1. Mission Statement

The role of the Institute of Advanced Legal Studies is to promote and facilitate, within London, nationally and internationally, research and scholarship at an advanced level across the whole field of law; to conduct research; to disseminate its results; and to provide to all those undertaking research in law a library facility with up to date technology, that is international in character and standing.

2. Research

2.1 Research in General

2.1.1 Now: the Institute has a proven capacity to undertake research projects by means of the following modes of activity: through the assembly of research teams managed and normally led by members of the staff of the Institute; through work undertaken by individual members of staff; through specialist in-house research centres, such as the Centre for Corporate and Partnership Law, the Centre for Legislative Studies; and the Woolf Chair research team; and through the integration of support for research with its own programmes, through the creation of competitively awarded Visiting Fellowships. The Institute currently has acknowledged expertise in the following areas: legal education; the legal profession; legal ethics; company law; financial services law; public law; European law; EU criminal law; international law; comparative law; arbitration and dispute settlement; the law of children and law reform.

2.1.2 Aim: to develop, organise and, where feasible, externally fund, ongoing programmes of research not only in areas where the Institute currently has expertise, but also, as circumstances permit, in new fields, as recommended by the Report of the IALS Review Committee.

2.1.3 2004-2005: to develop further the roles of the Centre for Legislative Studies and the Centre for Corporate and Partnership Law to enable them to undertake more long term theoretical work alongside their existing portfolios of activities; to develop further the programme of comparative work undertaken under the aegis of the joint research centre with Columbia Law School to include, in July 2005, a workshop on policing; to further develop a number of programmes already initiated in the area of child law, in particular to assist in the establishment of child rights units in Free State University, Technical University Istanbul, and the Interamericana University of Puerto Rico; to continue to work in close association with the Society for Advanced Legal Studies, in particular to consider the establishment of new expert working groups in new areas of law and practice, such as arbitration, energy law, and the professional conflicts of interest faced by solicitors representing more than one client in the same transaction.

2.2 Publications

2.2.1 Now: the Institute’s activities in this area can be divided into four principle categories; the Institute’s own publications, appearing under its own imprint;
publications appearing under the auspices of the Institute in association with commercial publishers; publications by Institute staff arising from academic activities initiated by it; and other activities, including involvement in editorial work. Since 1995-96 it has placed a high priority on developing links with the leading commercial legal publishers and the Institute is now actively involved in the editing and preparation of a number of journals, book series, on-line and loose-leaf services.

2.2.2 Aims: to maintain and develop further links with commercial publishers in areas where the Institute has expertise and interests particularly in new areas of law; to explore opportunities to develop capacities in electronic publishing.

2.2.3 2004-2005: to explore with the British Insurance Law Association and Sweet and Maxwell the possibility of joint initiatives in the field of building insurance law; to arrange publication of work already undertaken on money laundering compliance for Richmond Law and Tax; to arrange for the publication of further reports arising from research undertaken by the expert working groups of the Society for Advanced Legal Studies; to investigate the possibility of taking over the established loose leaf on constitutions, published by Oceana.

2.3 Fellowships

2.3.1 Now: the Institute has a well established portfolio of competitively awarded short term (3-12 months tenure) Fellowships, both quasi-stipendiary (Inns of Court Fellowship) and non-stipendiary (Visiting Fellowships), together with other occasional awards. The Institute has also recently introduced a new Visiting Senior Research Fellowship scheme. These Fellowships, tenable for three-year periods, have been introduced with the aim of enabling the holders to develop more substantive research programmes than is possible with short term Fellowships.

2.3.2 Aims: to review the operation of the existing portfolio of schemes and, where appropriate, to investigate the possibility of introducing and seeking external funding support for new Fellowships where a perceived need exists; to monitor the results of Fellows’ work effectively and to achieve and record identifiable published results from projects undertaken.

2.3.3 2004-2005: as above.

2.4 Seminars, Conferences, Workshops and Lectures

2.4.1 Now: regular programme of seminars, public lectures, workshops and conferences organised by the Institute, some in collaboration with other organisations. It has established nationally recognised fora in respect of company law; overseas law and related research; legal skills; financial services law; comparative company law; economic crime; legal education, ethics and the practice of law; the law of children; legislative drafting (in association with the Statute Law Society); legal history; Jewish law; and money laundering. In addition the Society for Advanced Legal Studies organises its own complementary programme of lectures and workshops covering a wide spectrum of subjects.

2.4.2 Aims: to keep under review the range and format of activities offered and to introduce provision in additional subjects fields by reference to the interests of Institute staff and perceived demand; to improve recognition through standardised
leaflets and posters; to ensure all events are advertised on the IALS web site in good time; to develop email mailing lists linked to the web site, and to co-ordinate management of contacts lists, with a view to possible benefits for fund raising.

2.4.3 2004-2005: to review the current arrangements that the Institute and the Society for Advanced Legal Studies have for administering their respective programmes, with a view to improving co-ordination, and devising a common strategy for the planning and marketing of events.

3 Student Recruitment

3.1 Now: the Institute has a successful MPhil/PhD research degree programme, which reinforces and supports its role as a centre for advanced legal research.

3.2 Aims: to maintain student registrations at the optimum number based on the level of the Institute’s academic staff establishment and recommend maximum individual staff supervisory loads; to maintain internal management controls to regulate numbers.

3.3 2004-2005: as above.

4. Teaching and Learning

4.1 Postgraduate Research Programme

4.1.1 Now: MPhil/PhD registrations currently accepted in the fields of administrative law; arbitration and alternative dispute resolution; commercial law; comparative law; corporate law; economic and financial crime; European law; financial services law; insolvency law; law enforcement; legal education; legal practice and the legal profession; legal skills; legislative studies and legislative drafting; partnership law; public and private international law; trade law.

4.1.2 Aims: to maintain a viable community of research students which can support and reinforce the Institute’s wider role as a promoter and facilitator of legal research through their involvement in its programme of research, training and publishing activities; and to continually monitor individual and institutional supervisory capacities; to provide a comprehensive training programme covering all the skills required by such students.

4.1.3 2004-2005: to explore the possibility of expanding the provision of the successful research methodology course, including the broadening of its recruitment and the possible collaboration with other organisations working in this field; to explore with the British Institute of International and Comparative Law the possibility of using members of its staff for MPhil/PhD supervisory duties; to respond as appropriate to the new procedure for recognising staff eligible to act as research degree supervisors to be introduced by the School.

4.2 Postgraduate Taught Courses

4.2.1 Now: no provision.
4.4.2 Aims: to keep under review the possibility of postgraduate taught course initiatives in areas where the Institute has acknowledged expertise, and where such provision would be complementary to that in the London law schools.

4.4.3 2004-2005: to introduce the new MA in Advanced Legislative Studies; to explore the possibility of participating in a joint degree masters courses with overseas universities, subject to the necessary changes being made to the University’s regulations to enable this.

4.3 LLM Teaching

4.3.1 Now: the Institute sees its principal role as that of supporting the LLM programmes of the University of London, through library and other provision. The only taught course offered by the Institute will be the MA in Advanced Legislative Studies, from 2004-05.

4.3.2 Aims: see para. 9.1.2 below.

4.4 International and Professional Training and Research

4.4.1 Now: modest programme of training and consultancy activities in professional training, with a bias towards advanced legal skills and trans-national training environments, undertaken under the aegis of the International and Professional Training and Research Unit (IPTRU). An annual Gateway Semester Programme is also run for Dickinson Law School. IPTRU also undertakes a modest programme of related research, particularly in the fields of financial services law; economic crime; criminal law; the law of children; and human rights. The Centre for Legislative Studies offers an annual course in legislative drafting for professional drafters from the Commonwealth and beyond.

4.4.2 Aims: to support and develop further the activities of the International Professional Training and Research Unit, and to keep under review its financial and management structure in order to ensure that it meets its objective of generating a positive financial return.

4.4.3 2004-2005: to explore the possibility of expanding existing collaboration with Interamericana University of Puerto Rico from the existing summer school to include a course on continuing education for US attorneys; to explore the possibility of establishing a joint programme of activities with Bachesahir University, Istanbul, to include, inter alia, workshops in Turkey for judges, prosecutors, etc: briefings in London for senior Turkish professionals; and a London semester programme on EU law (possibly in conjunction with the existing Dickinson Gateway Semester Programme); to continue consultancy work for the government of Lesotho on the establishment of a child and family court; to complete the major four year Ukraine Legislative Drafting Programme for the Department for International Development; to secure similar training projects, through the EU's PHARE and TACIS schemes.

5. Quality Assurance

5.1 Now: procedures are now in place for the admission, annual review, and monitoring of student feed-back in respect of MPhil/PhD research students.
5.2 **Aims:** to continue to maintain and, where necessary, to improve standards and to continue to observe the best practice in all matters; in accordance with the provisions of the School's Quality Assurance Framework.

5.3 **2004-2005:** to implement the new procedures for the documentation of MPhil/PhD supervision sessions.

6. **Finance**

6.1 **Now:** if exceptional items relating to the building development project (below, para 8) are excluded, the Institute aims to operate a broadly balanced budget, due largely to its capacity to generate external non-HEFCE income, which now represents over 60% of the total. Ongoing difficulties in maintaining the library’s capacity to acquire books and periodicals, given that these costs consistently inflate at a higher rate than HEFCE NFF funding. The significant additional sum required each year to make up the short-fall has to be met from savings elsewhere in the library and/or additional income generated by the library and/or gifts of books from publishers.

6.2 **Aims:** to continue to balance operating budget, whilst seeking to raise funds from external sources for specific projects; to undertake a major fund raising appeal in support of a wide ranging portfolio of projects including the new building development (para 8, below), and the funding of new or existing academic posts (para 7 below).

6.3 **2004-2005:** as above.

7. **Staffing**

7.1 **Now:** the expansion of the academic establishment of the Institute since 1995-96 has permitted a significant increase in research and publications activity, both individual and collective, and the maintenance of its staffing resources, at least at this level, is regarded as being of fundamental importance to the Institute’s mission. The accumulated expertise available within the Institute’s library is a unique resource for the support of advanced research and scholarship in law.

7.2 **Aims:** to seek external funds for the permanent endowment of a number of existing posts, and of new senior research appointments in comparative corporate law, financial services law, comparative criminal law (or criminal justice systems), and information and the law.

7.3 **2004-2005:** as above.

8. **Premises**

8.1 **General**

8.1.1 **Now:** the Institute’s library is now almost full and the building has no space to allow it to expand, either in facilities for readers or space for the collections. Outside the library the expansion in academic activities that has taken place in recent years has resulted in acute shortages of office and teaching accommodation, and the strategies identified in previous planning periods to alleviate these difficulties have
now been implemented. The quality of existing accommodation is deficient, particularly as plant and services come to the end of their useful life. The Institute's preferred option is the erection of a new building on the adjacent vacant site; the refurbishment of its existing accommodation; and a rationalisation of the space usage of both the Institute and the British Institute of International and Comparative Law.

8.1.2 Aims: to secure the additional accommodation and the refurbishment of existing accommodation, vital for the maintenance of the Institute's existing services, and the development of new initiatives, particularly in relation to the library; to undertake a major fund raising appeal to raise the funding necessary for the above, and the other development projects prioritised by the Institute's Development and Advisory Committee.

8.1.3 2004-2005: to obtain planning permission for the erection of the new building and refurbishment of existing accommodation based on the revised proposal submitted by the project design team to meet the constraints being imposed by the planners; to extend the new signage already installed in the library to the remainder of the building.

8.2 Health and Safety

8.2.1 Now: the Institute’s Health and Safety Committee monitors the health and safety of its staff, students and visitors, and regular formal reviews of health and safety matters are undertaken by the Management Committee. Comprehensive risk assessment and safety audits of the building have been undertaken and procedures revised in the light of the findings.

8.2.2 Aims: to implement the University’s health and safety policies, and to raise the awareness amongst staff, students and visitors of the relevant issues.

8.2.3 2004-2005: to ensure compliance with the Disability Discrimination Act; to complete implementation of the recommendations of the University’s safety audit of the building.

9. Information Services

9.1 The Library

9.1.1 Now: The Institute’s library is one of the world’s major legal research libraries and plays a leading role in the support of legal scholarship throughout the United Kingdom and overseas; its primary mission is to support legal research by academic staff and postgraduate research students throughout the UK higher education sector and to collect, maintain and make available extensive collections of legal literature of national importance. It is also a vital element in provision for postgraduate taught course provision in law in the University of London. The Library is increasingly active in national and international collaboration on legal information provision, particularly in innovative projects in electronic information provision. It plays an important role in supporting legal research in other sectors and continues to play a pioneering role in the rapid distance provision of library services, by electronic and other means, and a leading role in the training of law librarians.
9.1.2 **Aims:** to maintain and to improve the library’s capacities to acquire, house on-site, and make easily accessible legal research materials; to maintain the level of staffing and staff expertise to provide legal research services and participate in new developments in legal information provision; to extend the availability of training and advice for legal researchers; to increase remote access by the academic research community to legal research library services; to collaborate in the formation of the University of London Research Library Services; to operate the Innopac / Millennium automated library system to fullest advantage for the School and its other partners and to collaborate with the University Library in establishing joint management and development of a merged system serving the ULRLS; to restructure the physical environment and work-flow in the library to improve efficiency and economy in its operation and to improve physical facilities for researchers; to develop partnerships and collaborative projects with other research libraries, nationally and internationally, and to participate in the formation of national research library policy; to improve the quality of the bibliographical database; to continue to provide an efficient and economical service to meet the needs of postgraduate taught course provision in the University, by financial arrangement with and in close co-operation with the relevant law schools; to continue to provide legal research services to other sectors on appropriate terms and invest any surplus income into the IALS Library.

9.1.3 **2004-2005:** to play a major part in the creation of the University of London Research Library Services to take full advantage of the new structure to improve services while ensuring locally responsive services and locally responsible management; to continue to develop a detailed plan of future requirements for a building and refurbishment programme (para 8.1.1, above) and to identify any further measures to alleviate the current shortage of space; to refine collection development and management policies; to continue a major upgrade of the library automated system and implement a project in collaboration with the University Library to extend electronic resource access and management capabilities, including the development of subject portals; to consolidate authority control in the SAS bibliographical database; to continue a project to develop remote access to electronic information resources; to continue a conservation and stock cleaning programme; where possible to carry out refurbishment of public spaces in the library, including the investigation of a programme of furniture replacement; to continue library subscription services within the new copyright regime and licensing arrangements and seek to improve the range of services; to exploit the library’s network scanning facilities and investigate potential for developing digital collections; to develop further local and collaborative programmes for training legal researchers and staff of IALS and other libraries; to continue to seek funds for the creation of an electronic resources training suite; to continue a strategic partnership with the British Library and to build on the FLAG project in collaboration with other legal research libraries; to continue to participate in the LLMC Digital project to digitise legal materials; to continue to review the provision of reference services provided to researchers in the library; to seek funds to implement the automation of the library’s detailed serial holdings lists in order to streamline technical processes and make further information available online; to continue to develop and implement a records management system and seek to establish a secure semi-current record store on-site.

9.2 **Computing Services**

9.2.1 **Now:** Computing services and facilities are procured, managed and supported by the library and have an essential involvement in all areas of Institute
activity. The computing network comprises 140 workstation computers and 6 terminals connected to 5 servers across 10baseT network infrastructure with wide-area network access by fibre-optic link to Senate House. Support is provided by in-house Information Systems Department staff in combination with the Network Services Team of the central university and bought-in freelance expertise.

9.2.2 **Aims:** to continue to provide and develop integrated computing services and on-site support for Institute staff, students and readers and to improve network performance as available resources permit, with the aim of maximising the benefit of automated approaches in academic, administrative and library activities.

9.2.3 **2004-2005:** to collaborate as appropriate with ULCC in the formulation, development and delivery of improved services for Institute staff, students and readers; to develop further the IALS Windows Server; to develop further the library’s refurbished Electronic Information Unit as an electronic training facility; to consolidate network access facilities for library readers using their own laptop computers; to extend computing facilities for users with special needs; to upgrade computing facilities for Visiting Fellows; to continue development of in-house Microsoft Access management databases; to continue to upgrade and replace computers and software for staff, students and external researchers; to introduce specialist system protection software on service PCs; to document fully disaster response and recovery measures; to extend training opportunities for staff and students.

9.3 **Internet / Intranet Services**

9.3.1 **Now:** the Institute website, developed and maintained by the library, forms part of its information services in support of legal research on a national and international basis and is a primary means of publicising the Institute and its activities. Information databases created by the library, directly or in collaboration with other organisations, are a significant contribution to legal research resources.

9.3.2 **Aims:** to continue to develop the website for publishing and information services and for marketing and promotional purposes; to increase relevant content and services on the site; to continue to develop the electronic publication of the Institute’s materials and to enable web access to databases of information held at the Institute; to develop procedures to monitor the effectiveness of the site; in collaboration with other organisations and projects, to create and make available a portfolio of databases of legal and related information of value to the academic legal community at no cost to the end user; to collaborate with the British and Irish Legal Information Institute; to develop additional services for the University of London LLM programme on the site.

9.3.3 **2004-2005:** to co-operate with other parts of the central University to ensure appropriate co-ordination in the design, construction, and delivery of services; to investigate the best way to host the service; to continue to develop new content for the IALS website including legal research FAQs, research guides and virtual library tour; to meet international accessibility standards; to develop and maintain a law portal as part of the library automated system serving the ULRLS; to facilitate e-commerce/credit card transactions via the site; to maintain and develop the existing web databases on the site; to host and participate in the management of the British and Irish Legal Information Institute (BAILII) service; to continue the co-operative development of a gateway service to legal information on the internet (SOSIG); to
work as UK section editors for the WorldLII service; to continue to collaborate with
the British Library and others on a foreign law research website (FLARE); to continue
to participate in the JISC-funded initiative to support the teaching and learning of
legal information skills (LawPaths); to continue to develop the Institute’s intranet; to
develop members’ areas for library subscribers and members of the Society of
Advanced Legal Studies; to continue to produce and review usage statistics; to
investigate the possibility of offering LLM reading lists online; to investigate and seek
funding for a collaborative project to create a Sources of Law Virtual Encyclopaedia.

10. Student Services

10.1 Now: Junior Common Room and electronic information facilities (with 34
workstations) available to all postgraduate research and University of London
postgraduate taught course students eligible to use the Institute. Additional
computing (7 workstations) and social facilities available to the Institute’s own
postgraduate research students.

10.2 Aims: to keep provision under review and improve where appropriate, and
where circumstances permit.

10.3 2004-2005: to refurbish and upgrade the student computing room.

11. Context

11.1 Now: the Institute plays a full part in the academic, library and administrative
affairs of the School, and also within the wider context of the University of London. It
also places great importance on its national and international role and has links with
many prestigious academic, governmental and professional organisations in the
United Kingdom and abroad. The Institute also fulfils a vitally important role in
supporting the legal profession as a whole.

11.2 Aims: to collaborate in the formation of the University of London Research
Library Services (para 9 above); to further develop and strengthen its national and
international links.

11.3 2004-2005: as above.

D E Phillips
Administrative Secretary
revised
10 February 2004