

# The Law Society of Hong Kong Pro Bono and Community Work Recognition Programme 2015



THE  
**LAW SOCIETY**  
OF HONG KONG  
香港律師會

## 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 2014 to 30 June 2015** (the "Award Period").
- The Work recognised under this Programme should not be remunerative or involve any financial reward. In this connection, reimbursement of out-of-pocket expenses e.g. travelling expense, 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 organiser 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 an 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.
- Travelling 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 travelling or attending a meeting should not exceed the actual hours of services. Any hours spent on travelling or attending a meeting for the purpose of Work conducted outside Hong Kong will not be calculated.
- While the Work performed recognised under the Programme include both pro bono and community work; when an Award is expressed to be in relation to pro bono 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. When an Award is expressed to be in relation to community work, the proportion of the accreditation hours of work that is beneficial to the community at large should be not less than 90% of the total service hours while there is no required minimum in terms of work that is of benefit to the legal profession or which is law related.
- Entrants are eligible for the Professional Volunteers Accreditation and Recognition Programme of The Agency for Volunteer Service ("AVS"), if at least 75% of his/her service hours of Work would be beneficial to the community at large. For more details, please browse AVS's website: [www.avs.org.hk](http://www.avs.org.hk).

## 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

- 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 organisation 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.
- Representing the Law Society as members of external bodies dealing with legally related works, where their appointments are on a voluntary basis.
- Delivery of law talks/seminars/conferences organised by the Law Society.
- Delivery of law talks/seminars/conferences organised by the charitable organisations which are exempted from tax under Section 88 of the Inland Revenue Ordinance (Cap 112); agency members under The Hong Kong Council of Social Service; government departments and other organisations as determined by the Committee.
- Manning the Law Society's Free Legal Helpline.
- Participation in free legal advice schemes run by the Duty Lawyer Service; Free legal Advice Service on Building Management run by the Hong Kong Housing Society in collaboration with the Law Society; and the provision of any other free legal advice to other organisations as determined by the Committee where appropriate.
- Conducting entire legal cases which are taken up on pro bono basis.
- Any other pro bono work as determined by the Committee where appropriate.

### Category B. Community Work

- All community work organised by the Law Society.
- Community work organised by charitable organisations which are exempted from tax under Section 88 of the Inland Revenue Ordinance (Cap 112); agency members under The Hong Kong Council of Social Service; government departments and other organisations 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 25 September 2015** (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 Distinguished Service Awards – By nomination

This Award recognises individuals who have made an outstanding contribution in the provision of pro bono services or community 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.

a) **Distinguished Pro Bono Service Award Selection Criteria**

- The number of service hours, number of service programmes and service recipients, diversity and level of volunteer participation in pro bono work;
- Ability to mobilise and motivate others to participate in pro bono work;
- Volunteering involvement, commitment, passion and initiative; and
- Attitude and service performance related to the service recipients.

b) **Distinguished Community Service Award Selection Criteria**

- Number of service hours, number of service programmes and service recipients diversity and level of volunteer participation in community services;
- Service impact/benefit to society and/or service recipients;
- Volunteering concepts and innovations; and
- Ability to mobilise and motivate others to participate in community services.

**(3) The Law Society of Hong Kong Pro Bono Law Firm Awards**

This Award recognises a local or foreign law firm that has made an outstanding contribution in the provision of pro bono services.

a) **Law Firm Awards – By submission of Declaration Form**

Participating law firms will have to demonstrate that their legal professionals have performed Work as set out in the Selection Criteria of Individual Awards in the Award Period to attain the specified Awards as below. There is no limitation as to the number of Awards to be given out in the Award Period.

Bronze Award	Having achieved pro bono scores of not less than 10 scores
Silver Award	Having achieved pro bono scores of not less than 20 scores
Gold Award	Having achieved pro bono scores of not less than 40 scores

*Pro bono score calculation: Half of the scores come from the average number of pro bono hours per lawyer of a law firm in the Award Period, while the other half represent the percentage of lawyers who performed more than 10 hours of pro bono work. Calculations are based on the number of lawyers of a firm in its Hong Kong offices only.*

*For example, Firm A has a total of five lawyers, among whom two performed 20 hours of Work each and two performed 5 hours of Work each. The average number of pro bono hours per lawyer of Firm A is 10, the score for this part is 5 (10 x 50%). The percentage of lawyers who performed more than 10 hours of pro bono work in Firm A is 40%, the score for this part is 20 (40 x 50%). The total pro bono scores of Firm A is 25, it will attain the Silver Award.*

b) **Distinguished Law Firm Awards – By nomination**

This Award recognises 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; and

- 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 organisations 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 25 September 2015**. (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 on or before **30 November 2015**.

**Presentation of Awards**

- Awardees of Individual Awards and Law Firm Awards will be presented with a Certificate of Recognition.
- Awardees of Distinguished Pro Bono Service Award, Distinguished Community Service Award, and Distinguished Law Firm Award will be presented with a trophy and a Certificate of Recognition.
- All Awards will be presented at the Award Ceremony to be held in **December 2015**.

**Decision of Committee on Selection Results**

As the Programme is not intended to be a measure of the performance of solicitors or law firms in the discharge of Work, the decisions of the Committee in the Programme shall be final and no appeal or challenge to the decisions will be accepted.

**Enquiry and Submission**

The Law Society of Hong Kong  
3rd Floor, 71 Des Voeux Road Central, Hong Kong  
Tel: 2846 0534, E-mail: [adms@hklawsoc.org.hk](mailto:adms@hklawsoc.org.hk)  
Website: [www.hklawsoc.org.hk](http://www.hklawsoc.org.hk)

**Professional Volunteers Accreditation and Recognition Programme**

Awardees of the Individual Awards, who have fulfilled the criteria of the Professional Volunteers Accreditation and Recognition Programme by The Agency for Volunteer Service (“AVS”), will be accredited by the AVS with a Certificate of Accreditation.

**Selection Criteria**

- Awardees are eligible for this Programme if at least 75% of the following minimum hours of Work would be beneficial to the community, while the rest would be of benefit to his/her profession.