**2016 TrustLaw Index of Pro Bono – Survey Questions**

The questions contained in this document are available for completion in the [online survey](http://surveys.trust.org/s3/TrustLaw-Index-of-Pro-Bono-2016). However if you experience technical difficulties submitting your firm’s responses, please complete the questionnaire below and email the file to TrustLaw.

*The questions below correspond directly to those in the online survey.*

|  |  |  |  |
| --- | --- | --- | --- |
| *Question Number* | *Question* | *Question Type* | *Values* |
|  |
| **Firm Name:** | **Free Text Box** |  |
|  |
| 1. **GENERAL**
 |
| 1 | Please provide your contact details* First Name
* Last Name
* Email
 | Free Text Box |  |
| 2 | Why does your firm do pro bono? | Multi-select list | Desire to support the community |
| Training and skill development |
| Marketing |
| Staff retention |
| Alignment with interests of client |
| Externally mandated requirement |
| Other |
| 3 | In which jurisdictions does your firm have offices? *(Please hold down ‘Ctrl’ on your keyboard to select multiple jurisdictions.)* | Multi-select list | *Country Names* |
|  |
| 1. **PRO BONO PRACTICE**
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|  | *The following Pro Bono Practice information will only be published in an aggregated and anonymous form and will not be associated publicly with any specific firm or practice. It will be used solely to inform our industry analysis.* |
| 4 | Does your firm have a formal written pro bono policy in place? | Yes/No |  |
|  | If yes, what does your policy cover? Please indicate all relevant options.  | Multi-select list | Declaration of firm’s attitude and intent towards pro bono |
| Eligibility criteria for pro bono clients |
| Constitution and role of pro bono committee  |
| Role of pro bono coordinator |
| Other |
| 5 | Do you have a formal process to determine whether a matter or client is eligible for pro bono? | Yes/No |  |
|  | If yes, please describe the process. | Free Text Box |  |
| 6 | Do you have a designated pro bono coordinator? | Yes/No |  |
|  | If yes, please indicate whether the pro bono coordinator works exclusively on pro bono matters, or has additional responsibilities as well.  | Single-select List | Exclusively on pro bono matters or administration of such matters |
| Combination of pro bono and broader CSR responsibilities |
| Combination of pro bono and fee-earning responsibilities |
| Combination of pro bono, CSR and fee-earning responsibilities |
| Combination of pro bono and non-fee earning responsibilities |
| Combination of pro bono, CSR and non-fee earning responsibilities |
| 7 | Is there a partner at your firm that has responsibility for or oversight of pro bono activities in your firm? | Yes/No |  |
|  | If yes, is this partner the same person as your dedicated pro bono coordinator? | Yes/No |  |
| 8 | Does your firm have a pro bono committee(s)? | Yes/No |  |
|  | If yes, please describe the responsibilities of the committee. Please hold Ctrl on your keyboard to select multiple entries. | Multi-select list | Strategy and policy |
| Approval of pro bono clients |
| Approval of pro bono matters |
| Administration of pro bono programme |
| Other |
| 9 | Does your firm prefer to work with certain types of clients or on certain types of matters? Please hold 'Ctrl' on your keyboard to select multiple entries. Please select all those that apply. | Multi-select list | Advice and/or legal representation to individuals in need |
| Advice and/or legal representation to registered charities/non-profits |
| Advice and/or legal representation to social enterprise |
| Legal training on social justice or development issues |
| Public interest litigation |
| Advice to Governments, intergovernmental organisations and/or multi-lateral institutions |
| 10 | Please select any particular focus area of your firm's pro bono programme (please select a maximum of five). Please hold 'Ctrl' on your keyboard to select multiple focus areas.  | Multi-select list | Access to Justice |
| Aid and Development |
| Anti-Corruption and Good Governance |
| Disability Rights |
| Economic Development, Microfinance and Social Finance |
| Education, Training and Employment |
| Elderly and Senior Citizen Rights |
| Environment and Climate Change |
| Food, Hunger and Nutrition |
| Freedom of Expression |
| Gender-based Violence |
| Health, Disease and Sanitation |
| Human Rights |
| Human Trafficking, Slavery and Exploitation |
| Humanitarian  |
| Immigration, Refugees and Asylum |
| Indigenous Rights |
| Land and Water Rights |
| LGBT Rights |
| Sexual and Reproductive Rights |
| Shelter and Housing |
| War and Conflict |
| Women’s Rights  |
|  |
| 11 | Is participation in pro bono factored into the appraisal/performance review process for lawyers (non-partners)? | Yes/No |  |
| 12 | Is participation in pro bono factored into compensation for lawyers (non-partners)? | Yes/No |  |
| 13 | Does your firm have an annual fee-earning hours or utilisation target for lawyers? | Yes/No |  |
|  | If yes, please indicate if pro bono is factored into hours or utilisation target. | Single-select List | All pro bono hours and work treated in the same way as fee-earning hours and work |
| Pro bono hours and work credited up to a maximum threshold |
| A minimum fee-earning hours threshold must be reached before pro bono hours are considered |
| Not considered |
| Other |
| 14 | Does your firm have a requirement that your lawyers perform a specified amount of pro bono each year? | Yes/No |  |
|  | If yes, is the requirement mandatory or aspirational? | Mandatory/Aspirational |  |
|  | What is the annual pro bono hours target per lawyer?  | Free Text Box |  |
|  | If you have multiple offices, is the requirement the same for each office?  | Yes/No/We only have one office |  |
|  | Please describe the different requirements in different offices and jurisdictions.  | Free Text Box |  |
| 15 | Is participation in pro bono factored into the appraisal/performance review process for partners? | Yes/No |  |
| 16 | Is participation in pro bono factored into compensation for partners? | Yes/No |  |
| 1. **PRO BONO DATA**
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|  | *We will publish indices for each jurisdiction, indicating the average Qualifying Pro Bono hours performed by locally based Qualifying Fee Earners at participating firms and what proportion of the Qualifying Fee Earners have performed ten or more hours of Qualifying Pro Bono. We will also group such data to generate regional figures. Please complete the data in this table in accordance with the Explanatory Notes below.* |
|  |
| **Qualifying Fee-Earner Data** |
|  | *Explanatory Notes*Please see the definitions of [Qualifying Pro Bono and Qualifying Fee Earner](http://www.trust.org/contentAsset/raw-data/a3f84f79-1d3b-4bd6-a818-846bd3e6d560/file?byInode=true) here or on the accompanying summary document when providing the below submissions. Please note that if the Qualifying Pro Bono work done by trainees or paralegals is included in your firm’s total Qualifying Pro Bono hours, such employees must also be included in the firm’s headcount. Please provide separate data for each country in which your firm has an office. If your firm has more than one office in a country, please aggregate the information to provide a country-wide figure.Unless otherwise specified, please provide data based on the most recent calendar year. |
|  | For each country in which your firm has an office, please provide the following information:* Headcount: as of 31 December 2015, how many Qualifying Fee Earners in your firm?
* Please provide a separate figure for each jurisdiction in which you operate.
* Total Qualifying Pro Bono Hours: over the last 12 months, how many hours of Qualifying Pro Bono were performed in your firm?

Please provide a separate figure for each jurisdiction in which you operate.* Qualifying Fee Earners Who Recorded 10 Hours of Qualifying Pro Bono Time: please indicate the number of Qualifying Fee Earners who recorded ten or more hours of pro bono time on Qualifying Pro Bono matters over the chosen 12-month period.If, due to changes in staffing levels, this figure is more than the total Headcount as at 31 December, please use the total figure and we will factor this in during our analysis. Please provide a separate figure for each jurisdiction in which you operate.
 |
|  | How many jurisdictions are you supplying fee-earner data for?Enter a whole number up to 45 (if you wish to supply information for more than 45 jurisdictions then please email trustlaw@thomsonreuters.com) | Free Numerical Box |  |
| 17 | Qualifying Fee-Earner Data |
|  |
|  | Country | Multi-select List |  |
|  | Do you practice local law in this jurisdiction? | Yes/No |  |
|  | Number of Qualifying Fee Earners as at 31 December | Free numerical box |  |
|  | Total Pro Bono Qualifying Hours | Free numerical box |  |
|  | Number of Qualifying Fee Earners who recorded 10+ hours of Qualifying Pro Bono time | Free numerical box |  |
|  | Number of Qualifying Fee Earners who recorded any time on Qualifying Pro Bono matters | Free numerical box |  |
|  |
|  | Country | Multi-select List |  |
|  | Do you practice local law in this jurisdiction? | Yes/No |  |
|  | Number of Qualifying Fee Earners as at 31 December | Free numerical box |  |
|  | Total Pro Bono Qualifying Hours | Free numerical box |  |
|  | Number of Qualifying Fee Earners who recorded 10+ hours of Qualifying Pro Bono time | Free numerical box |  |
|  | Number of Qualifying Fee Earners who recorded any time on Qualifying Pro Bono matters | Free numerical box |  |
|  |
|  | Country | Multi-select List |  |
|  | Do you practice local law in this jurisdiction? | Yes/No |  |
|  | Number of Qualifying Fee Earners as at 31 December | Free numerical box |  |
|  | Total Pro Bono Qualifying Hours | Free numerical box |  |
|  | Number of Qualifying Fee Earners who recorded 10+ hours of Qualifying Pro Bono time | Free numerical box |  |
|  | Number of Qualifying Fee Earners who recorded any time on Qualifying Pro Bono matters | Free numerical box |  |
| *If submitting fee-earner data for more than 3 jurisdictions, please copy/paste and complete the six rows above for as many countries as necessary.* |
|  |
| **Qualifying Partner Data** |
|  | *The following information will not be published nor made publically available, and will be used solely to inform our industry analysis on an anonymised or aggregated basis. Please complete the table in accordance with the Explanatory Notes at the end of this page.* |
|  | *Explanatory Notes*Please see the definition of [Qualifying Pro Bono](http://www.trust.org/contentAsset/raw-data/6566f3a2-d383-4b8c-be7b-0b5e31b32e20/file?byInode=true) here or on the accompanying summary document when completing this section.For each country in which your firm has an office please provide the following information:* Headcount: as of 31 December 2015, how many Partners in your firm? Please provide a separate figure for each jurisdiction in which you operate.
* Total Partner Pro Bono Hours: over the chosen 12-month period, how many hours of Qualifying Pro Bono time were performed by Partners in your firm. Please provide a separate figure for each jurisdiction in which you operate.
* Partners Who Recorded 10+ hours of Qualifying Pro Bono time: please indicate the number of Partners at your firm who recorded ten or more hours on Qualifying Pro Bono matters over the chosen 12-month period.
* If, due to changes in staffing levels, this figure is more than the Partner headcount as at 31 December, please include the higher figure; we will factor this in to our analysis. Please provide a separate figure for each jurisdiction in which you operate.
* Partners Who Recorded Pro Bono Time: please indicate the number of Partners who recorded any pro bono time on Qualifying Pro Bono matters over the chosen 12-month period.
 |
|  | How many jurisdictions are you supplying partner data for?Enter a whole number up to 45 (if you wish to supply information for more than 45 jurisdictions then please email trustlaw@thomsonreuters.com | Free numerical box |  |
| 18 | Qualifying Partner Data |
|  |
|  | Country | Multi-select List |  |
|  | Number of Partners as at 31 December | Free numerical box |  |
|  | Total Pro Bono Qualifying Hours by Partners | Free numerical box |  |
|  | Number of Partners who recorded 10+ hours of Qualifying Pro Bono time | Free numerical box |  |
|  | Number of Partners who recorded any time on Qualifying Pro Bono matters | Free numerical box |  |
|  |
|  | Country | Multi-select List |  |
|  | Number of Partners as at 31 December | Free numerical box |  |
|  | Total Pro Bono Qualifying Hours by Partners | Free numerical box |  |
|  | Number of Partners who recorded 10+ hours of Qualifying Pro Bono time | Free numerical box |  |
|  | Number of Partners who recorded any time on Qualifying Pro Bono matters | Free numerical box |  |
|   |
|  | Country | Multi-select List |  |
|  | Number of Partners as at 31 December | Free numerical box |  |
|  | Total Pro Bono Qualifying Hours by Partners | Free numerical box |  |
|  | Number of Partners who recorded 10+ hours of Qualifying Pro Bono time | Free numerical box |  |
|  | Number of Partners who recorded any time on Qualifying Pro Bono matters | Free numerical box |  |
| *If submitting partner data for more than 3 jurisdictions, please copy/paste and complete the four rows above for as many countries as necessary.* |
| 19 | Are there any other key features of your pro bono programme you would like to tell us about? Please use this field to provide any additional information you would like to include. | Free text box |  |
| 20 | Additional comments | Free text box |  |
| 1. **COLLABORATIVE PLAN FOR PRO BONO IN THE UK**
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|  | *The following questions relate to the*[*Collaborative Plan for Pro Bono in the UK*](http://www.trust.org/spotlight/Collaborative-Plan-for-Pro-Bono-uk/)*(The Plan). The Plan is an independent initiative for which Thomson Reuters Foundation acts as a technology partner.****THIS SECTION SHOULD ONLY BE COMPLETED IF YOUR FIRM IS A MEMBER OF THE COLLABORATIVE PLAN FOR PRO BONO IN THE UK.*** ***IF NOT, PLEASE IGNORE THIS SECTION.*** |
|  | If you are a signatory to the Plan, please indicate here.  | Yes/No |  |
| *Questions relating to the Plan appear in the online survey only if the respondent answers ‘yes’ to the question above.*  |
|  | Before continuing, please acknowledge you understand that the following questions relate to the Collaborative Plan for Pro Bono in the UK, which is an independent initiative and is neither part of the TrustLaw Index of Pro Bono nor run by the Thomson Reuters Foundation. The questions that follow repeat some of the information requested above. This is intentional and the data provided in the following questions will be used solely for the purposes of the Plan, and not for the TrustLaw Index of Pro Bono. Data provided for the Plan will be shared only with other signatories to the Plan, in a de-identified format to enable the signatories to benchmark their pro bono practice against other signatories. Once the data is provided to the signatory firms, it remains confidential and should not be forwarded or shared outside the group. Please also note that information provided above for the TrustLaw Index of Pro Bono will not be used for the purposes of the Plan.Where possible, please report using data from the calendar year 2015. If this is not possible with your reporting system, use another 12-month period of your choice and be consistent in choosing the same reporting period of each year. Where headcounts are requested, these should be expressed as full-time equivalents. Data relating to budget figures will not be used externally. When calculating the amount spent on your UK pro bono practice include any donations to pro bono partner organisations, costs of sponsoring posts in pro bono partner organisations and costs of membership in pro bono organisations. |
|  | I confirm I have read and understood the above statement. | Checkbox | ‘Yes’ |
| *The Plan relates solely to Qualifying Fee Earners based in the UK.* *For the below questions, please continue to use the same definition of Qualifying Pro Bono as above. Please also use the same 12 month period used above.* |
| 1 | As of 31 December 2015, how many UK-based Qualifying Fee Earners were employed by your firm?  | Free Numerical Box |  |
| 2 | Over the last calendar year, how many hours of Qualifying Pro Bono were performed by the UK-based Qualifying Fee Earners in your firm?  | Free Numerical Box |  |
|  | What percentage of Qualifying Pro Bono was performed by: a) Trainees/Paralegals; b) Associates; c) Partners/Counsel; d) Other | Free Numerical Boxes | 1. Trainees/Paralegals
 |  |
| 1. Associates
 |  |
| 1. Partners/Counsel
 |  |
| 1. Other
 |  |
| 3 | Over the last calendar year, or such other 12-month period you choose, what was the average number of Qualifying Pro Bono hours performed by UK-based Qualifying Fee Earners in your firm?  | Free Numerical Box |  |
| 4 | To the extent you have this information available, what is the difference in the total UK Qualifying Pro Bono hours performed over the last 12-month period compared to the previous 12-month period, as a percentage?  | Free Numerical Box |  |
| 5 | How many people are employed in your UK pro bono practice?  | Free Numerical Box |  |
|  | How many employees in your UK pro bono practice are a) Qualified Lawyers; b) Managers not qualified as lawyers; c) Administrative Staff | Free Numerical Box | 1. Qualified lawyers
 |  |
| 1. Managers not qualified as lawyers
 |  |
| 1. Administrative staff
 |  |
| 6 | How much money did you spend conducting the UK Pro Bono Practice (excluding salaries) over the last 12 months? (Please provide a value in GBP.) | Free Numerical Box |  |
| 7 | How many UK pro bono secondments did your firm engage in during the last 12 months? (Please only include secondments that lasted more than 4 weeks.) | Free Text Box |  |
|  | List the name of the host organisation, the seniority of the secondee and the duration of the secondment.  | Free Text Box |  |
| 8 | How many external UK clinics did you staff over the last 12 months?  | Free Numerical Box |  |
|  | Please list the clinics, specifying the areas of law covered, and state whether the clinic provides one-off advice, advocacy or end-to-end case work.  | Free Text Box |  |
| 9 | How many UK-qualified fee earners are sponsored or permanently employed by you at other legal providers?  | Free Numerical Box |  |
| 10 | Are those lawyers referred to above included in your qualifying pro bono hours?  | Yes/No |  |
| 11 | Do pro bono hours count towards: a) target; b) utilisation target; and/or c) bonuses?  | Yes/No | 1. target
 | Yes/No |
| 1. utilisation target
 | Yes/No |
| 1. bonuses
 | Yes/No |
| 12 | What approximate percentage of pro bono hours is spent acting for UK individuals (as opposed to working for charities or social enterprises)? | Free Numerical Box |  |
|  |
| 1. **SURVEY CONFIRMATION**
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|  | I confirm that to the best of my knowledge the information provided is accurate and a true reflection of the pro bono programme and level of pro bono engagement at my firm. By checking the following box, your TrustLaw Index of Pro Bono survey will be submitted to the TrustLaw team and will be included in the published Index in the coming weeks. | Check box | ‘Confirm and submit’ |