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# ANNUAL REPORT

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LAW SOCIETY  
PRO BONO SERVICES

# CONTENTS

<b>1</b> <i>About Us</i>	<b>2</b> <i>Chairman's Message</i>	<b>4</b> <i>CEO's Message</i>
<b>5</b> <i>Key Highlights</i>	<b>6</b> <i>Our Year at a Glance</i>	<b>7</b> <i>Organisation Chart</i>
<b>8</b> <i>Board of Directors</i>	<b>12</b> <i>Management</i>	<b>13</b> <i>Board Committees</i>
<b>14</b> <i>Programme Committees</i>	<b>32</b> <i>Bar Memorial Scholarship Fund</i>	<b>33</b> <i>Donors and Partners</i>
<b>35</b> <i>Media Mentions</i>	<b>36</b> <i>Just Makan Fundraising Dinner</i>	<b>41</b> <i>Our Year Ahead</i>
<b>43</b> <i>Financial Highlights</i>	<b>45</b> <i>Governance</i>	<b>53</b> <i>Core Programme Information</i>
<i>Appendix A – Programmes for Individuals</i>		<b>57</b>
<i>Appendix B – Programmes for Non-Profit Organisations</i>		<b>58</b>
<i>Appendix C – Volunteer Programmes</i>		<b>59</b>
<i>Appendix D – Access to Justice Collaborations</i>		<b>60</b>



# ABOUT US

Law Society Pro Bono Services (“LSPBS”) is a registered charity with an Institution of a Public Character (“IPC”) status.

Launched in 2007, and incorporated in 2017, LSPBS provides pro bono legal assistance to the community and to organisations in Singapore serving the needy and disadvantaged.

We work to:

- a. develop and ensure a just and efficient system for the provision of pro bono legal services in Singapore;
- b. coordinate the provision of civil, criminal and community pro bono legal services with various agencies;
- c. recruit, train and manage volunteers from the legal fraternity and beyond for the provision of pro bono services;
- d. identify areas of need in the community for pro bono services; and
- e. protect and assist the public on matters of the law relevant to their lives, particularly through programmes to develop public legal literacy.

## OUR VISION AND MISSION

Law Society Pro Bono Services serves the community by facilitating access to justice for the needy and vulnerable so that all may have access to justice in Singapore.

UEN: T201700430E  
BANKS: OCBC Bank And Bank of East Asia  
AUDITOR: Baker Tilly TFW LLP  
ADDRESS: 1 Havelock Square #05-00 State Courts  
Singapore 059724





# MESSAGE FROM CHAIRMAN


The splash of colours on the cover reflects the colours of grace. Those colours cover and characterise the work of Law Society Pro Bono Services (LSPBS) this past year. Grace breaks down barriers as we apply our wordcraft. Every lawyer uses words but not every lawyer has speech seasoned with grace. Grace brings hope and healing to their listeners. They are a hallmark of justice with compassion. We, as a pro bono community of LSPBS staff and volunteer lawyers, brought the power of grace into situations and settings this last year.

Who were the listeners to these words of grace? One group this year was the marginalised migrants. Through a migrant worker coalition linking heads, hands and hearts of migrant worker organisations and social service agencies on an LSPBS platform, we strengthened the serve to this oft-forgotten group. The sharing of best practices, issues on the ground and practical answers during our quarterly meetings broke solo and silo mindsets. It made the relevant NGOs a force for good and collectively, a force to be reckoned with. LSPBS is committed to moderate and calibrate views for moderate and calibrated advocacy to the policymakers of the plight of the foreigner needing access to justice. We are particularly pleased to build this platform so that the marginalised migrants have access to justice whether due to unpaid salaries, debt bondage, trafficking or even a relatively recent observed phenomena on the ground of illegal moneylending to migrant workers.

Another important group who need grace are couples undergoing marriage breakdown. Our statistics show that the topmost enquiries at our legal clinics are on family law. Predictably, even with our enhanced scale of clinic counselling courtesy of our MOU signed this year with People's Association ("PA"), we will continue to see an acute need for familial legal support.

The Family Justice Support Scheme ("FJSS") has been designed precisely with that outreach in mind: individuals with modest means failing the Legal Aid Bureau means test criteria marginally. For this group, as the consensus from the profession (especially the Family Bar) shows, there is a need to support the public through low bono schemes. Likewise, foreign spouses or brides with children in Singapore but who technically do not qualify for legal aid because of a lack of citizenry or permanent residence in Singapore cannot be left helpless and hopeless. LSPBS has laid the groundwork in conceptualizing a clearing house to ensure proper matching for the individual and the pro bono/low bono lawyer. We have submitted a proposal to the Government for support to pilot the FJSS.





The salient facts and figures of the year under review is in CEO Tanguy Lim's report and elaborated on the pages of the annual report unfolding as you read. I shall not repeat them. These will also touch on Enhanced CLAS, our jewel in the crown, and the MOU signing with PA that turboboosts our heartland outreach in the CDCs to deliver practical legal awareness and legal aid on bread and butter issues faced by residents such as criminal law, family law, estate matters, Muslim Law and elder law to name some areas.

I wish to record my sincere, heartfelt appreciation to Deputy Chairman Kelvin Wong for his unwavering dedication and loyalty to this cause through the "thick and thin" situations we navigated. Kudos also to our diverse fellow Board Members who have stayed engaged and brought various viewpoints to the table to enrich discussion and decision making. I am also deeply grateful to our reliable and committed CEO Tanguy who together with his merry men and women on staff lift me up when I see their unflagging enthusiasm. They have uplifted many indigents. Last but not least, every single volunteer, donor and partner - we salute you. It is the sacrifice of time, treasure or talent from each of you to help the least, last and lost in law that catalyzed the growth and stability of this charity.

The future looks bright for our access to justice arm. The region continues to look to us for thought leadership through our participation in regional conferences. We have an invaluable global sharing opportunity later this year when we serve as hosts for the PILNET forum.

May the charity's influence continue to grow deeper and go wider both in Singapore and elsewhere!



GREGORY VIJAYENDRAN, SC

# CEO'S MESSAGE

The cover of this year's annual report is an explosion of colours. This kaleidoscopic "big bang" pays homage to the diverse passions and dynamic energy of our amazing volunteers. Our volunteers work tirelessly to fill access to justice gaps in our community. They power the full spectrum of our access to justice programmes showcased in the pages to follow. From law awareness to legal clinics to legal representation for individuals and non-profit organisations, our volunteers give sacrificially of their time to help the needy and marginalized in Singapore.

This is only our second year of operations as a standalone entity but with the support of close to 2,000 volunteer lawyers and law students it has been full steam ahead for all of our activities. This past year, more than 14,000 persons have been assisted with legal awareness, legal advice or legal representation.

Key to the scale of our programmes has been the fantastic support we receive from our programme partners who bring us strategic networks and resources thereby helping us to achieve an impact far beyond what we could attain on our own.

This support has enabled us to explore new access to justice schemes and initiatives in the family justice system and to support migrant workers.

In collaboration with the Family Justice Courts, the Community Justice Centre and the Singapore University of Social Sciences (SUSS) we launched a series of talks for persons contemplating divorce or going through one. Entitled "Divorce and You", the talks cover the divorce process and procedure but with an emphasis on knowledge and tools to better manage a stressful situation and make an informed decision on divorce matters. The talks seek to give a holistic perspective on the emotional, psychological and practical legal dynamics of the divorce process. Besides senior family law practitioners, participants hear perspectives from a marital counsellor and the courts.

With the support of the Law Society's Family Law Practice Committee, we have laid the ground work to start the implementation of a Family Justice Support Scheme ("FJSS") to assist persons of modest means who marginally fail the Legal Aid Bureau's means test as well as impecunious foreign spouses with citizen children who do not qualify for legal aid due to their non-permanent resident status. The FJSS will provide both the under lawyered and un-lawyered facing a family law crisis with access to experienced family law practitioners with a heart for the needy.

At the initiative of our Chairman, a Migrant Workers' Group ("MWG") to coordinate legal support for migrant workers has been started. Drawing together Social Service Agencies supporting migrant workers, volunteers with a passion to help migrant workers and other stakeholder representatives, the MWG meets on a quarterly basis to brainstorm more effective legal support for common problems faced by migrant workers. Focus areas have included the development of technology platforms to scale the upstream delivery of critical legal information to migrant workers as well as the compilation of a legal terminology glossary in multiple languages for volunteer interpreters to help with more accurate interpretation of legal advice from English to the migrant worker's mother tongue.

On behalf of the LSPBS team, I would like to express our heartfelt gratitude to you - our volunteers, donors and partners - for your giving of time, talent and treasure. Your passionate support inspires us to explore new initiatives and maintain a steady course in pursuit of access to justice for the needy where ever they may be in our community.

  
LIM TANGUY

# KEY HIGHLIGHTS

*A quick snapshot of our year and achievements for FY2018/19*

- 
- MAY 2018** 2nd Volunteer Capacity Building Series (VolCapB Series) *Advising on Sexual Harassment Matters*
  - JUNE 2018** LeapforGood collaboration with raiSE
  - JULY 2018** Divorce and You talks collaboration with Family Justice Courts and Community Justice Centre
  - AUGUST 2018**
    - Advocates for the Arts series collaboration with National Arts Council
    - Launch of Social Service Capacity Building Series (SSCapB Series), on Litigation and Risk Management
    - Practice Law Seminar 2018 collaboration with NUS Faculty of Law Pro Bono Centre for Legal Education
  - SEPTEMBER 2018** Law Awareness Weeks @CDC 2018 Launch at South East CDC
  - OCTOBER 2018** 2nd Social Service Capacity Building Series (SSCapB Series) on *21st Century Risk*, a collaboration with Rajah & Tann LLP and AIG
  - DECEMBER 2018** Project Legal Empowerment & Assistance for Foreign Spouses (LEAF)
  - MARCH 2019** Just Makan 2019: Justice was Served fundraising dinner



# OUR YEAR AT A GLANCE

**14,447 reached**

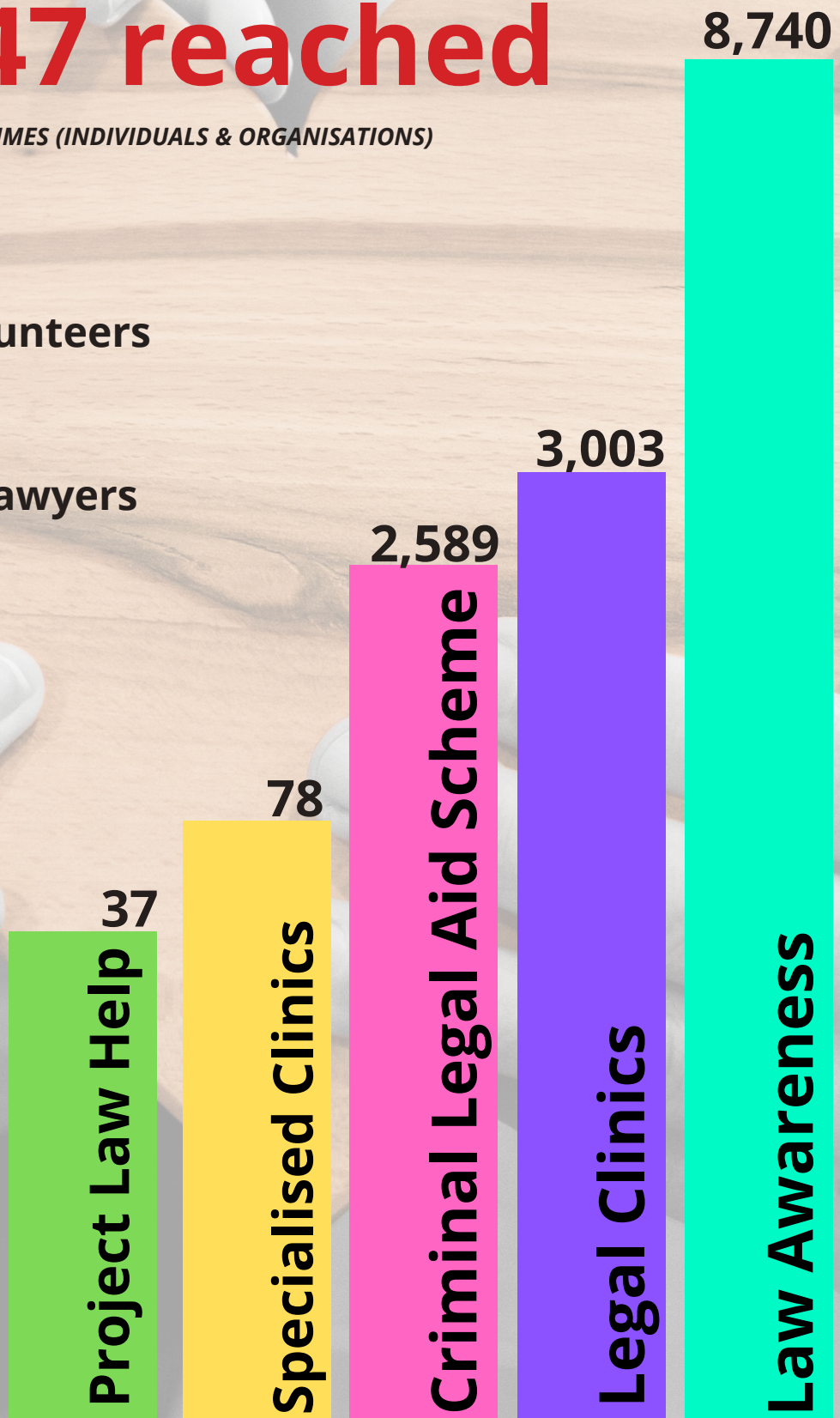
ACROSS ALL PROGRAMMES (INDIVIDUALS & ORGANISATIONS)

**393**

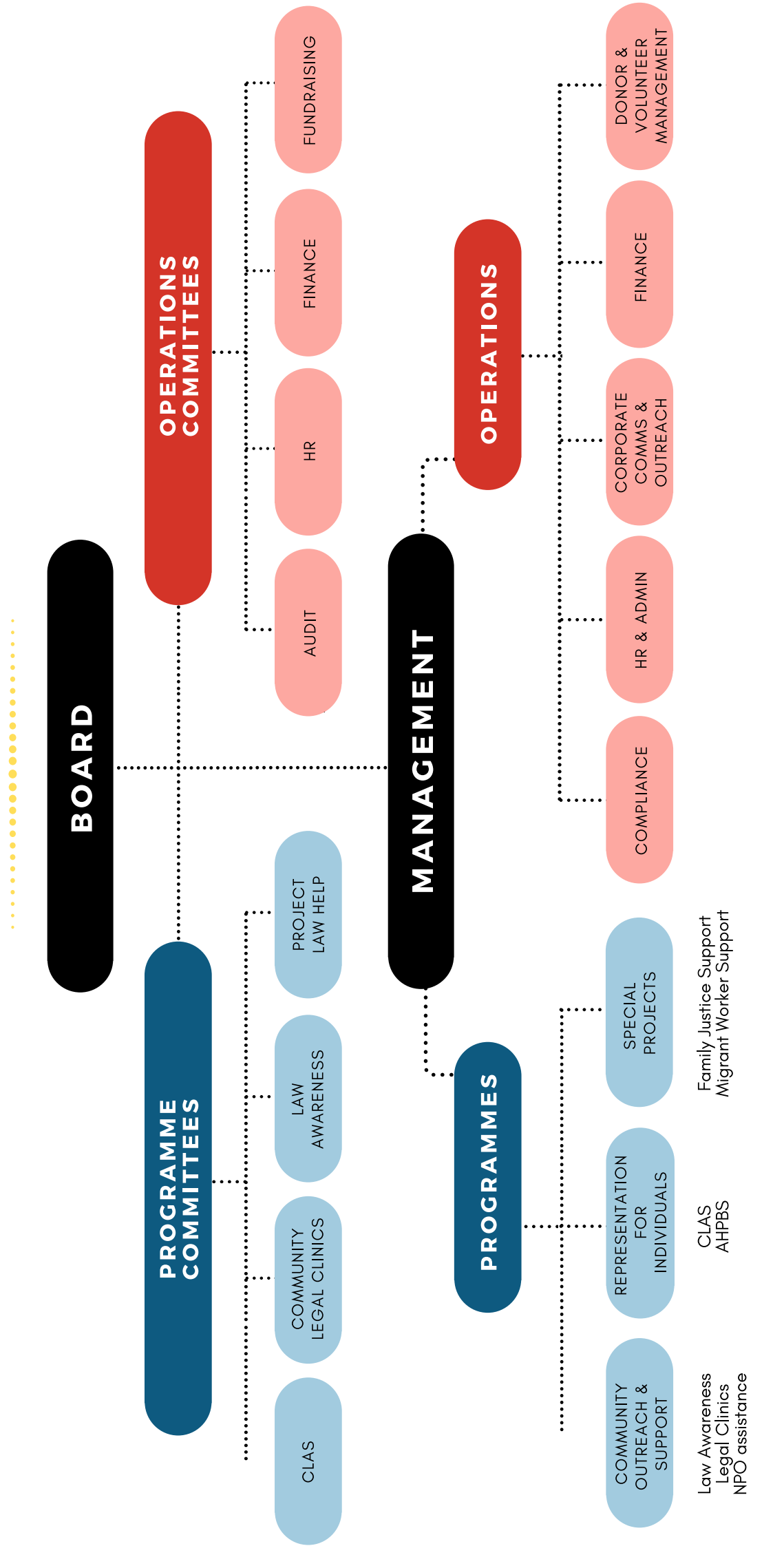
Student Volunteers

**1,553**

Volunteer Lawyers



# ORGANISATION CHART



# BOARD OF DIRECTORS

**GREGORY VIJAYENDRAN GANESAMOORTHY, SC**  
CHAIRMAN



Mr Vijayendran is a Partner, Commercial Litigation at Rajah & Tann Singapore LLP. He is the President of the Law Society of Singapore. In that capacity, he also serves on strategic and influential boards and committees impacting and developing the legal sector such as (i) Singapore Academy of Law (as Vice President) (ii) SAL Ventures Ltd (iii) Future Law Innovation Programme Steering Committee and (iv) Promotion of Singapore Law Committee. His present practice as a Rajah & Tann Disputes Partner encompasses litigation and arbitration on a variety of complex commercial disputes as well as banking and insolvency matters. He was the Law Society Pro Bono Ambassador in 2009 and was appointed Senior Counsel in 2019.

**KELVIN WONG**  
DEPUTY CHAIRMAN



Mr Wong is Co-Head of the Corporate & Commercial Department of Allen & Gledhill LLP, and co-heads the Energy, Infrastructure and Projects Practice. He also serves as an independent director on the boards of AETOS Holdings and Singapore Anti-Narcotics Association.

**DINESH SINGH DHILLON**  
TREASURER



Mr Dhillon is a Partner at Allen & Gledhill LLP. He is the Co-Head of the Firm's International Arbitration practice and practises international arbitration and litigation. He is the President of The Singapore Institute of Arbitrators, Chair of the International Bar Association's Asia Pacific Newsletter. He was also previously Honorary Treasurer of the Law Society of Singapore.



# BOARD OF DIRECTORS

## ARFAT SELVAM



Mrs Arfat Selvam is a Managing Director of Duane Morris & Selvam LLP and Selvam LLC. She practices in the area of corporate law. Mrs Selvam was the President of The Law Society of Singapore in 2003. Before that she had served as Council and Exco Member of The Law Society of Singapore and as Chairman of its Inquiry Panel and Corporate Practice Committee. She was Chairman of the Law Society Pro Bono Management Committee for 10 years up to 2017. In addition to being on the Board of Law Society Pro Bono Services, Mrs Selvam is currently a director of Jurong Health Fund Limited and Rahmatan Lil Alamin Foundation Ltd. In 2015, she was awarded the CC Tan Award for upholding the values of honesty, fair play and personal integrity by the Law Society of Singapore and was made the Law Society Pro Bono Ambassador in 2017.

## N SREENIVASAN, SC



Mr Sreenivasan is the Managing Director and Managing Partner, Singapore at K&L Gates Straits Law LLC. He was previously a Council member, Exco member and Treasurer of the Law Society of Singapore. Mr Sreenivasan has been actively involved in the pro bono activities of the Law Society for over 25 years and has served as the Chairman of the Law Awareness Committee of the Law Society and led various projects. He was also a member of the Steering Committee of the Enhanced CLAS. He was the Law Society Pro Bono Ambassador in 2010. Mr Sreenivasan currently serves as a member of the board of the Singapore Business Federation Foundation and is chairman of its programmes committee. He was awarded the Public Service Medal in 2014.

## TAN CHEOW HUNG



Mr Tan is a Director at Beacon Law Corporation. He has almost 2 decades of experience in private legal practice. The greater part of his experience has been in Dispute Resolution. He has represented clients in a diverse range of civil and commercial disputes, including shareholders' and partnership disputes, employment disputes, defamation proceedings, construction disputes, banking disputes and tortious claims. He was Law Society Pro Bono Ambassador in 2016.

# BOARD OF DIRECTORS



## ADRIAN TAN

Mr Tan is a partner at TSMP Law Corporation, a director of Maxwell Chambers Pte Ltd and the Honorary Legal Counsel for the Singapore Association of the Visually Handicapped. Mr Tan was the former general counsel at CrimsonLogic, a Singapore government technology company that provides network services in the legal, healthcare and trade sectors. He has degrees in law as well as computer science and psychology.



## PAUL SEAH

Mr Seah is a Senior Partner of Tan Kok Quan Partnership. Recognised as a leading practitioner by leading independent legal publications, Mr Seah has acted as lead counsel in some of Singapore's most important and high-profile litigation cases in recent years. Mr Seah also has a speciality in insolvency and restructuring work, having advised on numerous well-publicised insolvencies. Outside of legal practice, Mr Seah is the chairperson of the Living Waters Methodist Church and a board member of Metropolitan YMCA Singapore. Mr Seah is also the co-author of a number of leading textbooks on civil and commercial litigation in Singapore.



## THIO SHEN YI, SC

A founding member of TSMP Law Corporation and a leading figure in Singapore's legal community, Mr Thio served as the 25th President of the Law Society of Singapore from 2015 to 2016. He was appointed Senior Counsel in 2008 and elected a Master Benchler of The Middle Temple in 2016. He specialises in corporate, commercial and financial litigation disputes. Mr Thio is often cited as a leading individual in Dispute Resolution in many top international legal publications for his work in dispute resolution, primarily as counsel, occasionally as arbitrator.

# BOARD OF DIRECTORS

## WENDELL WONG HIN PKIN



Mr Wong is a highly respected civil, commercial and criminal lawyer. His civil and commercial practice includes contracts and commercial disputes, shareholder and director disputes, asset recovery, medical negligence, product liability and cross-border arbitration work and the Singapore International Commercial Court. His criminal practice focuses on commercial and business crime, fraud, securities, corruption, corporate governance related offences and investigations work.

Mr Wong is the current co-chairperson of the Criminal Practice Committee, Law Society of Singapore. He is also the Membership Officer of the International Bar Association, Anti-Corruption Committee.

Mr Wong was also appointed as a member of the Penal Code Review Committee by the Ministry of Home Affairs and Ministry of Law.

## DEREK KANG YU HSIEN



Mr Kang is the Managing Director of Cairnhill Law LLC. He is a dispute resolution lawyer with a focus on commercial and civil litigation, as well as criminal matters and has conducted and won trials and appeals at all levels of the Singapore judicial system. Mr Kang represents and advises companies and individuals in a broad range of cases, including shareholders and directors' disputes, contractual and employment disputes and cases involving fraud. He is currently the Chairman of the Criminal Legal Aid Scheme Committee and has also served on the Criminal Practice Committee of the Law Society since 2006.



# MANAGEMENT



**LIM TANGUY**  
CHIEF EXECUTIVE OFFICER

Mr Lim was a practising lawyer for 12 years before joining the Law Society of Singapore in 2007 to set up and run its Pro Bono Services Office. He served as the Law Society's Director of Pro Bono Services until his appointment to LSPBS in 2017 as its Chief Executive Officer. He is a passionate advocate for encouraging pro bono service by the legal profession and is a frequent speaker at regional pro bono conferences. A Tote Board scholar, Mr Lim has had more than a decade of non-profit leadership experience in working with public-private-people partnerships to enhance access to justice in Singapore.



**GOPINATH PILLAI**  
DIRECTOR, CRIMINAL LEGAL AID SCHEME

Mr Pillai is the Director of the Criminal Legal Aid Scheme ("CLAS") since 2015. He oversees the administration of the Scheme which provides criminal defence representation those who are unable to afford defence counsel in non-capital offences. Mr Pillai supervises the CLAS Fellowship comprised of four to five lawyers, and the two CLAS Advocates hired in 2016. Mr Pillai also works with various other stakeholders in the office's collaboration, such as those involved in the migrant worker space.



**CLAUDINE TAN**  
ASSISTANT DIRECTOR, OUTREACH, COMMUNICATIONS, HR & ADMINISTRATION

Ms Tan joined the Law Society of Singapore in August 2015 to head Outreach and Communications in the Pro Bono Services Office. Since then, she has been overseeing initiatives and programmes that (a) serve the community through the Community Legal Clinics, Law Awareness outreach programmes and Project Law Help initiatives that support community organisations (b) support volunteers (c) assist or collaborate on pro bono initiatives with other agencies and (d) fundraising. Ms Tan also oversees Volunteer Management, HR and Administration.



**GOH PENG LEONG**  
ASSISTANT DIRECTOR, FINANCE

Mr Goh joined LSPBS in January 2017. He is responsible for all Finance functions. Prior to joining LSPBS, he had more than 20 years of experience in finance across manufacturing, retail and hospitality industries. He had also several years of experience in managing supply chain, human resources, information technology as well as lead various projects in Business Processes Reengineering and Risk Management. Mr Goh holds a Bachelor of Accountancy from Nanyang Technological University and is a Chartered Accountant, member of Institute of Singapore Chartered Accountants as well as Chartered Global Management Accountant from Chartered Institute of Management Accountants, United Kingdom.



# BOARD COMMITTEES

## AUDIT COMMITTEE

### Chairperson

Mrs Arfat Selvam

### Members

N Sreenivasan, SC  
Wendell Wong Hin Pkin

## FINANCE COMMITTEE

### Chairperson

Dinesh Singh Dhillon

### Members

Cyril Chua  
Tan Cheow Hung  
Usha Chandradas

## FUNDRAISING COMMITTEE

### Chairperson

Thio Shen Yi, SC

## HR COMMITTEE

Gregory Vijayendran, SC  
Kelvin Wong

# PROGRAMME COMMITTEES

## CRIMINAL LEGAL AID SCHEME COMMITTEE

### Chairperson

Derek Kang Yu Hsien

### Members

Amogh Nallan Chakravarti  
Anil Narain Balchandani  
Cho Kenwei Jonathan\*\*  
Chooi Jing Yen\*\*  
Chong Yi Mei\*  
Dennis Chua Soon Chai  
Foo Yu Kang, Wilson\*\*  
Hannah Tjoa Kai Xuan\*  
Hany Soh Hui Bin\*  
Josephine Iezu Costan\*\*  
Lau Wen Jin\*  
Lim Pei Ling June  
Loh Guo Wei, Melvin\*\*  
Lulla Ammar Khan\*\*  
Mervyn Cheong\*  
Mahesh Rai s/o Vedprakash Rai\*  
Ong Ziyang Clement  
Sheik Umar bin Mohamed Bagushair\*  
Suresh s/o Damodara  
Vishnu Aditya Naidu\*  
Tan May Lian Felicia

## COMMUNITY LEGAL CLINICS COMMITTEE

### Co-Chairpersons

Cyril Chua  
Hany Soh Hui Bin

### Members

Amira Nabila Budiyano  
Gavin Ng Ren Zhang  
Hewage Ushan Saminda Premaratne\*  
Jolie Giouw Rong Zhen\*  
Jasmine Chew Jiemin\*  
Katie Lee Shih Ying\*\*  
Kelly Toh\*\*  
Kevin Ho Mingjie  
Lim Lay See  
Low Ying Li Christine\*  
Meera Rajah\*  
Montague Choy Wing Kin  
Ng Xinyuan\*  
Quek Gou Jun\*  
Quek Jie Ying\*  
Seet Pek Hian Harold\*  
Samuel Seow Theng Beng\*\*  
Steven Lam Kuet Keng  
Sean Francois La'Brooy  
Tan Wei Ming Wayne  
Teo Li Ping Annabelle\*\*  
Yee May Kuen Peggy Sarah

\* Term Served : 1 April - 31 December 2018  
\*\* Term Served : 1 January - 31 March 2019



# PROGRAMME COMMITTEES

## LAW AWARENESS COMMITTEE

### Chairperson

Josephus Tan Joon Liang

### Vice-Chairperson

Elaine Ho Jia Ni

### Members

Berlin Soh Su Ming  
Boxall Lynette Maureen  
Chew Lixian, Ashley\*\*  
Chua Sin Yen Jacqueline\*\*  
Fong Wei Li  
Hugh Turnbull  
Javern Sim Jun Yan\*\*  
Jeslyn Tan Po Nin\*  
June Lim Pei Ling  
Kamalarajan Malaiyandi Chettiar  
Koh Kia Jeng  
Lee Chia Ming\*\*  
Lydia Pan She Teng\*  
Meera Rajah\*  
Rachel Tan Swee-Hua  
Sarita Misir  
Shereen Goklani\*  
Siaw Kin Yeow  
Suresh s/o Damodara  
Toh Wei Yi  
Tran Le Luu Phuong  
Wang Liansheng\*\*

## PROJECT LAW HELP COMMITTEE

### Chairperson

Yap Chin Choo Juliana

### Vice-Chairperson

Tan Ming Kirk Richard

### Members

Amarjit Kaur  
Benjamin Foo Guo Zheng\*  
Boxall Lynette Maureen  
Chiam Zhi Wen Nick\*\*  
Gerald Tham Keng Yue  
Hannah Tjoa Kai Xuan\*  
Helena Mildred Whalen-Bridge  
Hugh Turnbull  
Lim Sui Yin Jeffrey  
Lim You Yu Benson  
Marini Martin Vincent  
Nadia Ahmad Samdin\*\*  
Nicole Carmen Tan Yi (Chen Yi)  
Nicole Chua Shu Ying\*\*  
Ong E-Wei Patrick\*\*  
Rhudilyn April Bumatay Raimundo  
Sarita Misir  
Thenuga d/o Vijakumar  
Toh Jun Yong  
Usha Chandradas

\* Term Served : 1 April - 31 December 2018  
\*\* Term Served : 1 January - 31 March 2019

# COMMUNITY LEGAL CLINICS

*Legal clinic advice for the needy.  
Committee Report, Mr Cyril Chua, Ms Hany Soh Hui Bin, Co-Chairs*

Our volunteer lawyers at the Community Legal Clinics ("CLCs") provide one-on-one consultation services and basic legal advice on personal legal matters – from family law, to employment, estate planning, harassment issues and beyond, all free of charge. Since its inception in 2014, more than 11,000 needy Singaporeans or Permanent Residents have benefitted from the CLCs. Details of the extent of our outreach this financial year are shown on the facing page.

The Community Legal Clinic Committee ("CLC Committee") was formed in August 2014 to oversee the implementation of the CLCs. Members of the CLC Committee comprise lawyers who currently are or have previously volunteered at CLCs, lawyers who are actively volunteering, as well as lawyers who are interested in increasing access-to-justice through Committee planning.

## **Community Legal Clinics – Growth and Expansion**

### **MOU for Community Legal Pro Bono Services Network**

Further to the renewal and expansion of the scope of the MOU of 12 September 2014 in September 2017, legal clinics have been held every night from Mondays to Thursdays (excluding the eve of and public holidays) at the four (4) Community Development Councils ("CDCs") in the North West, South East, Central and South West of Singapore.

### **MOU for Community Clinics Network ("Network Clinics")**

Besides the CLCs located at the five CDCs, there have been many satellite clinics operating at Community Clubs, Residents' Committees and religious organisations (amongst others). Given the multiple clinics at Community Centres and Community Clubs, it was timely for the People's Association ("PA") to come on board as a partner organisation. Accordingly, LSPBS and the PA entered into a fresh MOU in January 2019. This MOU gives the PA oversight of the management of the satellite clinics that have signed up through PA to be part of the Community Clinics Network. The Network Clinics receive an onboarding kit from LSPBS, which provides them with insurance coverage for their volunteer lawyers, best practices tips and guidelines, guidance on governance issues, and access to shared resources and a wide pool of volunteers, amongst other benefits. There are currently 15 Network Clinics island-wide. We anticipate this number to grow in the year ahead.

### **Specialised Legal Clinics**

The Committee collaborates with specialised organisations to provide targeted advice to specific segments of the community that frequently encounter legal issues. Through these collaborations, we have been able to reach out to the vulnerable and marginalized segments of society such as foreign workers, sex workers and victims of sexual abuse. Conversations are also ongoing with voluntary welfare organisations assisting with human trafficking victims, those suffering from various addiction issues as well as the creative industries sector. We will continue to support new initiatives where there is a real need that cannot be met by the existing network of clinics.

Meanwhile, urgent cases are referred by LSPBS to the Onsite Legal Assistance Scheme ("OSLAS") located at the Community Justice Centre at the State Courts and at the Supreme Court.

### **Telephonic Legal Clinics**

LSPBS has made available a telephonic service for quick consults with lawyers. Social workers referring clients with mobility issues are able to leverage on this service.

# CLC STATISTICS

## Case Profiles



**538**  
**Family**



**68**  
**Criminal**



**931**  
**Civil**



**157**  
**Tort**



**132**  
**Others**

## LEGAL CLINICS

**Community  
Legal Clinic**



**1,917 Registrations**  
**1,452 Attended\***

**Civil Legal  
Clinic**



**165 Registrations**  
**113 Attended\***

**Family Legal  
Clinic**



**373 Registrations**  
**302 Attended \***

**Law Works  
Clinic**



**138 Registrations**  
**123 Attended**

## SPECIALISED CLINICS

**Migrant  
Workers Clinic**



**69 Attended**

**FAST\*\* Clinic**



**9 Attended**

\* Figures include referrals from TADM & AWARE  
\*\* FAST: Foreign Domestic Worker Association  
for Social Support and Training

**1,167**  
**Applicants Surveyed**

*"I am one of the beneficiaries from your CLCs organised by LSPBS...I would like to thank LSPBS for your kind and great service to our community through the CLCs.*

*My experience was very good. I felt comfortable while meeting with the volunteer lawyer. He spoke with me effectively and I received good advice as to what to do."*

**Pandian**

**91%** would  
return to the  
legal clinics

**88%** found  
the advice  
helpful

**94%** found our  
staff friendly  
and helpful



# CRIMINAL LEGAL AID SCHEME

*Providing pro bono criminal representation - for needy accused persons facing non-capital charges, regardless of nationality.*

*Committee Report, Mr Derek Kang Yu Hsien, Chairperson*

Launched in 1985 by the Law Society, CLAS was the first criminal legal aid programme set up to help the needy and vulnerable in Singapore, and has been the principal provider of legal aid for non-capital criminal cases since. In 2015, the Singapore government pledged to fund an enhanced CLAS scheme, which aims to serve up to 6,000 accused persons yearly. The CLAS scheme has since been growing in scope and depth. A total of 2,589 applications were processed during the financial year, of which more than 50% received aid. The overall percentage of cases in which aid was granted had decreased from the previous year, owing to a more stringent application of the means and merits tests.

## **CLAS Volunteers**

During the financial year, 297 CLAS volunteer lawyers represented an accused or assisted on at least one case. CLAS's other volunteers include law undergraduates from the National University of Singapore, Singapore Management University and various overseas universities. They interned at the office, assisting the interviewing lawyers, officers and CLAS Fellows and Advocates.

## **CLAS Advocates**

The 2 CLAS Advocates continue to provide and perform a dedicated mentoring and leadership role to the Fellows, and junior external CLAS volunteers. From an operational perspective, the CLAS Advocates serve to smoothen the transition between the batches of Fellows. In particular, they provide supervision for on-going matters that the out-going Fellows are unable to complete before the end of their Fellowship tenure. In addition, the Advocates provided training to the Fellows on how interviews for merits testing ought to be conducted. Pursuant to the successful and effective training sessions, the Fellows have been conducting interviews for the merits test independently.

CLAS Advocates also assist the CLAS Directorate generally in its pro bono programmes, perform community outreach as ambassadors, conduct research relating to the legal profession (with an emphasis on criminal defence work), and perform other duties or roles designated by the Directorate. For this year, the Advocates also assisted in the approval process for applications, and assessed requests from volunteer lawyers to, for example, seek medical reports and discharges.

## **CLAS Fellowship 2019**

Owing to operational requirements, three of the CLAS Fellows from the 2018 batch were extended for a further period of one year. In February 2019, Pramnath Vijayakumar was hired as a CLAS Fellow for a period of one year. Following amendments to the Legal Profession Act, the CLAS Fellows are now directly employed by Law Society Pro Bono Services. Following discussions at the Steering Committee, CLAS will be seeking to structure the hires of Fellows in two batches – one in September, and the other in April of the subsequent year.

## **CLAS Criminal Law Training Programme**

CLAS launched the fifth run of the Criminal Law Training Programme on March 2018. The Programme consists of 31 modules on various criminal law topics delivered by senior practitioners, academics, experts, including psychiatrists as well as representatives of the various stakeholders in the criminal justice system including a District Judge and representatives from the Probationary Service.



# CLAS TEAM



Sitting (left to right): CLAS Advocates *Sadhana Rai* and *Ng Shi Yang*  
Standing (left to right): CLAS Fellows *Pramnath Vijayakumar*, *Majorie Kong*, *Shaneet Rai* and *Shaik Siraj*

## CLAS ADVOCATES

The CLAS Advocates, *Sadhana Rai* and *Ng Shi Yang* continue to provide and perform a dedicated mentoring and leadership role to the Fellows, and junior external CLAS volunteers. The Advocates and the CLAS Directorate conduct an on-boarding exercise for incoming CLAS Fellows on the objectives of the Fellowship, and the role that they play. This on-boarding proves to be effective in allowing the incoming Fellows to quickly understand and appreciate more fully the role and function they occupy in the pro bono and criminal justice landscape.

## CLAS FELLOWSHIP 2019

### ***Majorie Kong***

*Majorie* graduated with a Bachelor of Laws (Hons.) from the University of Nottingham in 2015. She was with the firm of *Timothy Ng LLC* from 2015 to 2017 first as a trainee and then an associate. She assisted in a spectrum of contentious matters, including building and construction-related disputes, contractual disputes, and negligence suits; as well as a few criminal matters.

### ***Pramnath Vijayakumar***

*Pramnath* obtained his Law Degree from Australia and was called to the Singapore Bar in April 2015. He currently has 4 years' PQE and more than 6 and a half years of relevant working experience in civil and criminal litigation.

### ***Shaik Siraj***

*Siraj* graduated with a Bachelor of Laws (Hons.) from Singapore Management University (SMU) in 2015 and was called to the Bar in 2016 after completion of his training contract at *Straits Law Practice LLC* where he assisted with various civil and criminal matters.

### ***Shaneet Rai***

*Shaneet* was called to the Bar in April 2016, after earning his Juris Doctor at SMU. Prior to law school, he majored in Political Science at NUS. *Shaneet* was previously an associate at *Trident Law Corporation*. Working predominantly on criminal matters, he was involved in a wide array of cases ranging from shop-theft to capital offences.

# CLAS STATISTICS



**2 Advocates**  
**4 Fellows**  
**297 Active Volunteer Lawyers**



**16 CLAS MOU FIRMS**



**2,589 Applicants received advice**  
**1,414 Applicants granted aid**



**31 CLAS Training modules**  
**594 Volunteer lawyers attended**

# CLAS EXPENDITURE AND INCOME

Year	Expenditure (S\$)	Income (S\$)	Surplus/Deficit (S\$)
1 April 2018 – 31 March 2019	\$2,665,152	\$2,066,957	(\$598,195)
1 April 2017 – 31 March 2018	\$2,971,554	\$3,177,163	\$205,609

*"CLAS has helped me settle my court case with minimum punishment. I am very grateful and thankful to the lawyer they assigned to me, who has given me a second chance in life."*  
**CLAS Beneficiary**

# LAW AWARENESS

*Empowering everyday people with legal awareness.*

*Committee Report, Mr Josephus Tan, Chairman*

## **Law Awareness Weeks @CDC 2018**

Started in 2015, Law Awareness Weeks @CDC ("LAWs @CDC") is a collaboration between LSPBS and the five Community Development Councils ("CDCs"), supported by the People's Association, National University of Singapore, Singapore Management University and Singapore University of Social Sciences. LAWs @CDC is an annual nationwide effort to promote awareness and understanding of the law in the community through a series of talks tailored to address the common legal issues that members of the public encounter. LAWs @CDC 2018 was launched on 15 September 2018 at Wisma Geylang Serai by Mr Edwin Tong, Senior Minister of State, Ministry of Law and Health, the Mayors of the 5 CDCs and Chairman of LSPBS, Mr Gregory Vijayendran, SC. Top CLC volunteers, anchor law firms, speakers and students received Certificates of Appreciation. During the 1.5 month campaign, a total of 70 talks were held, reaching almost 1,878 residents.

## **Law Works**

Law Works is an ongoing partnership between LSPBS and NTUC which aims to educate union members and workers on their legal rights, through Legal Primers, particularly with respect to employment issues. Legal clinics are held monthly where applicants can seek advice on a wide range of personal issues.

## **Advocates for the Arts**

Following the launch of LSPBS' latest publication, Advocates for The Arts (AfA), LSPBS organised three legal awareness talks and administered AfA Legal Clinics as part of outreach to the creative industries. The legal talks provided lay persons in these industries with useful and practical legal knowledge to guide or risk manage their activities and their creative output. The AfA Legal Clinics cater specially to community organisations and individuals in the arts/creative industry. Applications made for Legal Clinic assistance were successfully matched to volunteers.

## **Volunteer Capacity Building Series & Social Service Capacity Building Series**

LSPBS is committed to supporting our volunteers and the social service sector with training to capacity build. This year, we launched the Volunteer Capability Building (VolCapB) Series and the Social Service Capacity Building Series (SSCapB), which comprise seminars and workshops to update our volunteers in the respective sectors on the latest legal developments, and to develop relevant skills to empower them to bring their pro bono services to the next level.

## **Project Schools**

Project Schools was launched in July 2012 with the objective of promoting a greater level of civic-mindedness amongst youth and enabling them to better protect themselves from the consequence of crime. The close collaboration between school teachers and volunteer lawyers has enabled the success of Project Schools, which has engaged over 30,000 youths from the various schools which participated in this programme since its inception.

## **General Outreach**

LSPBS continues to reach out to the community and increase public understanding of the law in the daily lives of our citizens. We do this through free public education talks, seminars, exhibitions and legal clinics, as well as information booklets on the law which are available for free download from our website.

# LAW AWARENESS STATISTICS



8,740

REACHED THROUGH LEGAL AWARENESS TALKS ISLANDWIDE

## LEGAL TALKS



13

Project Schools



3

LawWorks



3

VolCapB Series



2

SSCapB Series



5

Advocate for  
the Arts



3

Divorce & You



67

LAWs @CDC 2018



55

Others

*"It takes a village to raise a child.  
CHIJ Katong Convent is grateful for the partnership with LSPBS  
and their support through the years. We look forward to more  
years of partnership!"*  
**CHIJ Katong Convent Secondary School**

*"We at Good Shepherd Centre would like to send our deepest  
gratitude to the LSPBS team for taking their time to organise this  
talk and tour for our residents."*  
**Good Shepherd Centre**



# LEGAL TALKS

Project Schools			
1	17/05/2018	CHJ St. Theresa's Convent	Cyber Offences
2	17/05/2018	CHJ Katong Convent	Educational Visit to State Courts
3	18/05/2018	Hougang Secondary School	Cyber Offence and Gangs & Rioting
4	18/05/2018	Anglican High School	Career Talk on Industry
5	28/06/2018	APSN Delta Senior School	General Talk
6	09/07/2018	Geylang Methodist School	Youth Delinquency
7	24/07/2018	CHJ Katong Convent	Bullying, Trespassing, Loitering, Hanging out with Big Groups
8	07/08/2018	Kinmin Secondary School	Career as a Lawyer and Motivational Talk
10	26/10/2018	Admiralty Secondary School	Cyber Bullying
11	17/10/2018	CHJ St. Theresa's Convent	Domestic Violence
12	18/10/2018	CHJ St. Theresa's Convent	Substance Abuse
13	28/03/2019	Yishun Town Secondary School	Career Talk
LawWorks			
1	27/06/2018	NTUC	Media Law
2	03/10/2018	NTUC	Disguised PMEs
3	06/03/2019	NTUC	Sexual Harassment @ Work
Volunteer Capacity Building Series			
1	03/05/2018	LSPBS	Advising on Sexual Harassment Matters
2	19/07/2018	LSPBS	Forensics in the legal context
3	30/01/2019	LSPBS	Invisible Disabilities
Social Service Capacity Building Series			
1	21/08/2018	Social Service Sector	Litigation and Risk Management
2	08/10/2018	Social Service Sector	Insuring Against 21st Century Risk
Advocates for the Arts			
1	30/04/2018	Singapore Association of Motion Picture Professionals	Working in the Creative Industry
2	01/08/2018	Professional Photographers Association	Working in the Creative Industry
3	29/08/2018	LSPBS @ iPOS	Setting up an Arts Business
4	07/11/2018	LSPBS @ Collision 8	Contracts and Dispute Resolution
5	14/02/2019	LSPBS @ National Design Centre	Working in the Creative Industry
Divorce & You			
1	13/07/2018	LSPBS	Divorce Essentials
2	21/09/2018	LSPBS	Divorce Essentials
3	15/03/2019	LSPBS	Divorce Essentials
Law Awareness Weeks @CDC 2018			
1	15/09/2018	South East CDC	Community and Neighbour Disputes
2	17/09/2018	South East CDC	Employment Law
3	17/09/2018	South East CDC	Consumer Protection
4	21/09/2018	Cheng San CC	Advance Planning
5	21/09/2018	KH Hospital	Internet and Cyberbullying
6	21/09/2018	Cheng San CC	Community and Neighbour Disputes
7	22/09/2018	Harbour View Towers NC	Advance Planning
8	22/09/2018	Bukit Timah CC	Community and Neighbour Disputes
9	22/09/2018	Nee Soon South CC	Advance Planning
10	22/09/2018	Changi Simei CC	Family Law (Syariah Law)
11	22/09/2018	Riverside CC	Family Law (Syariah Law)
12	22/09/2018	Changi Simei CC	Family Law (Civil)
13	23/09/2018	Riverside Horizon RC	Protection from Harassment
14	25/09/2018	Fai Yue Family Service Centre (Champions Way)	Community and Neighbour Disputes
15	28/09/2018	Credit Counselling Singapore	Family Law (Civil)
16	28/09/2018	Cheng San CC	Consumer Protection
17	29/09/2018	Changi Simei CC	Advance Planning
18	29/09/2018	Bukit Batok Zone 6 RC	Advance Planning
19	29/09/2018	Bukit Batok Zone 6 RC	Advance Planning
20	29/09/2018	Changi Simei CC	Advance Planning
21	30/09/2018	Claremont CC	Community and Neighbour Disputes
22	03/10/2018	Compassvale Villa RC	Community and Neighbour Disputes

# LEGAL TALKS

23	03/10/2018	Tung Ling Community Services	Consumer Protection
24	04/10/2018	Hai Yoh CC Senior Citizen Centre	Advance Planning
25	04/10/2018	Anglican Senior Centre	Advance Planning
26	05/10/2018	Cheng San CC	Family Law (Civil)
27	06/10/2018	Changi Simei CC	Protection from Harassment
28	06/10/2018	Punggol West Active Ageing Committee	Advance Planning
29	06/10/2018	Changi Simei CC	Community and Neighbour Disputes
30	06/10/2018	Telik Blangah 'Blangah Court' RC	Community and Neighbour Disputes
31	06/10/2018	New Hope Community Services	Employment Law
32	07/10/2018	Compassvale Southgate RC	Advance Planning
33	07/10/2018	Compassvale Southgate RC	Community and Neighbour Disputes
34	10/10/2018	Pasir Ris Punggol OneConnect Functional Committee	Community and Neighbour Disputes
35	11/10/2018	Sembawang Family Service Centre	Family Law (Civil)
36	12/10/2018	Social Service Office Geylang Serai	Family Law (Civil)
37	12/10/2018	Cheng San CC	Protection from Harassment
38	12/10/2018	Social Service Office Geylang Serai	Family Law ( Syariah Law)
39	12/10/2018	Hong Kah North CC	Consumer Protection
40	13/10/2018	Changi Simei CC	Consumer Protection
41	13/10/2018	Changi Simei CC	Employment Law
42	13/10/2018	Bukit Batok East Nature View RC	Advance Planning
43	13/10/2018	Bukit Batok East Nature View RC	Advance Planning
44	13/10/2018	Rivervale Community Centre	Community and Neighbour Disputes
45	15/10/2018	South East CDC	Protection from Harassment
46	15/10/2018	South East CDC	Internet and Cyberbullying
47	17/10/2018	Tung Ling Community Services	Family Law (Civil)
48	17/10/2018	Compassvale Vite RC	Community and Neighbour Disputes
49	19/10/2018	Credit Counselling Singapore	Advance Planning
50	19/10/2018	Cheng San CC	Internet and Cyberbullying
51	20/10/2018	Queenstown CC	Community and Neighbour Disputes
52	20/10/2018	Neighbour Ring Community Services	Consumer Protection
53	20/10/2018	Eunos CC	Family Law ( Syariah Law)
54	20/10/2018	Hai Yoh CC	Advance Planning
55	20/10/2018	Jalan Besar CC	Employment Law
56	20/10/2018	ACE The Place CC	Community and Neighbour Disputes
57	22/10/2018	Toa Payoh North Zone 2 RC	Advance Planning
58	26/10/2018	Cheng San CC	Employment Law
59	27/10/2018	Marine Parade CC	Advance Planning
60	27/10/2018	Kampung Ubi CC	Consumer Protection
61	27/10/2018	CampusImpact	Internet and Cyberbullying
62	28/10/2018	Clementi CC	Consumer Protection
63	28/10/2018	Hai Yoh CC Senior Citizen Centre	Family Law (Civil)
64	30/10/2018	Credit Counselling Singapore	Family Law ( Syariah Law)
65	31/10/2018	Tung Ling Community Services	Community and Neighbour Disputes
66	02/11/2018	South East CDC	Family Law ( Syariah)
67	03/11/2018	South East CDC	Family Law (Civil)
<b>Others</b>			
1	09/04/2018	Tsao Foundation	Letting Go and Celebrate Life (MCA & LPA)
2	16/04/2018	Tsao Foundation	Letting Go and Celebrate Life (Estate Planning)
3	20/04/2018	FADM	Enforcement
4	25/04/2018	Migrant Workers' Centre	Legal Updates
5	28/04/2018	APSN	LPA for parents of children with MID
6	02/05/2018	Tsao Foundation	Letting Go and Celebrate Life (MCA & LPA)
7	09/05/2018	Tsao Foundation	Letting Go and Celebrate Life (MCA & LPA)
8	15/05/2018	APSN Centre for Adults	LPA & Deputyship
9	23/05/2018	Ngee Ann Polytechnic	Medical Ethics and Law
10	02/06/2018	Bukit Timah CC	Tenancy Matters
11	02/06/2018	APSN Delta Schools	LPA & Deputyship
12	26/06/2018	NUS & Lions Befrienders	Golden Years Project

# LEGAL TALKS

13	27/06/2018	NUS & Lions Befrienders	Golden Years Project
14	29/06/2018	NUS & Lions Befrienders	Golden Years Project
15	07/07/2018	Building & Construction Authority	Alternative Dispute Resolution Mechanisms
16	14/07/2018	Bukit Timah CC	Employment Law
17	21/07/2018	TTSH CareConnect	LPA @ Journeying with Cancer
18	25/07/2018	Bukit Batok Presbyterian Church	Will Writing, LPA and AMD
19	29/07/2018	Rivervale RC	Consumer Protection Law
20	31/07/2018	Pathlight School	Assisted Deputyship Application
21	31/07/2018	Calvary Community Care	Advance Planning
22	18/08/2018	Ngee Ann Poly	Medical Law
23	20/08/2018	Tsao Foundation	Letting Go and Celebrate Life (MCA & LPA)
24	25/08/2018	NUS Law Pro Bono Group	Law & Pro Bono
25	27/08/2018	Tsao Foundation	Letting Go and Celebrate Life (MCA & LPA)
26	06/09/2018	NUS Law Freshman Orientation	Law & Pro Bono
27	21/09/2018	Pro Bono Roundtable Jakarta	NA
28	31/10/2018	Rainbow Centre	Advance Medical Directive
29	02/11/2018	Eden Centre for Adults	Deputyship Matters
30	04/11/2018	River Horizon RC	Family Law
31	09/11/2018	Eden Centre for Adults	Deputyship Matters
32	11/11/2018	Nee Soon CC	Community and Neighbour Disputes
33	11/11/2018	Sembawang CC	Advance Planning & CNDR
34	14/11/2018	Yishun Health	Advance Planning
35	14/11/2018	DataKind	Personal Data Protection
36	17/11/2018	Bukit Timah CC	Data Protection
37	18/11/2018	Canberra CCMC	Employment Law
38	22/11/2018	St Andrew's Autism Centre	Deputyship Matters
39	09/12/2018	Canberra CCMC	Syariah Law
40	12/12/2018	Tua Payoh West - Balester CO	Advance Planning
41	14/12/2018	Heartbeat@Bedok	Wills and Advance Planning
42	16/12/2018	Canberra CCMC: Family Law Civil	Family Law
43	13/01/2019	SouthEast CDC	Warisan Surat and Farid
44	18/01/2019	MSF @ Grace Orchard School	Deputyship Matters
45	18/01/2019	MSF @ MINDS	Deputyship Matters
46	18/01/2019	Special Needs Trust Fund	Wills and Deputyship
47	09/03/2019	MSF @ APSN Delta Senior School	Deputyship Matters
48	14/03/2019	Ground Up Movements	Contract and Disputes
49	15/03/2019	MSF @ MINDS	Deputyship Matters
50	23/03/2019	Sembawang CC	Consumer Protection
51	26/03/2019	MSF @ St Andrew's Autism School	Deputyship Matters
52	21/07/2019	CGA Talk about LSPBS	Briefing on LSPBS Services





# LAW AWARENESS WEEKS @CDC 2018







# PROJECT LAW HELP

*Building capacity in the non-profit, charitable, and social enterprise sector  
Volunteer firms share corporate advice, so community organisations can flourish.*

*Committee Report, Ms Juliana Yap, Chairperson*

Project Law Help (“PLH”) seeks to help the growing number of community organisations - charities, not-for-profit organisations and social enterprises by matching them with a volunteer law practice, to share and provide pro bono corporate advice. These organisations tend to struggle with limited resources, especially in their budding phase. With the help of the volunteer law firms, community organisations are legally equipped to manage their operations, so they can get on with what matters most – giving back and reaching their charitable goals. In achieving its goals, the Project Law Help Committee (“PLH Committee”) plays a multi-faceted role.

## **Access to legal assistance for community organisations**

The PLH Committee oversees initiatives for community organisations to access pro bono legal counsel and assistance. Through the various schemes under these initiatives the PLH committee also seeks to facilitate, promote, support and encourage a sustainable commitment to pro bono work for community organisations among members of the Singapore legal profession. The 2 main schemes under which volunteer lawyers provide pro bono advice and assistance: (a) **Community Organisation Clinics (“COC”)** and (b) **Project Law Help (“PLH”)**.

### **COC**

The COC consist of 45-minute consultation sessions with volunteer lawyers on corporate/transaction matters. Representatives from community organisations have the opportunity to discuss their legal issues and obtain pro bono basic legal advice. The COC is tailored to quick legal consults.

### **PLH**

PLH is a scheme which facilitates more prolonged legal representation. LSPBS conducts an initial consultation with the community organisation to gain information about the legal issues faced and the appropriate scheme it could come under. Under PLH, qualifying community organisations are matched with law firms that are willing to provide free non-litigation legal services. The assigned volunteer law firm will work directly with the community organisations under a formal solicitor-client relationship.

## **Keeping abreast of Charity Council's initiatives and requirements**

The PLH Committee keeps track of the various requirements and guidelines issued by the Charity Council, and strives to align its approach with the good governance standards and best practices promoted by the Charity Council. This ensures that LSPBS is attuned to the latest developments in the charity sector and continues to effectively support community organisations.

## **Capacity Building**

We engage in capacity building and raising law awareness for community organisations by collaborating with various partner organisations in seminars and outreach events. These include the National Council of Social Service (“NCSS”), the Charities Unit under Ministry of Culture, Community and Youth (“MCCY”), the Centre for Non-Profit Leadership (“CNPL”) under National Volunteer and Philanthropy Centre (“NVPC”), the Singapore Centre for Social Enterprise (“raiSE”), amongst others.

## **Publication**

LEGALESE is a legal handbook produced and published by LSPBS to provide useful basic legal resource for community organisations. The 2nd edition of LEGALESE was published in 2016.

# PLH STATISTICS

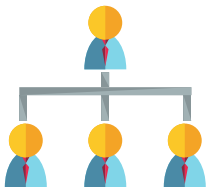


## Community Organisation Clinincs



**36 Applications**  
**32 Successful Matches**

## Project Law Help



**10 Applications**  
**5 Successful Matches**



*“Sessions like these play an integral role in ensuring that successful social entrepreneurship can flourish...raiSE extends our appreciation to the lawyers who supported the session with their time, knowledge and advice, as well as to LSPBS for co-creating a session that met the needs of our aspiring entrepreneurs.*

*We look forward to collaborating with LSPBS again.”*  
**raiSE Singapore**



# CAPACITY BUILDING SERIES



## 21st CENTURY RISK INSURING AGAINST IT

The threat represented by cyber risks is as tangible as physical threats to a charity's assets. As technology and criminals increase in sophistication, cyber risks are evolving and becoming more complex, heightening the propensity of cyber incidents and data breaches.

Once a breach occurs there are potentially significant and adverse ramifications for a charity. With tighter regulations globally, such as the General Data Protection Regulation (GDPR) (a data protection law framework in EU) and the Cybersecurity Bill in Singapore, all organisations need to be ready to combat their cyber exposures.

Discover how your charity can better understand and mitigate its cyber risk.

**REGISTER NOW**  
<https://bit.ly/2MRp0Zn>



**Organised by**  
LAWYERS WHO KNOW ASIA  
**AIG**

**Date:** 8 October 2018  
**Time:** 5.00pm - 6.30pm  
**Venue:** 9 Battery Road, Sky Garden at Level 21, Singapore 049910.



## LITIGATION RISK MANAGEMENT

A bespoke training programme for Board members and Executive Directors of Charities and NPOs to appreciate situations that may give rise to legal liability and how they can be mitigated by appropriate upstream measures with discussions on dispute resolution mechanisms.

Join Ms Aurill Kam, Director, Legal Clinic LLC who will raise your level of litigation risk management and empower you with simple steps your organisation can adopt to mitigate these risks

**REGISTER HERE**  
<https://tinyurl.com/ybcv7796>



**Date:** 31 August 2018  
**Time:** 5pm (Registration starts at 4.30pm)  
**Venue:** Law Society Pro Bono Services 17 Phillip Street, #08-00 Grand Building Singapore 048695





### VOLUNTEER CAPABILITY BUILDING SERIES



## Sexual Harassment

### Advising on Sexual Harassment Matters

With the growing awareness of sexual harassment, we anticipate an increase in applicants at legal clinics seeking advice on these matters.

This workshop will provide our legal clinic volunteers and others a refresher on relevant legislation and guidance on how to handle such matters with sensitivity.

Hear from our experts as they share the legal framework and what amounts to workplace harassment. Understand what best practices employers can take to create a safe work environment and manage workplace harassment.

**Our Experts**

 <b>Anoop Kaur</b> Barrister Senior Associate Morgan Lewis Stamford LLC	 <b>Feng Wai Li</b> Director RSL LLC	 <b>Anusha Chandrasekaran</b> Legal Counsel Singapore Land Authority	 <b>Tan Ai Song</b> Elder Law Consultant
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**Date:** 3 May, Thursday 2018  
**Registration:** 4.15pm  
**Time:** Workshop: 5pm - 6.30pm  
**Venue:** Morgan Lewis Stamford LLC Ocean Financial Centre #27-00 10 Collyer Quay S049315



### VOLUNTEER CAPABILITY BUILDING SERIES



## Forensics

### Forensics in the legal context

When a lawyer handles a case that involves forensic evidence, their competence in law needs to be complemented by a working knowledge of the science. The right to examine and cross-examine has been moved as a method of testing the veracity of the witness and the reliability of the evidence, the system will not be able to fulfil its purpose if the lawyer does not possess a good understanding of the basis, validity and implications of the forensic evidence and expert report.

This workshop will provide our volunteers and others knowledge of forensics used in both civil and criminal matters. It will enhance your understanding of scientific principles, methodologies and logical reasoning used in interpreting forensic results.

Hear from our experts as they outline the essence of various forensic disciplines and show how they can be brought to good account, to enhance or ameliorate the outcome of your case.

**Our Experts**

 <b>Mubashir</b> Director Drew & Napier LLC	 <b>Lisa Chia Chin</b> Senior Consultant Forensic Scientist The Forensic Experts Group (P)02	 <b>Dr Michael Tay</b> Senior Consultant Forensic Scientist The Forensic Experts Group (P)02
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**Date:** Thursday 19 July 2018  
**Registration:** 4.15pm  
**Time:** Workshop: 5pm - 6.15pm  
**Venue:** Drew and Napier LLC 11th Floor Ocean Financial Centre Singapore 049315




### VOLUNTEER CAPABILITY BUILDING SERIES



## Seeing the Invisible

### Dealing with persons with disabilities

Ever heard of an "invisible disability"? On a daily basis, people from all walks of life can be living with hidden challenges. From chronic pain, to mental illness, hearing and vision impairment, and more, as their very definition, they can be hard to spot. So what do you do if someone living with an invisible disability, happens to be your client? Would you know how to recognise its impact, or know what to look out for? How might it affect your lawyer-client relationship, the advice you give, or your ability to connect and understand someone's habits? Needs?

This workshop provides a greater insight into all of these questions, and more. For our legal clinics, criminal legal aid volunteers, and others - we invite you to learn from our panel of experts.

Learn about best practices, and how to define invisible disabilities. Increase your awareness of the issues typically faced by this invisible vulnerable group, so that you can assist people more effectively.

**Our Experts**

 <b>Dante Chiu</b> Director Morgan Lewis Stamford LLC	 <b>Peggy Tse</b> Director PVI Legal LLC	 <b>Wahlan Au</b> Partner Clifford Law	 <b>Paul Chia</b> Psychologist Association for Persons with Special Needs
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**Date:** Wednesday, 30 January 2019  
**Registration:** 4.00pm  
**Time:** Workshop: 4.30pm - 6.15pm  
**Venue:** Morgan Lewis Stamford LLC Ocean Financial Centre #27-00 10 Collyer Quay S049315



Morgan Lewis & Stamford Practitioners are staffed by lawyers in relation to the Mandatory CPD Scheme. For details on CPD points, please refer to the Mandatory CPD Scheme website: [www.sls.com.sg](http://www.sls.com.sg)

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# AD HOC PRO BONO SCHEME

*Providing pro bono legal representation for persons with exceptional circumstances who do not meet the criteria for existing legal aid schemes but nonetheless are in urgent need.*

The Ad Hoc Pro Bono Scheme ("AHPBS") was set up to prevent persons in dire need of legal help from falling through the cracks in the justice system. Upon receiving an application, which are accepted on a referral-only basis (e.g. from the Courts, Social Service Agencies, government organisations, lawyers, etc), LSPBS conducts a full assessment of the applicant's suitability for help, and matches qualified applicants with volunteer lawyers.

## **Project LEAF**

Project LEAF (Legal Empowerment and Assistance for Foreign spouses) started in December 2018 together with Ms June Lim, our Pro Bono Ambassador for 2018. Project LEAF is a pilot project which serves as a precursor to the upcoming Family Justice Support Scheme, one component of which will be to institutionalise formal structures to provide assistance in the area of foreign spouses.

Project LEAF provides pro bono legal advice, assistance and/or representation to foreign spouses with Singaporean children. Priority is given to applicants residing in crisis shelters due to domestic violence and/or breakdown of marriage.

To gain a better understanding of the issues faced by these foreign spouses and to identify eligible residents who may require legal assistance, Project LEAF worked with four crisis shelters (Casa Raudha Women Home, SCWO Star Shelter, Anglican Family Centre and The Good Shepherd Shelter). Below are some of the key challenges identified:-

- a. Foreign spouses with Singaporean children are a particularly vulnerable group in our community. Often, they are heavily reliant on their spouses in all areas of their lives, including basic needs such as housing and living expenses. When the marriage breaks down and/or they face domestic abuse, they have no one to turn to for support and assistance.
- b. Foreign spouses face the possibility of repatriation if their Singaporean spouse stops sponsoring visa renewals. This issue is particularly pressing where they have Singaporean children, who will either be uprooted from the country or separated from their mothers, who are usually the primary caregivers.
- c. Many of them cannot afford to engage a private lawyer but do not qualify for existing national legal aid schemes as they are neither Singapore Citizens nor Permanent Residents. Thus, they are left to navigate the complex court system, which could lead to miscarriages of justice.

Project LEAF empowers foreign spouses by educating them on their rights and enabling them to present their case in court effectively, thereby achieving a fair and just outcome with minimal acrimony, while safeguarding the welfare of the children involved.



**33 successful matches**

*"My ex-husband stopped paying maintenance...Thanks to LSPBS and the volunteer lawyer, my daughter can continue her studies to fulfil her dream to be a medical doctor. They saved my daughter's dream."*  
**AHPBS Beneficiary**

# BAR MEMORIAL SCHOLARSHIP FUND



The **Bar Memorial Scholarship Fund** ('the Scholarship') was founded by the members of the Singapore Bar in memory of fellow members who perished in the First World War. It is an annual award given to Singaporean candidates who have obtained admission to, or who are currently taking a course in subjects of study relating to law. Other considerations being equal, preference is given to an undergraduate admitted to, or pursuing, a Bachelor of Law (LLB) course at a Singapore law school, subject to a maximum of \$5,000.00 per annum.

Aside from academic performance, other factors taken into consideration include the character and financial needs of candidates.

For the period April 2018 to March 2019, eight applications were received and considered. Six were awarded the Scholarship at \$2,500.00 per annum until their studies are completed.



# DONORS AND PARTNERS



**350**  
DONORS



**\$1,045,422.18**  
RAISED



## TOP DONORS

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Centre for Non-Profit Leadership (CNPL)  
Community Development Councils  
Community Justice Centre  
Family Justice Courts  
Foreign Domestic Worker Association for Social Support and Training (FAST)  
HealthServe  
Humanitarian Organisation for Migration Economics (HOME)  
Institute of Estate Agents  
Justice Without Borders  
Migrant Workers' Centre  
Ministry of Social and Family Development  
National Arts Council  
National Council of Social Service  
National Volunteer & Philanthropy Centre (NVPC)  
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## MEDIA & PR SUPPORT

Asia PR Werkz



# MEDIA MENTIONS



2

Print Media



44

Online Media

S/N	Media Platform	Date	Article	Featured
1	The Straits Times (online)	Tuesday, 10 April 2018	Recalcitrant offender jailed again for molestation, theft and performing obscene acts in public	CLAS
2	The New Paper (online)	Wednesday, 11 April 2018	Man jailed 15 months for theft and sex offences	CLAS
3	The Straits Times (online)	Wednesday, 11 April 2018	Serial offender jailed 15 months for theft, obscene acts, molestation	CLAS
4	The Straits Times (online)	Friday, 13 April 2018	NGO rolls out online centre to guide people who represent themselves in court	CLAS
5	The Straits Times (online)	Saturday, 14 April 2018	Self-representing in court? She's here to help	CLAS
6	The Straits Times (online)	Monday, 23 April 2018	American conman jailed for a year for money-laundering offences in Singapore	CLAS
7	The Straits Times (online)	Tuesday, 5 June 2018	Drug offender admits to slashing ex-girlfriend's face with penknife while out on bail	CLAS
8	The Straits Times (online)	Thursday, 7 June 2018	Recalcitrant offender given 9 years' preventive detention after committing robbery	CLAS
9	The Straits Times (online)	Friday, 8 June 2018	Preventive detention for recalcitrant offender	CLAS
10	Channel NewsAsia	Monday, 17 June 2019	Lawyers doing more pro bono work (video)	CLC
11	The Straits Times (online)	Friday, 29 June 2018	Cyclist admits to negligent act after colliding into elderly woman, who breaks her hip, in market	CLAS
12	The Straits Times (online)	Tuesday, 3 July 2018	Retiree jailed 3 years for slashing son with chopper	CLAS
13	The Straits Times (online)	Wednesday, 4 July 2018	Maid jailed for putting tranquiliser in breakfast of employer's family	CLAS
14	The Straits Times (online)	Wednesday, 4 July 2018	Retiree jailed for attacking his son with chopper	CLAS
15	Today (online)	Tuesday, 24 July 2018	2 weeks' jail for cyclist who knocked down elderly woman, fracturing her hip	CLAS
16	The Straits Times (online)	Tuesday, 24 July 2018	Cyclist, who injured woman after knocking into her in market, given two weeks' jail	CLAS
17	The New Paper (online)	Wednesday, 25 July 2018	Singapore Woman jailed two weeks for riding bike into elderly woman	CLAS
18	The Straits Times (online)	Wednesday, 25 July 2018	Cyclist who hit woman jailed	CLAS
19	Berita Harian (print)	Thursday, 19 September 2019	Lebih 10,000 penduduk terima nasihat guaman percuma	CLC
20	Berita Harian (online)	Thursday, 19 September 2019	Lebih 10,000 penduduk terima nasihat guaman percuma	CLC
21	The Straits Times (online)	Monday, 24 September 2018	Money-changer employee jailed for absconding with almost \$500,000	CLAS
22	The Straits Times (online)	Tuesday, 25 September 2018	Mother jailed 6 weeks for punching student welfare officer at son's primary school	CLAS
23	The Straits Times (online)	Tuesday, 25 September 2018	Man jailed for fleeing Singapore with \$500k of boss' money	CLAS
24	The Straits Times (online)	Tuesday, 25 September 2018	Jail for man who fed \$'pore with \$470k taken from employer	CLAS
25	The Straits Times (online)	Wednesday, 26 September 2018	She quits job, takes on law degree to challenge herself, help people	CLAS
26	The Straits Times (online)	Wednesday, 26 September 2018	Mum jailed for punching welfare officer at son's school	CLAS
27	The Straits Times (online)	Thursday, 4 October 2018	Guiding couples through the divorce processes	Law Awareness
28	The Straits Times (online)	Saturday, 6 October 2018	Court reverses mum's move to change child's name, race	CLAS
29	The Straits Times (online)	Monday, 22 October 2018	Man jailed 10 weeks for threatening to post nude photos of married lover online	CLAS
30	The Straits Times (online)	Tuesday, 23 October 2018	Man jailed for threatening to post nude photos	CLAS
31	The Straits Times (online)	Wednesday, 24 October 2018	Jailed for threatening ex-lover and insulting her modestly	CLAS
32	The Straits Times (online)	Monday, 5 November 2018	Man who offered Uber driver durian before molesting her gets jail, caning	CLAS
33	The Straits Times (online)	Thursday, 8 November 2018	Father admits hitting his crying baby, causing multiple skull fractures	CLAS
34	The Straits Times (online)	Friday, 9 November 2018	Father fractures toddler's skull because he didn't stop crying	CLAS
35	The Straits Times (online)	Friday, 23 November 2018	Nursing home worker cleared of molesting bedbound patient	CLAS
36	The Straits Times (online)	Friday, 28 December 2018	65-year-old woman who harassed Yishun neighbours gets probation in rare case	CLAS
37	Lianhe Zaobao (print)	Monday, 4 February 2019	提升医例案结案计划四年前推出 获律师义务代表被告人数增近三倍	CLAS
38	Lianhe Zaobao (online)	Tuesday, 5 February 2019	提升医例案结案计划四年前推出 获律师义务代表被告人数增近三倍	CLAS
39	The Straits Times (online)	Wednesday, 6 February 2019	提升医例案结案计划四年前推出 获律师义务代表被告人数增近三倍	CLAS
40	The Straits Times (online)	Monday, 4 February 2019	新加坡头版 提升医例案结案计划四年前推出获律师义务代表被告人数增近三倍	CLAS
41	The Straits Times (online)	Wednesday, 20 February 2019	Man jailed for cheating 'godma' of \$125,000 with fake Rolex and family crisis ruse	CLAS
42	The Straits Times (online)	Monday, 4 March 2019	Parliament: Criminal legal aid cases jumped 4-fold last year, compared to 2015, says Edwin Tong	CLAS
43	The Straits Times (online)	Monday, 4 March 2019	More than 500 Protection Order applications made under POHA since Nov 2014; Edwin Tong	CLAS
44	The Straits Times (online)	Tuesday, 5 March 2019	Debate on ministries' budgets: Communications and Information; Nearly 1,600 helped by Criminal Legal Aid Scheme last year	CLAS
45	The Straits Times (online)	Tuesday, 5 March 2019	鼓励以诉讼以外方式解决商业纠纷各道或强制先接受调解 苏文琪 傅丽云 余忠达	CLAS
46	The Straits Times (online)	Wednesday, 27 March 2019	Courier gets 10 weeks' jail for assaulting pregnant girlfriend and road-rage incident	CLAS

# JUST MAKAN 2019: JUSTICE IS SERVED

*Fullerton Hotel, Friday, 29 March 2019*

In keeping with the spirit of Just Walk (2015), Just Sing (2016) and Just Jubilee (2017), **Just Makan: Justice is Served** fundraising dinner served as a platform for uniting both the legal fraternity and the community in promoting legal awareness and access to justice.

Just Makan was held on 29 March 2019 at the Fullerton Hotel. Senior Minister of State, Edwin Tong, Ministry of Law and Ministry of Health was our Guest of Honour.

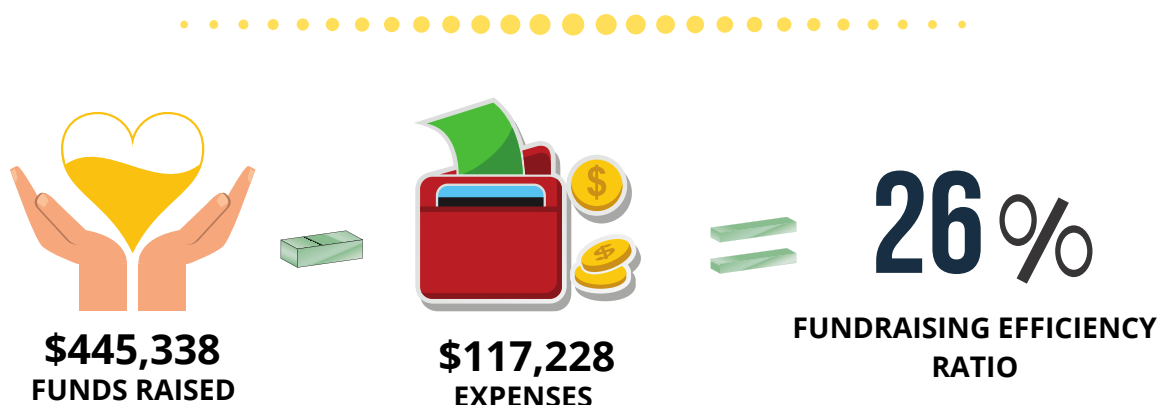
## The dinner:

- Recognised and appreciated the volunteers who have given their time and expertise to the pro bono legal landscape of Singapore;
- Recognised and appreciated the anchor donors, institutional partners, and CLAS Fellowship sponsors, and all others who have given their financial resources for the furtherance of the mission of LSPBS.
- Showcased the five pillars of LSPBS and the work they each do, and the stories and testimonials given by the beneficiaries of our programmes.
- Fundraised for our programmes for the year and beyond.

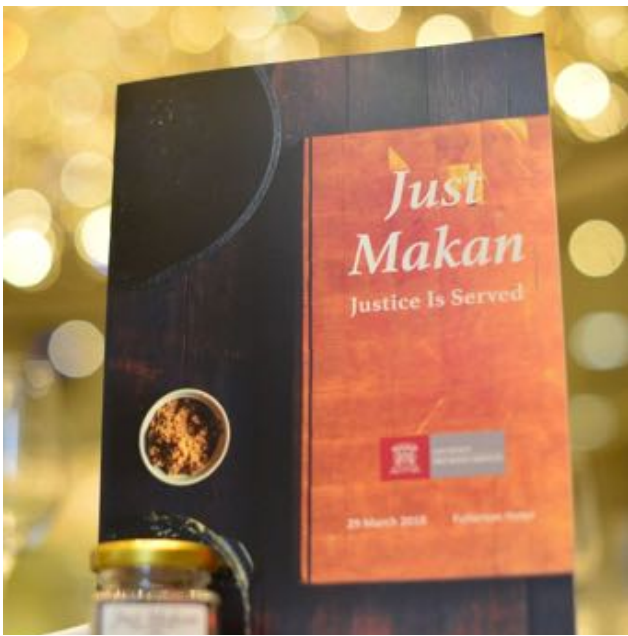
The evening's programme included a video titled "60 seconds on pro bono", where our Chairman, Mr Gregory Vijayendran, SC, and each of the programme Committee heads shared about the importance of pro bono to them, as well as the work they had done and their vision for their respective programmes.

Champion volunteers and donors of LSPBS were recognised and presented with a teapot set, Brush with the Law 2019, specially made by Kim Whye Kee for their dedication towards the pro bono cause. A live auction was helmed by Paul Foster. Guests were entertained by music from Chain Reaction followed by a rocking night with music from Guilty as Charged who donated their time and talent to the event. Over 450 guests attended the dinner and over \$400,000 was raised for LSPBS.

LSPBS is grateful to all partners, volunteers and staff who contributed to the success of **Just Makan: Justice is Served**.



















**Top 2018 Community Legal Clinics Volunteers**  
*Krishna Sharma, Ng Boon Gan  
and Richard Tan (l-r)*



**Top CLAS Volunteers**  
*Chong Yi Mei, Stacia Yang for Wilbur Lim and  
Amogh Nallachandran (l-r)*



**Top Ad Hoc Volunteers**  
*Haryini Iyengar, Melissa Tonglee, Mia Watanabe, Ng Li Yen  
and Nicole Fraser (l-r)*



**Top Law Awareness Volunteers**  
*Jeremiah Choy, Ng Bin Hong Patrick Tay  
and Richard Siaw (l-r)*



# OUR YEAR AHEAD

## Family Justice Support Scheme (FJSS)

The concept of a Family Law Assistance Scheme was first brought up by the Chief Justice during his Opening of the Legal Year speech in 2018. The idea was for the *"FJC to work with the Law Society to explore the possibility of launching a Family Law Assistance Scheme"*, to *"develop a low bono model ... [and] increase access to legal services for those within the "sandwich class" who get embroiled in family disputes. The underlying thinking is that if trained and committed practitioners bring their wisdom and counsel to bear on these disputes, this too should help reduce acrimony in the proceedings"*. LSPBS, together with the Family Law Practice Committee, hosted a town hall session on 7 August 2018 at the State Courts Bar Room, to obtain feedback from the Family Bar on the proposed FJSS. The session, which was attended by more than 60 members, provided an opportunity for members to discuss, interact and provide feedback on the FJSS. Following the town hall session, a questionnaire was circulated for Family Law Practitioners to share their feedback on the proposed FJSS.

The feedback was positive and indicated the Family Bar's support for the proposed FJSS. More than 65% of the respondents agreed that help should be extended to litigants who fail LAB's means test as well as impecunious foreign spouses. Nearly 80% of the respondents agreed that a legal clearing house will help categories of people who are under-lawyered. Since then, LSPBS has been working with various stakeholders to scope out the conceptual framework of the proposed Family Justice Support Scheme, which we target to launch by the end of 2019.

## Assistance for Migrant Workers Social Service Agencies

The LSPBS Migrant Workers' Group, which will be launched officially in Q4 2019, was set up to foster greater alignment and closer collaboration in enhancing legal awareness and access to justice in the migrant worker community in Singapore.

The collaboration aims to facilitate access to justice and legal knowledge for the migrant worker community by, inter alia:

- Identifying areas of needs and potential areas of collaboration amongst the participating Voluntary Welfare Organisations (VWOs);
- Providing opportunities for the VWOs to collaborate with LSPBS and other organisations to demonstrate social responsibility towards the migrant worker community; and
- Providing a platform for discussion, exchange of ideas and sharing of resources.

## Law Awareness webinars on "taboo" topics

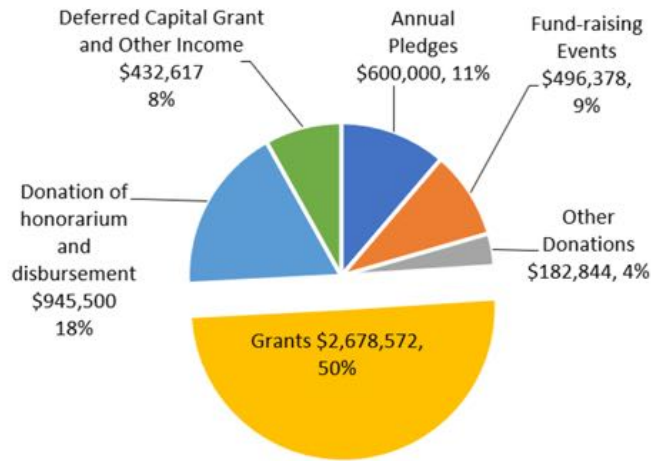
Due to the stigma associated with certain "taboo" legal topics, members of the public may be hesitant to attend some of the law awareness talks in person. To reach out to the wider community, LSPBS is working with the LAWs @ CDC Committee and other partners to produce webinars (web-based seminars), which would allow individuals to attend the "live" talks using their personal electronic devices, including their handphones. Through the interactive Q&A segment, attendees will be able to ask questions in real time anonymously, thereby removing any reservations they may have due to the nature of the topics discussed. To kickstart this series, two common taboo topics have been selected: **Dealing with Debt and Divorce and You**. Additionally, in partnership with the Singapore Heart Foundation, there will be a third webinar where the ethical and legal issues of being a Good Samaritan are discussed to encourage and help more come forward to help others.



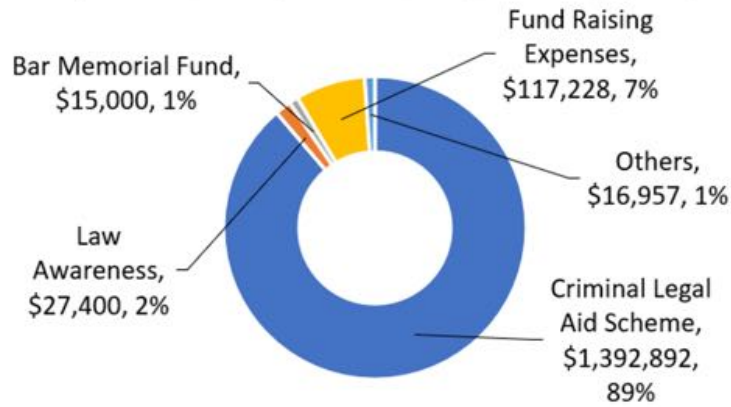


# FINANCIAL HIGHLIGHTS

**FY 2018/19 Income (\$5,335,912)**

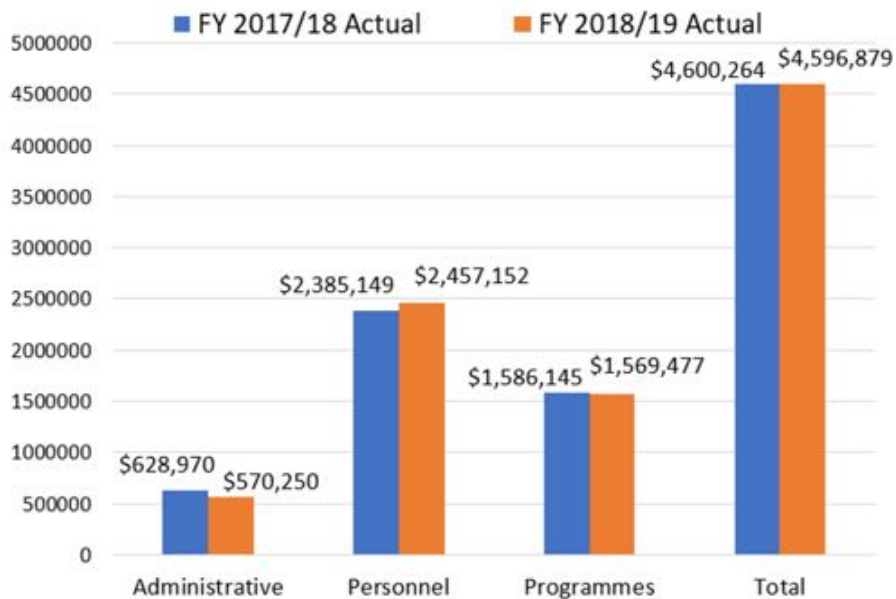


**FY 2018/19 Expenses by Programme (\$1,569,477)**



- Criminal Legal Aid Scheme
- Law Awareness
- Bar Memorial Fund
- Fund Raising Expenses
- Others

**FY 2018/19 Expenses Compared with Last Year**





# GOVERNANCE

## A. BOARD & EXECUTIVE MANAGEMENT

### LSPBS Board of Directors

LSPBS is governed by a Board of Directors (“the Board”). The Board provides leadership to enable LSPBS to carry out its objects as set out in the Constitution.

The composition, powers and functions of the Board are governed by the Constitution.

The majority of the Board shall as far as practicable be lawyers with a practicing certificate issued under Section 25 of the Legal Profession Act (Cap. 161) in force.

No Board member is paid any remuneration or fees for his services and no Board member is a staff of LSPBS.

### Roles and Responsibilities

It is the responsibility of the Board to ensure that LSPBS complies with the Constitution and all relevant laws and regulations, as well as make sure LSPBS is governed and managed responsibly and prudently to achieve organizational effectiveness, credibility and sustainability. The Board’s roles and responsibilities include to:

- Set LSPBS long-term objectives, purpose and strategy, including the charity's mission, vision, values and standards;
- Ensure necessary management and financial controls are in place;
- Approve annual operating and capital expenditure budgets and any material changes to them;
- Approve the annual report and audited accounts.

### Term Limit of Board

Board members are appointed for a term of two (2) years and may be re-appointed at the expiration of the term. To ensure succession planning and steady renewal in the spirit of sustainability of LSPBS, the Board has a term limit of ten years.

### Board Meetings and Attendance

The Board meets at least once every four (4) months with a quorum of four (4) Board members. The following table sets out the individual Board member’s attendance at the meetings.

Board Member	Current Designation	Date of First Appointment (DD/MM/YYYY)	Board Attendance
Gregory Vijayendran Ganesamoorthy, SC	Chairman	04/01/2017	4 of 4
Kelvin Wong	Deputy Chairman	04/01/2017	3 of 4
Dinesh Singh Dhillon	Treasurer	04/01/2017	3 of 4
Mrs Arafat Selvam	Board Member	04/01/2017	4 of 4
Cyril Chua	Board Member	04/01/2017 - 03/01/2019	3 of 3
Derek Kang Yu Hsien	Board Member	04/01/2017	2 of 4
N Sreenivasan, SC	Board Member	04/01/2017	0 of 4
Paul Seah	Board Member	01/02/2019	1 of 1
Tan Cheow Hung	Board Member	04/01/2017	4 of 4
Adrian Tan	Board Member	04/01/2017	1 of 1
Thio Shen Yi, SC	Board Member	04/01/2017	1 of 4
Wendell Wong Hin Pkin	Board Member	04/01/2017	2 of 4



## Board and Programme Committees

The Board is further complemented by 4 Board Committees and 4 Programme Committees.

### Board Committees

#### (i) Audit

The Audit Committee facilitates the external and internal audit of LSPBS for the Board to obtain independent information about LSPBS activities.

The Audit Committee's responsibilities include:

- To oversee the financial reporting and disclosure process, and monitor the choice of accounting policies and principles;
- To review the audit plans and reports of the external auditors and internal auditors, and considers the effectiveness of the actions taken by management on the auditors' recommendations;
- To conduct periodic internal checks on key processes to ensure compliance with the established procedures, and report to the Board on the findings and recommendations for improvements;
- To analyse and address the risks that are associated with the key processes;
- To oversee regulatory compliance and whistleblower guidelines;
- To report to the Board of any financial irregularities, concerns and opportunities; and
- To liaise with auditors on any significant matters arising.

#### (ii) Finance

The responsibilities of the Finance Committee include:

- To prepare LSPBS' budget for Board's approval;
- To develop coherent financial policies for LSPBS including investment policies and guidelines for the Board's approval;
- To review the various functions and activities of LSPBS which impact the finances of LSPBS;
- To ensure that the appropriate internal controls and risk management strategies (both operational and financial risks) are in place; and
- To ensure accountability to the Board, LSPBS and its stakeholders.

The Treasurer of LSPBS is the Chairperson of the Finance Committee.

#### (iii) Fundraising

The Fundraising Committee is responsible for overseeing LSPBS' overall fundraising and, in particular, the fundraising done by the Board. The Fundraising Committee's responsibilities include:

- To work with staff to establish a fundraising plan that incorporates a series of appropriate vehicles, such as special events, direct mail, fundraising campaigns, etc;
- To work with fundraising staff in their efforts to raise money;
- To identify and solicit funds from external sources of support;
- To take the lead in certain types of outreach efforts, such as chairing a dinner/dance committee or hosting fundraising parties, etc;
- To be responsible for involvement of all Board members in fundraising; and
- To monitor fundraising efforts to ensure that the fundraising activities are transparent and ethical, that donors are acknowledged appropriately, and that fundraising efforts are cost-effective.

#### **(iv) Human Resource**

The responsibilities of the HR Committee include:

- Reviewing job descriptions;
- Establishing a system for setting the remuneration of staff;
- Establishing a volunteer management system;
- Establishing a fair and transparent performance review and appraisal system for staff;
- Reviewing staff salary and benefits package; and
- Guiding the development, review and authorisation of HR policies and procedures.

### **Programme Committees**

#### **(i) Criminal Legal Aid Scheme (CLAS)**

The Terms of Reference of the CLAS Committee are:

- i. To co-ordinate and advise the Board on the administration of the Criminal Legal Aid Scheme (the Scheme);
- ii. To hold dialogue sessions, seminars, talks and visits relevant for volunteer lawyers and / or pupils of the Scheme on criminal law, practice and procedure;
- iii. To publish relevant information to the public on the Scheme and on criminal law and procedure;
- iv. To organise fund raising activities for the Scheme on behalf of LSPBS; and
- v. To keep the Board apprised of all such activities.

#### **(ii) Community Legal Clinics (CLC)**

The Terms of Reference of the CLC Committee are:

- i. To ensure that the proposed expansion plans are implemented effectively, efficiently and according to the timeline.
- ii. To provide guidance and oversee the implementation process.
- iii. To co-ordinate and advise the Board on the administration of the Community Legal Clinics network.
- iv. To hold dialogue sessions, seminars, talks and visits relevant for volunteer lawyers and / or pupils on Community Legal Clinics processes, practice and procedure.
- v. To publish relevant information to the public on the Community Legal Clinics network and the services provided.
- vi. To organize fund raising activities for the Community Legal Clinics network on behalf of LSPBS; and
- vii. To keep the Board apprised of all such activities.

#### **(iii) Law Awareness**

The Terms of Reference of the Law Awareness Committee are:

- i. To assist the Board in its purpose to facilitate the acquisition of legal knowledge by members of the public;
- ii. To recommend and implement law awareness projects and programmes for the public's benefit;
- iii. To undertake fund raising projects on behalf of LSPBS for law awareness programmes; and
- iv. To apprise the Board of all such activities.

#### **(iv) Project Law Help (PLH)**

The Terms of Reference of the PLH Committee are:

- i. To make provision for a scheme by which legal practices and advocates and solicitors can provide pro bono non-litigation commercial legal advice to charities, non-profit organizations, social enterprises and voluntary welfare organisations.
- ii. To facilitate, promote, support and encourage a sustainable commitment to pro bono work within the legal profession in Singapore.

## B. HUMAN RESOURCE MANAGEMENT

Annual Remuneration of 3 Highest Paid Staff

Salary Bands (in bands of SGD100,000)	Number of Staff
SGD100,000 – SGD199,999	2
SGD200,000 – SGD299,999	1

No LSPBS staff serve in the Board.

LSPBS does not have paid staff who are close members of the family of the Executive Head or Board members.

## C. FINANCIAL MANAGEMENT AND INTERNAL CONTROL

### Reserves Policy

For long-term stability of the operations, it is the objective of LSPBS to achieve a reserve that would be able to sustain operations for a three years period in the event of a decline in donations.

### Whistle-blowing Policy

LSPBS has in place a Whistle-blowing Policy to address concerns about possible wrong-doing or improprieties in financial or other matters within LSPBS.

### Conflict of Interest Management

Every Board Member is required to comply with the LSPBS Conflict of Interest & Related Party Transactions Policy, as well as the provisions of the Companies Act relating to the disclosure of the interests of the Board Members.

The Board has put in place documented procedures for Board members and staff to declare actual or potential conflicts of interest on a regular and need-to basis.

Board members also abstain and do not participate in decision-making on matters where they have a conflict of interest.

## D. GOVERNANCE EVALUATION CHECKLIST

S/N	Code guideline	Code ID	Compliance
<b>Board Governance</b>			
1	Induction and orientation are provided to incoming governing board members upon joining the Board. <b>Are there governing board members holding staff appointments? (skip items 2 and 3 if "No")</b>	1.1.2	Complied  No
2	Staff does <b>not chair</b> the Board and does <b>not comprise more than one third</b> of the Board.	1.1.3	NA
3	There are written job descriptions for the staff's executive functions and operational duties, which are distinct from the staff's Board role.	1.1.5	NA
4	The Treasurer of the charity (or any person holding an equivalent position in the charity, e.g. Finance Committee Chairman or a governing board member responsible for overseeing the finances of the charity) <b>can only serve a maximum of 4 consecutive years</b> . If the charity has not appointed any governing board member to oversee its finances, it will be presumed that the Chairman oversees the finances of the charity.	1.1.7	Complied
5	All governing board members must submit themselves for <b>re-nomination and re-appointment</b> , at least once every 3 years.	1.1.8	Complied
6	The Board conducts <b>self-evaluation</b> to assess its performance and effectiveness once during its term or every 3 years, whichever is shorter. <b>Is there any governing board member who has served for more than 10 consecutive years? (skip item 7 if "No")</b>	1.1.12	Complied  No
7	The charity discloses in its annual report the <b>reasons for retaining the governing board member who has served for more than 10 consecutive years</b> .	1.1.13	NA
8	There are <b>documented terms of reference</b> for the Board and each of its committees.	1.2.1	Complied
<b>Conflict of Interest</b>			
9	There are documented procedures for governing board members and staff to declare actual or potential <b>conflicts of interest</b> to the Board at the earliest opportunity.	2.1	Complied
10	Governing board members <b>do not vote or participate</b> in decision making on matters where they have a conflict of interest.	2.4	Complied
<b>Strategic Planning</b>			
11	The Board <b>periodically reviews and approves the strategic plan</b> for the charity to ensure that the charity's activities are in line with the charity's objectives.	3.2.2	Complied



## D. GOVERNANCE EVALUATION CHECKLIST

S/N	Code guideline	Code ID	Compliance
<b>Human Resource and Volunteer Management</b>			
12	The Board approves <b>documented human resource policies</b> for staff.	5.1	Complied
13	There is a <b>documented Code of Conduct</b> for governing board members, staff and volunteers (where applicable) which is approved by the Board.	5.3	Complied
14	There are processes for regular supervision, appraisal and professional development of staff.	5.5	Complied
	<b>Are there volunteers serving in the charity? (skip item 15 if "No")</b>		Yes
15	There are <b>volunteer management policies</b> in place for volunteers.	5.7	Complied
<b>Financial Management and Internal Controls</b>			
16	There is a documented policy to seek the Board's approval for any loans, donations, grants or financial assistance provided by the charity which are not part of the charity's core charitable programmes.	6.1.1	Complied
17	The Board ensures that <b>internal controls for financial matters</b> in key areas are in place with <b>documented procedures</b> .	6.1.2	Complied
18	The Board ensures that reviews on the charity's internal controls, processes, key programmes and events are regularly conducted.	6.1.3	Complied
19	<b>The Board ensures that there is a process to identify, and regularly monitor and review the charity's key risks.</b>	6.1.4	Complied
20	The Board approves an <b>annual budget</b> for the charity's plans and regularly monitors the charity's expenditure.	6.2.1	Complied
	<b>Does the charity invest its reserves (e.g. in fixed deposits)? (skip item 21 if "No")</b>		Yes
21	The charity has a <b>documented investment policy</b> approved by the Board.	6.4.3	Complied
<b>Fundraising Practices</b>			
	<b>Did the charity receive cash donations (solicited or unsolicited) during the financial year? (skip item 22 if "No")</b>		Yes
22	All collections received (solicited or unsolicited) are <b>properly accounted for and promptly deposited</b> by the charity.	7.2.2	Complied
	<b>Did the charity receive donations in kind during the financial year? (skip item 23 if "No")</b>		No
23	All donations in kind received are properly recorded and accounted for by the charity.	7.2.3	NA

## D. GOVERNANCE EVALUATION CHECKLIST

S/N	Code guideline	Code ID	Compliance
<b>Disclosure and Transparency</b>			
24	<b>The charity discloses in its annual report —</b> (a) the number of Board meetings in the financial year, and (b) the attendance of every governing board member at those meetings. <b>Are governing board members remunerated for their services to the Board? (skip items 25 and 26 if "No")</b>	8.2	Complied
25	<b>No governing board member is involved in setting his own remuneration.</b>	2.2	NA
26	The charity discloses the <b>exact</b> remuneration and benefits received by each governing board member in its annual report. <b>OR</b> The charity discloses that no governing board member is remunerated. <b>Does the charity employ paid staff? (skip items 27, 28 and 29 if "No")</b>	8.3	NA
27	No staff is involved in setting his own remuneration.	2.2	Complied
28	<b>The charity discloses in its annual report —</b> (a) the total annual remuneration for each of its <b>3 highest paid staff</b> who each has received remuneration (including remuneration received from the charity's subsidiaries) <b>exceeding \$100,000</b> during the financial year; and (b) whether any of the 3 highest paid staff also serves as a governing board member of the charity. The information relating to the remuneration of the staff must be presented in bands of \$100,000.	8.4	Complied
29	The charity discloses that there is <b>no</b> paid staff, being a close member of the family belonging to the Executive Head or a governing board member of the charity, who has received remuneration exceeding \$50,000 during the financial year.	8.5	Complied
<b>Public Image</b>			
30	The charity has a <b>documented communication policy</b> on the release of information about the charity and its activities across all media platforms.	9.2	Complied



# **CORE PROGRAMME INFORMATION**



## **LSPBS provides:**

- (a) pro bono legal assistance for the most disadvantaged in the community as well as for organisations serving the needy;
- (b) support for lawyers undertaking pro bono work; and
- (c) support for other organisations engaged in access to justice initiatives.

Policies adopted by LSPBS during the financial year in pursuance of the Charity's objectives have included policies to:

- (a) facilitate the recruitment and mobilization of volunteers for pro bono services through:
  - the presentation of a range of pro bono volunteer opportunities catering to different interests, time commitments and legal/practice expertise; and
  - the transfer of skills, know-how and a positive pro bono spirit from senior volunteers to junior volunteers;
- (b) facilitate volunteer networking, the transfer and dissemination of information and ideas among volunteers and the organic development of pro bono initiatives to meet needs/gaps in the legal assistance framework; and
- (c) encourage law practices to support their lawyers to volunteer for pro bono work.

## **Programmes for individuals**

Our **Law Awareness** programmes reach out to members of the public to increase understanding of how the law applies in their daily lives. We do this through:

- Free public legal education talks, seminars, exhibitions and information booklets;
- Collaborations such as our Law Works partnership with NTUC and our annual Law Awareness Weeks @CDC collaboration with the Community Development Councils and People's Association;
- Focused outreach such as our **Project Schools** programme which provides legal knowledge to students and Law Cares which seeks to raise legal awareness concerning end of life issues (wills, lasting power of attorney etc.)

Our **Community Legal Clinics** offer free basic legal advice to members of the public who are facing a legal issue on personal matters and do not have access to legal advice or representation. Needy applicants are also offered alternate legal clinic options through our partnership with the Community Justice Centre to provide specialised Civil Legal Clinics, Family Legal Clinics and daily on-site legal advice at the State Courts.

Our **Criminal Legal Aid Scheme** offers pro bono criminal defence representation for needy accused persons regardless of nationality.

Our **Ad Hoc Pro Bono Scheme** offers legal representation for persons with exceptional circumstances who do not meet the criteria for existing legal aid schemes but nonetheless are in urgent need.

Please see **Appendix A** for a table providing an overview of our main pro bono programmes for individuals and the reports of the Programme Committee Chairpersons for the **Law Awareness, Community Legal Clinics, Criminal Legal Aid Schemes and Project Law Help**.

## Programmes for non-profit organisations

Recognizing that charities, voluntary welfare organisations, non-profit organisations and social enterprises (collectively referred to as community organisations) are often run on limited resources and may have difficulty affording legal consultation and representation, we have 3 legal assistance schemes for non-profit organisations: the **Community Organisation Clinic**, **Project Law Help** and the **Joint International Pro Bono Committee**.

The **Community Organisation Clinic** offers free basic legal advice on operational issues for community organisations in Singapore that have an objective to meet community concerns or needs.

**Project Law Help** assists community organisations doing community work in Singapore by matching eligible organisations with a volunteer law practice that will provide pro bono non-litigation corporate legal assistance.

Legal assistance rendered under Project Law Help covers pro bono corporate transactional assistance in addition to legal advice.

The **Joint International Pro Bono Committee** assists non-profit organisations based in Singapore but doing community work overseas with pro bono non-litigation corporate legal assistance.

We also run free legal awareness talks for non-profit organisations to (a) update their frontline staff/social service workers on laws which may assist their beneficiaries or (b) update management staff/board members on laws concerning the operation/governance of their organisations.

We also provide legal information relevant to the set-up and running of non-profit organisations through our online NPO guide information portal as well as our “Legalese” publication which is made available free of charge and can also be downloaded from our website.

Please see **Appendix B** for a table providing an overview of our main pro bono programmes for non-profit organisations and the report of the Programme Committee Chairperson for the **Project Law Help Scheme**.

## Programmes supporting our volunteers

We have a number of programmes to support our volunteers including:

- (a) **Capacity building** and training talks for our volunteers to enhance their pro bono legal advice and representation work.
- (b) The **Ad Hoc Pro Bono Scheme** (AHPBS) which assists practitioners and firms who wish to undertake pro bono work for needy persons on an ad hoc basis by screening and preparing a suitability report on the potential recipient of the pro bono assistance.
- (c) The **Volunteer Initiative Support Scheme** which assists practitioners undertaking their own pro bono initiatives with administrative support and volunteer coordination and mobilization.
- (d) Social Service Agency referral service which helps to alleviate the burden often encountered by practitioners in searching for relevant assistance schemes to help dysfunctional pro bono clients. We provide guidance on relevant social service agencies/schemes and assists in making referrals to those agencies/schemes.

Please see **Appendix C** for a table providing an overview of our main volunteer support programmes.



## **Programmes to assist or collaborate on access to justice initiatives with other organisations**

We strive for synergy and an integrated approach in delivering access to justice initiatives.

We have developed systems and procedures for the running of pro bono programmes. Systems for programme administration, volunteer mobilisation and volunteer support materials are a valuable resource for other organisations seeking to start or develop their pro bono programmes. We give ready access to our resources to organisations initiating or administering pro bono programmes. We assist agencies with volunteer recruitment by publicising pro bono opportunities with these agencies to our pool of volunteers and organise regular inter-agency networking sessions to share on new developments and needs within the pro bono landscape.

We work closely with law faculties, pro bono law centres and law student pro bono groups such as the NUS Pro Bono Group and SMU Outreach Club to provide meaningful pro bono volunteer opportunities for law students.

We have collaborated or are collaborating with a number of other organisations including the Agency for Integrated Care, Association of Women for Action and Research (AWARE), Association of Corporate Counsel, Centre for Domestic Employees (CDE), Centre for Non-Profit Leadership (CNPL), Community Justice Centre, Family Justice Courts, Foreign Domestic Worker Association for Social Support and Training (FAST), HealthServe, Humanitarian Organisation for Migration Economics (HOME), Justice Without Borders, Mayors Committee of the Community Development Councils, Methodist Welfare Services, Migrant Workers' Centre, Ministry of Law, Ministry of Social and Family Development, National Arts Council, National Council of Social Service, National Volunteer & Philanthropy Centre (NVPC), National University of Singapore, NTUC, People's Association, Singapore Centre for Social Enterprise (raiSE), Singapore Management University, Singapore Academy of Law, Singapore Corporate Counsel Association, Singapore Institute of Legal Education, State Courts, Transient Workers Count Too (TWC2), Tripartite Alliance for Dispute Management (TADM).

## APPENDIX A

# Programmes for Individuals

Legal Clinic Advice		
Programme	Service Provided	Operations
Community Legal Clinics	General legal clinic advice on personal legal issues	4 x per week, alternating between the North West, Central, South East and South West Community Development Councils
Civil Legal Clinics	Specialist legal clinic advice on civil legal proceedings	1 x per week at the State Courts
Family Legal Clinics	Specialist legal clinic advice on family legal proceedings	2 x per week at the State Courts
Law Works Clinics	Legal clinics focusing on employment legal issues	1 x month at the NTUC

Programmes	
Programme	Description
Ad Hoc Pro Bono Assessment Scheme	Assists practitioners who are planning to do ad hoc pro bono work for needy persons by assessing the prospective client's suitability for pro bono assistance.
Volunteer Capacity Building Series (VolCapBSeries)	Practice refreshers and legal seminars/workshops to enhance the delivery of pro bono services by our volunteers.
Criminal Legal Aid Training Programme	Practice refreshers and legal seminars to enhance the delivery of pro bono services by our CLAS volunteers.
Mentor/Specialist Resource Guidance	Matching of junior pro bono lawyers with a mentor/ practice specialist to provide practice guidance.
Paralegal Support for criminal trials	Paralegal trial support for pro bono lawyers undertaking criminal legally aided cases.
Briefings for law practices on pro bono Opportunities	On site pro bono briefings on volunteer opportunities for law practices.
Pro Bono Guide for Law Practices	Guide for law practices on providing structured support for lawyers to engage in pro bono, available in hard and soft copy.
Pro Bono Guide for Volunteers	Guide for volunteers on pro bono opportunities in Singapore, available in hard and soft copy.
Singapore In-House Legal Counsel Pro Bono Guide	Collaboration with DLA Piper and with the support of the Singapore Corporate Counsel Association, the guide was launched on 29 January 2016. The Guide highlights opportunities open to individual in-house lawyers who wish to undertake pro bono legal work independent of their employers.
Pro Bono Networking Sessions	Quarterly networking sessions to connect new volunteers with pro bono programmes.
Pro Bono Research Initiative	Research support for pro bono lawyers undertaking cases involving complex issues of law.
Volunteer Initiative Support Scheme	Assistance for practitioners involved in regular pro bono work for group of persons or community in need.
Volunteer Management Portal	An online portal on LSPBS' website for volunteers to track the number of pro bono hours they have expended in a year and to register to volunteer for pro bono programmes.





## APPENDIX B

# Programmes for Non-Profit Organisations

Legal Assistance		
Programme	Service Provided	Requirement
Community Organisation Clinics	General legal advice for community organisations	Upon request by non-profit organisation.
Project Law Help	Match-up service for local community organisations undertaking community work within Singapore and law firms to provide pro bono corporate legal assistance.	Assignment of volunteer law practice upon successful application.
Joint International Pro Bono Committee	Match-up service for non-profit organisations based in Singapore (undertaking work outside of Singapore) and law firms to provide pro bono corporate legal assistance.	Assignment of volunteer law practice upon successful application.

Capacity Building Programmes	
Programme	Description
LEGALESE, a legal toolkit for Community Organisations (made possible with donations from DBS Foundation, SBF Foundation and Withers KhattarWong LLP)	<p>LEGALESE is a publication which aims to provide bite-sized pieces of information to the on the various legal aspects of setting up and running a social enterprise or non-profit entity. The first edition focused solely on social enterprises. The second edition was expanded to cover charities.</p> <p>The LEGALESE toolkit can be downloaded for free from LSPBS website <a href="http://probono.lawsociety.org.sg/Pages/LegaleSE.aspx">http://probono.lawsociety.org.sg/Pages/LegaleSE.aspx</a></p>
"First Responder" support - Early Intervention Initiative to assist frontline workers providing social service assistance	Provide support to social workers in a variety of ways (including capacity building talks, legal input for case management discussions, legal clinics, etc). The aim is to equip social workers with basic knowledge of common legal issues so that they are able to identify potential cases that may be suitable for early legal intervention, as well as to answer any legal queries they may have.
Assisting the Intermediate to Long Term Care (ILTC) sector	Raising awareness on advance planning issues (e.g. Mental Capacity Act, Lasting Powers of Attorney, etc) and providing legal assistance to the sector, including the elderly, medical social workers and ILTC sector leaders.
Social Service Capacity Building Series (SSCapBSeries)	Capacity building within the social service sector through a series of talks. The aim is to equip the sector with legal knowledge so that they may improve their services to the sector.



# APPENDIX C

## Volunteer Programmes

Programmes	
Programme	Description
Ad Hoc Pro Bono Assessment Scheme	Assists practitioners who are planning to do ad hoc pro bono work for needy persons by assessing the prospective client's suitability for pro bono assistance.
Volunteer Capacity Building Series (VolCapBSeries)	Practice refreshers and legal seminars/workshops to enhance the delivery of pro bono services by our volunteers.
Criminal Legal Aid Training Programme	Practice refreshers and legal seminars to enhance the delivery of pro bono services by our CLAS volunteers.
Mentor/Specialist Resource Guidance	Matching of junior pro bono lawyers with a mentor/ practice specialist to provide practice guidance.
Paralegal Support for criminal trials	Paralegal trial support for pro bono lawyers undertaking criminal legally aided cases.
Briefings for law practices on pro bono Opportunities	On site pro bono briefings on volunteer opportunities for law practices.
Pro Bono Guide for Law Practices	Guide for law practices on providing structured support for lawyers to engage in pro bono, available in hard and soft copy.
Pro Bono Guide for Volunteers	Guide for volunteers on pro bono opportunities in Singapore, available in hard and soft copy.
Singapore In-House Legal Counsel Pro Bono Guide	Collaboration with DLA Piper and with the support of the Singapore Corporate Counsel Association, the guide was launched on 29 January 2016. The Guide highlights opportunities open to individual in-house lawyers who wish to undertake pro bono legal work independent of their employers.
Pro Bono Networking Sessions	Quarterly networking sessions to connect new volunteers with pro bono programmes.
Pro Bono Research Initiative	Research support for pro bono lawyers undertaking cases involving complex issues of law.
Volunteer Initiative Support Scheme	Assistance for practitioners involved in regular pro bono work for group of persons or community in need.
Volunteer Management Portal	An online portal on LSPBS' website for volunteers to track the number of pro bono hours they have expended in a year and to register to volunteer for pro bono programmes.



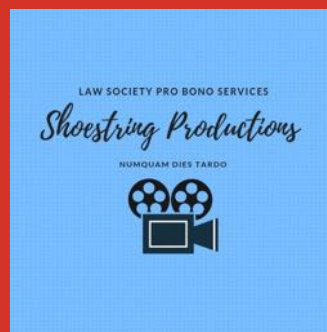
## APPENDIX D

# Access to Justice Collaborations

Legal Assistance		
Partners/Project	Service Provided	Description
Community Justice Centre	The Community Justice Centre seeks to assist litigants in person with the following pro bono services: (a) Information services; (b) Practical support services; (c) Referral services; (d) Lay Assistance Scheme; (e) Legal clinics; and (f) Public outreach services	The Law Society through LSPBS is supporting the Community Justice Centre initiative (CJC), in collaboration with the State Courts, the Family Justice Courts, the Ministry of Law, the Ministry of Social and Family Development and the Tan Chin Tuan Foundation.  A duty officer from LSPBS is stationed at CJC to take in and process registrations for the Criminal, Family and Civil legal clinics run at the State Courts.
Community Legal Clinics Network	Support for independent legal clinics through implementation of clinic best practices, volunteer mobilisation and other technical support.	Independent legal clinics join this network by signing a Memorandum of Understanding with LSPBS committing to a set of best practices/Standard operating procedures.
Specialised Clinics - Migrant Worker Centre (MWC) - Foreign Domestic Worker Association for Social Support and Training (FAST)	Legal clinics for foreign workers	LSPBS provides the following support: (a) the sharing of LSPBS materials including the Community Legal Clinic manual and our clinic forms for the use/adaptation (b) technical assistance including the training/attachment stints of staff on legal clinic administration and procedures; (c) highlighting to our volunteer practitioner pool legal clinic volunteer opportunities; and (d) volunteer mobilisation and coordination.  A total of 69 legal appointments were run at MWC and 9 at FAST during this reporting period.
AWARE's Sexual Assault Care Centre (SACC)	Legal clinic advice to victims of sexual abuse attending Aware's Sexual Assault Care Centre for counselling.	Under a collaboration with AWARE, LSPBS has offered legal advice to 180 victims referred by the SACC during this reporting period.
Singapore Management University School of Law Pro Bono Centre	The work of the SMU Pro Bono Centre includes the facilitation of access to justice via its campus legal clinics for indigents and the sensitization of law students to social justice issues.	LSPBS provides the same scope of support as outlined above for the Specialised Clinics.







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