuant to point 2.1 of Annex III, the Secretariat may request additional information or evidence from complainants and may seek to verify the information received from any sources of information available to it.
3. Where the registrant concerned by an investigation fails to engage or otherwise cooperate sincerely and constructively with the Secretariat within the deadlines set in accordance with Annex III, the Secretariat may, after having given the registrant the possibility to make their views known in writing within 20 working days, close the investigation and remove the registration concerned from the register in accordance with point 5.4 of Annex III, notifying the registrant concerned in writing of its decision in accordance with point 7.1 of Annex III.

#### *Article 8*

##### **Communication and awareness raising actions**

1. Without prejudice to any specific arrangements that the heads of unit of the Secretariat may decide, the Coordinator may represent the Secretariat in communication and awareness-raising actions aimed at stakeholders and in the exchange of best practices and experience with similar bodies concerning the transparency of interest representation pursuant to points (f) and (i) of Article 8(3) of the Interinstitutional Agreement.
2. The Secretariat shall publish guidance for applicants and registrants and review it, as necessary. The Secretariat may make public announcements on the website of the register on developments potentially impacting applicants and registrants, as well as other stakeholders with an interest in the register's functioning.

#### *Article 9*

##### **Annual budget**

The Secretariat shall propose to the signatory institutions draft annual financing agreements taking into due consideration the budget estimates determined by the Management Board pursuant to point (b) of Article 7(2) of the Interinstitutional Agreement.

#### *Article 10*

##### **Procedures concerning the Management Board**

1. The Coordinator, on behalf of the Secretariat, shall consult the Chair of the Management Board on any matters that require the Management Board's consideration or decision pursuant to the Interinstitutional Agreement.
2. The Coordinator shall forward to the Chair of the Management Board requests for review submitted in accordance with points 9.1 and 9.2 of Annex III without undue delay.
3. The Secretariat shall make public, on the website of the register, the agenda and minutes of the annual meeting of the Management Board, together with the supporting governance documents.

#### *Article 11*

##### **Protection of personal data**

1. Personal data shall be processed in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council and the joint controllership agreement adopted by the signatory institutions in accordance with Article 28 of that Regulation with regard to the processing of personal data involved in the functioning of the register.
2. The Secretariat shall put in place data protection procedures and notices relating to its work, pursuant to the terms of the joint controllership agreement referred to in paragraph 1.

*Article 12*

**Adoption, amendment and review of the Rules of Procedure**

1. These Rules of Procedure are adopted and may be amended by the Management Board by consensus.
2. The Management Board shall review these Rules of Procedure upon request of two of its members.
3. These Rules of Procedure shall be translated in all official languages of Union and made public on the website of the Register.

Done at Brussels, 22 May 2026.