

**FEDERATION DES BARREAUX D'EUROPE
EUROPEAN BARS FEDERATION
VERBAND EUROPÄISCHER RECHTSANWALTSKAMMERN
FEDERACION DE LOS COLEGIOS DE ABOGADOS DE EUROPA
FEDERAZIONE DEGLI ORDINI FORENSI D'EUROPA**



Secrétariat des Commissions

To the Presidents
of the FBE Members

Strasbourg, July 6st, 2015

HOSTING BARS FOR THE FBE COMMITTEES

Dear Presidents,
Dear Colleagues,

The new Statutes of the FBE were approved at the General Congress in Bilbao on 16th May 2015 because, among other reasons, the member bars of the FBE felt the need for the Committees to work quickly and with real substance.

At the same time, this change is intended to attract the interest and participation of all the member bars, and even of those that are not members but that might see that the FBE could be of great assistance in developing their own ideas and, in fact, in protecting lawyers.

The reform proposed by the Presidency and welcomed by the bars comprises the following projects:

1. Greater and better integration of the bars in the structure of the FBE.
2. Strengthening both the principles and the goals of the FBE and giving them substance.
3. Making it easier to admit members to the FBE, including initially as “observers”.



4. Determining the content and precise operation of the different committees. They are given substance with the idea that the very large majority of them reside in a member bar, for a set period (initially two years), with the commitment to facilitate and develop their work, substantially in the administrative field, providing for that purpose sufficient material and personal resources, and being obliged to have their work reach all the member bars of the FBE.
5. Naturally, under the statutes, all the committees are created, and are also supervised, by the General Assembly although they will be regularly supervised by the Presidency.



The following requirements shall apply to member bars interested in holding one of the committees:

1.- The Bar Associations interested in holding a Committee must send a letter to the FBE Presidency stating:

- 1.1. The Committee in question
- 1.2. A commitment to hold it for a period of two years
- 1.3. A commitment to meet the administrative expenses of the Committee during this period (for example, cost of printing discussion papers)

A commission can be hosted by several Bar associations. In this case, a written agreement has to be presented to FBE Presidency, dealing especially with the whole technical, administrative, and personal resources issues.

2.- The Bars must also present to the FBE Presidency a proposal of working program for this two years period.

It is important to precise the intended goals and the means and resources for achieving them.

The Hosting Bars should describe precise aims for the work of the committee.

As far as possible, both material and personal resources must be stated.

3.- There must also be an indication of the people responsible for running the Committee, at least :

- a **President**,

- a **Vice-President**

- and a **Secretary** (it is mandatory that the Secretary belongs to the hosting Bar association) who will be in charge of writing down the minutes of the meetings of the commission and who will be the **permanent link**, under the supervision of the President and the Vice-President of the Commission, with the FBE Secretariat of the Commissions and through it, with the FBE Presidency.

The Secretary shall send at least two months before a meeting of the Commission an agenda which will be sent to all the members, and the minutes of the meeting in the month following the meeting.

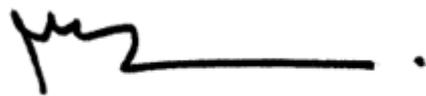
Of course, The President, the Vice-President and the Secretary will also be in charge of sending to the FBE Secretariat of the Commissions a list of the members of the Commission (with sufficient contact details) and inform the FBE Secretariat of the Commissions of any change in this list.

4.- Finally, the obligations of the bars that hold Committees include a requirement to inform the Presidency and the other Member Bars of the FBE of work that they have done and intend to do. On that purpose, a report should be sent by email **every six months** to the FBE Secretariat of the Commissions, to feed the appropriate section of the Federation's website.

5.- This six months report can also be used to inform the Presidency on matters they consider to be of interest in connection with their activity. The working program of the Commissions is determined by the FBE Presidency in cooperation with the Hosting Bar and the President of the Commission each year during the General Congress of the FBE.

You are invited to send your application letter to commissions@fbe-strasbourg.eu which will be discussed by the Presidency before the Intermediate Meeting of Krakow (8-11 October 2015).

Kind regards,

A handwritten signature in black ink, consisting of a stylized 'P' followed by a horizontal line and a dot.

Philippe LOEW

Docteur en Droit

Avocat au Barreau de Strasbourg

Secrétaire des Commissions

de la Fédération des Barreaux d'Europe