

Royal Commission Checklist

There are preparatory steps that your organisation can take if required to submit information to a Royal Commission, so any Notices to Produce can be complied with in a timely and cost effective manner.

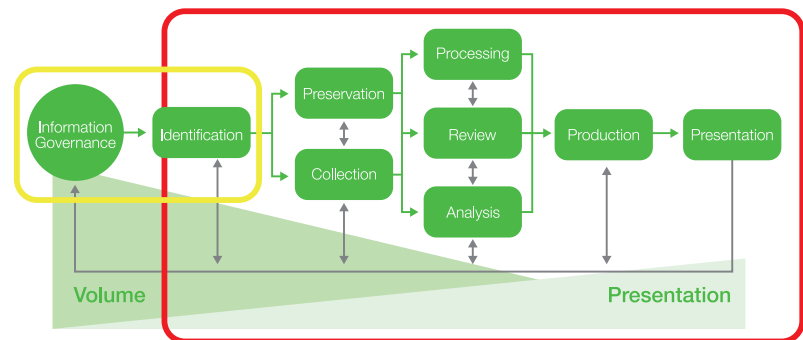


1. Build A Team

- Identify key stakeholders
- Engage the internal systems managers
- Appoint law firms and Counsel
- Engage other external advisors

Electronic Discovery Reference Model

This model shows the stages in the process. The green triangle represents the volume of information decreasing as the relevance of information increases.

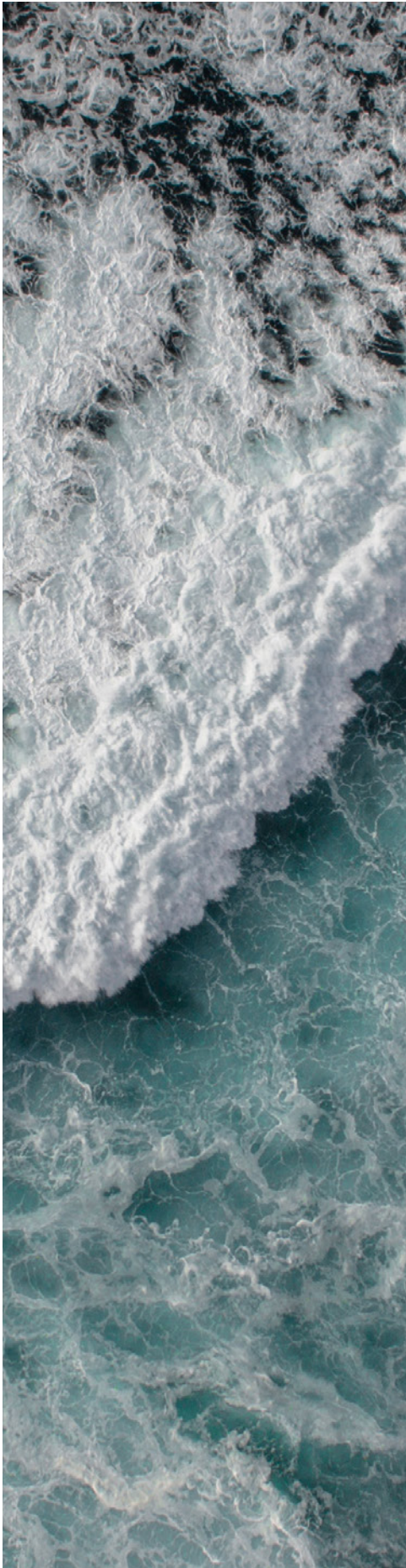


2. Identification

- Engage internal experts – executives, inhouse counsel, risk and compliance managers, IT staff, eDiscovery managers, etc
- Issue questionnaires to staff to discover what systems they use to store data
- Locate potential sources of evidence:
 - Electronically stored information
 - Hard copy documents
- Is a data audit required?

3. Preservation & Collection

- Ensure potentially relevant information is preserved
- Consider your key witnesses – preserve and collect their data
- Obtain a copy of electronically stored information in native format
- Collect and digitise hard copy documents



4. Record the Process

- Create a defensible process when identifying, preserving and collecting your data by keeping a record of all the decisions made, and the steps taken and not taken

5. Data Processing

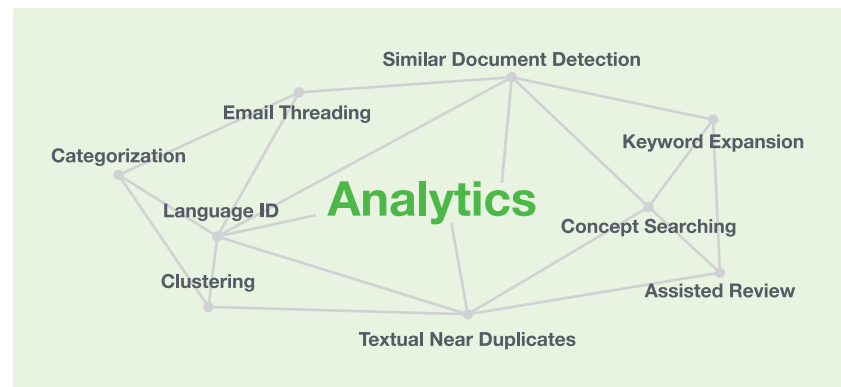
- Rationalise and structure collected data
- Prepare evidence for review. Format in a way that makes it faster to review
- Consider different types of evidence

6. Electronic Review

- Multiple reviewers with secure access from anywhere via a web platform for collaboration
- Documents reviewed for relevance, confidentiality and privilege. Custom issue tagging / document indexation
- Global searching: keywords, fields, concepts
- Annotate and redact documents
- Project management and workflow solutions

An Option – In-Depth Analytics

You can use analytics to reduce your data set and save costs downstream using tools that can visualise in patterns, explore in layers and uncover trends in your data.



7. Protocol

Finally, it is important to ensure that you follow any protocol for submission given by the Royal Commission. All the hard work undertaken to date can be wasted simply by presenting the information in the incorrect format.

The two most important things to remember in the entire process are firstly, to make sure the information is submitted on time and secondly, complies with the protocol.

Law In Order can assist with every step of the process and most importantly, ensure your submission is on time, compliant and cost effective.