

## TRUSTLAW INDEX OF PRO BONO

### THE THOMSON REUTERS FOUNDATION GLOBAL PRO BONO SURVEY

The information provided as part of this Index will be invaluable to help us spread the practice of pro bono around the world by allowing us to highlight success factors in pro bono practices and show the amount of pro bono being done globally. Our intention is that the TrustLaw Index of Pro Bono will become a central repository of information on the global pro bono sector, will show how the sector is evolving and will uncover emerging trends.

As the pro bono sector varies across the globe, we are seeking to gather data on a jurisdiction-by-jurisdiction basis so that we can compare like data and track the development in local markets.

Please note that while we will be collecting a wide range of information, only (i) the number of pro bono hours per fee-earner and (ii) the percentage of fee-earners undertaking more than 10 hours per year will be attributable to your firm.

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1. Contact details of respondent.

#### A. General

2. Firm name
3. Website of pro bono practice at firm.
4. Does your firm have offices in one or multiple jurisdictions?
5. Which jurisdictions does your firm have offices in?
6. Why does your firm do pro bono? Desire to support community? Training or skill development? Marketing? Staff retention? Externally mandated requirement?

#### B. Pro Bono Practice

The following Pro Bono Practice information will only be published in an aggregated and anonymous form and will not be associated with any specific

firm or practice. It will be used solely to inform our industry analysis.

7. Name, email address and home office of primary pro bono contact at firm.
8. Name, email address and home office of other pro bono contacts within firm (if relevant).
9. Does your firm have a formal pro bono programme?
10. Does your firm have a formal written pro bono policy in place? Is it part of a wider CSR policy? What does it cover?
11. Do you have a formal process to determine whether a client or matter is eligible for pro bono? Please briefly describe the process.
12. Do you have a designated pro bono coordinator? If so, does that person work exclusively on pro bono matters or administration of such matters?

Do they also support other CSR initiatives? Do they have fee-earning or other non-fee earning responsibilities as well?

13. If you have a number of designated pro bono staff, how big is your pro team (approximate full time equivalent, eg 1 full-time and 3 part-time = 2.5 staff)?
14. If you have a designated pro bono team, please describe the structure of this team. If you have multiple offices, do you have representatives in every office?
15. Is there a partner at your firm with oversight of or responsibility for pro bono activities in your firm?
16. Does your firm have a pro bono committee(s)? If so, please describe the composition and responsibilities of the committee and how often it meets.
17. Does your firm prefer to work with certain types of clients or on certain types of matters?
18. Please indicate your firm's preferred pro bono focus area.
19. Does your firm provide pro bono legal assistance to social enterprises that are not registered charities? If so, under what circumstances?
20. Is there a mandatory pro bono requirement for lawyers in any of the jurisdictions in which you operate, as determined by the local bar association (or equivalent)? If so, which jurisdictions?
21. Is participation in pro bono factored into the appraisal/performance review process for lawyers (non-partners)? Please indicate how.
22. Is participation in pro bono factored into compensation determination for lawyers (non-partners)? Please describe on what basis.
23. Does your firm have an annual fee-earning hours or utilisation target for lawyers (non-partners)? Is pro bono taken into account for such target?

24. Does your firm have a requirement that your lawyers perform a specified amount of pro bono each year? Is such target mandatory or aspirational? What is the target? If it differs in different offices, please describe the different approaches taken.
25. Is participation in pro bono factored into the appraisal/performance review process for partners? If so, how?
26. Is participation in pro bono factored into compensation determination for partners? If so, on what basis? If there is an annual hours or utilisation target for partners, are pro bono hours taken into account in reaching such target.
27. What is the total value of the Qualifying Pro Bono assistance you provided over the 12 month period? (ie the amount that would have been charged had the Qualifying Pro Bono matters been chargeable matters).

### C. Pro Bono Data

We will publish indices for each jurisdiction, detailing (i) the average number of pro bono hours performed by locally-based lawyers at each participating firm and (ii) what proportion of the lawyers have performed 10 hours or more of pro bono. We will also group such data to generate regional figures. No other data will be published in an attributable form.

Please see the definitions of Qualifying Pro Bono and Qualifying Fee-Earner on the accompanying summary document when providing the below submissions. Please note that if the pro bono work done by paralegals or summer associates is included in your firm's total 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, or such other 12 month period you prefer to choose. Please ensure that the same 12 month cycle is used for any subsequent submissions of the TrustLaw Index of Pro Bono so that year on year comparisons can be developed. Please indicate what 12 month period your submission relates to.

**a.** For each country in which your firm has an office, please provide the following information on a jurisdiction-by-jurisdiction basis:

- **Headcount:** as of 31 December 2014, how many Qualifying Fee-Earners in your firm? Please provide a separate figure for each jurisdiction in which you operate. Please note that headcount figures will not be published. This information is used to calculate the average number of pro bono hours per fee-earner, and the percentage of lawyers that have performed 10 or more hours of pro bono over the last 12 month period.
- **Total Pro Bono Hours:** over the last calendar year, or such other 12 month period you choose, how many hours of Qualifying Pro Bono were performed by Qualifying Fee-Earners in your firm? Please provide a separate figure for each jurisdiction in which you operate. Please note the total pro bono hours will not be published. This information is used to calculate the average number of pro bono hours per fee-earner.
- **Qualifying Fee-Earners Who Recorded 10 Hours of Pro Bono Time:** please indicate the number of Qualifying Fee-Earners who recorded at least 10 hours of pro bono time on Qualifying Pro Bono matters over the chosen 12 month period. Please note this information

will be published as a percentage and not as an unadjusted total figure provided. If, due to changes in staffing levels, this figure is higher than the Headcount as at 31 December, please just use the higher figure. Please provide a separate figure for each jurisdiction in which you operate.

- **Qualifying Fee-Earners Who Recorded Any Pro Bono Time:** please indicate the number of Qualifying Fee-Earners who recorded any time on Qualifying Pro Bono matters over the chosen 12 month period. If, due to changes in staffing levels, this figure is higher than the Headcount as at 31 December, please just use the higher figure. Please note this information will not be published, but will rather be used to inform our industry analysis and will only be discussed on an anonymised or aggregated basis. Please provide a separate figure for each jurisdiction in which you operate.
- **Local Law:** please indicate whether you practice local law in each jurisdiction you operate in, or whether you only provide international or foreign law advice. This information will not be made public, but will rather be used to inform our industry analysis on an aggregated and anonymised basis.

**b.** 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. For each country in which your firm has an office please provide the following information:

- **Partner Headcount:** as of 31 December 2014, 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 were performed by Partners in your firm? Please provide a separate figure for each jurisdiction in which you operate.
- Partners Who Recorded Pro Bono Time: please indicate the number of Partners at your firm who recorded any pro bono time on Qualifying Pro Bono matters over the chosen 12 month period. If, due to changes in staffing levels, this figure is higher than the Partner Headcount as at 31 December, please just use the higher figure and we will take this into account during our analysis. Please provide a separate figure for each jurisdiction in which you operate.

*Please note: information and data relating to your pro bono practice will be used to feed into our sectoral analysis and will only be published in aggregated form. Where we have requested data about partner engagement in pro bono programmes, such data will also not be accredited to individual firms but will rather be used to inform our industry analysis in an anonymised or aggregated manner.*