

December 18, 2008

TO: Undisclosed recipients

FROM: Arthur B. Ellis
Vice Chancellor for Research

SUBJECT: Honest Leadership and Open Government Act (HLOGA)

The Office of the President has requested that my office write to remind the campus about the federal law regarding reporting contacts with federal government officials. We do not anticipate that many of you will have reportable contacts, but as part of our continuing efforts to comply with the law, please carefully review this notice.

On January 1, 2008, the Honest Leadership and Open Government Act (HLOGA) went into effect. This law requires that the University make good faith efforts to provide a report of the “lobbying activities” and “lobbying contacts” on behalf of the University of all University employees, including faculty. This next reporting period covers October 1 through December 31, 2008.

The Office of the President is continuing to work on developing guidance for appropriate system-wide compliance with HLOGA. The HLOGA rules do not include normal interactions with federal research grant officers and staff, nor do they affect participation in the Washington-based education or advocacy events that are regularly organized by various professional associations.

However, if you are participating in an organized, University-led government relations activity with the specific intent of seeking to achieve a particular legislative or policy outcome on behalf of the University, then such activities would be reportable under HLOGA. **This information should be submitted as described below by January 5, 2009 to ensure timely submission to the Office of the President.**

The following FAQs are intended to serve as guidelines to help you determine whether this law applies to you, and if so, what you should do to help the University comply with this legal obligation.

Thank you for your cooperation.

FAQs:

What is a “lobbying contact”?

A lobbying contact is an official communication with the federal government on behalf of the University that is intended to influence a specific action or outcome. Note that you do not have to be a registered “lobbyist” to have a lobbying contact under this definition.

What is a “lobbying activity”?

A lobbying activity is work performed to support a lobbying contact, such as travel planning and preparation.

Does this law mean that I must report every contact or interaction with a federal employee, such as with the federal program staff for my contract or grant?

No. HLOGA applies to contacts with the federal government, on behalf of the University, which are intended to influence a specific action or outcome.

How do I submit a report, should that be necessary?

The report can be filled out on-line by going to <http://research.ucsd.edu/hloga/> and logging in via Single Sign-On. Enter the appropriate information and click the 'Submit' button when you are done. The form will be submitted and you will be able to print a copy for your records.

Will there eventually be a system-wide University policy about all of this?

Yes. The Office of the President is continuing to work on a process for HLOGA.

If I have questions about this requirement, whom should I contact?

Please send an email to hloga@ucsd.edu.