2024 TrustLaw Index of Pro Bono – Survey Questions

The questions contained in this document are available for completion in the online survey. However, if you experience technical difficulties submitting your firm's responses, please complete the questionnaire below and email the file to <u>TrustLaw</u>.

The questions below correspond directly to those in the online survey. Submission Deadline: 14th June 2024

Question Number	Question	Question Type	Values	

Firm Name: Free Text Box		
	Firm Name:	

	A. GENERAL			
	Please provide your contact details	Free Text		
	- First Name	Box		
	- Last Name			
	- Email			
	- Job Title			
1	In which jurisdictions does your firm have offices?	Multi-select	Country Names	
	(Please hold down 'Ctrl' on your keyboard to select multiple jurisdictions.)	list		

	B. PRO BONO PRACTICE			
	following Pro Bono Practice information will only be published in an aggregate or practice. It will be used solely to inform our industry analysis.	d and anonymous f	orm and will not be associated publicly with any specific	
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 [free text box]	
3	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	

Que	stion Number	Question	Question Type	Values	
				[free text box]	
4	Does your firm have a formal div	ersity commitment in relation to pro bono?	Yes/No/Not sure		
	If yes, please explain what the fir bono includes and what form it t	m's diversity commitment in relation to pro akes.	<i>Multi-select</i> <i>list</i>	 Multi-select: If yes, what form(s) does your diversity commitment take? Commitment to staffing pro bono matters with a diverse team of lawyers. Building a diverse talent pipeline for hiring of pro bono roles Offering pro bono support to organisations that work on matters that serve diverse communities. Offering financial contributions to organisations that serve diverse communities. Other (with free form box) If you would like to give us more context for the form of your diversity commitment, how it has changed, etc., please explain here. [open text] 	
5	Do you have a formal process to eligible for pro bono?	determine whether a matter or client is	Yes/No		
	If yes, please describe the proces	S.	Free Text Box		
	PRO BONO PROFESSIONALS AND) TEAMS			
6	full or part-time pro bono profest Note: Full-time employee: Works the s employer for a full-time position, Part-time employee: Works fewe	d, how many people were employed as either sionals in your pro bono practice? tandard number of hours per week set by the typically around 30-40 hours. er hours per week than a full-time employee, ding on the employer and local and labour	Free numerical boxes Full time: Part time:		

a) Please indicate how many employees in your pro bono practice were:

Note: 1. Your answers to a)-g) should add up to your answer to the previous question (i.e. the sum total of a), b), c), d), e), f) and g) should equal the total number of full-the part-time professionals in your pro bono practice above.

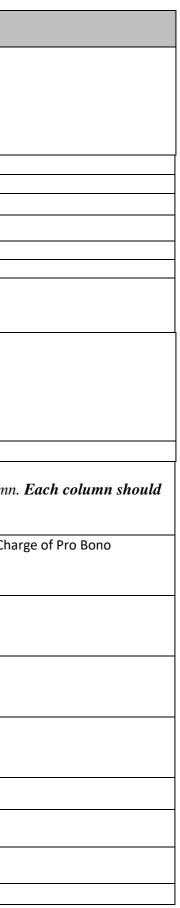
2. Group roles within your pro bono team according to the closest category of title that suits the role – for example, a "Senior Associate, Pro Bono" should counted under "Associate" and so on.

3. For this survey, "Exclusive pro bono role" refers to a pro bono role with a remit to work exclusively or principally on pro bono matters or administration of matters or the firm's pro bono programme. "Mixed role" means pro bono employees who balance meaningful pro bono administration/management responsibilities with ot earning or non-fee-earning responsibilities.

		No. of exclusive pro bono roles	No. (
a.	Administrators, Assistants or Coordinators		
b.	Managers		
с.	Associates		
d.	Partners		
e.	Counsel		
f.	Directors		
g.	Other		
		b) If you selected "Other" please tell other roles/titles are; (Free text Box)	us what t

ime and	
be	
of such ther fee-	
o. of mixed	
t those	

uestion Num	ber Question	Question Type	Values	
a) Who is t person a	he most senior person in charge of pro bono in the firm , and is this a:	Single- Select List	Coordinator/Administrator	
			Manager	
			Associate	
			Partner	
			Counsel	
			Head or Director	
			Other (free text box)	
			We have no person in charge of pro bono at ou firm	ır
	our firm have a designated person with primary responsibility dinate the firm's day-to-day pro bono legal work?	Yes/No		
If yes is	this person also the most senior person in charge of pro bono?	Yes/No		
	ndicate approximately what percentage (%) of time for the following ro : <i>If the designated coordinator for your firm</i> 's day-to-day pro bon 0%.		ost senior person in charge of pro bono, it is fine to con	nplete only one colum Nost Senior Person in Cl
a.	Direct legal work/advice for pro bono clients			
b.	Administration of pro bono programme			
с.	Other corporate social responsibility, sustainability, social imp business and/or other similar programmes (include non-legal charitable donations, etc.)			
d.	Fee earning work for paying clients			
e.	Other non-fee earning responsibilities			
	1		1	
PRO BO	NO PRACTICES AND OTHER PROGRAMMES			

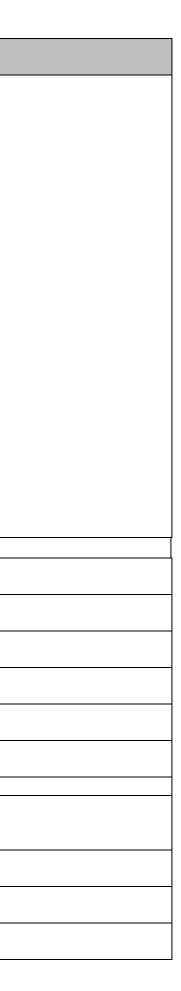


Ques	stion Number	Question	Question Type	Values		
8.	or other similar team, initiative Please Note : <i>For this quest</i>	ate social responsibility (CSR), sustainability, social ve, or programme? tion, we are interested in internal efforts that fo ner than CSR or ESG practices that advise clien	ocus on the	Yes /No		
	pro bono practice, and in par a) Are the programmes	e to understand how that team/programme intera ticular: managed jointly or separately? (<i>select one</i>) nave a common or separate budget? (<i>select one</i>)	cts with your	Single-Select	 a) Managed jointly b) Managed separately a) Common budget b) Separate budget 	
9	Does your firm have a pro bo	no committee(s)?	Yes/No			
9			Multi-select	Strategy and policy		
	If yes, please describe the responsibilities of the committee. <i>Please hold 'Ctrl'</i> on your keyboard to select multiple entries.		list	Approval of pro bono clients		
			list	Approval of pro bono matters		
				Administration of pro bono programme		
				Other	programme	
				[free text box]		
10		k with certain types of pro bono clients? <i>Please</i> o select multiple entries. Please select all those	Multi-select list	Registered charities and/or	non-profits	
	that apply.			Social enterprises		
				Individuals in need		
				Journalists in need and/or s	small news organisations	
				Government, intergovernmental organisations and/or		
				multi-lateral organisations		
				Small businesses/start-ups Other		
11	How does your firm deliver p	ro bono? Please hold 'Ctrl' on your keyboard to	Multi-select	[Free Text Box]	ice to eligible organisations	
ΤŢ	select multiple entries. Please		list	Legal research	וכב נט בווצוטוב טוצמוווזמנוטווז	
		select an mose mat apply.			legal education	
				Legal training and/or public legal education		
				Public interest litigation Other litigation or representation in legal proceedings		
				Technical assistance	integar proceedings	
	1		1		I	

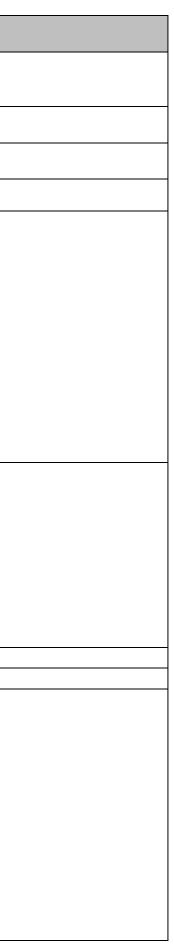
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Question Number Question Qu				Values	
Ques	tion number	Question	Question Type	Vulues	
			Туре	Other	
				other	
				[Free Text Box]	
12	How does your firm source pro	bono work?	Multi-select	Directly from clients	
			list	Through legal clinics	
				In partnership with other law firms	
				Through local law societies or bar associations	
				Through clearing house(s)	
				Other	
				[Free text hey]	
13	Please select your firm's too pr	o bono priorities or strategic areas of focus over	Multi-select	[Free text box] Access to Justice	
10		ct a maximum of five). Please hold 'Ctrl' on	list	Access to Justice Aid and Development	
	your keyboard to select multiple			Anti-Corruption and Good Governance	
				Data and Digital Rights	
				Disability rights	
				Economic Development, Microfinance and Social	
				Finance	
				Education and Training	
				Employment	
				Older People's Rights	
				Environment, Climate and Biodiversity	
				Ethnic/minority Rights and Racial Justice	
				Food, Hunger and Nutrition	
				Freedom of the Media and Expression	
				Gender-based Violence	
				Health, Disease and Sanitation	
				Human Rights	
				Human Trafficking, Slavery and Exploitation	
				Immigration, Refugees and Asylum	
				Indigenous Rights	
				Land and Water Rights	
				LGBTQ+ Rights	
				Sexual and Reproductive Rights	
				Shelter and Housing	
				Veteran Rights	
				War and Conflict	
				Women's Rights	
				Other	
				[Free Text Box]	
14	-	have any <u>new</u> areas of strategic focus or	Multi-select	Access to Justice	
	-	nonths. (please select a maximum of five).	list	Aid and Development	
	Piease noia Ctri on your keybo	ard to select multiple focus areas.		Anti-Corruption and Good Governance	
				Data and Digital Rights	
				Disability rights	

Ques	tion Number	Question	Question Type	Values	
				Economic Development, Microfinance and Social Finance	
				Education and Training	
				Employment	
				Older People's Rights	
				Environment, Climate and Biodiversity	
				Ethnic/minority Rights and Racial Justice	
				Food, Hunger and Nutrition	
				Freedom of the Media and Expression	
				Gender-based Violence	
				Health, Disease and Sanitation	
				Human Rights	
				Human Trafficking, Slavery and Exploitation	
				Immigration, Refugees and Asylum	
				Indigenous Rights	
				Land and Water Rights	
				LGBTQ+ Rights	
				Sexual and Reproductive Rights	
				Shelter and Housing	
				Veteran Rights	
				War and Conflict	
				Women's Rights	
				Other	
				[Free Text Box]	
	INCENTIVISING AND REWARDING	PRO BONO	·	•	
15	Is participation in pro bono factor	ed into the appraisal/performance review	Yes/No		
-	process for lawyers (non-partners				
16		ed into compensation for lawyers (non-	Yes/No		
17		ed into hours or utilisation target (non-	Yes/No		
	• •	is factored into hours or utilisation target.	Single-select	All pro bono hours and work treated in the same way as	
		-	List	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	
				other	
				[free text box]	
18	Does your firm have a requiremer amount of pro bono each year?	nt that your lawyers perform a specified	Yes/No		
	If yes, is the requirement mandate	ory or aspirational?	Mandatory/		
	, ,	, -p	Aspirational		
	What is the annual pro bono hour	s target per lawyer?	Free Text		

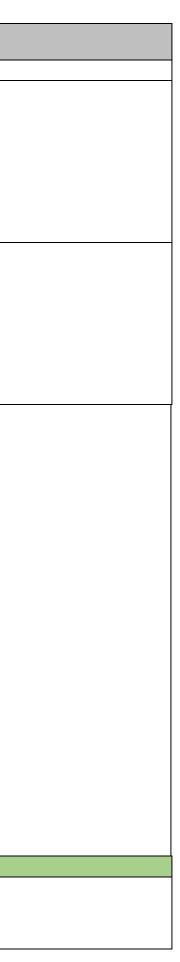


Ques	tion Number	Question	Question	Values	
	If you have multiple offices, is the	requirement the same for each office?	Type Yes/No/We only have		
	Please describe the different requ	uirements in different offices and	one office Free Text		
	jurisdictions.		Box		
19	process for partners?	red into the appraisal/performance review	Yes/No		
20	Is participation in pro bono factor	red into compensation for partners?	Yes/No		
21a) 21b)	during the 2022/2023 financial ye <i>Please note: Values are reflected</i> (Optional) Data relating to budge include donations to charities and clearinghouses or bar association donations to pro bono clients.		Single-Select list Single-Select list	No budget for pro bono 1,000 – 5,000 USD 5,000– 10,000 10,000– 30,000 30,000 – 50,000 50,000 – 100,000 100,000+ Larger	
1				Smaller Same Not sure	
	PRO BONO IMPACT				
		your pro bono results and/or impact? Y/N			
	If yes, what do you measure/track 1. Number of pro bono hou 2. Number of clients served 3. Number of matters handle 4. Sources of pro bono matters 5. Types of clients served 6. Types of matters handled 7. Outcome of matters 8. Client feedback 9. Community impact 10. Lawyer engagement 11. Lawyer feedback 12. Number of lawyers doing 13. Other (with free text to g	rs worked led ters	<i>Multi-select</i>		



estion Number	Question	Question Type	Values		
 the least important with 1 important (Rank Grid) 1. Demonstrating varimpact. 2. Identifying areas 3. Strengthening clie 4. Professional development 	opment	ast			
	erformance and appraisals	1			
 Internal firm new Internal awards o bono teams Nominations for e Publishing impact through social me 	impact in annual report	pro			
-	a small number of case studies that highlight :	successful pro bono	Single-Select List	Focus areas	
practices. If you would lik below a short summary o	e to provide a case study for possible publicat a pro bono action your firm made and what act you to ask for further information:	ion, please include		Pro bono infrastructure Incentives and Rewards Diversity	-
 a. Which overall theme do 1. Focus areas 2. Pro bono infrastructure 3. Incentives and Rewards 4. Diversity 				Impact/Result measurement	-
5. Impact/Result measure	ment				
Note:					
rights) through skill developmen organisations working on refuge Pro Bono infrastructure – this a pro bono committee or hiring Incentives and Rewards – this	could be highlighting an element of infrastructure such someone to work full-time or part-time in your pro bono could be setting targets and compensating lawyers for p this could be for the pro bono programme itself (e.g. inc	rtnerships with key as a formal pro bono policy, practice. ro bono.			
b. Which Country is th	is case study in?				
Please share the case stud	y below. (Max 400 words)				
C. PRO BONO DATA					
	urisdiction indicating the guerage Qualifying	Dro Pono hours porfere	ad by locally based Ourlit	fuing Eoo Earnors at participation	
ns and what proportion of the	urisdiction, indicating the average Qualifying				

Please complete the data in this table in accordance with the Explanatory Notes below.



Question Number	Question	Question	Values	
		Туре		

estion Number	Question	Question Type	Values	
alifying Fee-Earner Data				1
Explanatory Notes				
	ns of Qualifying Pro Bono and Qualifying Fee Earner here	e or on the acco	mpanying summary document when providing the below	
	te that if the Qualifying Pro Bono work done by trainees			
such employees must a	lso be included in the firm's headcount.			
Please provide separate	e 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			more than one once in a country, please aggregate the	
	a country white inguite.			
Unless otherwise specif	ied, please provide data based on the most recent calen	dar year.		
Diasco Noto: Any logal r	refessional who performs for corning work for clients	an ha considera	d - Qualifying Fee Ferner and any legal advice assistance	
			d a Qualifying Fee Earner and any legal advice, assistance, struments, are all examples of Qualifying Work so long as it	
is done without financia		or registative ins	are an examples of Quantying work so long as it	
	ch your firm has an office, please provide the following i	nformation:		
-	of 31 December 2023, how many Qualifying Fee Earners			
- Please provide	a separate figure for each jurisdiction in which you operation	ate.		
- Total Qualifying	Pro Bono Hours: over the chosen 12-month period, how	w many hours of	Qualifying Pro Bono were performed in your firm?	
	te figure for each jurisdiction in which you operate.			
			licate the number of Qualifying Fee Earners who recorded	
	urs of pro bono time on Qualifying Pro Bono matters ove		•	
_			L December, please use the total figure and we will factor	
	ur analysis. Please provide a separate figure for each juri are you supplying fee-earner data for?	Free		
	ip to 45 (if you wish to supply information for more than			
	ase email trustlaw@thomsonreuters.com)	Box		
Qualifying Fee-Earner Dat		200		
. , 0				
Country		Multi-select		
		List		
Do you practice local la		Yes/No		
Do you operate as a do	mestic or international firm in this jurisdiction?	Multi-select	Domestic	
		List	International	
Number of Qualifying F	ee Earners as at 31 December	Free		
		numerical		
Tatal Disc Disc. Co., Mr. 1		box		
Total Pro Bono Qualifyi	ng Hours	Free		
		numerical box		
Number of Qualifying F	ee Earners who recorded 10+ hours of Qualifying Pro	Free		
Bono time	ce Lamers who recorded 10. Hours of Qualitying 110	numerical		
		box		

Question Number	Question	Question Type	Values	
Number of Qualifying Fee E Bono matters	Number of Qualifying Fee Earners who recorded any time on Qualifying Pro Bono matters			
Country		Multi-select List		
Do you practice local law ir	Do you practice local law in this jurisdiction? N Do you operate as a domestic or international firm in this jurisdiction? N			
			Domestic	
	-	List	International	
Number of Qualifying Fee E	Earners as at 31 December	Free numerical box		
Total Pro Bono Qualifying H	lours	Free numerical box		
Number of Qualifying Fee E Bono time	Number of Qualifying Fee Earners who recorded 10+ hours of Qualifying Pro Bono time			
Number of Qualifying Fee E Bono matters	Earners who recorded any time on Qualifying Pro	Free numerical box		
Country		Multi-select List		
Do you practice local law in	Do you practice local law in this jurisdiction?			
Do you operate as a domes	stic or international firm in this jurisdiction?	Multi-select	Domestic	
		List	International	
Number of Qualifying Fee E	Earners as at 31 December	Free numerical box		
Total Pro Bono Qualifying H	lours	Free numerical box		
Number of Qualifying Fee E Bono time	Earners who recorded 10+ hours of Qualifying Pro	Free numerical box		
Number of Qualifying Fee E Bono matters	Earners who recorded any time on Qualifying Pro	Free numerical box		
If submitting fee-earner do	ata for more than 3 jurisdictions, please copy/paste c	and complete the	e six rows above for as many countries as necessary.	
Qualifying Partner Data				
	t be published nor made publicly available and will b			
	te the table in accordance with the Explanatory Note	s at the end of th	nis page.	
	f <u>Qualifying Pro Bono</u> here or on the accompanying s			
For each country in which y	your firm has an office, and practises pro bono pleas	e provide the fol	lowing information:	

The fo	ollowing information will not be published nor made publicly available and will be used solely to inform our industry analysis on an anonymised or	
aggre	egated 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, and practises pro bono please provide the following information:	

uestion Number	Question	Question Type	Values			
- Headcount: as of 31	L December 2023, how many Partners in your firm?		a separate figure for each jurisdiction in which you	1		
operate.						
	ono Hours: over the chosen 12-month period, how	many hours of O	ualifying 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 						
	Pro Bono matters over the chosen 12-month perio					
	· · · · · · · · · · · · · · · · · · ·		t 31 December, please include the higher figure; we will			
	analysis. Please provide a separate figure for each ju					
			corded any pro bono time on Qualifying Pro Bono matters			
over the chosen 12-	•					
ow many jurisdictions are you su	•	Free		+		
	you wish to supply information for more than 45	numerical				
risdictions then please email tru		box				
4 Qualifying Partner Data	staw@thomson/catchs.com	200				
			1			
Country		Multi-select				
		List				
Number of Partners as at 32	1 December	Free				
		numerical				
		box				
Total Pro Bono Qualifying H	ours by Partners	Free				
		numerical				
		box				
Number of Partners who re	corded 10+ hours of Qualifying Pro Bono time	Free				
		numerical				
		box				
Number of Partners who re	corded any time on Qualifying Pro Bono matters	Free				
		numerical				
		box				
Country		Multi-select				
-		List				
Number of Partners as at 32	1 December	Free				
		numerical				
		box				
Total Pro Bono Qualifying H	ours by Partners	Free		1		
······································	,	numerical				
		box				
Number of Partners who re	corded 10+ hours of Qualifying Pro Bono time	Free		+		
		numerical				
		box				
Number of Partners who re	corded any time on Qualifying Pro Bono matters	Free		+		
	corded any time on Quantying FIO Dono matters	numerical				
		box				
			1			
Country		Multi-select				
		List				

Que	stion Number	Question	Question	Values	
			Туре		
	Number of Partners as at 31 Dece	Number of Partners as at 31 December			
			numerical		
			box		
	Total Pro Bono Qualifying Hours b	y Partners	Free		
			numerical		
			box		
	Number of Partners who recorded	d 10+ hours of Qualifying Pro Bono time	Free		
			numerical		
			box		
	Number of Partners who recorded	d any time on Qualifying Pro Bono matters	Free		
			numerical		
			box		
	If submitting partner data for m	ore than 3 jurisdictions, please copy/paste and	d complete the fo	our rows above for as many countries as necessary.	
	Are there any other key features of	of your pro bono programme you would like	Free text box		
	to tell us about? Please use this fi	eld to provide any additional information you			
	would like to include.				
	Additional comments		Free text box		

D. 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.				
	Check box	'Confirm and submit'		
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 2024 Index of				
Pro Bono.				

Before you go, we would be grateful for your feedback on your experience completing the TrustLaw Index of Pro Bono survey. We also welcome suggestions you have for future versions of the survey or the Index itself, including points of clarification that would be helpful to address in future guidance or FAQs. [Free text box]

