

Using Technology to reduce Costs

- Legal Intranet - - Effective Communication -

Dr. Roland Boemer
Director, Legal – Central Europe
Sun Microsystems

Why technological resources?

- In order to make work in the Legal Department
 - simpler
 - quicker
 - more efficient
 - more cost-effective
- In order to promote your own products

Which technological resources?

- Legal Intranet / Internet as resource to
 - provide your clients with information
 - share information within the Legal Department
 - make external information accessible
- Other technological resources

Legal Intranet as resource to ...

... provide your clients with information (1)

- Presentation of lawyers, legal team members
 - name, photo, biography
 - telephone no., other means of communication
 - location, address
 - availability – link to calendar tool
 - reporting line – link to orgtool
 - areas of responsibility

Name Finder

NameFinder V6.1

Home View Team Calendar Meeting Presence Timezone

NameFinder Basic Search

Search for person [input] [Reset] [Search]

Search for customers in [input] [Reset] [Search]

MySelections (use + to add entries)

Select Deselect Remove View Team Calendar eMail

Direct Reports

To get more details on somebody, click on the appropriate lastname.

Lastname	Firstname	Phone	eMail	LOC
De-La-Ville-Bauge	Louis	x30618	Louis.Delaville-Bauge	PAR01
Garcia Munoz	Pablo J	x86260	Pablo.Munoz	MAD07
Kaschub	Michael	x62213	Michael.Kaschub	MUC07
Kondricz	Peter	x49995	Peter.Kondricz	BUD01
Mott	Diane	x63138	Diane.Mott	MUC07
Olive-Lorthioir	Claire	x30121	Claire.Olive-Lorthioir	PAR01
Patzelt	Johannes	x61639	Johannes.Patzelt	MUC07

7 entries found.

Name : Roland Boemer

Title/Function : Director, Legal (GY, FR, IB, AU)
Division : SMI, LEGAL
5digit Phone # : x62202 (How to dial)
Local Time : Tue Apr 24 15:40:01 2007 MET (DST)
Phone # : +49-89-46008 2202
Admin Phone # : no Admin
eMail : Roland.Boemer@Sun.COM
Mobile Phone : +49/175/2926000
Building Code : MUC07 (Click for mail address)
Countrycode : DE - Germany
KIRCHHEIM-HEIMSTETTE
Mailstop : EMUC07
Flex.Workspace : No Reservation found.
Calendar : rb101519@cs-emu07-01.germany
Homepage : ../index.html
SunID : 101519 - Employee
Department # : 5301190332
Dept. Desc. : Global Sales Law Five BU119
Direct Reports : Roland Boemer
Reports to : Wolf Frenkel, Leif Frykman, Michael Dillon, Jonathan Schwartz
Mailserver : gedge2-mail1.germany

Appointments for Tuesday, 24 April 2007

24
 10:00-12:30 in: Vorbereitung Preso ACCE
 14:30-15:30 in: Peter Steiner
 16:00-17:00 c: Pablo 1:1

Legal Intranet as resource to ...

... provide your clients with information (3)

- Contract Databases, Contract management
 - Standard Contract Tool
 - print-out of standard contracts
 - AR – Agreement Registry
 - online access to signed contracts, documents
 - CAT – Contract Automation Tool
 - automatic support for individual contracts
 - Local Eyes – Tool for Localisation Process
 - assisting with translation and localisation of standard contracts

Contract Tool

suninfo.germany

[NameFinder](#) | [MySales](#) | [Neu auf suninfo](#) | [Forum](#) | [Tools & Links](#) | [SiteMap](#)

Suche



→ [Produkte & Service](#)

→ [Support & Schulung](#)

[Home](#) > [Unternehmen](#) > [Abteilungen](#) > [Legal](#) > [Deutschland](#) > [Standardverträge](#) >

LEGAL

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Deutschland

- » [Das Team und seine Zuständigkeiten](#)
- » [AGB](#)
- [Standardverträge](#)
- » [Vertragsverwaltung](#)
- » [Projektleihe](#)
- » [Vorlagen und Musterschreiben](#)
- » [Geheimhaltung](#)
- » [Information Protection](#)
- » [Sun Policies & Links](#)
- » [Präsentationen](#)
- » [Verhaltensregeln bei Durchsichtung](#)
- » [Monthly Report](#)
- » [Q & A](#)

Verträge

Hier finden Sie alle verfügbaren [Verträge](#) der GmbH in ihrer aktuellen Fassung.

Um Ihnen das Ausfüllen der Verträge zu erleichtern und handschriftliche Ergänzungen in den Verträgen zu vermeiden, haben wir die Titelseite aller Verträge auch als StarOffice-Datei hinterlegt. Dort ersetzen Sie bitte die Platzhalter mit den entsprechenden Kundendaten.

Sollten Ihre Kunden Änderungen oder Ergänzungen zu den auf dieser Seite hinterlegten Verträgen wünschen, setzen Sie sich bitte mit uns in Verbindung, wir helfen Ihnen dann gerne weiter!

Verträge müssen in zweifacher Ausfertigung unterschrieben werden, so daß jede der Vertragsparteien ein Original des Vertrages erhält. Grundsätzlich sollen die Verträge zunächst vom Kunden/Partner und dann erst von Sun unterschrieben werden. Das von beiden Vertragsparteien unterschriebene Sun Vertragsexemplar senden Sie bitte an das SunCenter, dort Regina Klein (x62486, [Regina Klein](#)).



[Druckbares Layout](#)

Contract Tool



Legal - Verträge

Bitte wählen Sie den von Ihnen gewünschten Vertrag aus!

Endkundenverträge:

>RahmenV – Allgemeine Bedingungen

OK!

Partnerverträge:

ALLGEMEIN

OK!

Einkaufsverträge Produkte/Leistungen:

PRODUKTE

OK!

Endkundenverträge – ALLGEMEIN – RahmenV – Allgemeine Bedingungen

Sun Rahmenvertrag – Allgemeine Bedingungen

Beschreibung:

Sun schließt Verträge in einem modularen System. An die allgemeinen Bedingungen werden die besonderen Bedingungen als Anhänge angefügt. So müssen die Standardklauseln, die Sun bei allen Verträgen verwendet, nur einmal verhandelt werden. Der Sun Rahmenvertrag stellt die allgemeinen Vertragsbedingungen für Endkunden dar, an die die entsprechenden Anhänge für Produkte oder Services angefügt werden.

[Titelseite](#)

[Vertrag](#)

Legal Intranet as resource to ...

... provide your clients with information (4)

- Sample letters, templates, checklists
 - e.g. termination letter, comfort letter, LoI/MoU
- Certificates
 - e.g. commercial / trade register
- Responses to recurring questions
 - FAQ's, guides
- Legal News

Legal Intranet as resource to ...

... provide your clients with information (5)

Interactive online training

- Standards of Business Conduct
- Export Control, Competition Law

Policies, Manuals

- Signature Policy
- Conflict of Interest, Confidential Information

Links to other Legal Websites

- EMEA Legal, Corp. Legal

Legal Intranet as resource to ...

... share information within Legal Department (1)

Know-how Database

- Who has know-how, about what?
- e.g. legal specialists in virtual Legal team
- Synergies – avoid duplicating work!

Legal Events

- Legal meetings, Team Calls
- Presentation slides for teleconferences
- Agenda and minutes of meetings

Virtual Team Calendar

Updated June 11, 2002

Home · Search · A to Z

SunWeb

Search SunWeb

Advanced Search

Contracts Online

Whats New
Virtual Legal Team
Geo Websites
Calendar
.xvpcis
Tools
Hot Links
Policies and
Procedures
Dawn Raid
Instructions
Online Training
Legal Only
About This Site
Worldwide Legal
Website
CAT Implementation
Project
AdminWeb
Channels
Simplification

Calendar

Home Page | Team Contact Details | France Legal | Germany Legal | NEUR Legal | SEAME Legal | UK Legal | Sun Intranet Site | ITS Web

CALENDAR

Events 2002	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
EMEA Legal Webcasts					23		24		25	23	20
Direct Team Con Calls*	9		14	3	16/17	12	18	14	11	16	12
Extended Team Con Calls**			14		29			27			26
EMEA Legal Conference											
Monthly Reports due to Leif Frykman	2, 29	26	26	26	28	25	29	28	26	29	26
National Hols	1 (ALL), 6 (G/S)	12 (G), 22-24 (U)	15 (H), 16 (U), 18 (G), 19 (S), 25 (G), 28 (S), 29 (U/S/S/G/S/N), 31 (S/B/N/H)	1 (ALL), 3-6 (G), 25 (I), 30 (N)	1 (S/G/S/B/H), 2 (S), 6 (U), 9 (S/G/S/B/N), 15 (S), 19 (S/B/H/N), 20 (S/G/S/B/H/N), 26 (I), 30 (C)	22 (S), 24 (G)	21 (I), 25 (S)	1 (S), 6 (U), 15 (B/I/S/G/G), 20 (H)	6 (S)	3 (G), 4 (U), 12 (S), 23 (H), 28 (C)	1 (I/I/S/G/H), 2 (S), 9 (S), 11 (S)

* Direct Team: Mark Curtis, Cheryl Fackler-Hug, Tomas Wikstrom, Roland Boemer, Florence Lonis

** Extended Team: Mark Curtis, Cheryl Fackler-Hug, Tomas Wikstrom, Roland Boemer, Florence Lonis, Anne-Sophie Frankinet, Jan Schultheiss, Frances Parrington, Udo Wiplinger, Ann-Rose Stouthuysen, Hanifa Baporla, Christel Van Peteghem, Alex Silverman, Graeme Heaton, Charlie Stevenson

Legal Intranet as resource to ...

... share information within Legal Department (2)

- **Online Legal Training (for lawyers)**

- e.g. EC Competition, Anti Trust Law
- Data Protection Law

- **Extranet to outside Law Firms**

- Legal newsletters

Internet/Intranet as resource to ...

... make external information accessible

- from Corp. Headquarter or other subsidiaries
- Legal Databases
 - Lexis, Juris, etc.
 - European Union
- Business Databases
 - commercial registers, Creditreform, etc
- General information (Google)

Intranet Rules

- How to increase the benefit of a Legal Intranet?
 - Simple navigation
 - Information should be no more than 5 clicks away
 - Single pages not too long -> not too much scrolling
 - Subscription to pro-active websites (broadcast technology)
- How does the user know, what can be found?
 - Structure, clearly arranged
 - Site map
- How does the user find, what he is looking for?
 - Index, search function

Intranet Rules

- How to keep the Legal Intranet up-to-date?
 - Regular contributions
 - Clear, individual content ownership
 - Bonus system
 - Automatic reminders for contribution

Effective e-mail communication

- will only be possible if the reading of e-mails will be made easier for the recipients.

Suggestions (1)

- shorter is better!
- use bullets
- avoid long paragraphs
- use url references for details

Effective e-mail communication

Suggestions (2)

- Use a flag in the subject line of your e-mail!
(it will make your objective more easily understandable)
- Subject flags:
 - I: Information = this e-mail is only giving you some information
 - A: Action = action is required
 - U: Urgent = this is an urgent e-mail and needs to be handled first
 - Q: Question = please come back to this question

asap

Effective e-mail communication

Suggestions (3)

- ..Use the first sentences of your e-mail for a summary of what you expect the recipient to do!
- Recipients usual questions:
 - "What is this about?"
 - "How does this affect me?"
 - "What ACTION do I need to take?"
 - "What is the timeline?"
 - Example: "Pls. send your feedback to question in subject line until ..."

Effective e-mail communication

Suggestions (3)

- Select the recipients carefully!
 - Do not put people on “to” unless you anticipate an answer, action, or participation.
 - Minimize use of “cc”.
 - When responding to an e-mail, do not respond to ALL unless everyone has a legitimate reason to see your response.
- Minimize the number and size of attachments!
 - If the attachment is a report or a presentation, summarize the content so that the recipient will only have to open the attachment for more detail.
 - If possible, use web links to repositories where the document has been posted.

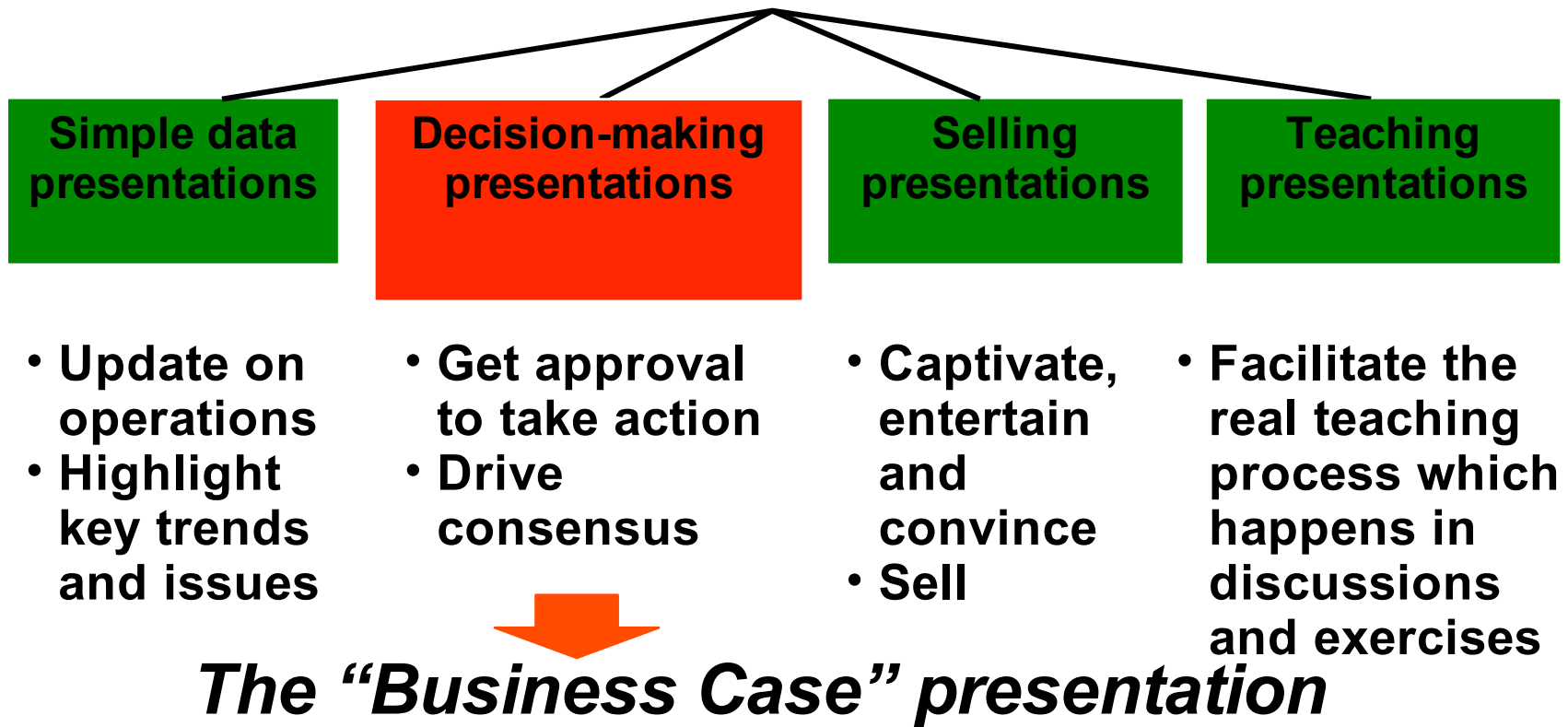
Effective Presentations

- Follow the “Answer-First Model” when you give a presentation
- As an introduction, provide a BRIEF (1-2 sentence) summary of the content of the presentation!

Why are you presenting? What result do you expect?

- requesting approval: for what?
- requesting input or assistance: to do what?
- escalating a problem: what is required?
- describing an opportunity: requirements and next steps?
- providing information: for what purpose?

Four basic types of presentations



Answer First Model

