

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.

A. General

1. Please provide your contact details

- First name
- Last name
- Email

2. Why does your firm do pro bono?

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 publicly with any specific firm or practice. It will be used solely to inform our industry analysis.

3. Does your firm have a formal written pro bono policy in place? If yes, what does your policy cover? Please indicate all relevant options.

4. Do you have a formal process to determine whether a matter or client is eligible for pro bono? If yes, please describe the process.

5. Do you have a designated pro bono coordinator? If yes, please indicate whether the pro bono coordinator works exclusively on pro bono matters, or has additional responsibilities as well.

6. Is there a partner at your firm that has responsibility for or oversight of pro bono activities in your firm?

7. Does your firm have a pro bono committee(s)? If yes, please describe the responsibilities of the committee. Please hold Ctrl on your keyboard to select multiple entries.

8. 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.

9. 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.
10. Is participation in pro bono factored into the appraisal/performance review process for lawyers (non-partners)?
11. Is participation in pro bono factored into compensation for lawyers (non-partners)?
12. Does your firm have an annual fee-earning hours or utilisation target for lawyers? If yes, please indicate if pro bono is factored into hours or utilisation targets.
13. Does your firm have a requirement that your lawyers perform a specified amount of pro bono each year? If yes, is the requirement mandatory or aspirational?
14. Is participation in pro bono factored into the appraisal/performance review process for partners?
15. Is participation in pro bono factored into compensation for partners?

C. Pro Bono Data

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 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.

16. 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)

17. Qualifying Fee-Earner Data

- Country
- Do you practice local law in this jurisdiction?
- Number of Qualifying Fee Earners as at 31 December
- Total Pro Bono Qualifying Hours
- Number of Qualifying Fee Earners who recorded 10+ hours of Qualifying Pro Bono time
- Number of Qualifying Fee Earners who recorded any time on Qualifying Pro Bono matters

If submitting fee-earner data for more than 3 jurisdictions, please copy 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** 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)

18. Qualifying Partner Data

- Country
- Number of Partners as at 31 December
- Total Pro Bono Qualifying Hours by Partners
- Number of Partners who recorded any time on Qualifying Pro Bono matters

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.

20. Additional comments

D. Collaborative plan for pro bono in the UK

The following questions relate to the Collaborative Plan for Pro Bono in the 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 of the Plan, please indicate here.

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.

I confirm I have read and understood the above statement.

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?
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? What percentage of Qualifying Pro Bono was performed by: a) Trainees/Paralegals; b) Associates; c) Partners/Counsel; d) Other
3. Over the last calendar year, what was the average number of Qualifying Pro Bono hours performed by UK-based Qualifying Fee Earners in your firm?
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?
5. How many people are employed in your UK pro bono practice? How many employees in your UK pro bono practice are a) Qualified Lawyers; b) Managers not qualified as lawyers; c) 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.)
7. How many UK pro bono secondments did your firm engage in during the last 12 months? List the name of the host organisation, the seniority of the secondee and the duration of the secondment. (Please only include secondments that lasted more than 4 weeks.)
8. How many external UK clinics did you staff over the last 12 months? 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.
9. How many UK-qualified fee earners are sponsored or permanently employed by you at other legal providers?
10. Are those lawyers referred to above included in your qualifying pro bono hours?
11. Do pro bono hours count towards: a) target; b) utilisation target; and/or c) bonuses?
12. What approximate percentage of pro bono hours is spent acting for UK individuals (as opposed to working for charities or social enterprises)?

E. Survey confirmation

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.

(Respondent Signature)