

**Proposition** : In response to various requests I have developed a one day course delivering an introduction to eDisclosure within England and Wales. As an independent consultant I can not only offer impartial training, but provide an industry benchmark of competence.

The curriculum has been agreed with litigation support suppliers and other interested parties, though overall control remains with Allvision, enabling suppliers and others to formally endorse the day as an industry recognised qualification.

**Participants** : New joiners at suppliers, law firm trainees, lawyers and barristers entering the eDisclosure discipline, any other interested parties.

**Course Objectives** : By the end of the course, participants will:

- Understand the basics of eDisclosure and where it fits into the legal process.
- Have an understanding of the EDRM model, what lawyers and suppliers need to do at each stage of it, and the various technologies that can assist them.
- Have explored the requirements for budgeting, project and risk management, and client communications.
- Have an understanding of how to complete the eDisclosure element of Form H.
- Understand the basic requirements for Collection, Processing, Review and Analysis.
- Be aware of the common pitfalls along the way, and the key issues they need to focus upon.
- Have participated in a workshop exercise to consolidate their knowledge and ensured the key principles have been absorbed.
- Gain an understanding of the current "hot topics" within the eDisclosure marketplace.

**Benefits** : Obtain industry recognised qualification in introductory eDisclosure. Know what the overall issues are, and where to go for more help. Network with individuals from different environments. Receive a focused immersion in the practicalities of the eDisclosure world.

**Logistics** : Public courses will be run in Central London, 09:30 – 17:00, one hour for lunch.

Minimum course size :4. Maximum course size :12.

On-site courses can be provided for a fixed price of £1,500.

**Price/head** : Individual places :£300 , Booking 5 – 8 : £250 each, Booking 9 – 12 : £200.

**Takeaways** : Course notes and workbook. Possible opportunity for "giveaways" (notebooks, memory sticks, etc.) from endorsing suppliers.

**Testimonial** : *"The Allvision eDisclosure course was very informative and interesting. It was very well structured and a lot of eDisclosure material was provided for each individual to take away with them for future reference, if needed. A solid insight into the eDisclosure process was demonstrated along with the different EDRM stages that need to be completed from volume right through to relevance. I found the course very valuable and learnt a lot more about the UK eDisclosure marketplace. I found the workshop in the afternoon particularly useful and enjoyable as this gave me a chance to interact with the our course attendees (solicitors, buyers, providers), and this really gave me an insight into different perspectives. My attention was definitely engaged all day and the trainer showed excellent knowledge of the market. I would recommend the course to others. A good day for networking too so would advise individuals to take along business cards."*

Time	Topic	Content
09:30 10:00	Registration	
10:00 10:15	Introductions	Delegates introduce themselves, outline what they wish to get from the course. Andrew sets out an overview of the course, how sessions will work, invitation to ask questions as we go.
10:15 11:00	Background; Legal and Technical	What is Disclosure in general and eDisclosure in particular, EDRM model How the legal rules have changed over the years, leading to current climate. CPR rules and how they apply. Brief mention of significant cases and the practical issues that arise from them. What things have to be used, the EDQ, TCC Protocol, walk through the Legal/EDRM timeline to explain when these things happen in the lifetime of a case. Walk through the stages of the EDRM, what needs to be done at each stage, who can help and what technology is available. Brief overview of suppliers and products and how they map onto each other. Where can you find help, Chris Dale, TeCSA, Buyer's Guide.
11:00 11:30	Project Practicalities	Matter Budgeting. Form H and practical examples. Where does eDisclosure fit in?
11:30 11:45	Coffee	
11:45 13:00	Collection / Processing / Review / Analysis	Detailed review of each stage (4 x 15 minute sessions), 15 minutes for re-cap and questions at the end. <b>Collection</b> : Who does it and to what standard; Forensic level (+ chain of evidence) v "standard". Concept of a Data Map leading into non-standard data (social media, BYOD devices, databases, mobile phones). Overseas collections. <b>Processing</b> : How do you reduce the data volumes; custodian, dates, de NIST, deduplication, keywords. Initial pricing estimates. <b>Review</b> : Basics of coding. Practical issues in running teams. Search functionality / keywords. <b>Analysis</b> : Interwoven with Review. Clustering. Email threading.
13:00 14:00	Lunch	
14:00 15:30	Workshop	Participants split into groups each of 3-4 people from different backgrounds. Three scenarios have been developed, all based around a common theme, but with specific additional topics for each of the three. The group discussion will first identify the core issues and key points common to all scenarios and then each team will discuss the specific problems inherent within their specific scenario. Ends with a practical exercise in costing a review project, first as a linear exercise, then using CAR. Then, an overview of budgeting the whole exercise.
15:30 15:45	Coffee	
15:45 16:30	Hot Topics	Computer Assisted Review, theory and practicalities, versions 1.0 / 2.0 and the CAR wars. Collection of social media/internal web sites. Pricing models and drive for fixed price projects. AI & Law. Basic LPM.
16:30 17:00	Wrap-up Session	Overview of day, any outstanding issues, setting of objectives for further study.