

PRACTICE GROUPS RULES AND GUIDELINES

PRACTICE GROUPS RULES

INTRODUCTION

Practice groups are key to the future of Eurojuris International, enabling lawyers to work and network together for the benefit of their clients. The practice groups are made up of lawyers, specialists who will meet regularly through seminars, meetings and training events, relating to their area of practice.

DEFINITIONS

To become a member of a practice group a Lawyer must meet one of the following qualifying conditions:

- Self-declaration that the Lawyer is occupied with such specialist work for at least one third of his/her working time, and confirmed by an independent Lawyer, practicing elsewhere.
- The Lawyer holds/has held during the past 3 years a University position and/or membership of any other relevant legal institution relating to such legal specialization or has published a relevant book or is a regular contributor to a recognized legal publication, in such specialization.
- Is recommended by the Chair of the practice group and/or by the president of the national association.

To ensure a positive and fruitful collaboration, a PG is to count at least 5 registered and paying members.

If not, the group still has the possibility to meet during Eurojuris events. No meeting room will be foreseen for groups that count less than 5 participants.

GENERAL AND COMMON OBLIGATIONS

1. The chair agrees to observe **the PG Chair's Guidelines**
2. Each practice group will appoint a chair, who will organize a working committee.
3. Membership of a group will be charged at 180 euros (vat excl.) per year
4. Each group will observe the Eurojuris ten commandments
5. The Chair of every group should change every two years.

PRACTICE GROUPS GUIDELINES

Hereunder, the commitments and responsibilities of the Practice Group Chair:

The chair is responsible:

- To define a two years' project for his group
- To keep a track in term of objectives
- To check expertise and accept new members in respect of the PG rules
- To update the list of members
- To encourage payments of the fees (this allows to create a budget)
- To attend the meetings twice a year
- To make sure there is a co-chair to ensure a lead in case of non-attendance
- To send the topic 3 months prior to the meeting
- A call with a Board member is scheduled 2.5 months prior to the meeting
- To send the complete programme 2 months prior to the meeting
- To send a report (minutes) and documents to the secretariat maximum 1 month after a meeting. The report can be written by the chair, the co-chair or a secretary
- To manage the budget for the group

For the meetings the chair has various options, for example:

- Subject-debate
- Lecture
- Business visit
- Roundtables
- Joint sessions with other groups

If an activity is organised outside or not at the scheduled programme, this has to be confirmed to the secretariat at least 2 months in advance.

No meeting will be held if less than 5 participants have registered 1 month before the meeting.

Operational Calendar :

| | Actions to take |
|-----------|---|
| january | |
| february | send the PG Days' topic to secretariat |
| march | send the PG Days' programme to secretariat |
| april | |
| may | PG Days meeting |
| june | report of the PG Days Meeting |
| july | |
| august | send the congress' topic to secretariat |
| september | send the congress' programme to secretariat |
| october | Congress meeting |
| november | report of the Congress Meeting |
| december | send the members' update |

THE 10 COMMANDMENTS OF EUROJURIS INTERNATIONAL

01. Ethics and Integrity

All member lawyers shall observe the CCBE code, even if the code has not been ratified by the national professional authorities of the lawyer's country. All members shall act in accordance with the client's best interest.

02. Access promptness

In the event of an emergency, respond with adequate promptness and in accordance with the nature of the emergency, described by either the client or the corresponding lawyer.

Within 24 hours of receiving an inquiry, confirm by fax or e-mail:

- Receipt of the inquiry
- Acceptance of the case
- Capacity and qualification to provide adequate service
- Method of fee calculation
- That further information will follow within 5 working days.

Within 5 working days after the request has been received, the requested law firm shall in writing, either by fax or e-mail:

- Appoint the lawyer(s) in charge of the case.
- Describe, if possible, the expected schedule of the case.
- Describe, if possible, the fees and expenses likely to occur in the cross-border process.
- Inform the client on fees and expenses linked to the case, such as court disbursement etc.
- Request further information in order to provide adequate services.
- Provide information on professional insurance coverage to the corresponding lawyer.

If the firm declines to accept work, it should help the inquirer find a firm or a lawyer to carry out the work in question

03. Availability

Work for clients introduced through Eurojuris firms shall be handled with the same degree of priority as that applicable to the firm's most favored clients, and the firm will promptly:

- Adequately inform the client or corre-

sponding lawyer

- Answer telephone calls, faxes, mail and e-mail If the lawyer is not available upon request, the lawyer's office shall forward the request, and also, if the lawyer is unable to respond, inform the client.

04. Insurance

Each firm must subscribe to a professional indemnity insurance to cover all lawyers working for the services requested. Each national organisation shall inform Eurojuris International on the minimum insurance amount in the country, and shall ensure its member firms have a minimum cover of 375.000 EUROS. In the event that the requested services imply a risk exceeding the current insurance coverage, the requested lawyer shall promptly inform his/her colleague.

05. Competence & Training

The lawyer(s) in charge of the case shall have the adequate and relevant professional training & background to carry out the task.

The member firms shall have access to relevant and updated sources of legal information. All lawyers shall have a vocational training policy, in order to keep their knowledge in the areas of legal services that they perform up to date. Every firm shall prepare a program of vocational training for their member lawyers. The secretaries and the staff of the member firms shall be adequately trained.

06. Language

Every firm shall be capable of serving clients in at least one foreign language. Within the firm at least one of the secretaries shall be able to communicate in one foreign language, this is necessary in order to forward messages or requests to the lawyer in charge.

07. Quality procedures & management

Every firm and national organisation shall appoint one quality manager, having the authority to instruct colleagues and

employees to adapt the requirements set in the standards adopted by the firm. Every national organisation shall prepare a draft of a quality manual for their member firms. Every member firm shall prepare a quality manual. One copy shall be sent to the quality

manager within the national organisation. All member firms shall have a procedure of dealing with complaints from clients or from member colleagues.

08. Communication equipment

The member firms shall have adequate equipment for communication, including a fax machine with an individual telephone line and e-mail. The member firms shall establish routines for controlling incoming and outgoing communication.

09. Acceptance of review

The quality manuals shall be subject to the review of an auditor appointed or approved by each national member organisation of Eurojuris. The firm's quality manual shall be subject to a review and audit, according to routines agreed upon by each national member organisation of Eurojuris. The objective of the audit is to review the routines and manuals, not to review the legal advice given by the lawyers. The member firms and member lawyers adjust their quality manuals and their performance quality in consideration of comments made by the auditor. If the auditor, by performing such reviews, must be given access to confidential information, approval shall be given by the clients prior to access to such information. The auditor shall sign a declaration of confidentiality to such information.

10. Eurojuris marketing

All marketing shall conform to high ethical standards. No member firms shall be entitled to market the firm as member of Eurojuris until the national organisation has approved the firm's quality manuals, and each member lawyer has signed the form undertaking the quality standard.