

ANNEX IV



Ms. Ana Cristina Rodriguez Pineda
ICCBA Focal Point for Latin America

Date: 9 August 2017

Dear **Ana**,

I am delighted to confirm that the Executive Council of the ICCBA-ABCPI has unanimously approved your appointment as ICCBA Regional Focal Point for Latin America. I am delighted that you have agreed to take up this important responsibility and I look forward to working closely with you in the year ahead.

The role and responsibilities of an ICCBA Regional Focal Point are:

1. To explain the role of the ICCBA-ABCPI to list counsel from countries within your region and encourage counsel to sign up as members of the ICCBA.
2. To explain the work and jurisdiction of the ICC to counsel, legal assistants and eligible support staff from countries within your region.
3. To act as a conduit between list counsel/ICCBA members within your region in order to convey any suggestions, concerns or recommendations they may have regarding the work of the ICCBA. This will be without prejudice to the rights of all members and list counsel to contact the ICCBA directly. All existing and prospective members must be provided with the ICCBA contact details and be told that they may have direct contact with the ICCBA at any time.
4. To recommend to the President of the ICCBA, national focal points to be approved by the Executive Council. These national focal points would have to be members of the ICCBA, whether as full, associate or affiliate members.
5. To recommend to the President of the ICCBA outreach opportunities within your Region that may help increase ICCBA membership from within your region.
6. To identify and convey to the President of the ICCBA, the training needs of ICCBA regional members.
7. To act as a liaison, where required, between the President and the Executive Council of the ICCBA, and regional and national Bars in order to explain the role of the ICCBA and any opportunities for collaboration.
8. Any and all communications sent by the Regional Focal Point must be copied to the Secretary of the ICCBA.
9. Any meetings that the Regional Focal Point may have in relation to his/her mandate as ICCBA Regional Focal Point should be conveyed to the Secretary of the ICCBA.



10. To identify entities, organizations, corporations or individuals that may be willing to provide funding, sponsorship or other support to the ICCBA. Such funding, sponsorship or support may be provided either to the ICCBA in The Hague or may be ring-fenced for activities in the Region, with the approval of the ICCBA Executive Council.
11. To advise and recommend to the President any expansion or any additional functions that the Regional Focal Appoint considers necessary to effectively discharge his/her role, or further advance the objectives of the ICCBA, as set out in the ICCBA Constitution, in the Region.

Please could you confirm receipt of this appointment letter and acknowledge that you fully understand and agree with the above. I would also be grateful if you could send me a photograph and a brief bio of not more than 90 words that we can place on the ICCBA website. Could you additionally provide me with your contact information that you would be content to be made publicly available on the website.

If you have any questions relating to the above, please do not hesitate to contact me directly at president@iccba-abcpi.org or through my mobile: +31 6 5554-2251.

KARIM A.A. KHAN QC
President

cc: Mr. Xavier-Jean Keita, ICCBA-ABCPI Secretary