

The Law Society of Hong Kong Pro Bono and Community Work Recognition Programme 2010 Award Ceremony



THE
LAW SOCIETY
OF HONG KONG
香港律師會

Introduction

As responsible members of the community and considering that participation in pro bono and community work will help to promote the image of solicitors and enhance the status of the profession in the community, the Pro Bono and Community Work Recognition Committee of the Law Society (“the Committee”) has been set up to organize and implement a Pro Bono and Community Work Recognition Programme (the “Programme”). Through this Programme, the Law Society aims to encourage members to show more concern for the community and motivate them to build a harmonious and caring society with a collaborative spirit.

Objectives

- To promote and encourage Law Society members’ active participation in pro bono and community work (the “Work”).
- To show appreciation for and recognition of members of the Law Society, trainee solicitors and registered foreign lawyers who are actively involved in pro bono and community work.

Entry Criteria

- Entrants should be members of the Law Society, trainee solicitors, registered foreign lawyers, local law firms or foreign law firms.
- Having performed the Work as from **1 July 2009 to 30 June 2010** (the “Award Period”).
- The Work recognized under this Programme should not be remunerative or involve any financial reward. In this connection, reimbursement of out-of-pocket expenses eg. traveling expenses, will not disqualify any Work from being considered for an Award. Souvenirs of insignificant commercial value are also acceptable.
- The Work performed should not be directly or indirectly related to political or religious activities. The prime concern is the nature of the Work, and if the Work is not intended to indoctrinate the beneficiaries or engage the volunteers in political or religious movements, the political or religious background of the organizer alone will not disqualify the Work. The Committee shall have discretion to make ruling in relation to any Work which ruling shall be final and binding on all Participants.
- Work rendered in election campaigns is not eligible for Award or consideration for the purpose of this Programme as the beneficiaries are the candidates and not the general public.
- The accreditation hours include the actual hours of service offered to the beneficiaries, as well as the hours spent on preparation and follow-up actions.
- Traveling or attending a meeting for the purpose of Work can be included in the calculation of hours where appropriate; but it will be determined at the discretion of the Committee. The hours spent on traveling or attending a meeting should not exceed the actual hours of service. Any hours spent on traveling or attending a meeting for the purpose of Work conducted outside Hong Kong will not be calculated.
- While the Work performed would include pro bono and community work, the proportion of the accreditation hours of pro bono work should be not less than 90% of the total service hours while there is no required minimum in terms of community work.

Types of Awards

(1) Individual Awards – By submission of Declaration Form

Participants will have to perform Work in the Award Period to attain the specified Awards as below. There is no limitation as to the number of Award to be given out in the Award Period.

Bronze Award	Having performed work of not less than 20 hours
Silver Award	Having performed work of not less than 50 hours
Gold Award	Having performed work of not less than 100 hours

Selection Criteria

Category A. Pro Bono Work

- i. Participation in a CPD accredited Law Society Committee, subcommittee, working group and working party meeting. Members’ Work discharged by virtue and as required of official positions to which the members are elected in accordance with the constitution of an organization is excluded. Such Work is considered part of the duties which a member is obliged to perform arising from the official position which the member seeks by voluntarily standing for election. This includes the attendance of Law Society Council Meetings. Work performed by a member which relates to such official position but which he/she is not obliged to do is not excluded. In case of dispute over any Work to be excluded or included under this Clause, the decision of the Committee shall be final and binding on all Participants.
- ii. Representing the Law Society as members of external bodies dealing with legally related works, where their appointments are on a voluntary basis.
- iii. Delivery of law talks/seminars/conferences organized by the Law Society.
- iv. Delivery of law talks/seminars/conferences organized by charitable organizations which are exempted from tax under Section 88 of the Inland Revenue Ordinance; agency members under The Hong Kong Council of Social Service; government departments and other organizations as determined by the Committee.
- v. Manning the Law Society’s PI helpline.
- vi. Participation in free legal advice schemes run by the Duty Lawyer Service; Property Management Advisory Centres (PMAC) run by the Hong Kong Housing Society through the Law Society; and the provision of any other free legal advice to other organizations as determined by the Committee where appropriate.
- vii. Conducting entire legal cases which are taken up on pro bono basis.
- viii. Any other pro bono work as determined by the Committee where appropriate.

Category B. Community Work

- i. All community work organized by the Law Society.
- ii. Community work organized by charitable organizations which are exempted from tax under Section 88 of the

Inland Revenue Ordinance; agency members under The Hong Kong Council of Social Service; government departments and other organizations as determined by the Committee.

Submission Procedures

- Participants shall submit their records of Work by using the Declaration Form overleaf.
- All submissions will be reviewed by the Law Society Secretariat and checked by the Committee.
- All Declaration Forms must reach the Law Society of Hong Kong on 3rd Floor, 71 Des Voeux Road Central, Hong Kong **on or before 31 December 2010** (Please mark on the envelope: “The Law Society of Hong Kong Pro Bono and Community Work Recognition Programme”).)

(2) The Law Society of Hong Kong Pro Bono Distinguished Service Award – By nomination

This Award recognizes individuals who have made an outstanding contribution in the provision of pro bono services. More than one individual may be eligible for this Award. The Committee shall have discretion on the number of such Awards to be given out.

Selection Criteria

- the number of service hours; number of service programmes and service recipients; diversity and level of volunteer participation;
- ability to mobilize and motivate others to participate in volunteering;
- volunteering involvement, commitment, passion and initiative;
- attitude and service performance related to the service recipients.

(3) The Law Society of Hong Kong Pro Bono Law Firm Award – By nomination

This Award recognizes a local or foreign law firm that has made an outstanding contribution in the provision of pro bono services. More than one firm may be eligible for this Award. The Committee shall have discretion on the number of such Awards to be given out.

Selection Criteria

- whether the firm has made significant strides toward the establishment of policies and programmes that encourage solicitors to volunteer their service for pro bono and community work;
- whether the firm has demonstrated dedication to the development and delivery of pro bono and community work to the community;
- whether the firm has contributed significant work toward developing innovative approaches to delivering pro bono and community work.

Eligibility of Nominator

- Each nominator can make one or more nominations.
- Have to be Hong Kong residents, public or private organizations in Hong Kong; the nominator should not be related to the candidate.
- Members of the Pro Bono and Community Work Recognition Committee and the Judging Panel are not eligible to nominate or be nominated.

Nomination Procedures

- Completed nomination form should be signed by both the nominator and the candidate.
- Narrative explaining why the individual or the law firm is being nominated and why they deserve to win the award. The narrative should be limited to 3,000 words and provide background information about the individual or the law firm, the pro bono activities undertaken and the impact of these activities.
- Letters of support.
- All nominations will be checked by the Committee and reviewed by the Judging Panel.
- Nomination form and supporting documents must reach the Law Society of Hong Kong on 3rd Floor, 71 Des Voeux Road Central, Hong Kong **on or before 31 December 2010**. (Please mark on the envelope: “The Law Society of Hong Kong Pro Bono and Community Work Recognition Programme”).)

Results Notification

Award recipients will be notified **no later than 21 January 2011**.

Presentation of Awards

- Each Awardee (Individual Gold, Silver and Bronze Awards) will be presented with a Certificate of Recognition.
- Each Awardee (Distinguished Service and Law Firm Awards) will be presented with a trophy and a Certificate of Recognition.
- All Awards will be presented at the Award Ceremony in conjunction with the Law Society Pro Bono exhibition to be held in February 2011 (tentative).

Enquiry and Submission

The Law Society of Hong Kong
3rd Floor, 71 Des Voeux Road Central, Hong Kong
Tel: 2846 0534 E-mail: irenelau@hklawsoc.org.hk
Website: www.hklawsoc.org.hk

The Law Society of Hong Kong Pro Bono and Community Work Recognition Programme Committee:

Angela Lee (Chairlady)
Ip Shing Hing
Daphne Lo
Melissa Pang
Wong Kwok Yan

The Law Society of Hong Kong Pro Bono and Community Work Recognition Programme 2010 Award Ceremony

**Submission Date:
on or before 31 December 2010**



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Declaration Form

I hereby declare that I have undertaken the following Work during **1 July 2009 to 30 June 2010**.

Date of Work	Brief Description of Work	Organiser(s)	No. of Service Hours for pro bono work	No. of Service Hours for community work
Total No. of Hours				

Type of Award

- ◆ Bronze Award
- ◆ Silver Award
- ◆ Gold Award

No. of Hours of Work

- Having performed work of not less than 20 hours
- Having performed work of not less than 50 hours
- Having performed work of not less than 100 hours

Name: _____ Membership No. _____ Firm: _____

Tel/Mobile: _____ Email: _____ Signature: _____ Date: _____

Remarks:

Closing date for submission is **31 December 2010**. Please mail to the Law Society of Hong Kong at 3rd Floor, 71 Des Voeux Road Central, Hong Kong and mark on the envelope: (“The Law Society of Hong Kong Pro bono and Community Work Recognition Programme”).

* Please use separate sheet for more Work entries. Documentary evidence need not be submitted but they must be available for random checking upon request by the Committee. Award recipients will be notified no later than **21 January 2011**.

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Pro Bono and Community Work Recognition Programme 2010

Nomination Form for (please tick where appropriate):

☐ **The Law Society of Hong Kong Pro Bono Distinguished Service Award** (please complete sections A and B)

☐ **The Law Society of Hong Kong Pro Bono Law Firm Award** (please complete sections A and C)

A. Nominator's Details

Nominator's Name _____ Nominator's Organization _____

Position Title _____ Address _____

Tel _____ Mobile _____

Email _____ Fax _____

Signature of the Nominator _____

B. Nominee's Details

Nominee's Name _____ Nominee's Organization _____

Position Title _____ Address _____

Tel _____ Mobile _____

Email _____ Fax _____

Signature of the Nominee _____

C. Nominated Firm's Details

Nominated Firm Name _____ Address _____

Contact person _____

Tel _____ Mobile _____

Email _____ Fax _____

Authorized signature and company chop _____

Please submit this form and enclose letters of support and a narrative (max. 3000 words), in which you explain why the nominee or nominated firm should receive an Award.

Closing date for nominations is **31 December 2010**. Please mail to the Law Society of Hong Kong at 3rd Floor, 71 Des Voeux Road Central, Hong Kong and mark on the envelope: ("The Law Society of Hong Kong Pro bono and Community Work Recognition Programme").

All nominations will be checked by the Committee and reviewed by the Judging Panel. Award recipients will be notified **no later than 21 January 2011**.