



Department of Justice

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

The Department of Justice (DoJ) will accept applications from 18 September 2019 for the above pilot programme. Qualified lawyers interested in participating are invited to apply through their law firms/chambers for a short attachment to DoJ from a prospective date to be agreed amongst relevant parties. The details of the pilot programme are set out below.

Objectives of the Pilot Programme

2. The primary objectives of the pilot 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 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.

Implementation Details

(a) Eligibility of exchange participants

3. The exchange participants should be qualified practising lawyers in Hong Kong with some post qualification experience in the relevant areas. Subject to requirements of individual projects and relevant regulatory requirements, registered foreign lawyers may also participate.

(b) Duration of attachment

4. 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.

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

(c) Terms of appointment

6. During the attachment period, participants who are solicitors employed in law firms will remain as the employees of the firm 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.

7. Participants are subject to the rules and regulations of their employer 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

8. 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

9. 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 with background or experience in relevant research areas
(ii) Work relating to dispute avoidance and resolution, including providing secretariat support to 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 with three years’ post-qualification experience. [Note: For mediation-related work, priority would be given to participants with mediation training and/or understanding of Hong Kong’s dispute resolution background.]
(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	Solicitor or barrister (relevant background preferred for certain projects. For example, criminal experience

Subjects	Job requirements
solicitors and Prosecution Week	would be preferred for Prosecution Week; international law preferred for UN Convention conferences etc.)

(f) Selection of applicants

10. 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) Attachment of government lawyers to law firms/chambers

11. For DoJ lawyers, profiles and areas of expertise/interest of identified candidates will be suitably provided to interested law firms/chambers for matching.

12. While the programme is intended to be reciprocal, the arrangement need not be concurrent. Furthermore, the law firm / set of chambers with lawyers participating in attachments to DoJ is not obliged to take on DoJ participants. The detailed attachment of government lawyers to law firms/chambers will be arranged and announced separately at an appropriate time.

How to apply

13. Interested law firms and chambers may return the completed application form (as attached at Appendix) with a full curriculum vitae of the applicant(s) to:

Pilot Professional Exchange Programme
Room 941, 9/F, High Block
Queensway Government Offices
66 Queensway, Hong Kong,

or by fax at 2520 2601 or by email to pep@doj.gov.hk. For enquiries, please contact Ms Winnie LAU (Tel No.: (852) 2867 2162) or Miss Jessica KWAN (Tel No.: (852) 2867 8082). Applications will be processed on a rolling basis. Suitable applicants will be matched with available projects on an on-going basis.

Department of Justice
18 September 2019



To: Room 941, 9/F, High Block, Queensway Government Offices, 66 Queensway,
Hong Kong (By Fax: 2520 2601, or by email: pep@doj.gov.hk)

**Pilot Professional Exchange Programme
of Lawyers to the Department of Justice**

Application Form

(please submit separate nomination form for each applicant)

(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 Pilot 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: 2520 2601, or by email: pep@doj.gov.hk).