INAUGURAL MEETING - 5 APRIL 1989

The following agreements were reached at the inaugural meeting on 5 April held in London at the offices of Stephenson Harwood.

1. The proposals contained in the Paper of 4th January 1989 were ratified.

2. The co-operation is based specifically on information technology law.

3. It is recognised that member firms may refer IT law matters to other law firms who are not members of the Group. For example where a member considers that its clients' requirements on a particular matter cannot be adequately satisfied by another member firm or there is a conflict situation.

4. The initial member firms of the Group will be:
   Aberson Sybrandy & Oosterbaan (Dinant Oosterbaan), Netherlands;
   Couste & Bertrand (Andre Bertrand), France;
   Laese Korth & Neff (Emil Neff), Switzerland;
   Stephenson Harwood (Ranald Robertson), United Kingdom;
   Dr Arthur Wolff, Austria.

5. Priority will be given to identifying new member firms for West Germany, Spain, Sweden and Belgium.

6. It is recognised that it may be appropriate for two or more firms to be represented in a single country e.g. West Germany.

7. The procedure for handling prospective new members will be as follows:
   Details of a prospective member are to be sent to Ranald
Robertson in London. He will circulate details to the other members for endorsement or rejection. If the proposed member is endorsed by all members then a decision will be made between Ranald Robertson and the introducing member about who approaches the prospective new member. No approaches are to be made directly or indirectly to any prospective member without compliance with this procedure.

8. A logo for the Group and newsletter format is to be designed based on the proposals presented by Design Fulcrum.

9. Ranald Robertson is to instruct Design Fulcrum to proceed with finalisation of the logo and newsletter design. Design Fulcrum’s costings as per their letter of 31 March for the design work and printing of three issues of the newsletter were approved. It was agreed that these costs will be borne equally between the initial member firms (i.e. £7500 divided by 5). New members will be required to contribute to these costs incurred before and after joining.

Note: whilst not discussed in detail I suggest that the next new member should be required as a pre-condition to joining to commit to contributing an amount equal to one sixth of £7500 with an appropriate adjustment and credit being made to each of the existing members in respect to their contribution. This procedure would apply in respect of each new member.

10. Richard Stephens of Stephenson Harwood is to be the Editor of the Newsletter with responsibility for co-ordinating dealings between the Group and Design Fulcrum, as well as the collection and collation of material for each issue of the newsletter.
11. The target date for the public announcement of the formation of the Group and the issue of the first newsletter is to be 23rd May 1989, to coincide with the Computer Law Association meeting to be held in Washington on that date. Dinant Oosterbaan and Ranald Robertson are scheduled to attend this meeting.

It was acknowledged that it may be necessary to extend this launch date as it is important that the first issue of the newsletter is of the highest quality in both content and presentation.

12. The general format of the 4 page newsletter will be that it consists of:-

i) 1-2 feature articles based on European related issues which also, where possible, illustrate the direct involvement of member firms in that particular issue.

ii) In addition there will be an update section providing newsy items of interest which may include details of cases that members have been involved in.

iii) The names, addresses, faxes etc., and contact person for each member will be printed on the back of the newsletter. Each member said that this would be permitted by their local legal professional rules.

13. The use of the Group logo and the reference to other firms by any other member on that member’s headed paper/stationery and other promotional material issued under the name of that particular member firm must be first cleared with all other members. Clearance would require an example of the proposed type of use to be circulated to each member for prior written
clearance. It was recognised that legal professional rules in a number of countries imposed restrictions about references on stationery and other material to firms who are not formally part of one's own firm.

14. Each member is to immediately provide details of the following:
   i) Brief resume about the firm - size, number, names of partners, when established, type of work etc.
   ii) Biographical details.
   iii) Details of memberships and connections with IT related legal and trade associations (National and International).
   iv) Conferences which members plan to attend as a delegate or speaker over the next six months from May.
   v) Number of copies of the newsletter required for distribution to its clients and other contacts.
   vi) Suggestions on general mailing lists for distribution of newsletter at a Group level rather than at an individual Firm level.

15. The date for the next meeting of the Group was scheduled for either June 8 in Paris, or 2 October in Strasbourg.