



# SIBENCO WORKSHOPS

Building internal capability to control  
legal & litigation costs

# WORKSHOP 1

## Information Governance, Legal Project Management and eDiscovery

Achieving a litigation and  
regulatory investigation ready  
organisation

**WHEN:** Wednesday, 26 July 2017  
9am - 12 noon

**WHERE:** Level 26, 1 Bligh Street,  
Sydney 2000

Large volumes of information can be challenging for organisations, particularly for those involved in litigation and regulatory investigations. The time and cost involved in identifying, preserving and extracting data is commercially disruptive and a drain on internal resources, including personnel from legal, IT and relevant business units.

During this workshop, you will learn how your organisation can control information by embedding strong Information Governance and the cost and time savings it delivers in litigation and regulatory investigations. You will also learn about the developments in eDiscovery technologies that have evolved to help manage the large volumes of data held by organisations.

The traditional eDiscovery software analyses and identifies data likely to be relevant through use of de-duplication, threading and analytics. More recent software developments replace human-only review with Technology Assisted Review (TAR), an artificial intelligence (AI) technology recommended by the courts in Australia, US and UK as the way forward for preparing discovery production and control costs.

Although court endorsement for the use of such valuable technologies is important, to achieve an acceptable result, the technologies require significantly more human support than simply pushing a button. In this workshop, we discuss the importance of an Information Governance framework, the use of Legal Project Management principals and the expert management of eDiscovery software and vendors to achieve greater control and significant cost savings.

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### You will learn from this workshop the following:

- How Information Governance helps to control and reduce the risks and costs of holding (and producing) information;
- How robust Information Governance including privacy frameworks can minimise data breaches and assist in responding to regulators and defending any subsequent litigation proceedings;
- The key principles of Legal Project Management, including how to implement workflows at the outset of litigation or regulatory investigation, in order to maximise resourcing and costing efficiencies;
- How to control the costs of evidence collection through a combination of factors including: identifiable, accessible and focused data collection; and the importance of the initial investigations and planning process;
- How to get your organisation ready to effectively manage the Discovery process, control costs and avoid some of the Discovery pitfalls and stresses; and
- An overview of eDiscovery technologies and how to make the most of them including expert eDiscovery consultants and software.

# WORKSHOP 2

## eDiscovery and Legal Project Management - Scoping & building internal capability

**Preparing and planning for the  
battle ahead**

**WHEN:** Wednesday, 26 July 2017  
1pm - 4pm

**WHERE:** Level 26, 1 Bligh Street,  
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Regulatory investigations and litigation can occur suddenly requiring urgent identification and production of documents for internal early case assessment as well as production to regulators and/or other parties involved in litigation.

IT teams are often tasked with searching the organisation's IT systems and extracting data for it to be urgently provided to the internal legal team and external law firm.

This work is often carried out with little understanding of the importance of fully documenting the process so that it is defensible. In the rush to act during the first days, the opportunity control and document the evidence can be lost.

This workshop provides you with the tools to enable an urgent response by creating and implementing a plan covering - how to investigate, identify, preserve and collect evidence in a defensible way.

# WORKSHOP 2

## eDiscovery and Legal Project Management - Scoping & building internal capability

Preparing and planning for the  
battle ahead

**WHEN:** Wednesday, 26 July 2017  
1pm - 4pm

**WHERE:** Level 26, 1 Bligh Street,  
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**You will learn from this workshop the following:**

- Court requirements for identifying, preserving and collecting data;
- How to build internal expertise to identify potential custodians and documenting their evidence;
- How to track potential locations of evidence (and issues with custodians conducting self-collection);
- Steps for creating a proportional and defensible evidence identification and preservation plan;
- Negotiating document protocols, taking advantage of the opportunity to narrow scope and reducing the cost of discovery;
- Selecting the eDiscovery supplier – issues to consider when deciding who manages vendors e.g you, law firm or a litigation consultant;
- Deciding what data to eprocess and monitor for the tracking of results; and
- Tips and traps – stories from the trenches.

# WORKSHOP 3

## Analytics, Technology Assisted Review (TAR) and eTrials

What technology to use and when?

**WHEN:** Thursday, 27 July 2017  
9am - 12 noon

**WHERE:** Level 26, 1 Bligh Street,  
Sydney 2000

Now that you have the data, this workshop covers everything you need to know about the latest technologies used to reduce the ongoing costs involving managing the documents/data throughout the litigation process to trial and regulatory investigations to their conclusion.

Courts in the US, the UK and more recently in Australia, have ordered Technology Assisted Review (TAR)/Predictive coding as the preferred method of review to identify documents to be discovered. Although court endorsement for the use of such valuable technologies is important, to achieve an acceptable result, the technologies require significantly more human support than simply pushing a button.

This workshop will explain how TAR technology (predictive coding) works. We will address why it is critical to use a combination of robust scoping and collection workflows, expert eDiscovery consultants, software and the need to dedicate senior legal/client staff to review training documents to achieve effective and defensible results.

You will gain an understanding of the variety of technologies available to conduct TAR /Predictive coding (we do not feature or promote any particular software) as well as an overview of the in-sourcing and outsourcing options available to cost effectively manage the evidence identification, production, tracking management and presentation of evidence through eTrial.

# WORKSHOP 3

## Analytics, Technology Assisted Review (TAR) and eTrials

What technology to use and when?

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9am - 12 noon

**WHERE:** Level 26, 1 Bligh Street,  
Sydney 2000

**You will learn from this workshop the following:**

- TAR technologies overview and the cost savings of managing litigation from commencement through an e-Court hearing room to judgment;
- Up to date case law summary on the use of TAR in the US, UK and Australia;
- Negotiating TAR protocols - taking advantage of this opportunity to narrow risks and costs without disclosing strategy;
- Discovery review - points to consider in deciding who manages and conducts the review, workflows that can be implemented to increase accuracy and reduce costs;
- How to use the Review software to track the evidence and streamline the documentation (and save costs) throughout the case;
- How to use the technology to reduce the costs of preparing and managing the Court Bundle;
- The cost savings in an eTrial; and
- How to effectively manage an eTrial – tips and traps.



# WORKSHOP DETAILS

## Workshop 1: Information Governance, Legal Project Management and eDiscovery

Wednesday, 26 July 2017, 9am -12 noon

## Workshop 2: eDiscovery and Legal Project Management - Scoping & building internal capability

Wednesday, 26 July 2017, 1pm - 4pm

## Workshop 3: Analytics, Technology Assisted Review (TAR) and eTrials

Thursday, 27 July 2017, 9am -12 noon

**WHERE:** Level 26, 1 Bligh Street, Sydney, 2000

## PRICING

**1 workshop**            \$785 incl. GST - Standard rate  
                              \$675 incl. GST - Early bird

**2 workshops**        \$1,495 incl. GST - Standard rate  
                              \$1,195 incl. GST - Early bird

**3 workshops**        \$1,895 incl. GST - Standard rate  
                              \$1,695 incl. GST - Early bird

Early bird rates are valid until Friday, 16 June. For 2 or more attendees from the same organisation for all 3 workshops a further 15% discount will apply to Early Bird rates only.

**BOOK YOUR PLACE**

**Numbers will be limited. Chatham House Rules will apply.**

Claim up to 3 CPD points for each workshop you attend. If this workshop is relevant to your immediate or long term needs in relation to your professional development and practice of the law, then you should claim one point for each hour of attendance, excl. refreshment breaks.

# ABOUT US

SIBENCO LEGAL & ADVISORY



**SUSAN BENNETT**  
PRINCIPAL

Susan is the Principal of Sibenco Legal & Advisory and Co-founder and Director of Information Governance ANZ.

For many years, Susan led litigation cases and inquiries involving the production of large volumes of documents/data. This expertise enables Susan to deliver responsive and risk management solutions for effective information governance and regulatory compliance, particularly in data privacy, cross border data protection and critical incident planning and response.

Susan holds a Master of Business Administration and a Master of Laws. She is a member of the US based think-tank Sedona Conference® Working Group 6 - International Electronic Information Management, and Working Group 11 - Data Security and Privacy Liability.

Click [here](#) for full profile | **e-mail:** [susan.bennett@sibenco.com](mailto:susan.bennett@sibenco.com)



**MAUREEN DUFFY**  
SENIOR CONSULTANT

Maureen is a Senior Consultant of Sibenco Legal & Advisory, having spent the last 20 years Managing eDiscovery and legal review teams for both Herbert Smith Freehills and Clayton Utz.

Maureen has provided strategic evidence management advice and support on the largest litigations, arbitrations and regulatory inquiries to have occurred in Australia and Asia.

Prior to moving to Australia, Maureen was a trial lawyer in the US, having worked as a Prosecutor, defence lawyer and Magistrate. This combination of legal, trial and technical experience allows Maureen to provide unique insights and experienced strategic advice for the scoping, collection and management of evidence through to trial.

Click [here](#) for full profile | **e-mail:** [maureen.duffy@sibenco.com](mailto:maureen.duffy@sibenco.com)