



Information Note

Secondment to the Permanent Bureau ("PB") of the Hague Conference on Private International Law ("HCCH")

It is the policy initiative of the Department of Justice ("DoJ") to nurture legal talents through continuous provision of training opportunities, especially in the practice of foreign-related legal affairs, including secondment arrangements with international organisations. In furtherance of the policy initiative, a standing arrangement has been put in place with the HCCH, pursuant to an agreement concluded between the Central People's Government and the HCCH. The standing arrangement is for seconding Hong Kong legal professionals in both the public and private sectors to the PB of the HCCH at The Hague, the Netherlands.

HCCH

2. The HCCH is a global inter-governmental organisation with 91 Members (90 States and the European Union). The People's Republic of China is one of the Member States and representatives of the HKSAR, as part of the Chinese delegation, have been actively participating in the work of the HCCH over the years. The HCCH develops and services multilateral legal instruments, which respond to global needs. An increasing number of non-Member States are also becoming Parties to the Hague Conventions. As a result, the work of the HCCH encompasses over 150 countries around the world. The statutory mission of the HCCH is to work for the progressive unification of the private international law rules. This involves finding internationally-agreed approaches to issues such as jurisdiction of the courts, applicable law, and the recognition and enforcement of judgments in a wide range of areas, from commercial law and banking law to international civil procedure and from child protection to matters of marriage and personal status.

3. Activities of the HCCH are co-ordinated by a multinational Secretariat – the PB. The Secretariat prepares the Plenary Sessions and Special Commissions, and carries out the basic research required for any subject taken up by the HCCH. It also engages in various activities to support the effective implementation and operation of the Conventions. Further details about the work of the HCCH are available at <https://www.hcch.net/en/home>.

Secondment to PB of HCCH

4. The period of secondment is normally 6 to 12 months unless agreed otherwise. Depending on the circumstances, particularly in order to familiarize the secondees with the work of the HCCH, a short period of services or training at the Regional Office for Asia and the Pacific (the "ROAP"), located at the Former French Mission Building in the Legal Hub, may be undertaken by secondees prior to commencement of services at the PB in The Hague, which may be counted within or in addition to the period of secondment. The secondee is expected to

report duty in or after November 2023. Secondees will be responsible to the Secretary General of the HCCH or staff member(s) delegated by him for performing the following duties:

- (a) carrying out research on particular points of private international law or comparative law, relevant either to the operation of existing Hague Conventions or to the future work of the HCCH;
- (b) preparing and taking part in various meetings organised by the PB (e.g. working groups, training seminars, Special Commissions, Diplomatic Sessions);
- (c) carrying out preparatory work of translation (from Chinese into English or from English into Chinese) or documentary research, e.g. the preparation of preliminary working documents such as comparative studies of different legal systems, in accordance with the agenda of the HCCH; and
- (d) other duties as may be determined in accordance with the needs of the PB and the interests of the secondee.

Eligibility Criteria

5. Applicants should:-

- (a) be permanent residents of the HKSAR with Chinese nationality;
- (b) be:
 - (i) solicitors admitted in Hong Kong; or
 - (ii) barristers with the right to full practice in Hong Kong; or
 - (iii) civil servants of the Government of the HKSAR ("Civil Servants") who are confirmed to the permanent establishment and serving at the rank of (A) Government Counsel or Senior Government Counsel of the Government Counsel Grade, (B) Legal Aid Counsel or Senior Legal Aid Counsel of the Legal Aid Counsel Grade, (C) Solicitor or Senior Solicitor of the Unified Solicitor Grade, or (D) Solicitor or Senior Solicitor of the Intellectual Property Department;
- (c) have received law school education in a system based on civil law, common law and equity, or other, including conflicts of laws and are familiar with comparative law (substantive and procedural law); knowledge of public international law, particularly the law of treaties, is desirable;
- (d) have a good command, both written and spoken, of at least one of the official languages of the HCCH (French or English); knowledge of another language is an asset; and
- (e) have good drafting capabilities (dissertation, academic essay, law review or other publication experience will be taken into account).

Terms and Conditions of Secondment

6. For non-Civil Servants, the HCCH will pay a monthly all-inclusive non-accountable allowance of HK\$50,000 to a secondee during his/her secondment. The secondee will be responsible for all expenses in connection with the secondment, including but not limited to medical insurance and medical costs, fees for visa, travel, meal and lodging costs, living expenses and daily necessities, air passages (including associated taxes/surcharges), relocation costs upon commencement and completion of services, etc.

7. For Civil Servants, this is a secondment to an international organisation, and a secondee selected from the Government of the HKSAR will be subject to the secondment terms under the relevant Government regulations.

8. Upon commencement of services by a secondee, the PB and the secondee will sign a secondment agreement setting out their respective rights and obligations.

Application Procedures and Selection Process

9. The deadline for application is **4 May 2023** (Thursday). If you would like to apply for secondment to HCCH, please submit the following documents via the online portal at <https://eform.cefs.gov.hk/form/doj007/en/> by the deadline:

- (a) a completed application form;
- (b) a written submission setting out (i) the reasons why you apply for the secondment and (ii) your experience and qualities which would qualify you for the secondment;
- (c) a curriculum vitae;
- (d) ^ at least two letters of recommendation;
- (e) ^ previous written works (e.g. dissertation, published articles);
- (f) copies of certificates or transcripts in respect of professional, academic and language qualifications, with gradings of the subjects taken in public examinations from secondary education onwards and in LLB and, if available, higher law degree(s) or law related qualifications, from local or overseas law schools or institutions; and those on English and where applicable, other language(s); and
- (g) ^ employment records with detailed description of duties.

Note: Items marked with “^” above are not obligatory for applications from employees of the Government of the HKSAR.

10. Please name the application form to be uploaded to the portal as “Application for Secondment [Full English Name]”. Your full English name should also be included in the title of all other documents to be submitted online in support of your application. Please note that no late applications will be accepted.

Applicants may be invited to attend selection interview(s) which is scheduled for May 2023.

Enquiries

11. For enquiries about this secondment programme, please contact DoJ's International Law Division via email at yentlchan@doj.gov.hk.

International Law Division
Department of Justice
April 2023

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