**Minutes of the one hundred and twenty meeting of the Executive Committee of INTERLEGAL held on 21 December 2015, 05 January 2016 and 11 January 2016 by telephone conference**

Present: Ádám Boóc – *President*

João Paulo Menezes Falcão – *Vice President*

Emmanuel Reveillaud - *Treasurer*

Steffen Lorscheider – *Secretary*

In attendance: Colin Russell

Bill Blum (temporarily)

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| *No.* | *Agenda Item* | *Action* |
| 1. | *APOLOGIES FOR ABSENCE*  None. |  |
| 2. | *APPROVAL OF THE LAST MINUTES*  The minutes of the last meeting were approved. Steffen would send it out to the members. | *Steffen* |
| 3. | *THE WEBSITE AND VIDEO*  It was discussed whether the fees for membership should be shown on the INTERLEGAL website. Following Bill Blum’s and Colin Russell’s proposal it was agreed to mention the fees only on the application form which can be downloaded from the website. Colin would inform the webmaster accordingly. | *Colin* |
| 4.  4.1  4.2  4.3  4.4 | *MARKETING*  *President’s Report* – There was nothing to report.  *Newsletters* – The newsletter for December had come from the Russian member and had been sent out. The newsletter for January would come from Uday Ahlawat (India), the newsletter for February from Fernando Treviño (Mexico) and the March newsletter from Jeremy Shulman (UK). Uday Ahlawat had sent its newsletter already and Colin would send it out in the next days.  *Marketing Committee* – The possibilities of how to enhance the coordination of the Marketing Committee and the Executive Committee were discussed. João Paulo suggested to draft a few sentences describing the different tasks of both committees which can be discussed in the next meeting in February.  Bill Blum and Colin Russell reported on a discussion of the Marketing Committee about a LinkedIn related marketing tool which would cost 500 USD per year. It was agreed to use this tool and Colin would follow up with this.  *Specialist Groups*  There was nothing to report. | *Colin*  *João Paulo*  *Colin* |

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| 5. | *IBA CONFERENCE – WASHINGTON*  There was nothing to report. |  |
| 6.  7. | *NEW MEMBERS*  *Egypt* – The participation of this firm in the New York meeting was held to be necessary for finalising the application process but was still not confirmed. Colin would contact this firm and ask for a confirmation.  *Angola* - João Paulo had not received any response from this firm and the network would look for another firm in Angola to contact.  *Slovakia* – The candidate firm had been invited and confirmed to come to the New York meeting.  *Cyprus* – This firm had been invited but not yet confirmed to come to the New York meeting.  *Serbia* – Following a recommendation from Nikos Margaropoulos a new firm had contacted the network and expressed its interest in becoming a member. Colin had provided it with the papers and will follow up with this.  *Nigeria* – Nikos Margaropoulos had suggested a firm in Nigeria as a potential candidate. Colin had sent the application form with some information about the network for this.  *Romania* – Our member from the Ukraine had suggested a firm in Romania and Adam had contacted them to find out whether they are interested or not. So far no reply had been received.  *Bulgaria / Ghana* – Nikos Margaropoulos had mentioned that he knows firms in these countries which could be interested in a membership. Colin would contact Nikos and ask for more details on this.  *FINANCE*  There was nothing to report. | *Colin*  *João Paulo*  *Colin*  *Colin*  *Colin*  *Colin*  *Adam*  *Colin* |
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| 8. | *TENDERS*  There was nothing to report. |  |
| 9. | *EURAAUDIT*  Adam had sent an email to the president of EuraAudit Klaus Kuchenbuch to introduce the new Executive Committee, Klaus Kuchenbuch had announced to discuss some possibilities to enhance the cooperation internally and come back to Adam in February. Representatives of the EuraAudit network should be invited to attend the New York meeting.  Colin reported on an enquiry of the Turkish member of EuraAudit asking whether the Turkish member could contact all INTERLEGAL members directly for a closer cooperation in some countries. Colin would inform the Turkish member that this is possible and the prior involvement of the Executive Committee is not necessary. | *Adam, Colin*  *Colin* |
| 10. | *INFRINGEMENT OF TRADEMARK*  Adam would send a reminder to the trademark agents in Panama regarding the current status of the matter. | *Adam* |
| 11. | *MEETING IN NEW YORK*  Bill Blum had prepared the invitation papers for the New York meeting and explained in particular the predicted participation fee. The Executive Committee asked Bill to figure out whether a reduction of the fees to approx. 2,000 USD could be achieved. Afterwards Bill Blum had prepared a detailed calculation of the fees with a reduced amount which was discussed and agreed. |  |
| 12. | *UIA*  There was nothing to report. |  |
| 13.  14. | *EURAAUDIT*  There was nothing to report.  *FICAC*  Nikos Margaropoulos had proposed a cooperation between FICAC (World Federation of Consular Corps and Associations) and the INTERLEGAL network and Colin would ask Nikos to send a draft for a possible cooperation agreement between the two networks for discussion purposes. Adam would call Nikos later and follow up with this. | *Adam, Colin* |
| 15.  16. | *EXECUTIVE COMMITTEE ACTION PLAN*  João Paulo had circulated among the members of the Executive Committee the final version of the Action Plan, which already reflects some comments from INTERLEGAL members. The final version was approved by the Executive Committee. João Paulo would now prepare three proposals for the New York meeting as announced in the Action Plan.  It was proposed to consider an engagement of the respective former president for some extraordinary tasks of the Executive Committee like the implementation of parts of the action plan. Adam would ask some former presidents for their opinion.  *OTHER*  Adam would draft a sample certificate for member firms and send it to the Executive Committee members. | *João Paulo*  *Adam*  *Adam* |
| 17. | *DATE OF NEXT MEETING*  The date of the next meeting was 08 February 2016 at 05:00 p.m. (CET).  Suggestions for the agenda should be circulated to the President at least 7 days before the meeting and copied to the Secretary. | *All* |

Steffen Lorscheider

12 January 2016