



Department of Justice

Invitation for Participation in Professional Exchange Programme (PEP) between Lawyers in Private Law Firms/Chambers and Department of Justice

Introduction

The Department of Justice (DoJ) launched on 18 September 2019 the Professional Exchange Programme (the Programme). Qualified private sector lawyers are welcome to apply through their law firms/chambers for attachment to DoJ. We also invite law firms/chambers interested in accepting exchange lawyers from DoJ to contact us.

2. For information on applications for attachment to DoJ, please refer to paragraphs 4 to 12 and Appendix A. For law firms/chambers wishing to register interest in accepting DoJ exchange lawyers, please see paragraphs 13 to 14 and Appendix B.

Objectives of the Programme

3. The primary objectives of the programme are –
- (a) to expose lawyers in the private sector to the work of the Department, and to arrange for DoJ lawyers to gain experience in the private sector to facilitate cross-fertilisation of knowledge and experience as part of DoJ's overall capacity building efforts;
 - (b) to equip lawyers in the private sector and DoJ lawyers with wider experience and exposure with a view to consolidating Hong Kong's status as a legal hub, a leading centre for international legal and dispute resolution services in the Asia-Pacific region and a legal platform for deal-making and dispute resolution;
 - (c) to tap into the expertise of lawyers in the private sector to suitably take part in handling matters undertaken by DoJ, and to help DoJ keep abreast of market needs and developments, including but not limited to deal-

making and dispute resolution matters comprising mediation and arbitration; and

- (d) to enhance mutual understanding, cooperation and collaboration, and to exchange best practices.

Details

Application for attachment to DoJ

(a) Eligibility of exchange participants

- 4. The exchange participants should be qualified practising lawyers in Hong Kong. Subject to requirements of individual projects and relevant regulatory requirements, registered foreign lawyers may also participate.

(b) Duration of attachment

- 5. The attachment period would normally be for a period of around three months. The start date would be by mutual agreement, depending on the requirements of specific project and operational needs of DoJ and the law firms/chambers. The attachment period may be renewed subject to mutual agreement.

- 6. Full-time attachment throughout the attachment period is preferred. Part-time attachment may also be considered.

(c) Terms of appointment

- 7. During the attachment period, participants who are solicitors employed in law firms will remain as the employees of the firms in question and continue to enjoy the pay, leave entitlements and fringe benefit provided by their employer as appropriate. Similar treatment will apply to barristers, who will remain self-employed during the attachment period. DoJ will only pay for expenses and allowances directly arising from the duties of the participants during the attachment period (e.g. expenses for taking part in a duty visit), in line with established Government rules and practices.

8. Participants are subject to the rules and regulations of their employers and will additionally be required to observe the rules and regulations of DoJ. They would also be subject to the Official Secrets Ordinance and would be required to sign the requisite undertaking.

(d) Agreement by law firm/chambers and participant

9. An agreement setting out the implementation details will be signed by DoJ, the participating law firm/chambers and the participant before commencement of the exchange.

(e) Projects available

10. Participants attached to DoJ will be deployed to matters and projects (on a general level, not on individual cases) in various legal divisions of DoJ which may include the areas set out below.

Subjects	Job requirements
(i) Conducting research work in different subject areas, including – (a) human rights; (b) Mainland law (e.g. matrimonial/family law and commercial litigation); (c) international law issues; and (d) prosecution matters (e.g. computer crimes and sexual offences, prosecution's duty of disclosure)	Solicitors or barristers
(ii) Work relating to dispute avoidance and resolution, including providing secretariat support to the Advisory Committee on Promotion of Arbitration and the Steering Committee on Mediation and its Sub-committees, conducting research (e.g. infrastructure project) as well as planning, coordinating and implementation of various initiatives and events for development and promotion of dispute resolution services	Solicitors or barristers. [Note: For mediation and arbitration-related work, priority would be given to participants with relevant training and/or understanding of Hong Kong's dispute resolution background.]

Subjects	Job requirements
(iii) Work relating to law compilation and publication, e.g. verification of ordinances for the Hong Kong E-legislation and glossary project work	Solicitors or barristers
(iv) Assist in developing and/or organizing programmes, events and/or training activities, e.g. an international conference, joint advocacy training programme for junior barristers and solicitors and Prosecution Week	Solicitors or barristers

(f) Selection of applicants

11. Applications should be made through law firms/chambers. Selections would have regard to the profile of the applicants (e.g. background, experience, areas of expertise, job exposure, etc.), as well as the timing and duration of availability, preferred areas of interest for the attachment to DoJ and any other relevant information. Applicants may be invited to attend selection interview(s). The commencement time of the attachment would be subject to discussion between the nominating law firms/chambers, participants and DoJ.

(g) How to apply

12. Each applicant should complete the application form (as attached at **Appendix A**) and submit with a full curriculum vitae through his/her law firm or chambers to:

Professional Exchange Programme
Room 828, 8/F, West Wing,
Justice Place,
18 Lower Albert Road,
Central, Hong Kong.

or by fax at 2862 5480 or by email to pep@doj.gov.hk. Applications will be processed on a rolling basis. Suitable applicants will be matched with available projects on an on-going basis.

Registration of Interest in Accepting DoJ Exchange Lawyers

13. For law firms and chambers interested in accepting DoJ exchange lawyers, you are invited to complete the registration form at **Appendix B**. The target exchange duration for DoJ lawyers on attachment to law firms/chambers is around one to three months. Based on the work areas available, suitable DoJ lawyers will be identified and their profiles and areas of expertise/interest will be provided to interested law firms/chambers for matching. Registrations will be processed upon receipt.

14. While the programme is designed to facilitate two-way exchange between lawyers in the private sector and DoJ lawyers, the arrangement need not be concurrent or reciprocal. Law firms/chambers with lawyers participating in attachments to DoJ are not obliged to take on DoJ participants; nor would law firms/chambers accepting DoJ exchange lawyers be obliged to second lawyers to DoJ. For law firms/chambers interested in reciprocal exchange, the attachment periods could be flexibly arranged and need not be simultaneous.

Enquiries

15. For enquiries, please contact Ms Winnie LAU (Tel No.: (852) 3902 8740) or Mr Ken LEUNG (Tel No.: (852) 3902 8733), or by email to pep@doj.gov.hk.

Department of Justice
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To: Room 828, 8/F, West Wing, Justice Place, 18 Lower Albert Road, Central, Hong Kong (By Fax: 2862 5480, or by email: pep@doj.gov.hk)

**Professional Exchange Programme
Application Form for Attachment to DoJ**

*(Applicant has to submit the completed nomination form
through his / her law firm / chambers with full curriculum vitae)*

(a) Name of Law Firm/Chambers	
(b) Name of applicant	
(c) Professional Qualification of Applicant	Solicitor/barrister/registered foreign lawyer*
(d) Preferred subject(s) or work area(s) (e.g. research on human rights, promotion of dispute resolution services, mediation-related work, and law publication) (in descending order of priority)	1.
	2.
	3.
(e) Work arrangements	Full-time is preferred. However, if only part-time can be arranged, please state the preferred work hours per week and work pattern for consideration:
(f) Proposed attachment period	_____ months during the period from _____ to _____
(g) Law firm/Chambers contact person for the attachment arrangement	Name: Post title: Telephone Number: Email address:

* delete as appropriate

Enclosed: Full curriculum vitae of the applicant

Note : The personal data provided in this form will be used for matters relating to the Professional Exchange Programme. For correction of or access to personal data after submission of the application form or enquiries on the selection progress, please contact the Administration and Development Division of the Department of Justice (By Fax: 2862 5480, or by email: pep@doj.gov.hk).



Appendix B

To: Room 828, 8/F, West Wing, Justice Place, 18 Lower Albert Road, Central, Hong Kong (By Fax: 2862 5480, or by email: pep@doj.gov.hk)

Professional Exchange Programme Registration of Interest to Accept Exchange Lawyers from DoJ

(a) Name and address of Law Firm/Chambers	
(b) Contact person for attachment arrangement	Name: Post title: Telephone Number: Email address:
(c) Number of exchange lawyer(s) from DoJ and preferred qualification	Solicitor : _____ Barrister : _____ Either : _____
(d) Possible work area(s)	1.
	2.
	3.
(e) Preferred attachment period [Note: usually 1 to 3 months, full-time]	Preferred period 1. from _____ to _____ 2. from _____ to _____ 3. from _____ to _____
(f) Remarks, if any	

Note : The personal data provided in this form will be used for matters relating to the Professional Exchange Programme. For correction of or access to personal data after submission of the application form or enquiries on the selection progress, please contact the Administration and Development Division of the Department of Justice (By Fax: 2862 5480, or by email: pep@doj.gov.hk).