



TASKS FOR TRANSITIONING A COUNTRY OFFICE ARCHIS: LEGAL

- ❖ **Adapt GOM 6 – Legal Services**
- ❖ **Write SOPs, including roles, responsibilities and authority for staff with regard to interfacing with legal counsel**

- Identify legal counsel that is different from the SAAG currently used by I-TECH:** attorney should have experience/knowledge with registration, HR, real estate (office leases), insurance, and fiscal issues
- Create contract template for be used for contract with legal counsel**
- Negotiate and finalize contract with attorney and/or legal firm**
- Review and select registration option**
- Submit all necessary paperwork and conduct all required steps for registration process**
- Determine allowability and requirements for maintaining UW I-TECH registration for a dormant entity if I-TECH entity will not continue to be an active office for the immediate**
- Work with I-TECH HQ to put in place MOU between I-TECH and the new entity**

RESOURCES

None