



The Regional Law Revision Centre Inc.

CONSOLIDATION OF LAWS PROGRAMME online

Tuesday 27 to Friday 30 Sept 2022 from 9am to 12pm daily

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
- From the experiences of Guest Speakers who are involved in the consolidation process.

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

Requirements for Online platform:

- Zoom application installed on computer
- Camera and microphone features enabled for zoom

Zoom system requirements for computer systems:

<https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux>

Zoom system requirements for mobile devices:

<https://support.zoom.us/hc/en-us/articles/201179966-System-requirements-for-iOS-iPadOS-and-Android>

For further information contact:

Ms. Yolande Dash

The Regional Law Revision Centre Inc., P.O. Box 1626, Five Mar Building,
Albert Lake Drive, The Valley, AI-2640, ANGUILLA.

Phone: 1.264.476.5722 (WhatsApp) • Email: admin@lawrevision.ai





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REGISTRATION FORM

Enrollment is limited so be sure to register early. Deadline for Registration 15 Sept, 2022.

1. Please Register Me For:

Sept 27 to 30 2022, Consolidation of Laws, US\$1,000 (*Course material will be sent via courier & training certificate will also be sent via courier*)

2. My Contact Information:

Name

Office

Street Address

City, Country.....

Phone, E-mail

3. Nationality:

4. Method of Payment:

A. 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

B. Wire transfer to Centre's account:

Please ensure that all bank charges are added before payment is remitted. Bank charges for Republic Bank is US\$17.00.



Please process wire transfer as follows:

Beneficiary

The Regional Law Revision Centre Inc.
Five Mar Building
Albert Lake Drive
Anguilla
Tel: 1 264 497 7572

Beneficiary A/C # 2029114 (US account)

Payment Bank

National Commercial Bank of Anguilla Ltd
1 St. Mary's Street
The Valley, ANGUILLA

SWIFT Address: ANGUAIAI

Correspondent Bank

Crown Agents Bank Ltd
St. Nicholas Road
Sutton, Surrey SM1 1EL
United Kingdom

SWIFT ADDRESS: CRASGB2L

Intermediary Bank

Citibank N. A.
New York
USA

SWIFT ADDRESS: CITIUS33

Request Invoice

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

5. Email registration: admin@lawrevision.ai