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# ACC DOCKET

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**Day in the Life: Ilse De Loof**

**Interviews and Profiles**





**Ilse De Loof**

GROUP GENERAL COUNSEL

LBC TANK TERMINALS GROUP

MECHELEN, BELGIUM

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**06.45**

I get up and try to wake up my three teenage boys. The number of attempts required increases with their age. **Once the boys are awake, the house sounds like a dance festival.** The first negotiation of the day starts: lower volume and only one playlist at a time!

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07.15

LBC Tank Terminals Group has operations in **Asia, Europe and the United States**, so I check my email to see if any urgent matters have commuted to Belgium overnight.

07.30

During the boys' breakfast I finish up **last minute off-to-school activities**: lunch money, document signatures and other things they did not think about the evening before.

08.00

The dust settles. The boys leave the house and I can finally take a shower, get dressed and "**put the war paint on.**"

08.30

**I listen to the news during my drive to work.** Depending on my mood, I might switch to classical or electronic music.

09.00

Arrive at work, review emails and check in with my PA and the legal department to see if any priorities have changed. **The day's plan resets if necessary** (it usually does ... ).

09.30

While the workdays overlap, I have a short conference call with China/Singapore. The final version of an incorporation document of a **wholly foreign owned entity** is reviewed, and a first draft of a memorandum of understanding for a new joint venture in the PRC is prepared.

11.00

A cup of tea helps before my daily meeting with the Group CEO. We go over a couple of current matters and discuss the risks of **a new investment opportunity in the Middle East.**

12.00

Respond to a couple more emails and answer **a "walk-in" question from our treasurer** about one of the steps of an equity push down through several entities in Europe and the United States.

12.30

Eat a salad at my desk while checking **the New York Times and De Tijd** online as well as my personal mailbox.

13.00

Meeting with the European human resources manager. We review the strategy on a few individual employment and termination agreements in **Belgium, France, the Netherlands, Spain and**

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Portugal.

14.00

Prepare the agenda and plan for the **upcoming Topco board meeting**. Update the claims and litigation register for the audit committee and draft the legal section for the board report.

15.30

Have a meeting with my legal counsel to review a liability issue in a storage agreement from **a core customer in France**. Answer her questions on preferred approach in outstanding files.

16.10

My youngest son calls to say that his brothers all biked home safely. He reminds me to not forget to **pick him up from his dancing class this evening**.

16.15

A conference call with a US outside counsel regarding the progress on **an easement agreement for a pipeline in Houston**. We also discuss a few clauses in a construction agreement for a new dock we are building.

17.00

Join the weekly **Group Executive Leadership Team** meeting between Europe and the United States via webcast.

18.00

Update my to-do list for tomorrow and get those last few emails answered before I leave the office for the day.

18.30

I drive home and pick up my youngest son from his hip-hop class. **Mission completed**.

19.15

We all arrive home at about the same time. **The two older brothers just returned from hockey practice**. I manage a family dinner with my partner and sons while we catch up on the adventures of the day.

20.30

Take a last glance at the email to see if anything has come in **from the United States that needs attention in "their today"**. Respond to a couple of emails to allow my colleagues to be productive first thing tomorrow in Asia.

21.00

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Sit down and have a **glass of wine with my partner**. We watch an episode of ***Breaking Bad*** and check our personal emails.

**23.00**

Off to bed to be fully rested for another "**day in the life**" tomorrow.

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