

FAQ's:

How are tasks allocated?

Tasks are emailed out from myself to the whole of the IAT membership. If you wish to take on a task you need to respond to the email highlighting the task you wish to undertake.

Tasks are allocated on a first come first serve basis.

I appreciate that some members have not yet had the chance to take on a task and I am taking a note of those who miss out to ensure that they get allocated a task next time.

What is the deadline for submitting my work?

The deadline for each task will be contained in the email.

How do I know if the task is research, drafting or both?

The email will specifically state whether the task is research or drafting.

If the email does not specify whether the task is research or drafting it will mean that both are required.

How long will it take me?

Tasks will vary depending on how complicated they are. However research and drafting are estimated to take approximately 2 hours each.

What should my research look like?

Please use the appropriate pro-forma posted on our website

What should my drafting look like?

Please use the appropriate pro-forma posted on our website.

Here you will find the appropriate pro-forma and the intervention manual which informs you on what the intervention drafting should look like. For ease I have attached the pro-forma to this email in word format.

How do I submit work?

Please send your work by the deadline provided to Sarah Smith:

sarah.j.smith@lawsociety.org.uk

Please note that if you are carrying out the research and drafting for a particular intervention that all work should be submitted. (not just the drafting part)

I do not have time to complete the work, as it is voluntary can I just leave it or submit some of it?

NO.

IAT volunteers must comply with the quality and service standards set out in the Attorney General's Statement of Principles for International Pro Bono Legal Work, regardless of whether they are lawyers, students or otherwise.

In particular, IAT work should always be done to a high standard (Principle B1a), a response to a request to undertake International Pro Bono Legal Work should be given within a

reasonable time (Principle B1b) and volunteers should give IAT work the same priority, attention and care as would apply if the work in question was undertaken on a paid rather than pro bono basis (Principle B2b).

Please note if you are having problems with submitting on time or any other difficulties regarding the task you have been allocated please email me (sarah.j.smith@lawsociety.org.uk) and I will be able to assist.