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# ALB Asia's Top 15 In-House Teams Methodology

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Today's in-house counsels is viewed as much more than a corporate lawyer. They have taken on greater responsibilities that now entail a mix of strategy and risk management and plays a pivotal role in corporate decision making. The current business climate and the COVID-19 crisis have further exacerbated this concept. More than ever, corporate boards and executive management teams rely on in-house counsels for astute leadership on a host of issues.

ALB is pleased to launch our **Asia's Top 15 In-House Teams**, which is designed exclusively to recognise excellence in the In-House Counsel community. This list recognises and honours the achievements of top 15 in-house teams across Asia that truly exemplifies the future of legal department. A team / department that shows a willingness to embrace change through technology, behaviour, business model or service innovation thus, meet the needs of the organisation.

We are now accepting submissions for ALB Asia's Top 15 In-House Teams until **25 May 2021**.

Please note that submission does not guarantee a place on the list. Submissions are open to all in-house and have a headcount of two or more counsels who has a physical office in Asia, and the team is permanently based in Asia for the past 12 months. Past and existing achievements, key work as the strategic and risk advisors, contribution towards operational efficiency and business, as well as profile of deals / cases handled by the team, business partners' recommendations, and any significant accolades and awards received will be taken into consideration when making the assessment.

Submissions are opened from 1 May 2021 to 25 May 2021

We look forward to receiving your submission soon.



**STEP 1**  
Download Nomination  
Forms



**STEP 2**  
Complete and submit  
form



**STEP 3**  
Nominations are being  
evaluated



**STEP 4**  
Analyze, discuss, and  
validate findings



**STEP 5**  
Results are announced  
and published in ALB  
Asia Magazine

## HOW IT WORKS

### How can you submit the nomination form?

Your entry should seek to "tell the story" of your team's achievements and performance across the full spectrum of in-house responsibility – financial, customer, operational and people while also demonstrating how you have excelled against all the criteria. It also presents an opportunity to demonstrate why your team and organisation should be ranked in our **ALB Asia's Top 15 In-House Teams**.

You may download the nomination form [here](#). It will guide you through all the relevant information required for our research and the information provided will be kept completely confidential.

ASIAN LEGAL  
BUSINESS



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## Who can submit and when?

**ONE** submission per organisation

Submissions are open to all in-house legal departments that have a headcount of two or more counsels with:

1. A physical **office in Asia**
2. A team **permanently based in Asia** for the past 12 months (**1 May 2020 – 1 May 2021**)
3. Submissions from mainland China and Australia/New Zealand will not be considered for this list.

**Submission deadline Tuesday, 25 May 2021, 6.00pm (Singapore time)**

Our deadlines are fixed in order to allow enough time for our research team to conduct thorough verifications, retrieve recommendations, and implement careful analysis on each submission.

## How to make a submission

Simply provide a clear summary of the following in our nomination form:

1. List of team's significant achievements
  - How has your department excelled across the full spectrum of in-house responsibilities?
  - Demonstrate outstanding performance on behalf of the company, either through innovative use of its own resources or effective management of external law firms
  - The role the legal team is playing in helping the business adapt to new ways of working in response to the pandemic
  - To provide concrete examples of how you have helped your organisation achieve its strategic objectives
  - Provide evidence / examples of:
    - ❖ Legal expertise
    - ❖ Strategic vision
    - ❖ Teamwork
    - ❖ Client satisfaction
    - ❖ Employee development
    - ❖ Contribution to the success / performance of the business
2. Key work highlights as the strategic and risk advisors
3. Contribution towards operational efficiency and business innovation
4. List of most significant deals / contracts or litigation / dispute cases, handled by the team in the last 12 months. Details can include:
  - Matter complexity and breadth
  - Matter impact
  - Matter innovation / improvement
5. Comments from internal business partners for in-house team's work in the last 12 months

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6. Significant accolades the team or any of its members has received for work in the form of public recognition, awards etc

## Providing recommendations

We also require 3 referees, whom we may interview. A referee is usually internal business partners or external counsels / lawyers, although it can be anyone who you and your team has worked with over the preceding 12 months. Providing referees allows us to gather feedback on your team's development and performance. We use these interviews to understand the views and experiences of your business partners and this helps to inform our decisions.

Comments from internal business partners are referred to in the first instance and referees are only contacted should ALB require additional information regarding the matters included in the submission.

## Research

We conduct our ranking research based on several factors and considerations, all of which are assessed by our research team. Our dedicated research team will review all submissions provided and carry out the necessary interviews.

Sending across your nominations and being interviewed by ALB does not guarantee a ranking. This is only part of the research process. We also consider feedback of clients and other sources as part of the ranking process.

### 1. Online Research

- a. Verify the candidate's profile
- b. Investigate and assess the significant achievements, deals and cases submitted by the candidate
- c. Review and analyse the cases / deals which in-house team participated in the last 12 months

### 2. Interview

Interview with referees and peers listed in the submission if necessary

Details in 1 and 2 will be compiled and moved to the evaluation process.

## Evaluation Process

After research and the verification of facts in the nomination forms, all documents will be sent to an independent internal judging panel for evaluation.

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## Evaluation Criteria

- Team's significant achievements
- Key work highlights as the strategic and risk advisors
- Operational efficiency and business innovation
- Significant deals / contracts or litigation / dispute cases, handled in the past 12 months
- Comments from internal business partners for in-house team's work in the past 12 months
- Significant accolades the team or any of its members has received for work

The evaluation is based on the following factor: nominees' professional achievements and accomplishments, operational efficiency and development, business innovation as well as social contribution. More details provided below:

- **Breadth:** the degree to which the work involved numerous jurisdictions, legal practice areas, parties and industries;
- **Complexity:** the degree to which the work required crucial exercise of legal expertise, business acumen or innovative solutions;
- **Impact or significance:** the degree to which clients and other stakeholders, the bench and bar, an industry or the Asian region may be affected;
- **Innovativeness:** the degree to which the work involved the application of a new concept or creative solution, process, service, program to existing systems and processes, thus improving organizational capabilities or perhaps the use of technology to minimize the impact of the Covid-19 pandemic.

## Announcement

ALB Asia's Top 15 In-House Teams results will be release in August 2021 issue of ALB Asia Magazine.