BCSC eHEARINGS

FORMAT FOR ELECTRONIC DOCUMENTS

Introduction

BC Policy 15-601 - Hearings, requires parties to provide all documents relating to Hearings held before the BCSC in electronic form.

This document provides details for the form of those electronic documents.

The following are acceptable standards for document images and their associated descriptive information. The acceptable standard is broken down into two parts, **Document Format**, and **Descriptive Information Format** (an electronic index of the documents).

The Commission Hearing Officemust approve any deviation from the standards described here in advance of the delivery of your documents.

Document Formats

All documents must be scanned and provided in PDF format.

Documents may be provided in native format but must also include a PDF version of the document. For example a video or audio file – provide in detail the contents of the file (see below).

The following are acceptable native file formats.

Format	Notes
Audio files .wav (preferred) or .mp3	File names for stand-alone files must match the document number (ie ABC0001.wav with ABC0001 field information – see below) One page pdf must accompany the native file - file name must match document number (ie ABC0001.pdf with ABC0001 field information – see below). • pdf document should include document description on the document (ie – Interview of John Smith dated July 24, 2018)
Video files .mp4 (preferred) or .mpg	File names for stand-alone files must match the document number (ie ABC0001.mp4 with ABC0001 field information – see below) One page pdf must accompany the native file - file name must match document number (ie ABC0001.pdf with ABC0001 field information – see below). • pdf document should include document description on the document (ie – Global TV news clip aired on July 24, 2018)

Example of pdf document:

**Interview of John Smith dated
July 24, 2018**

or

**Global TV news clip aired
July 24, 2018**

Descriptive Information Format (electronic index of documents)

Unless otherwise agreed to, all documents must include descriptive information. This information is an index of the documents submitted.

The index for Reliance documents must contain, where available, the following information for each document.

This is an example of descriptive information for a fictitious set of four documents submitted by ABC Company.

*Document Number	Document Type	Date	Author	Recipient
ABC00001	Letter	2010/01/15	Barker, Bob [ABC Co.]	Smith, John [XYZ Co.]; Jones, Fred [XYZ Co.]; Ryder, Vince [XYZ Co.]
ABC00002	Report	2010/01/19	[XYZ Co.]	[ABC Co.]
ABC00003	Notes	2010/02/13	Smith, John [XYZ Co.]	
ABC00004	Email	2010/03/17	Smith, John [XYZ Co.]	Claymore, Terry [ABC Co.]

*see naming conventions below

The above descriptive information is to be delivered in either
- Tab-Separated Value (.txt) format or
- Comma-Separated Value (.csv/.txt) format.

Each document should be represented by a single row. Here are examples of these formats:

```
Tab Separated Value Example.txt - Notepad
File  Edit  Format  View  Help
Document Number  Document Type  Date        Author                 Recipient
ABC00001         Letter         2010-01-05  Barker, Bob [ABC Co.]  Smith, John [XYZ Co]; Jones Fred [XYZ Co]; Ryder, Vince [XYZ Co.]
ABC00002         Report         2010-01-19  [XYZ Co.]              [ABC Co.]
ABC00003         Notes          2010-02-13  Smith, John [XYZ Co.]
ABC00004         Email          2010-03-17  Smith, John [XYZ Co.]  Claymore, Terry [ABC Co.]
```

```
Comma Separated Value Example.txt - Notepad
File  Edit  Format  View  Help
"Document Number", "Document Type", "Date", "Author", "Recipient"
"ABC00001", "Letter", "2010-01-05", "Barker, Bob [ABC Co.]", "Smith, John [XYZ Co]; Jones Fred [XYZ Co]; Ryder, Vince [XYZ Co.]"
"ABC00002", "Report", "2010-01-19", "[XYZ Co.]", "[ABC Co.]"
"ABC00003", "Notes", "2010-02-13", "Smith, John [XYZ Co.]"
"ABC00004", "Email", "2010-03-17", "Smith, John [XYZ Co.]", "Claymore, Terry [ABC Co.]"
```

Tip: all MS Windows based computers have an accessory program called Notepad that can be used to easily prepare Tab-Separated Value (.txt) text files. Users need to insert a single Tab character between each value.

Tip: MS Excel can be used to save out a table in Comma-Separated Value (.csv/.txt) format. Use (Save As… and adjust File Type).

Naming Conventions

Document Type	Description/Example	Numbering Convention
Disclosure		
Disclosure Tendered by Executive Director (ED)		BCSC.000001
Disclosure Tendered by Respondent: Individual	First 3 letters of respondents last name Followed by .000001 Example: John Smith	SMI.000001
Disclosure Tendered by Respondent: Company	West Coast Auto repairs First 3 letters of company name Followed by .000001	WES.000001
If the company name begins with a number	Last 4 numbers of company name 027954221 *in most circumstances there are 9 digits in a numbered company name.	4221.000001

Submissions, Authorities, Records and other Documents
Written arguments (submissions), authorities (case law), affidavits, transcripts, records, statements of points and all other supporting material submitted must be listed individually.

Document Type	Description/Example	Numbering Convention
Submissions		
Submissions Executive Director	Submission From ED February 11 2017 YYYYMMDD	SUBED.20170211
Submissions Individual Respondent	SUB Smith March 12 2017 YYYYMMDD	SUBSMI.20170312
Submission with 2 respondents	Determine the first few character that make the most sense followed by the date	
Submissions individual respondent with same last name	Example: Scott Robinson Mary Robinson * If parties have the same first initial: Scott Robinson Shirley Robinson	SUBSROB.20170312 SUBMROB.20170312 SUBSCROB.20170312 SUBSHROB.20170312
Submissions Corporate Respondent – alpha	West Coast Auto repairs First 3 letters of company name	SUBWES.20170312
Submissions corporate - numeric	027954221	SUB4221.20171312

Authorities	Case Law *prefix must be SUB Party Name Citation or case name	SUBAUTMFDA.xxxxx
Transcripts	TRN January 5 2017 YYYYMMDD	TRN.20170105
SRO Record and Statement of Points	Records REC [SRO Name] – Record – MFDA penalty decision dated May 10, 2010 [SRO Name] – Record – Exhibit 1 – Transcript of excerpts – penalty hearing dated May 10, 2010 Statement of Points *prefix must be SUB SOP.Party Name.YYYYMMDD • Use submissions and authorities naming conventions for submissions and caselaw.	RECMFDA.MFDA penalty decision.20100510 SUBSOPMFDA.20171116 SOPSMI.20171118

If you have questions, please email the Commission Hearing Office at commsec@bcsc.bc.ca.

Technical Specifications for Reliance Documents

Each record (or row) must include a column with a unique document identifying number (Document Number) that corresponds with the number used to identify the same document in the image load file. The first row of the file should include column headers describing the data included in each column. In addition to the Document Number, the descriptive data in the columns must at least include the following information, Date, Document Type, Author, and Recipient. Document Description is optional. If a particular field contains multiple entries, a semicolon should separate each entry.

Field (Column)	Notes and Example
Document Number	-maximum 15 characters -prefix BCSC reserved for Commission use -example: ABC00001, corresponding to PDF image ABC00001.pdf
Document Type	-examples: Letter, Report, Financial Statement, Account Statement
Date	-acceptable format: YYYY-MM-DD -date format must be consistent for all documents in each set provided for loading

Author	-who authored the document -last name, first name [company name] -multiple entries separated by semi-colon (;) -example: Barker, Bob [The Price is Right]
Recipient	-recipient(s) of the document -last name, first name [company name] -multiple entries separated by semi-colon (;) -example: Barker, Bob [The Price is Right]
Document Description (optional)	-could be the title on a report, the re: line of a letter, or the subject of a fax or memo -example: OCC's Quarterly Report on Bank Trading and Derivatives Activities Fourth Quarter 2009