



INTERNATIONAL BAR ASSOCIATION

# Committee Project Proposal Form

IBA Committees are encouraged to undertake research and projects, among other things, on matters relevant to their area of expertise, as part of creating value for their committee members, and the IBA as a whole.

Any project proposed by a Committee must first be approved by the leadership of the relevant division (ie. LPD, SPPI or BIC) (Division Leadership) prior to any further commitments and plans being made as part of the project.

To assist the Division Leadership to understand the nature and finer details of the project proposed, we ask that you complete the form below and submit via email ([divisions@int-bar.org](mailto:divisions@int-bar.org)).

Project Detail			
<b>Project title and detail</b> <i>(provide the title and in a paragraph, outline the proposed project)</i>			
<b>Lead Committee, Section and lead division</b> <i>(e.g. Business Human Rights Committee, Corporate Law Section, Legal Practice Division)</i>			
<b>Other Committees Involved and contact</b>			
<b>External entities involved and in what capacity</b>			
<b>Proposed start date:</b> <i>XX/XX/XXXX (the date by which you plan to start the project)</i>		<b>Proposed completion date:</b> <i>XX/XX/XXXX (the date by which the project will be completed)</i>	
Committee Liaison Contact Details			
<b>Name:</b>			
<b>Email:</b>			
<b>Tel:</b>			
Project Aims / Outcomes			
<b>Explain / describe the aim of the proposed project and what it is trying to achieve</b> <i>(e.g. a change in the way corruption is reported)</i>			
<b>List the potential outcomes / outputs of this project</b> <i>(e.g. a report, publication, online posting, set of principles, a new resource, increase knowledge of participants, reform of a system...)</i>			
<b>What is the project's timeline?</b> <i>(e.g. the different stages in the project which will be used to monitor its progress)</i>			

<p><b>Indicate how the outcome of the project is to be promoted</b> <i>(e.g. mailings to members, inclusion in conference topics, distribution at an event etc.)</i></p>	
<p><b>Who is likely to benefit from the project and in what way?</b> <i>(e.g. specialists in your area of law, the legal profession or the global community)</i></p>	
<p><b>What is the regional scope of the project, associated costs and travel requirements?</b> <i>(e.g. countries in which events will be held and or have impact, duration or events and travel and associated costs.)</i></p>	
<p><b>Background / Project Necessity</b></p>	
<p><b>Briefly define the background of the project. Where the subject matter started and why there is a current need for further action, as well as any previous projects in the region/ of this nature you are aware of.</b></p>	
<p><b>Briefly explain why the IBA should get involved</b></p>	
<p><b>IBA Objects</b></p>	
<p><b>How will the proposed project support the IBA Constitutional Objects<sup>1</sup></b></p>	
<p><b>Project Resources</b></p>	
<p><b>Proposed input of Committee(s) members</b></p>	
<p><b>Estimated Project Budget (£/ USD) and funding source</b></p>	
<p><b>Describe any input and/or support required from the IBA Office</b></p>	
<p><b>Potential Funding Options</b></p>	
<p>The IBA encourages pro bono support from its members and the greater legal community. However, there are funding options available to committees and IBA members. For further information, application criteria and the allocation process please select the following links:</p> <p><b>Special Project Fund</b> (Application deadline – 2 weeks before the Mid-year conference &amp; 2 weeks before the Annual Conference)</p> <p><b>PPID Activity Fund</b> (Application deadline – February 1st, May 1st &amp; September 1st)</p>	

**Footnote**

<sup>1</sup> “1.1 to establish and maintain relations and exchanges between Bar Associations and Law Societies and their members throughout the world.  
1.2 to assist such Associations and Societies and Members of the Legal Profession throughout the world to develop and improve the profession’s organisation and status.  
1.3 to assist Members of the Legal Profession throughout the world, whether in the field of legal education or otherwise, to develop and improve their legal services to the public.  
1.4 to advance the science of jurisprudence in all its phases.  
1.5 by common study of practical problems to promote uniformity and definition in appropriate fields of law.  
1.6 to promote the administration of justice under the rule of law among the peoples of the world.  
1.7 to promote in the execution of these objects the principles and aims of the United Nations in their legal aspects and to cooperate with, and promote coordination among, international juridical organisations having similar purposes.”