



## **Information Note**

### **Secondment to the International Institute for the Unification of Private Law (“UNIDROIT”)**

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 UNIDROIT pursuant to an agreement concluded between the Central People’s Government and UNIDROIT. The standing arrangement is for seconding Hong Kong legal professionals in both the public and private sectors to the Secretariat of UNIDROIT (“Secretariat”) at Rome, Italy.

#### **UNIDROIT**

2. UNIDROIT is an independent intergovernmental organisation with its seat in Rome. Currently, UNIDROIT has over 60 Member States from five continents and they represent a variety of different legal systems. The People’s Republic of China is one of the Member States. UNIDROIT’s purpose is to study the needs and methods for modernizing, harmonizing and coordinating private and in particular commercial law between States and groups of States and to formulate uniform law instruments, principles and rules to achieve these objectives. Aside from formulating uniform rules in the form of international conventions, UNIDROIT also develops alternative forms of instrument like model laws and legal guides in areas like security interests, capital markets, commercial contracts, international sales and civil procedure.

3. The Secretariat is the executive organ of UNIDROIT and is responsible for carrying out UNIDROIT’s Work Programme. The Secretariat is headed by a Secretary-General appointed by the Governing Council on nomination of the President of UNIDROIT. The Secretary-General is assisted by a team of international civil servants and supporting staff. Further details about the work of UNIDROIT are available at <https://www.unidroit.org/>.

#### **Secondment to the Secretariat of UNIDROIT**

4. The period of secondment is for a period of 6 to 12 months, renewable for a further period subject to the consent of UNIDROIT, the Government of the HKSAR and the secondee. The secondee is expected to report duty in or after the 4th quarter of 2023. Secondees will be responsible to the Secretary-General of UNIDROIT or staff member(s) delegated by him for performing the following duties:

- (a) carrying out research on particular points of private law, relevant either to the operation of existing UNIDROIT instruments or to the future work of UNIDROIT;

- (b) preparing and taking part in the various meetings organised by the Secretariat; and
- (c) other duties as may be determined in accordance with the needs of the Secretariat 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 an advanced university degree (Master's degree or equivalent) in law; a first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree;
- (d) have a minimum of two years of legal experience in international law or comparative law;
- (e) have excellent knowledge of both spoken and written English; knowledge of French and/or any other language is considered an asset; and
- (f) 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, UNIDROIT 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 Secretariat 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 UNIDROIT, 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 for the secondment;
- (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) 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](mailto:yentlchan@doj.gov.hk).

International Law Division  
Department of Justice  
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