



**UNIFORM LAW CONFERENCE OF CANADA  
CONFÉRENCE POUR L'HARMONISATION DES LOIS AU CANADA**

**ULCC Guide**

**THE ROLE AND RESPONSIBILITIES  
OF THE  
LEGAL PROJECT AND RESEARCH COORDINATOR**

## **THE ROLE OF THE LEGAL PROJECT AND RESEARCH COORDINATOR**

The Legal Project and Research Coordinator (LPRC) plays a critical role in the development and management of ULCC projects for the Civil Section and works closely with the ULCC's Advisory Committee on Program Development and Management (ACPDM) and the Chair of the Civil Section. The LPRC initiates and supports the planning, execution, implementation, and evaluation of Civil Section projects as well as joint Civil and Criminal Section projects. The LPRC reports directly to the Executive Committee.

The LPRC is not a member of the Executive Committee or of the Budget and Finance Committee however does participate in their meetings and also attends ACPDM and Civil Section Steering Committee meetings.

## **THE RESPONSIBILITIES OF THE LEGAL PROJECT AND RESEARCH COORDINATOR**

### **Project management and Working Group coordination**

- Along with the ACPDM Chair, coordinates project initiation, planning, and execution. This includes:
  - coordinating feasibility studies;
  - coordinating new project proposals, and performing research associated with same on an as needed basis;
  - finding researchers and drafters;
  - preparing and monitoring Working Group budgets and contracts;
  - ensuring Working Groups are adequately populated;
  - communicating expectations to Working Group Chairs (including regarding report content, format, and submission deadlines);
  - monitoring progress by liaising with Working Group Chairs and assisting them in resolving process-related issues ("troubleshooting").
- Keeps the Civil Section Chair apprised of Working Group progress.

### **Committee support**

- Assists with planning and preparation of the ACPDM budget.
- Provides input on the overall ULCC budget as it relates to funding for ULCC projects.
- Attends and participates in Executive, Budget and Finance, ACPDM and other committee meetings, as appropriate, as well as the ULCC annual meeting.

### **Website and document management**

- Ensures that Civil Section and annual meeting content on the ULCC website is current and that reports and uniform acts are formatted according to ULCC approved guidelines.
- Monitors the implementation of uniform acts and maintains and publishes a record of implementation on the ULCC website.
- Makes Civil Section documents available to the ULCC's Jurisdictional Representatives.

- Ensures final, interim, and back-up copies of Civil Section and joint Civil Section and Criminal Section Working Group documents are maintained, stored, and tracked.

**Additional responsibilities**

- Monitors and provides updates on legal developments relevant to ULCC projects and other possible areas of interest and carries out associated legal research as needed.
- Responds to external enquiries about the work of the ULCC.
- Performs other duties as requested by the President and Executive Committee.