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JAWATANKUASA PEGUAM PULAU PINANG PENANG BAR COMMITTEE

Circular 19/20

17 Jun 2020

To Members of the Penang Bar.

Updated Standard Operating Procedures for Penang Bar Secretariat, Penang Bar Library and Penang Legal Aid Centre during Recovery Movement Control Order period

Further to our Circular 16/20, the Penang Bar Committee has revised its Standard Operating Procedures (SOPs) for the Penang Bar Secretariat, Library and Penang Legal Aid Centre pursuant to the Recovery Movement Control Order (RMCO) which is currently in force until 31 Aug 2020.

The salient points of the updated SOPs for members' information and attention are as follows:

Penang Bar Secretariat

1. The Secretariat has resumed normal operating hours i.e. 8:30 am to 5:30 pm (Mon to Fri).
2. A maximum of 3 visitors will be allowed into the Secretariat at a time.
3. All visitors must:
 - a. Wear face masks when entering the Secretariat. Anyone not wearing a face mask will be refused entry.
 - b. Undergo temperature checks at the Secretariat entrance on the first floor. Anyone with a temperature reading of 37.5°C and above will be refused entry.
 - c. Register their attendance using the prescribed QR Code or registration book provided.
 - d. Practise social distancing with other visitors and Secretariat staff.
 - e. Observe and practise good hand and personal hygiene at all times.
4. The Secretariat Conference Room will not be available for Disciplinary Committee Proceedings or any meetings until further notice.

Library

1. The Penang Bar Library will be available for use during standard operating hours by members and pupils with prior appointment only.
2. Lawyers and pupils are required to notify the Secretariat beforehand (via e-mail: secretariat@penangbar.org or phone: 04-261 5669) of the date and time of intended use.
3. Use of the Library will be limited to a maximum of 3 users at a time only.
4. All Library visitors must:
 - a. Wear face masks when entering the Library. Anyone not wearing a face mask will be refused entry.
 - b. Undergo temperature checks at the entrance. Anyone with a temperature reading of 37.5°C and above will be refused entry.

- c. Register their attendance using the prescribed QR Code or registration book provided.
 - d. Practise social distancing with other library users and Secretariat staff.
 - e. Observe and practise good hand and personal hygiene at all times.
5. The Library Conference Room will be made available for Disciplinary Committee Proceedings subject to the following terms and conditions:
- a. Booking requests must be made in writing and sent by e-mail to secretariat@penangbar.org at least 1 week in advance. Confirmation of bookings will be notified by the Secretariat via e-mail.
 - b. The number of persons attending shall be kept to a minimum and on a need-to-attend basis only.
 - c. All visitors must wear face masks. Anyone not wearing a face mask will be refused entry.
 - d. All visitors must adhere to temperature checks and recording of personal details when entering the Library using the prescribed QR Code or registration book provided. Anyone with a temperature reading of 37.5°C and above will be refused entry.
 - e. Social distancing must be observed at all times by the panel members, complainant(s), respondent(s), counsel, witness(es) (if any) in the Conference Room and/or Library area.
 - f. Standard operating hours of the Library must be observed with no exceptions or extensions.
 - g. Any photocopying or printing done at the Library will be charged at 50 sen per page and must be paid in cash immediately. Receipt(s) will be provided upon request.
 - h. No food or drinks are permitted in the Library (including the Conference Room).

Auditorium

1. The Penang Bar Auditorium will remain closed until further notice.

Legal Aid Centre

1. The Penang Legal Aid Centre has resumed normal operating hours i.e. 8:30 am to 5:30 pm (Mon to Fri).
2. The Legal Aid Centre Meeting Room will not be available for Disciplinary Committee Proceedings or any meetings.
3. Pupils in Chambers
 - a. No pupils will be rostered for duty until further notice.
 - b. All external programmes e.g. Tenaganita, Prison Visits, Legal Aid Clinics in Courts and Dock Brief are put on hold until further notice.
4. Volunteer Lawyers
 - a. Only 2 lawyers are allowed at a time for collecting/returning assignment files or submitting YBGK claims.
 - b. Must wear face masks and will have their temperature checked and recorded. Hands must be sanitised upon entering and before interacting with the staff.
 - c. Anyone with a body temperature of 37.5°C or more and/or have respiratory symptoms e.g. cough, running nose, cold, etc will be refused entry.
 - d. Upon entering, lawyers will be guided to the Interview Room and shall remain there. They will not be allowed access to other areas of the Centre, including the staff office area and meeting room.

- e. Are to hand over files/claims to the Staff and leave the Centre immediately thereafter. If there are any discrepancies in the paperwork, the staff will contact the lawyers concerned to collect their files/claims and they must make the relevant corrections away from the Centre and re-submit later.
- f. Are not permitted to use the Centre to prepare YBGK claims.
- g. Must give prior notice by phone call when intending to visit the Centre.

General and Miscellaneous Matters

1. In an effort to minimise movement and ensure social distancing, we request that payments to the Penang Bar Committee (for Subscriptions, Locker fees, Registration fees for Talks and Seminars, etc.) be made via online banking/fund transfer whenever possible (PENANG BAR COMMITTEE, Account: Public Bank Berhad 3060545211) and the relevant proof of payment and other related information must be submitted via e-mail to secretariat@penangbar.org
2. Correspondence should be sent via e-mail to secretariat@penangbar.org whenever possible.
3. In addition to the updated SOPs stated above, additional measures have also been put in place for the staff of the Secretariat, Library and Legal Aid Centre to observe and comply with as required by the Ministry of Health, National Security Council and other relevant authorities.

We therefore request for members' cooperation, understanding and compliance of the SOPs at all times.

Kindly take note that the above information is subject to change or variation depending on whether any further directives or announcements are issued by the relevant authorities.

Lee Guan Tong
Chairman