PROTOCOL FOR ACCESSING LEGAL DOCUMENTS

Protocol in place for UBC Finance:

1. Where a member of UBC Finance believes that they need legal advice or assistance, they should first approach the Comptroller or their Director to discuss the issue.
2. The Comptroller/Director may be able to draw on his/her knowledge and experience to provide the staff member with direction, eliminating the need to approach Legal at all. If the Comptroller/Director believes that Legal should be involved, the Comptroller/Director will contact Chelsea Thompson, who serves as the primary contact in Legal for Finance. Chelsea will involve other lawyers in Legal as necessary. The presumption is that if a matter is important enough to require the involvement of Legal, it is important enough that the Comptroller/Director is aware of it as well.
3. This provides Finance with a single point of contact in Legal and also ensures that Legal is able to work with a manageable number of "clients" within the Finance portfolio. This facilitates the development of higher levels of knowledge and understanding within Legal and UBC Finance, and thus improved efficiency and service levels. An added benefit of this approach is that it will reduce redundancy and promote operational consistency within UBC Finance and Legal.
4. Once Legal has been engaged on a matter, Legal may work directly with members within UBC Finance other than Comptroller/Director. However, in such cases, the Comptroller/Director should generally be copied on communications so that he/she remains aware of what is going on with the matter and is able to provide meaningful instructions if required.
5. Where a lawyer other than Chelsea is contacted by UBC Finance, that lawyer should generally refer the matter back to Chelsea. Where Chelsea is unavailable and the matter is time sensitive, it may be necessary for the other lawyer to become involved. In such cases, that lawyer must ensure that Chelsea is briefed on the matter at the earliest possible opportunity so as to avoid duplication of effort.