

The Regional Law Revision Centre Inc.

CONSOLIDATION OF LAWS PROGRAMME

Thursday 23 to Friday 24 April 2020

You Will Learn:

- How consolidation impacts on the Chambers
- The consolidation cycle
- The techniques employed in the consolidation cycle
- Document management at each stage of the consolidation cycle
- Consolidation issues

Course Outline:

- Benefits of consolidation
The session discusses the advantages of having the laws consolidated, the ease of drafting further amended legislation, etc;
- The importance of a cut-off date for consolidation
This session discusses the importance of a cut-off date, the advantage of implementing a consistent cut-off date for ease of reference, i.e. 15 December 2000, 15 December 2002, 15 December 2004, 15 December 2006, 15 December 2008, 15 December 2010, etc.
- The Consolidation cycle
- Preparation of enacted legislation in:
 - o electronic format; and
 - o hardcopy format*This session discusses the collection of information. (Who is responsible? Who has access? Security issues, etc.)*
- The importance of creating a Tracking Sheet
- What legislation should be included in the Tracking Sheet
- Verification of Tracking Sheet
This session discusses listing submitted by Gazette Office, Cabinet Secretary or Clerk (House of Assembly) as one of the tools for verification, etc.)
- The importance of an efficient documentation system – hardcopy & electronic
- The creation of a Consolidated Tracking Sheet
- Electronic Consolidation
 - o Creating a Consolidation Database
 1. content and organization;
 2. file name convention
 - o Inserting amendments
 - o Renumbering
 - o Addressing consequential amendments

- o Addressing repeals
- o Addressing new acts
- o Annotation

This session discusses the structure of the information stored in the database and how various legislation are addressed, etc.)

- Matching consolidated database against hardcopy filing system
- Use of Control Sheets
- Cross-references within:
 - o an Act and related legislation
 - o the database
- Formatting of legislation
- Proofreading techniques
- Workflow issues:
 - o Gazetted version and digital file submitted not identical
 - o Errata
 - o Omissions
 - o Missing pages in Gazette
 - o Lack of organisation
 - o proofreading
- Requirements for submission of legislation to The Regional Law Revision Centre Inc.
- Use of tools in cloud management platform to enhance communication and workflow within the consolidation team
- Coursework and discussion

Who should participate?

This programme will benefit anyone involved in the consolidation cycle:

- Parliamentary Counsels
- Legislation Systems Administrators
- Legal Assistants

Recommended Hotels:

Ocean Breeze Inn:

Physical Address: Long Path Road, The Valley, AI-2640, ANGUILLA.

Phone: 1.264.235.7094 • Email: ellenh65@hotmail.com

Conveniently located near The Regional Law Revision Centre Inc

La Vue Boutique Inn

Mailing Address: P.O. Box 835, The Valley, AI-2640, ANGUILLA.

Physical Address: Back Street, South Hill, Address (Overlooking Sandy Ground)

Phone: 1.264.497.6623/462.6623 • Email: reservations@lavueanguilla.com

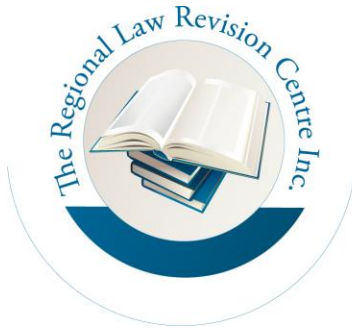
For further information contact:

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CONSOLIDATION OF LAWS PROGRAMME

REGISTRATION FORM

Enrollment is limited so be sure to register early.

1. Please Register Me For:

April 23 to 24 2020, Consolidation of Laws, US\$850 (*Course notes and lunch each day included*)

2. My Contact Information:

Name

Office

Street Address

City, Country.....

Phone, E-mail

3. Nationality:

4. Method of Payment:

By Check (International Bank Draft ONLY):

Payable to: The Regional Law Revision Centre Inc.

Mail to: P.O. Box 1626, Five Mar Building, Albert Lake Drive,
The Valley, AI-2640, ANGUILLA

Request Invoice

*An electronic invoice will be sent to the participant's email listed above
(unless otherwise indicated).*

5. Fax registration: (264) 498-8633 or Email registration: admin@lawrevision.ai