



Beirut Bar Association

The Beirut Bar Institute

As per Article 19 of the Beirut Bar Association's statute which regulates written and oral exams, and in addition to article 43 of the same statute relevant to moving to the Roll;

And since the Beirut Bar Association is keen on organizing and developing the profession; since it believes in the necessity of close educational levels among different graduates of law faculties taking the Bar Association's exams, whether for internship or for registration on the General Roll;

In pursuit of the Bar Association's methodology of adopting the necessary means to promote the profession of law;

Since the legal sciences and theoretical studies at college are limited to theory, away from the real practice of the profession of law, and since these sciences are not sufficient to qualify and prepare a lawyer to practice the profession and meet the challenges dictated by globalization and the accelerating scientific development;

Since it is essential to back an intern lawyer by providing him/her with the useful means to face such challenges by continuing his/her internship and offering all the necessary means to train him/her and refine his/her talents so that he/she acquire all the basic competencies to fulfill his/her professional obligations consciously and completely;

Since the knowledge and the respect of the norms and ethics of the profession are also regarded as the main means towards success in the profession and preservation of its traditions and a lawyer's reputation;

Based on all these grounds together and since the Bar Association is keen on enhancing the profession so that it reaches the high aspired level, and in addition to a suite of measures and training programs which have been previously endorsed and started by the Bar Association,

In its session held on 10/6/2009, the Beirut Bar Association Council, headed by President Ramzi Jreige, made a decision to establish the Beirut Bar Institute for basic and continuous training, professional development and preparation for the practice of law.

Statutes

Statutes of the Beirut Bar Institute
of the Beirut Bar Association
Endorsed by the Council of the Bar on 10/6/2009

Article 1: Institute's Inception and Naming

An institute for basic and continuous training, professional development and preparation for the practice of law shall be established at the Beirut Bar Association under the name of:

"Beirut Bar Institute"

Article 2: Institute's Mission

- 2-1 The institute is in charge of preparing and training intern lawyers to practice law.
- 2-2 The institute shall also prepare applicants to join the Bar Association to sit for oral and written exams.
- 2-3 The institute is responsible as well for organizing the professional development and optional permanent training for practicing lawyers according to the continuous training regulation which will be endorsed as per a decision by the institute's administration.

Article 3: Joining the Institute

- 3-1 Joining the institute is mandatory for:
 - Intern lawyers registered at the Beirut Bar Association.
- 3-2 Joining the institute is elective for:
 - a- Applicants to join the Bar Association who meet the legally stipulated conditions.
 - b- Lawyers registered on the Roll of the Beirut Bar Association and those wishing to pursue continuous training and professional development.
 - c- Lawyers who are admitted by the Institute's administration, whether the applicant is a Lebanese or a foreigner, provided that the latter is sent by his/her bar.

Article 4: Management of the Institute

The following three bodies are in charge of the management and supervision of the institute according to the competence of each one as determined by this statute:

- Institute's Administration

- Scientific Committee
- Institute's director

4-1 **Institute's Administration**

a- The administrative body is composed of:

Chairman:

President of the Beirut Bar Association

Members:

- Secretary of the Bar Council
- Rapporteur of the General Roll
- Internship Rapporteur
- In addition to five members appointed by the President of the Beirut Bar Association according to the following:
 - a former bar president or one of the Bar Council members
 - two people selected among the current or former deans of a faculty of law in Lebanon, and/or among former judges, and/or university professors who taught law at a faculty of law for 15 years minimum.
 - Appeals lawyers who have been registered for at least 15 years on the Roll.

b- **Administrative body's powers:**

The body exercises the following duties and powers:

- Drawing up the institute's general policy
- Elaborating plans relevant to organizing the institute's affairs and overseeing the implementation of these plans.
- Endorsing the curricula and workshops and adopting the adequate assessment methods for students after consulting with the Scientific Committee and the Institute's Director.
- Drafting an annual comprehensive budget for the institute to be submitted to the Council of the Bar.
- Determining the fees which shall be paid by the student to the institute
- Defining the wages of teaching or training or any educational services at the institute according to directives it issues for this purpose.
- Preparing and following up on the administrative and financial affairs at the institute.
- Preparing cooperation agreements and contracts with bar institutes and judicial institutes in Lebanon, the Arab world and foreign countries.

- Accepting applications for admission at the institute from Lebanon and abroad according to prerequisites set by the body
- Proposing the acceptance of revenues and donations.
- Forming permanent or temporary committees from within its members or outside its circle, whereby they are assigned special duties, such as the elaboration of reports, studies or conceptions which the body can resort to.
- Supervising sessions, workshops and field visits to relevant utilities and institutions.
- Issuing a bulletin on the institute's work and defining any developments.

The body refers all financial proposals to the Council of the Bar, which has the authority to make decisions in their regard.

c- **Meetings, decisions and voting:**

- 1- The president of the Bar convenes the body once every 3 months at least. The president sets the agenda of the meeting.
- 2- The sessions are chaired by the President of the Bar. In case of his absence, they are headed by the secretary of the Bar Council or the former president whom the president has appointed as a member in the body or a member of the Bar Council appointed in the body.
- 3- Meetings and decisions of the body are valid with the presence of the absolute majority of its members. Its decisions are taken by the same majority. In case of equal votes, the chairman's vote will be weighing.

4-2 **Institute's Scientific Committee:**

a- **Composition of the Scientific Committee:**

The Scientific Committee at the Institute is composed of:

- **Chairman:**

- President of the Bar or whomever he appoints for this purpose.

- **Members:**

- Institute's Director
- Rapporteur of the Roll
- Internship Rapporteur
- Officer of internship lectures

- Three people enjoying scientific and professional competence who are selected by the Institute's administrative body among lawyers and/or professors at faculties of law.

b- **Powers and Duties of the Scientific Committee:**

- Propose the provisional agenda for basic and continuous training and suggest any amendments which the committee deems useful.
- Follow-up on the academics of students, guide and help them in selecting the topics of their researches and workshops and preparing them according to the methodological procedures and basics of scientific research.
- Propose the adequate frameworks to monitor the students' discipline, their serious attendance at the institute's programs and their workshops, and the assessment of their activities.

The Scientific Committee's proposals and recommendations are referred to the Institute's administrative body for discussion and endorsement when necessary.

c- **Meetings, Decisions and Voting:**

- 1- The committee holds periodical meetings upon an invitation by its chairman or the institute director.
- 2- The committee's meetings are valid in case held in presence of the absolute majority of its members. Decisions require the same majority. In case of tie in votes, the chairman's vote will be weighing.

4-3 **Institute's Director:**

The institute's Director is appointed upon a decision by the President of the Bar. His term lasts for one year renewable upon a decision by the President of the Bar.

The director has the following duties and powers:

- Follow-up on the daily institute affairs.
- Implement the institute's Administrative Body's and Scientific Committee's decisions.
- Submit the necessary proposals to the institute's Administrative Body and/or to the Scientific Committee, namely on curricula, workshops and professional and scientific activities.

- Represent the institute before any authority or body upon an assignment by the Administrative Body.
- Submit periodical reports to the Administrative Body and the Scientific Body on the course of work and studies at the institute.
- Undertake any other missions entrusted to him/her by the institute's Administrative Body.
- Designate lecturers at the institute according to the prerequisites he/she deems adequate and coordinate work among them after consulting with the Scientific Committee.
- Oversee the Secretariat and its work
- Oversee and closely follow-up the course of studies, workshops and other executive activities on a daily basis; and coordinate among them in terms of quality and time.
- Verify the students' and the lawyers' participation, attendance and follow-up on the institute's activities, sessions and workshops according to the general framework drawn up by the institute's Administrative Body.
- Advise the President of the Bar about any serious imbalance that would hamper or negatively impact the natural course of work at the institute.

Article 5: Conflict of Power

Any conflict arising among the three abovementioned bodies in Article 4 regarding the powers entrusted to them and/or conflict of decisions issued by them shall be settled by the President of the Bar.

Article 6: Abiding by the Current Regulations and Amending them

These regulations shall enter into force as of the date set by the Council of the Bar. The current regulations shall be amended upon a decision by the Bar Council.

Institute's Structure

Institute's Structure

Following the Beirut Bar Association's decision to establish the Beirut Bar Institute, the institute's structure is composed of the following:

Institute's Administrative Body

In accordance with Article 4-1 of the Beirut Bar Institute Statutes and as per the decision by the Bar President Mr. Ramzi Jreige on 30/6/2009, the institute's administrative body is composed of Mssrs:

De facto Members:

- President Ramzi Jreige	President of the Bar	Chairman
- Ahmed Safsouf	Secretary of Bar Council	Member
- Andre Chidiaq	Rapporteur of General Roll	Member
- George Jreige	Intenrship Rapporteur	Member

Appointed Members:

- President Marcel Sioufi	Member
- Fayez Hajj Chahine	Member
- Maroun Boustani	Member
- Abdel-Salam Choueib	Member
- Salaheddine Dabbagh	Member

Institute's Scientific Committee

Following Article 4-2 of the Beirut Bar Institute Statute-Law which defines the definite members in the Scientific Committee, and as per the minutes of the institute's administrative body issued on 8/7/2009 which appointed the other members, the institute's Scientific Committee is composed of Mssrs:

De facto Members:

- Mansour Bou Sader	Representative of President	Chairman
- Samia Nassar Asmar	Institute Director	Member
- Andre Chidiaq	Rapporteur of General Roll	Member
- George Jreige	Internship Rapporteur	Member
- Nader Kosbar	Officer of Internship Lectures	Member

Appointed Members:

- Wassim Mansouri	Member
- Abdo Ghsoub	Member

- Fadi Bechara

Member

Institute's Director:

As per Article 4-3 of the Beirut Bar Institute Statute-Law, and in accordance with the decision of the President of the Bar, Mr. Ramzi Jreige on 30/6/2009, Ms. Samia Nassar Asmar was designated as directress of the institute.

Curriculum

Workshop agendas and topics of the lectures for 1st year Internship

Organization and Ethics of the Profession

a. Workshops

- Lawyer's relationship with his/her clients, colleagues, the judiciary and experts.
- Lawyer's obligations to avoid disciplinary action against him/her.
- Correspondence among colleagues

b. Lectures

- Lawyer's independence
- Professional secrecy
- Conflict of interest

Code of Civil Procedures

a. Workshops

- Judicial fees
- Judicial assistance
- Warning
- Summons:
 - How to draft a summons
 - Summons communiqués
 - How to present a summons (notification and deadline)
 - Regulations
- Trial:
 - Attendance and presence of adversaries
 - Procedures and order of trial session

b. Lectures

- Fundamental principles of a lawsuit:
 - In the Code of Civil Procedures
 - In the Code of Penal Procedures
 - In international instruments
- Dispositive Principle (principle that it is for the parties to delimit the subject-matter of the proceedings)
- the right to be heard in an adversarial process
- Theory of verdicts: how a verdict is issued and its effects
- Correction and interpretation of verdicts

Code of Penal Procedures

a. Workshop

- Lawyer's role in a penal trial
- Legal Assistance in the code of penal procedures
- Lawyer's convocation before the judicial police, the public prosecutors, investigation magistrates and issuance of the ruling
- preparation of penal complaints

c. Lectures

- Link of the civil lawsuit to the public one in the current Code of Penal Procedures
- Procedural defense
- Investigation judiciary and the accusing body

Commercial Companies

a. Workshops

- Trade register, registration of merchants, registration of companies
 - ❖ Establishment of companies
 - ❖ Samples of individuals' companies
 - ❖ Samples of funds companies
 - ❖ Minutes of meetings of board of directors and general assemblies
- Administrative organization of companies
 - ❖ Director-General
 - ❖ Assemblies endorsement of the decisions of the director or the board of directors.
 - ❖ Responsibility of the direct, the CEO and members of the board of directors.

b. Lectures

- Foreigners and Lebanese companies: partnership and management
- Foreigners and appropriation of companies in Lebanon: percentage of foreigner's share in every company
- Appropriation of companies in other companies
- Civil companies

Contracts (In the Private Law)

a. Workshops

- Drafting of contracts in the private law
- Specific types of contracts (sale, lease, proxy, capital lease)

b. Lectures

- Will theory of contract

- The period preceding the contract: liability resulting from the interruption of preliminary negotiations
- Franchising contracts

Cadastre

a. Workshops which cover the following topics:

- registration and preservation of rights
- cadastre-keeping
- hachuring
- registration of registers (final and provisional)
- property book
- daily register
- mark of the real-estate in-kind lawsuit
- topography

b. Lecture

Main principles of the cadastre system

Employment and Social Security

a. Workshops:

Labor Code:

- Layoff between law and jurisprudence
- End of service compensation
- Rights of employer and worker
- Arbitration Labor Council: powers, drafting of summons and regulations, entry of 3rd persons, National Social Security Fund
- Individual conflict, group conflicts

Social Security:

- Conditions of registration at the National Social Security Fund (NSSF) (Lebanese, foreigners)
- Benefits of NSSF- calculation of end-of-service compensation- health and maternity benefits.
- Acquittance issued by NSSF for companies and institutions.
- Inspection

Information Technology (IT)

a. Workshops:

- Introduction to legal IT
- Tools of search for legal IT via electronic means

Pleadings

a. Workshops

- Pleadings techniques

b. Mock pleadings

- Training on pleadings

P.S: Material for the 2nd and 3rd years shall be published once approved by the institute's Administrative Body.

Regulation of Studies for Intern Lawyers

Regulation of Studies for Intern Lawyers

Article 1: Joining the Institute

- 1-1 As per Article 3 of the Beirut Bar Institute Statute-Law, enrollment at the institute is mandatory for intern lawyers registered at the Beirut Bar Association.
- 1-2 Intern layers are registered at the institute within a deadline set by the institute's administration, provided that it do not exceed 15 days after taking the oath.
- 1-3 To complete registration, an intern lawyer shall fill out a personal form and submit it along with a copy of the ID or a recent individual civil status extract, a copy of the law card and two passport photos.

Article 2: Duration of studies

- 2-1 Courses are distributed over the three years of internship.
- 2-2 The institute's administration decides the distribution of material for each of the three years. It shall announce that on the institute's bulletin board and that of the Bar Association.
- 2-3 Courses in each of the three years are divided between theoretical lectures and practical workshops.
The institute's administration agrees with the officer of internship lectures over the number of theoretical lectures in each year.
Twenty practical workshops are to be held in each of the three years. Every workshop lasts for one hour and a half.
- 2-4 The institute's administration agrees with the Internship Rapporteur over dividing the intern lawyers into small groups. This division shall be announced on the institute's bulletin board and that of the Bar Association. An intern lawyer is not entitled to move his name to another group unless he gives serious reasons that justify his request. The institute's administration has the authority to accept or reject any request of this kind.

Article 3: Institute's Faculty

The Institute's Faculty is composed of:

- Lawyers who have been on the Roll for more than 10 years.
- Lawyers holding PhD in law, regardless of the period during which they have been on the Roll.
- Former judges or those working for more than 5 years.
- Specialized law professors

- Former or current notary publics who have been working in their field for more than 15 years
- Retired or current cadastre secretaries who have been in service for more than 15 years.
- Retired or current heads of departments of execution, courts, secretariats of trade registers who have been in service for more than 15 years.

Article 4: Obligatory Attendance

4-1 Intern Lawyers shall attend all workshops

4-2 The absence of an intern lawyer from any workshop prolongs his/her internship, unless his/her absence is justified and provided that this absence be made up for in a later session.

The institute's administration has the authority to accept or reject the excuse of absence.

Article 5: Attestation

The institute issues an attestation of completion of the specialized workshops for intern lawyers.

Institute's Address: Beirut Bar Association Building- 3rd Floor

Phone: 01/427808