

Aalto University School of Science



*IACCM Meeting*, *Espoo*, 15.06.2016



## Hello!



- > Freelance information designer & researcher
- > MA Graphic Design
- > PhD Candidate in Organisational Behavior and Knowledge Management
- > "How can we make contracts more user-friendly through information design?"



# **Contracts: assumptions**

... Just something you have to have

... At odds with relationships (documents are documents, people are people)

... Contract readers are fully rational actors



# **Contracts: what they could be**

Just something you have to have

> A valuable customer touchpoint

At odds with relationships (documents are documents, people are people) > Can be used to foster a good relationship, to communicate clearly, to signal commitment

**Contract readers are fully rational actors** 

> Contract readers are humans with normal cognitive and attention limitations, indivisible from their emotions, and less rational than you think



# Framing

The way in which you present information to an audience will have an impact on how they make sense of that information.



There is a disease outbreak, and it is likely to kill 600 people. Two programs of actions have been proposed:

PROGRAM A Allows 200 people to be surely saved

PROGRAM B Has a 1/3 probability that all 600 people are saved and a 2/3 probability that none of the 600 people are saved.

Which one do you choose?



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There is a disease outbreak, and it is likely to kill 600 people. Two programs of actions have been proposed:

PROGRAM A 400 people surely die

PROGRAM B Has a 1/3 probability that nobody dies and a 2/3 probability that everyone dies.

Which one do you choose?



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A buyer wants protection from a possibly risky supplier.

Weber et al, 2011



A buyer wants protection from a possibly risky supplier.

**Early termination** 

**Extension option** 

Weber et al, 2011



A buyer wants protection from a possibly risky supplier.





Contract duration is 4 years, with the possibility to terminate it early after 2 years have passed Contract duration is 2 years, with the option to extend it for 2 more years

Weber et al, 2011



A buyer wants protection from a possibly risky supplier.





# Nope!



Early termination triggers a preventive frame



Based on Weber et al, 2011



Early termination triggers a preventive frame



Based on Weber et al, 2011



Early termination triggers a preventive frame





**Extension option triggers a promotive frame** 



Based on Weber et al, 2011



## **Extension option triggers a promotive frame**



Based on Weber et al, 2011



## **Extension option triggers a promotive frame**







plus, humans are tendentially more risk averse: if you are not intentionally seeking an arm's length relation, you need to consider "framing away from the negative"!



# **contract design =** strategic business decisions + strategic risk management + behavioral nudges + language choice + top-notch document design



# How to make our chosen framing clear "at-a-glance"?



## Pricing: showing the value to the customer

## **Operation & Maintenance Outsourcing**

The total compensation is based on a fixed fee and production-based compensation.

- The fixed fee is 20 000 € /month
- Production-based compensation is based on a fee of 1 € per m<sup>3</sup> of product, calculated for production over 20 000 m<sup>3</sup>



## Pricing: showing the value to the customer



Supplier's perspective: "the more we help production, the more we are rewarded"

Design: Stefania Passera



" If the customer just looks at this chart at a glance, they may believe that the price goes up.

It gives the impression that they will spend more! The point is that it is advantageous for them in the long term.

If they don't see that, they won't trust our proposal. "



Pricing: showing the value to the customer





## Creating service scope with the customer: the map metaphor

#### Outsourcing service scope

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## **Operation & Maintenance Outsourcing**

> Is it clear that the service is modular?

> Is it clear that every aspect of the service is flexible and customizable?

> "List of demands" -metaphor



## Creating service scope with the customer: the map metaphor

Service modules and submodules are visible

Facilitate choice and discussion

"Map" -metaphor invites the parties to explore options together

> service scope creation is often a collaborative endeavor



Aalto University School of Science Design: Stefania Passera

## "We promise plain language communications to our customers"

## Suitable?

#### TERMS OF BUSINESS

ittese are our general terms of business on which we accept instructions from you, our client. We ask you to take the time and trouble to read these terms and to raise with us any questions and concerns before we start work on your behalf. your particular attention is drawn to clauses 9, 14, 20, and 21, as these clauses contain provisions relating to limitations on our liability to you and to your right of cancellation.

#### Limited Liability Partnership

Liability Partnerships Act 2000 (with registered number 18 and with its registered office at 19 We use the 19 We use the 10 We u

available by written request to any of our offices.

#### OUR SERVICES

#### 1. Our work for you

We aim to offer all our clients a quality personal legal service at a fair cost and are confident that we will do so when working for you.

The firm is committed to offering all our clients an efficient and effective service at all times. You will be kept regularly informed of the progress of your matter. We will explain the legal work that may be required, the costs and risk benefits of pursuing a matter, the likely timescale involved and all communication will be in plain language.

You will be told the name of the individual responsible for your matter and the name of their supervising Team Leader.

We try hard to avoid changing the people who are handling your matter, but if this cannot be avoided we will notify you promptly of any change and why the change is necessary.

You will receive separately our letter of engagement setting out additional information dealing with the specific matter on which you are instructing us. In the event that any provision contained within your letter of engagement conflicts with these terms of business then, save in respect of clause 14 below (which shall not be overridden), the provision within the letter of engagement will prevail.

We will accept instructions from you for advice and representation on the law of England and Wales only and not on any foreign or religious law. On your behalf we may instruct, with your agreement, experts to advise and represent you on foreign and religious law issues.

In the course of carrying out instructions on a matter it may be necessary to take expert advice from a third party. We will inform you if we propose instructing a third party on your behalf.

External firms or organisations may conduct audits or quality checks on our practice. These external firms or organisations are required to maintain confidentiality in relation to your files.

#### 2. Your Obligations

You agree with us that you will, so far as you are able, give to us clear instructions and not deliberately withhold any information, which we might reasonably require to properly represent you. The relationship between solicitor and client must be one of mutual good faith, confidence and honesty, and we both agree that our business dealings will be upon this basis.

#### 3. Financial Services

Our services to you do not include investment advice in relation to the work or its practical implications. If during this transaction you need advice on investments we may refer you to someone who is authorised by the Financial Conduct Authority ("FCA"), as we are not. We may make you aware of financial products available in the market that do not form part of our services, and in relation to which you should seek independent financial advice before making any commitments.

However, we are included on the register maintained by the FCA so that we can carry on insurance mediation activity, which is broadly the advising on, selling and administration of insurance contracts. We may also be able to provide certain limited investment services where these are closely linked to the legal work we are doing for you.

Our financial services are regulated by the Solicitors Regulation Authority ("SRA"). The register can be accessed via the Financial Conduct Authority website at www.fca.org.uk/register.

## "We promise plain language communications to our customers"



## "We want to show that we are more collaborative than our competitors"



## "We want to show that we are more collaborative than our competitors"

## **Better?**

### 3. Students & parents (1/2)

#### Both partners will:

- Ensure the welfare of the students.
- Where required, work together and meet on a date and at a time agreed by the Parties to resolve any problems or issues that may arise within a Student's review report.
- Agree that it is in the best interests of the Study Programme that Students may for a period of time be removed from the Sporting Excellence
  Programme due to unsatisfactory work output, attendance or behaviour / attitude within any area of the Study Programme. In such instances,
  the Student will be required to attend additional Educational Programme sessions until is satisfied that they are up to date with their
  Educational Programme and ready to resume on the Sporting Excellence Programme.
- Ensure each Student attends the *Educational Programme* and in the event of poor attendance (<u>under 85%</u>), to notify each other and work together to support the Student and ensure full attendance to avoid any exclusion of the Student.

- Give information, advice and guidance to the students for progression routes following completion of the *Study Programme*.
- Complete registration with awarding bodies for appropriate exams and certification pursuant to the awarding bodies and *Lead Provider*'s guidelines in place from time to time.
- Liaise with any relevant awarding body external verifiers if sample of student's work is requested.
- Provide the timetable to adhere with student needs and Funding Body guidelines and will work with Club.
- Prepare an overall Scheme of Work for the Study Programme that include both the Educational and Sporting Excellence Programme Lesson plans.
- Audit lesson plans to ensure that they comply with OFSTED standards.
- Comply with the *Guided Learning Hours* required for the Educational element of the *Study Programme* and provide the Club with notification of the *Guided Learning Hours* for the *Sporting Excellence Programme*.

#### The Club will:

- Allow associated partners of or an Authorised Delivery Partner to promote other progression opportunities such as higher education and employment opportunities to potential students.
- Support with the registration process if required
- Provide input to on and when finalised implement the timetables
- Provide with a Scheme of Work for the Sporting Excellence Programme in order to comply with OFSTED requirements. These must be approved by and may reviewed on a regular basis throughout the Academic Year.
- Comply with the Guided Learning Hours for the Enrichment Activities outlined on the agreed timetable.
- Ensure that lesson plans are regularly updated and available for review by
- Keep records in respect of the Sporting Excellence Programme showing clearly all Students, their attendance information and any relevant information required by the Lead Provider and/or Funding Body and allow on reasonable notice, access to and inspect those records.

# "Us" is the focus

Swimlanes are used to create equality between the parties

## Legal Design Jam<sup>™</sup>: a way to reframe (and simplify) contracts

#### NUCLEAR ENERGY RISKS EXCLUSION CLAUSE (REINSURANCE) (1994) (WORLDWIDE EXCLUDING U.S.A. AND CANADA)

This Reinsurance shall exclude Nuclear Energy Risks whether such risks are written directly and/or by way of reinsurance and/or via Pools and/or Associations.

third party insurances or reinsurances (other than Workers' Compensation and

and/or by way of reinsurance and/or via Pools and/or Associations. For all purposes of this Reinsurance Nuclear Energy Risks shall mean all first party and/or

Employers' Liability) in respect of: LAU.Property\_on.the site of a nuclear news.station.

Nuclear Reactors, reactor buildings and plant and equipment therein on any site other than a nuclear power station.

II All Property, on any site (including but not limited to the sites referred to in I above) used or having been used for:

(a) The generation of nuclear energy; or

#### (b) The Production, Use or Storage of Nuclear Material.

Any other Property eligible for insurance by the relevant local Nuclear Insurance Pool and/or Association but only to the extent of the requirements of that local Pool and/or Association.

#### IV. The supply of goods and services to any of the sites, described in Lio, III, above, unless, such insurances or robustances shall exclude the petits of stadiation and contembolion by. Nuclear, Material.

Except as undernoted, Nuclear Energy Risks shall not include:

(i) appring insurance or reinisurance in respect of the construction or erection or installation or replacement or repair or maintenance or decommissioning of Property as described in I to III above (including contractors' plant and equipment);

 (i) any Machinery Breakdown or other Engineering insurance or reinsurance not coming within the scope of (i) above.

Provided always that such insurance or reinsurance shall exclude the perils of irradiation and contamination by Nuclear Material.

However, the above exemption shall not extend to:

1. The provision of any insurance or reinsurance whatsoever in respect of a

#### (a) Nuclear Material;

(b) Any Property in the High Radioactivity Zone or Area of any Nuclear Installation as from the introduction of Nuclear Material or - for reactor installations - as from fuel loading or first criticality where so agreed with the relevant local Nuclear Insurance Pool and/or Association.

2. The provision of any insurance or reinsurance for the undernoted perils:

- Fire, lightning, explosion;

- Earthquake;

- Aircraft and other aerial devices or articles dropped therefrom;

- Irradiation and radioactive contamination;

- Any other peril insured by the relevant local Nuclear Insurance Pool and/or Association;

Ig respect of any other Property not specified in 1 above which directly involves the Production, Use or Storage of Nuclear Material as from the introduction of Nuclear Material into such Property.

#### Definitions

"Nuclear Material" means:

(i) Nuclear fuel, other than natural uranium and depleted uranium, capable of producing energy by a self-sustaining chain process of nuclear fission outside a Nuclear Reactor, either alone or in combination with some other material; and

#### (ii) Radioactive Products or Waste.

"Radioactive Products or Waste" means any radioactive material produced in, or any material made radioactive by exposure to the radiation incidental to the production or utilisation of nuclear fuel, but does not include radiolstoppes which have reached the final stage of fabrication so as to be usable for any scientific, medical, agricultural, commercial or industrial purpose.

"Nuclear Installation" means:

(j) Any Nuclear Reactor;

(ii) Any factory using nuclear fuel for the production of Nuclear Material, or any factory for the processing of Nuclear Material, including any factory for the reprocessing of irradiated nuclear fuel; and

(ii) Any facility where Nuclear Material is stored, other than storage incidental to the carriage of such material.

"Nuclear Reactor" means any structure containing nuclear fuel in such an arrangement that a self-sustaining chain process of nuclear fission can occur therein without an additional source of neutrons.

"Production, Use or Storage of Nuclear Material" means the production, manufacture, enrichment, conditioning, processing, reprocessing, use, storage, handling and disposal of Nuclear Material.

"Property" shall mean all land, buildings, structures, plant, equipment, vehicles, contents (including but not limited to liquids and gases) and all materials of whatever description whether fixed or not.

#### "High Radioactivity Zone or Area" means:

(i) For nuclear power stations and Nuclear Reactors, the vessel or structure which immediately contains the core (including its supports and shrouding) and all the contents thereof, the use elements, the control rods and the irradiated vel store; and

(ii) For non-reactor Nuclear Installations, any area where the level of radioactivity requires the provision of a biological shield.

## Reinsurance clause on excluding nuclear risk

Excludes...

Excepts...

Excepts (to the first exception)...

Excepts (to the second exception)...



## Legal Design Jam<sup>™</sup>: a way to reframe (and simplify) contracts

NUCLEAR ENERGY RISKS EXCLUSION CLAUSE

This Reinsurance shall exclude Nuclear Energy Risks whether such risks are written directly and/or by way of reinsurance and/or via Pools and/or Associations.

For all purposes of this Reinsurance Nuclear Energy Risks shall mean all first party and/or third party insurances or reinsurances (other than Workers' Compensation and Employers' Liability) in respect of:

I All Property, on the site of a nuclear power station.

Nuclear Reactors, reactor buildings and plant and equipment therein on any site other than a nuclear power station.

II All Property, on any site (including but not limited to the sites referred to in I above) used or having been used for:

(a) The generation of nuclear energy; or

(b) The Production, Use or Storage of Nuclear Material.

III Any other Property eligible for insurance by the relevant local Nuclear Insurance Pool and/or Association but only to the extent of the requirements of that local Pool and/or Association.

IV The supply of goods and services to any of the sites, described in I to III above, unless such insurances or reinsurances shall exclude the perils of irradiation and contamination by Nuclear Material.

Except as undernoted, Nuclear Energy Risks shall not include:-

(i) any insurance or reinsurance in respect of the construction or erection or installation or replacement or repair or maintenance or decommissioning of Property as described in I to III above (including contractors' plant and equipment);

(ii) any Machinery Breakdown or other Engineering insurance or reinsurance not coming within the scope of (i) above.

Provided always that such insurance or reinsurance shall exclude the perils of irradiation and contamination by Nuclear Material.

However, the above exemption shall not extend to:-

1. The provision of any insurance or reinsurance whatsoever in respect of:-

(a) Nuclear Material;

(b) Any Property in the High Radioactivity Zone or Area of any Nuclear Installation as from the introduction of Nuclear Material or for reactor installations - as from fuel loading or first criticality where so agreed with the relevant local Nuclear Insurance Pool and/or Association.

2. The provision of any insurance or reinsurance for the undernoted perils:

- Fire, lightning, explosion;



## Legal Design Jam<sup>™</sup>: a way to reframe (and simplify) contracts



This reinsurance excludes Nuclear Energy Risks.

#### What is a Nuclear Energy Risk?

It is a first party and third party insurance or reinsurance (except for Workers' Liability and Employers' Liability insurance) covering:

- a) Nuclear Property,
- b) risks eligible for cover under a Nuclear Insurance Pool (to the extent they are eligible), or
- c) the supply of goods and services to Nuclear Property unless the policies exclude the perils of irradiation and contamination, or
- d) breakdown of machinery or other engineering activities related to Nuclear Property unless the policies exclude the perils of irradiation and contamination, or
- e) any instance of fire, lightening, explosion, earthquake, aircraft, irradiation, radioactive contamination which is directly related to Nuclear Property.

#### What is Nuclear Property?

It is:

- a) the site of a Nuclear Installation and everything on it, once radioactive material has been introduced to it, and
- b) any other property or material that is sufficiently radioactive to require a biological shield to be used

#### but excludes:

material that may be radioactive but has been processed so that it is fit to use for medical, agricultural, scientific or general (non-power-generating or weapons-related) commercial or industrial use.

#### What is a Nuclear Installation?

It is a site where radioactive material is processed, stored or used for nuclear fission, or for reprocessing after use for nuclear fission.

#### What is a Nuclear Insurance Pool?

It is a distribution mechanism by which the insurers of Nuclear Property pool their risk.

## Just state your message (it excludes a certain category of risk)

Define the risk in straightforward and clear terms

## Add simple to understand exceptions

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# Summarizing...

- Be deliberate in stressing losses VS gains, as it will influence the relationship you wish to achieve with the counterpart
- It's not true that "any contract will do": you need to be strategic in contract design
- Contract design = business strategy + behavioral considerations + language + visual communication
- Humans are multisensory (and bounded-rational) animals: good design can help communicate clearly, tacit and explicit knowledge alike





# thank you image: StewieKee