

Setting up a Legal Operations Function and What to Expect in the First 100 days

*ACC Legal Operations EMEA
Virtual Roundtable*

3 March 2020

Our Panel today



Frédéric Baronet
*Legal Operations Leader
Airbus Legal & Compliance*



Douwe Groenevelt
*Deputy General
Counsel/Senior
Director, ASML*



Max Koch
*Legal Counsel
Adidas*



Faith Munyinyi
*Senior Legal
Operations Officer
Trade & Development
Bank*



Robin Snasdell, Facilitator
*Managing Director
Consilio*



Andrew Dey, Facilitator
*Senior Director
Consilio*

by legal ops professionals, for legal ops professionals

Introduction and Housekeeping

- ACC Legal Operations EMEA is a growing community of in-house leaders engaged in mutual knowledge-sharing to support advancement of operational sophistication and innovation in legal services.
- Virtual Roundtables are held every other month. The next is ***Leveraging the Technology you have: Using Enterprise Technology for Legal Operations*** on Tuesday 28 April 2020.
- A one-day conference will be hosted in Amsterdam in Autumn 2020 – details to come.
- Do participate in the polls – final slides will include results.
- Ask questions using chat tool – the speakers would love to respond.

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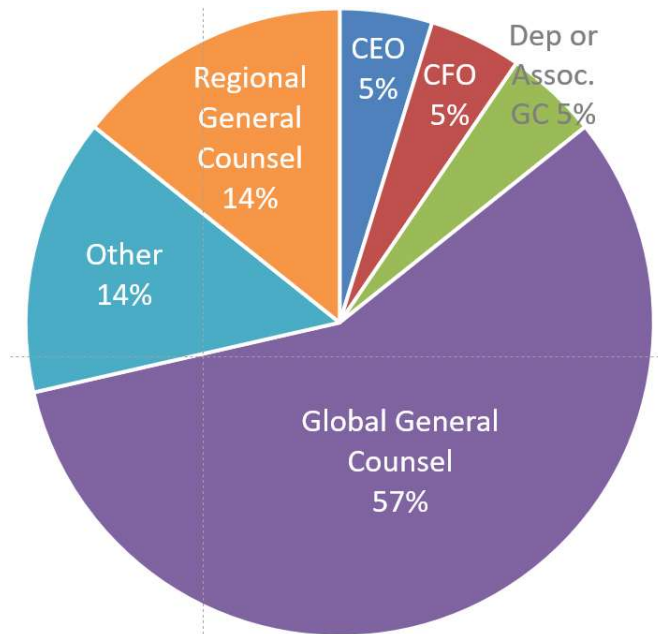


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Who are Legal Operations Professionals?

- What previous experience do you need?
- What are your titles?
- Do you need to be a lawyer?
- Who do you report to?



Source: ACC Virtual Roundtable March 2019

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54% of organisations have at least one legal operations professional

Common Titles:

- Head of Legal Operations
- Head of Practice Support
- Legal COO/Chief Operating Officer
- Legal Operations (Senior) Manager

Source: 2020 ACC Chief legal Officers Survey

Poll Question 1



Legal Operations teams

- What is your “legal operations” team called?
- How many people are in your legal operations team?
- How long has the team been in place?
- Do some people have specific skills?

“CLOs at companies in the top quartile in revenue report an average of six legal operations professionals”

Revenue	Overall	Small <\$500m	Moderate \$500m–\$2b	Medium \$2Bb–\$10b	Large \$10b+
Average size of Legal Operations Team	3	1	3	4	7

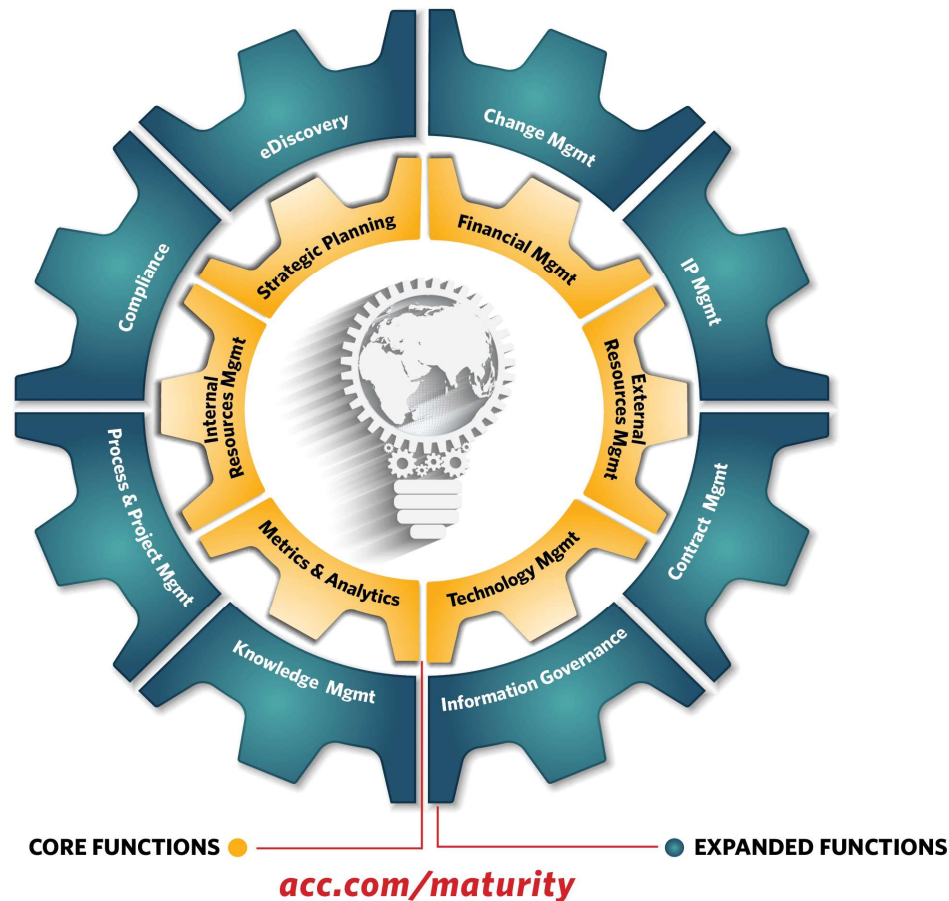
¹ ACC Chief legal Officers 2018 Survey

Poll Question 2



What does Legal Operations cover?

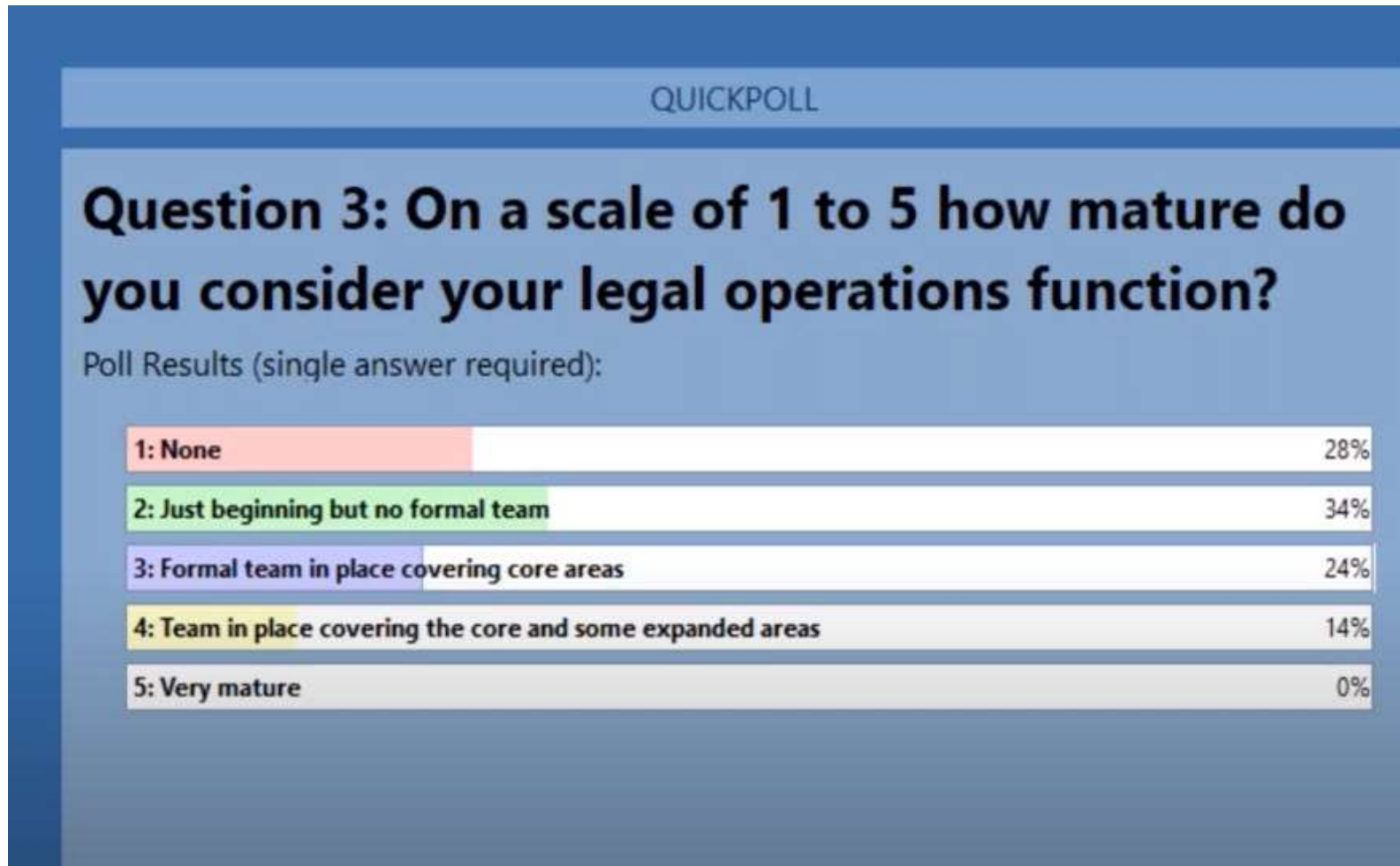
Core & Expanded Legal Operations Functions



What do our speakers cover

		Frédéric (Airbus)	Douwe (ASML)	Max (Adidas)	Faith (TDB)
Core-Functions	Financial Management	✓	✓	Planned	✓
	External Resource Management	✓	✓	Planned	✓
	Technology Management	✓	✓	✗	✓
	Metrics & Analytics	✓	✓	✓	✓
	Internal Resource Management	Partial	✓	Planned	✗
	Strategic Planning	✓	✓	Planned	✓
Expanded Functions	Change Management	✓		✓	✓
	IP Dispute Management	✗	✓	✗	✗
	Contract Management	✗	✓	✗	✗
	Information Governance	✗	✗	✗	✓
	Knowledge Management	✓	✓	Planned	✓
	Process & Project Management	Partial	✓	✓	✓
	Compliance	✗	✗	✓	✓
	eDiscovery	✗	✓	✓	✗

Poll Question 3



The first 100 days

- What was the approach – did you have objectives in mind?
- How have you worked with the rest of the legal team?
- Do you have other stakeholders across the organisation?
- With the benefit of hindsight would you have done anything differently?



Questions?

Reminders...



This Virtual Roundtable has been recorded – check the ACC Legal Operations EMEA web site if you want to share this with colleagues.



The next Virtual Roundtable session “**Leveraging the Technology you have: Using Enterprise Technology for Legal Operations**” will take place on Tuesday 28 April 2020.



See www.acc.com/legalopsemea for information and dates of future events.



Please take a moment right now to complete the evaluation form for this Virtual Roundtable – www.acc.com/LO-EMEA-VR-eval

Thank You