



## 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. Firm name
2. Website of pro bono practice at firm

### 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.

3. Name, email address and home office of primary pro bono contact at firm.
4. Name, email address and home office of other pro bono contacts within firm (if relevant).
5. Do you have a formal process to take on pro bono matters? Please briefly describe the process.
6. Do you have a designated pro bono coordinator? If so, does that person work full-time on pro bono matters or administration of such matters? 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)?
7. 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?
8. 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.
9. Please describe the nature of your pro bono practice. Does your firm prefer to work with certain types of clients or on certain types of matters?
10. Does your firm provide pro bono legal assistance to social enterprises that are not registered charities? If so, under what circumstances?



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11. 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?
12. Does your firm have a mandatory pro bono requirement? If so, please describe it. If it differs in different offices, please describe the different approaches taken.
13. Is participation in pro bono factored into compensation for lawyers (non-partners)? Is there a formal process for such consideration? If so, please briefly describe it. Are there billable hour targets in place for lawyers at your firm? If so, can pro bono hours be put towards such target and are there any limitations in place? If it differs in different offices, please describe the different approaches taken.
14. Is participation in pro bono factored into compensation for partners? If so, how?
15. 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, indicating the pro bono hours performed by locally based lawyers at participating firms and what proportion of the lawyers have performed 10 hours or more of pro bono. We will also group such data to generate regional figures.

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 trainees, 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 indicate whether you are including or excluding such staff members.

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:
  - **Headcount:** as of 31 December 2013, how many Qualifying Fee-Earners in your firm? Please provide a separate figure for each jurisdiction in which you operate. Please indicate whether trainees, paralegals or summer associates are included.
  - **Total Pro Bono Hours:** over the last calendar year, or such other 12 month period you chose 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 indicate whether trainees, paralegals or summer associates are included.



- **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.

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. Please indicate whether trainees, paralegals or summer associates are included.

Country	Headcount as at 31 December	Total Qualifying Pro Bono Hours	Qualifying Fee-Earners who recorded 10+ hours of pro bono time	Data relating to paralegals, summer associates or trainees included?
eg. France	112	830	52	Yes

- 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 2013, 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.
- **Qualifying Fee-Earners Who Recorded 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 total 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.

Country	Partner headcount as at 31 December	Total Partner Qualifying Pro Bono Hours	Partners who recorded any time on pro bono matters	Qualifying Fee-Earners who recorded any pro bono time

*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.*