

# PROCEDURAL AND OPERATIONAL RULES

January 2018

## TABLE OF CONTENTS

I. MANDATE OF THE COMMISSION.....	2
II. ADOPTION, MODIFICATION AND APPLICATION OF THE RULES.....	2
III. INTERPRETATION AND DEFINITIONS .....	3
IV. STANDING .....	3
V. RIGHT TO COUNSEL AND REPRESENTATION BEFORE THE COMMISSION .....	5
VI. APPLICATIONS AND MOTIONS.....	6
VII. PRELIMINARY INTERVIEWS WITH WITNESSES.....	6
VIII. SECURITY MEASURES.....	6
IX. HEARINGS .....	7
X. CLOSED PROCEEDINGS AND NON-DISCLOSURE, NON-PUBLICATION AND NON-DISTRIBUTION ORDERS .....	7
XI. EVIDENCE.....	7
XII. QUESTIONING.....	8
XIII. ENGAGEMENTS .....	9
XIV. EXPERTISE .....	9
XV. DOCUMENT MANAGEMENT.....	10
XVI. MEDIA COVERAGE .....	10
XVII. RESEARCH.....	11
XVII. FORMS .....	11
APPENDIX A.....	12
APPENDIX B.....	13
APPENDIX C .....	14

## **I. MANDATE OF THE COMMISSION**

1. By decree number 1095-2016 of December 21, 2016, the Government of Québec has created the Public Inquiry Commission on relations between Indigenous Peoples and certain public services in Québec: listening, reconciliation and progress (hereinafter the “Commission”), with the following mandate:

a) To investigate, establish the facts and carry out analyses with a view to making recommendations for concrete, effective and sustainable measures to be put in place by the Government of Québec and indigenous officials in order to prevent or eliminate, regardless of nature or cause, any form of violence, discriminatory practices or differential treatment in the delivery of the following public services to Indigenous in Québec: police, correctional, legal, health and social services, as well as youth protection services.

b) To hold hearings in Val-d’Or and in the indigenous communities affected, as well as in other parts of Québec, if deemed necessary in the performance of its mandate;

To perform its duties, the Commission could:

c) When deemed necessary and in compliance with procedural fairness, carry out its work using informal processes with a view to allowing indigenous women, indigenous people, police officers and other stakeholders, among others, to express their experiences and concerns and offer solutions to improve the delivery of public services to Indigenous;

d) obtain information that is relevant to the work of the Commission responsible for the National Inquiry into Missing and Murdered Indigenous Women and Girls and share any information collected as part of its work, subject to privileged information;

The scope of this mandate is subject to certain limitations. As such:

e) The Commission's investigation will cover the past 15 years;

f) The Commission shall not lay blame nor formulate any conclusion or recommendation regarding the civil, penal or criminal responsibility of people and organizations;

g) The Commission will perform its duties in a way that does not impede any ongoing or future investigation, such as a criminal, penal, professional or disciplinary investigation, as well as legal proceedings that are either under way or may result from it;

h) The Commission will execute its work and submit its report, including its observations, conclusions and recommendations, before November 30, 2018.

2. The Commissioner appointed under decree number 1095-2016 to conduct this investigation as of December 21, 2016, is the honourable Jacques Viens, a retired judge from the Québec Superior Court.

## **II. ADOPTION, MODIFICATION AND APPLICATION OF THE RULES**

3. The Commissioner adopts the Procedural and Operational Rules that he may consider expedient for the proper conduct of the inquiry.

Procedural rules are effective from the moment they are posted on the Commission's website.

4. In the course of the Commission's mandate, the Commissioner can, if he deems it necessary, make changes to the Rules herein or waive compliance therewith to improve the inquiry process.

Changes are effective from the time they are posted on the Commission's website.

5. All witnesses, full and limited participants, as well as their lawyers, will be considered to have undertaken to observe these Rules. They can report any violation of these Rules to the Commissioner.

6. The Commissioner bases his decisions on the Rules herein and, in the event that no specific rules exist, in such a way that ensures the effectiveness of the inquiry process, compliance with the rights of the parties, witnesses and people involved, and in a spirit of procedural fairness.

7. The Commissioner is required to ensure the sound management of the inquiry and that it runs smoothly. He can, from his own initiative, take all the measures necessary to meet this goal.

8. The Commissioner can, at his sole discretion, exempt anyone from these Rules under conditions determined by him. He can change any deadline set out in these Rules on justified request.

### **III. INTERPRETATION AND DEFINITIONS**

9. In the Rules, the masculine gender implies the feminine and the singular implies the plural.

10. Unless otherwise specified, the following terms refer to:

(a) Address of the Commission's website: [www.cerp.gouv.qc.ca](http://www.cerp.gouv.qc.ca).

Email address: [greffe@cerp.gouv.qc.ca](mailto:greffe@cerp.gouv.qc.ca)

(b) Commission's counsel: A lawyer whose services have been retained by the Commission to assist with the Commission and ensure it runs smoothly. His main responsibility is to represent the public interest when investigating the facts, particularly ensuring that all questions pertaining to the Commission's mandate and to public interest are addressed to the Commissioner;

(c) Commission: Public Inquiry Commission on relations between Indigenous Peoples and certain public services in Québec: listening, reconciliation and progress.

(d) Document: Any medium holding information or data, including any paper or electronic medium, analog or digital audio or video tape or disk, picture, card, chart or microfiche;

(e) Registry of the tribunal: the offices of the Commission, at P.O. Box 547, Val d'Or, J9P 4P5;

(f) Limited participant: Person to whom the Commissioner has granted this standing;

(g) Fax number of the Commission: (819) 354-3132

(h) Full participant: Person to whom the Commissioner has granted this standing;

(i) Party: A full or limited participant as set out in these Rules;

(j) Person: Refers to an individual, group, organization, an association, an indigenous nation, a band council a public service or any other entity, including the government, a city or a municipality;

(k) Rules: These Procedural and Operational Rules.

### **IV. STANDING**

11. Full participant:

(a) The Commissioner grants the full participant standing to anyone who has a significant, direct interest with respect to the subject of the inquiry and is likely to be affected by the Commission's report.

(b) The Commissioner establishes the participation conditions for this person, the nature and the scope of the participation as well as the parts of the inquiry in which they may participate;

(c) At any time, the Commissioner can, after giving the full participant the opportunity to speak, change their standing or the conditions of their participation, or withdraw the full participant standing;

(d) The Commissioner can order several full participants with similar interests to be represented jointly and share in a single grant of standing.

12. Limited participant:

(a) The Commissioner grants the limited participant standing to anyone who has a real interest with respect to the subject of the inquiry or who has special expertise that may contribute to the execution of the Commission's mandate;

(b) The Commissioner establishes the participation conditions for this person, the nature and the scope of the participation as well as the parts of the inquiry in which they may participate;

(c) At any time, the Commissioner can, after giving the limited participant the opportunity to speak, change their standing or the conditions of their participation, or withdraw the limited participant standing;

(d) The Commissioner can order several limited participants with similar interests to be represented jointly and share in a single grant of standing.

13. Before granting standing, the Commissioner takes into consideration all applications sent to the Commission and ensures that the anticipated time and costs remain proportional to the nature and purpose of the mandate.

14. Anyone who would like to obtain full or limited participant standing shall make a written request to the Commission before the date established by the Commissioner or at any time deemed acceptable by the Commissioner thereafter, including:

(a) Their name, address, telephone and fax numbers and email address;

(b) The nature of their interest for the Commission's work;

(c) The desired standing and the reasons for the request;

(d) How they can contribute to the Commission's work;

(e) The name and contact information of the lawyer representing them, as stipulated in paragraph a).

15. The application includes a sworn statement from the applicant, indicating that he has read these Rules and undertakes to comply with them.

16. People who wish to be granted standing will have the right to give presentations on the date fixed by the Commissioner or at any other time set subsequently.

17. Under the conditions established by the Commissioner when granting standing, the participation of a person with a participant standing shall include:

(a) Access to the documents tabled as evidence by the Commissioner's prosecutors or the prosecutors of a participant before the Commission, subject to any order rendered under these Rules;

(b) Reception of will-say summaries from witnesses to be heard by the Commission, under the conditions stated herein or orders rendered under these Rules;

(c) A seat at the counsels' table during the parts of the inquiry for which the person has been granted full participant standing;

(d) The opportunity to recommend that the Commission's prosecutors summon certain witnesses, cover certain aspects during testimonies or table certain documents, or request an order to summon a witness or demand that a document be submitted as evidence;

(e) The right to raise objections and examine witnesses, within the limits of their interest and on the subjects relating to their participant standing;

(f) The right to make final observations verbally and to present a written brief, within the limits of the conditions set out by the Commissioner under Rule 11 b).

18. Under the conditions established by the Commissioner when granting standing, the participation of a person with a limited participant standing shall include:

(a) Access to the documents tabled as evidence by the Commissioner's prosecutors or those of a full participant before the Commission, subject to any order rendered under these Rules;

(b) Reception of will-say summaries from witnesses to be heard by the Commission, within the limits of his interest and under the conditions stated herein or orders rendered under these Rules;

(c) A seat at the counsels' table during the parts of the inquiry for which the person has been granted limited participant standing;

(d) The opportunity to recommend that the Commission's prosecutors question a witness on certain specific points or, with the Commissioner's permission, to question the witness regarding specific points;

(e) The right to make final verbal observations on aspects pertaining to their limited participant standing and, with the Commissioner's permission, to present a short written report on these aspects.

19. The Commission's prosecutors have the right to act before the Commission as well as on behalf of the Commission before the courts at all times.

20. Upon taking up the roles, counsels, investigators and other Commission staff members take the oath of confidentiality required by the Commissioner.

## **V. RIGHT TO COUNSEL AND REPRESENTATION BEFORE THE COMMISSION**

21. All full and limited participants are entitled to counsel representation before the Commission.

22. Anyone summoned by the Commission as a witness has the right to be assisted by counsel. This lawyer shall not question the witness, but may formulate objections in relation to his or her fundamental rights.

23. Any person other than an individual is required to have counsel representation before the Commission.

24. Lawyers' fees are covered by the full or limited participants and witnesses with representation or assistance.

## **VI. APPLICATIONS AND MOTIONS**

25. Unless exempted by the Commissioner, all applications must be submitted to the Commission in writing. It must be supported by a sworn statement alleging the facts that are not in the record of the Commission, along with a notice of presentation, submitted to the Commission's clerk in three copies, at least five (5) clear days before the scheduled presentation.

26. Applications that might affect the rights of one or several parties other than the applicant shall only be submitted to the Commission's clerk after these parties have been notified. The Commissioner shall then confirm when the motion will be heard and what conditions will apply in this respect.

27. Notification may be given by email, by fax or by bailiff. A bailiff or peace officer, on the other hand, presents subpoenas.

## **VII. PRELIMINARY INTERVIEWS WITH WITNESSES**

28. The counsels or investigation agents of the Commission can question anyone with information or documents related with the subject of the inquiry before the hearings.

29. In the event that the Commission's prosecutors decide that someone should be summoned as a witness following questioning, they shall draft a will-say summary and provide a copy for examination prior to testifying before the Commission.

30. Before a witness testifies, the Commission's counsels provide the parties' lawyers with a will-say summary, along with the documents they plan to submit as evidence as part of this testimony, subject to a written engagement on their part to keep them confidential and take the necessary measures to ensure this confidentiality, to destroy them after the hearings and to not use them for any other purpose whatsoever, in accordance with the undertaking in Appendix A of these Rules.

31. The lawyers may only share these documents and information with their respective clients and experts in compliance with the engagements made, as applicable, and only if these clients sign the same undertakings, in Appendix B of these Rules.

32. The engagements taken in accordance with rules 30 and 31 no longer apply to a document or information on the public record of the Commission.

33. The Commissioner can exempt a party of his lawyer, in whole or in part, of the engagement taken with regard to a document or to specific information, on request.

34. Unless decided otherwise by the Commissioner, will-say summaries, shall not be used to confront them during their examination, nor be entered into evidence at the hearings.

35. At their discretion, the Commission's counsels may require from consenting witnesses a sworn statement that may subsequently be entered into evidence in lieu of testimony.

## **VIII. SECURITY MEASURES**

36. People visiting the Commission's premises shall comply with the prohibitions and security controls in place. They shall also comply with the instructions of the security officers/special officers in place.

## **IX. HEARINGS**

37. The Commission sets the date, time and location of the hearings. Unless otherwise specified, hearings will begin at 9:30 a.m. and end at 4:30 p.m.

38. At the hearing's scheduled start time, those present in the hearing room will take their seats and will remain silent. The clerk announces the start of the hearing.

39. During hearings, the Commission's counsels and participant's lawyers are allowed to remain seated while questioning witnesses or addressing the Commissioner.

40. Witnesses remain seated when they testify.

41. Those attending the hearings must behave respectfully, remain quiet and abstain from showing any approval or disapproval. Cell phones and smart devices shall be turned off at all times.

42. Anything that may adversely affect the decorum and good order of the hearings is forbidden.

## **X. CLOSED PROCEEDINGS AND NON-DISCLOSURE, NON-PUBLICATION AND NON-DISTRIBUTION ORDERS**

43. The Commission's hearings are public, unless the Commissioner orders closed proceedings.

44. Depending on the circumstances, the Commissioner determines the identity of the people authorized to attend the closed proceedings and, as applicable, the special conditions applicable to each of these people.

45. Moreover, the Commissioner can order the non-disclosure, non-publication or non-communication/distribution of a testimony, evidence, application or observation, or make any other order aiming to protect confidentiality.

46. Unless otherwise decided by the Commissioner, all closed proceedings are subject to an order of non-disclosure, non-publication and non-communication/distribution.

47. Any request for closed proceedings, non-disclosure, non-publication or non-distribution, or any other confidentiality order, shall be presented to the Commission in writing, or verbally during the hearings. The Commissioner shall then confirm when the motion will be heard and what conditions will apply in this respect.

48. Witnesses may request that the Commissioner adopt measures to protect their identity for serious reasons. Witnesses may, for instance, ask to testify in closed proceedings and request that any measure to protect the confidentiality of their testimony be applied. If the motion is approved, witnesses will get "confidential" treatment, including the use of non-identifiable initials instead of a name. Any reproduction of the witness's image, wherever he or she happens to be, or of his or her voice, in any form and at any time whatsoever, shall then be prohibited.

## **XI. EVIDENCE**

49. The Commissioner may receive any evidence he deems relevant to his mandate, whether or not this evidence is admissible in a court of law. The rules of evidence are applied to promote its admissibility, subject, however, to its evidentiary value, its unnecessarily prejudicial impact, respect for fundamental rights and for the Commission's mandate.

50. Unless the Commissioner chooses otherwise, evidence is presented by the Commission's counsels.



51. The Commission's counsels have the latitude to refuse to summon a witness or to allow evidence to be presented.

52. In the event that the Commission's counsels refuse to summon a witness or to present evidence, a full participant may ask the Commissioner that the witness be summoned or that the evidence be presented. The request shall specify the witness's name and address, and include a summary of their testimony or a description of the desired evidence and its relevance. If the full participant also plans to enter documentary or material evidence into the Commission's record, he or she shall include a copy with the application or explain why this is not possible.

If the motion is granted, the Commission's counsels shall summon the witness or present the evidence.

53. Anyone can ask the Commission for permission to testify under the same conditions.

54. The Commission expects that any information or document relevant to its mandate be submitted by any person called to testify, even if the subpoena does not make reference to the information or to the document concerned.

55. Anyone who is aware of the existence of a document or of a relevant piece of evidence that has not yet been entered into evidence or submitted to the Commission's counsels, and for which disclosure is not prohibited by law, shall inform them of this.

56. Any party or witness who would like to raise a question of privilege with respect to information or documents he or she must provide shall inform the Commissioner in writing, as soon as possible, for a decision to be made.

The objection may also be expressed verbally at the hearing.

57. During the hearings, the Commission takes the witnesses' statements by stenography, steno-type, or mechanical or digital recording, all of which requires transcription.

58. In the transcripts, non-identifiable initials are used to replace the names of the witnesses for whom the Commissioner has granted confidential treatment. The same goes for the Commission's reports using the evidence provided by these witnesses.

## **XII. QUESTIONING**

59. Witnesses are heard at the hearing, either in person or, on authorization from the Commissioner, by video conference.

Witnesses can express themselves in French, English or any indigenous language present in the province of Québec.

The Commission will take the necessary measures to retain the services of an interpreter as needed.

60. All witnesses must swear to tell the truth. The clerk ensures that the wording of the oath is read and understood by the witness.

61. The Commission's counsels interview the witness first. They can ask leading questions.

62. Participant's lawyer can then examine the witness, under the conditions and in the order established by the Commissioner and within the limits of each of their interest.

63. The Commissioner can circumscribe the topics of the examination and impose a time limit.

64. Following a full participant's testimony, the counsel representing him can examine him under the conditions set out by the Commissioner.

65. The Commissioner can, even of his own accord, limit or put an end to an examination if he feels it is irrelevant, repetitive, abusive or oppressive.

66. If a lawyer intends to use a document for examination, he or she must send a copy to the Commission's counsels at least three (3) clear days before the scheduled start of the examination of the witness.

The lawyer must also put the document at the disposal of the witness and all other parties no later than the day before his or her testimony.

The originals of the documents thus provided shall be disclosed to the Commission's counsel on request.

67. Witnesses may be re-examined by the Commission's prosecutors.

68. The Commissioner may ask witnesses any questions he deems relevant.

69. After a witness has taken the oath to tell the truth at the beginning of his or her deposition, no lawyer other than the Commission's counsel, unless otherwise authorized by the Commissioner, may speak about his or her testimony before he or she has completed his or her deposition.

70. Witnesses may be questioned more than once if necessary for the purposes of the Commission.

71. In the case of closed proceedings, the Commissioner shall decide on which lawyers may be present, the scope of the examination of a witness and to which extent the evidence thus gathered with the person they are representing or assisting may be discussed. All lawyers thus authorized to attend closed proceedings shall therefore make an oath to comply with all the conditions of their participation.

### **XIII. ENGAGEMENTS**

72. On request from the Commissioner, witnesses must agree to provide the Commission's prosecutor with a document or information requested by the Commissioner, the Commission's prosecutor or a participant's lawyer, by the following day or by the established deadline.

73. Engagements are noted in a sequential order by the Commission's clerk and identified as E-1, E-2, E-3 and so on.

### **XIV. EXPERTISE**

74. Full participants who wish to have an expert heard must send a written notice to the Commission's counsels and provide them and the parties with a copy of the written report of the testimony at least ten (10) days before the date agreed upon for the expert's testimony.

A copy of the expert's curriculum vitae and the sources he or she will be using as reference, as applicable, shall also be provided to the Commission's counsels and the parties at this time.

75. If the Commission's or a party's counsel objects to this expert, the Commissioner shall make a decision after giving each party the occasion to be heard.

76. The expertise presented by the Commission is subject to the same rules, *mutatis mutandis*, with the exception of any presentation made by the Commission as an introduction at the hearings, which is not subject to any formalities.

## **XV. DOCUMENT MANAGEMENT**

77. Full participants shall provide the Commission's counsels with all documents, both in hard copy and digital form, they plan to submit as pieces of evidence or that they plan to refer to during the hearings, at least three (3) clear days before the day on which they will table a document or make reference to it.

78. Certain documents can, in whole or in part, be confidential, be subject to a non-disclosure, non-publication or non-communication/distribution order or be made available for all or just some of the full or limited participants' lawyers' eyes only.

79. Documentary evidence submitted before the Commission as well as the transcripts of testimonies are identified as P-1, P-2, P-3 and so on for public hearings, and as C-1, C-2, C-3 and so on for closed proceedings or for hearings for which the documents received a non-disclosure, non-publication, non-communication/distribution order or any other confidentiality order.

80. A copy of the "P" transcripts and "P" pieces of evidence will be posted on the Commission's website as soon as possible.

81. Only the Commissioner can authorize access to "C" transcripts and "C" pieces of evidence, under conditions determined by him.

## **XVI. MEDIA COVERAGE**

82. The Commission will take the measures necessary to ensure public hearings are streamed live on its website and to make them available in real time for all broadcasters.

Hearings will also be available for later streaming on the Commission's website.

83. Cameras and microphones will be set up at pre-determined locations in the hearing room.

Only fixed cameras with a lighting system set up by the Commission shall be allowed in the hearing room.

84. Unless the Commissioner gives special authorization otherwise, press briefings and interviews are to be held outside the hearing room, in an area designated by the Commission, and never in the hearing room or elsewhere.

85. The Commissioner can give authorization for a photographer to take pictures in the hearing room before the work begins, at times and under conditions determined by him.

The pictures shall, however, be made available to other media.

86. No recording, rebroadcasting or photography form or method other than those set out in the Rules are allowed in the hearing room without the express authorization from the Commissioner.

87. Media representatives are required to comply with the Commissioner's instructions.

88. Each time the Commission holds closed proceedings or expresses an order of non-disclosure, non-publication, non-communication/distribution or any confidentiality order, the media must take the necessary measures to ensure visual or audio recording devices are off and that the orders are respected for their entire duration.

89. If allowed, broadcasts covering the deposition of a witness benefiting from confidential treatment shall not hold any information likely to reveal his or her identity.

**XVII. RESEARCH**

90. In addition to the public hearings, the Commission can, at its sole discretion and at any time, make use of various research methods with respect to questions pertaining to its mandate.

91. It can solicit the presentation of briefs in this respect. Briefs received will be posted on the Commission's website.

**XVII. FORMS**

92. The forms reproduced in Appendices A, B and C varied to suit the cases in question, are meant to be good, valid and sufficient in the circumstances for which they are respectively provided.

## APPENDIX A

### **Counsel's engagement to the Public Inquiry Commission on relations between Indigenous Peoples and certain public services in Québec: listening, reconciliation and progress**

I, \_\_\_\_\_ (*name in capital letters*)  
counsel for \_\_\_\_\_ (*name of the counsel*), who is acting as full or limited participant for the Public Inquiry Commission on relations between Indigenous Peoples and certain public services in Québec: listening, reconciliation and progress (hereinafter the "Commission"), hereby undertake to respect the confidentiality of confidential information disclosed by the Commission in my secure inbox or via any other format I shall have access to as part of the Commission's work, and to take all necessary measures to ensure this confidentiality, particularly with the party I am representing and his representatives.

In this respect, I understand that I am authorized to share this information with a person representing my client, provided that this is necessary for the purposes of his or her participation, is done in a location conducive to protecting the confidentiality of the information and on condition that the representative in question signs the confidentiality agreement for a party before the Commission, for which I shall return the original to the Commission's prosecutors promptly.

Moreover, I undertake to use this information solely for the purposes of my participation in the Commission's work.

As such, I understand that, in accordance with section 34 of the Commission's Procedural Rules, the will-say summaries shall not be used to examine a witness, nor be submitted on the record for the hearing.

I also acknowledge that such summaries will always be subject to the confidentiality conditions set out in the Commission's Procedural Rules.

In accordance with section 30 of the Commission's Procedural Rules, I undertake to destroy all copies of the reports used for the Commission's hearings and not to use them for any other purpose whatsoever.

Finally, I undertake to comply with the Procedural Rules adopted by the Commission, including any future modification.

Me \_\_\_\_\_ (*name in capital letters*)  
Full or limited participant counsel

Signature \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX B

### **Engagement of the representative of the party before the Public Inquiry Commission on relations between Indigenous Peoples and certain public services in Québec : listening, reconciliation and progress**

I, \_\_\_\_\_ (*name in capital letters*)  
Representative for \_\_\_\_\_ (*name of the counsel*), who is acting as full or limited participant for the Public Inquiry Commission on relations between Indigenous Peoples and certain public services in Québec: listening, reconciliation and progress (hereinafter the “Commission”), hereby undertake to respect the confidentiality of confidential information disclosed by the Commission in my secure inbox or via any other format submitted by my counsel, and to take all necessary measures to ensure this confidentiality.

Moreover, I undertake to use this information solely for the purposes of my participation in the Commission's work.

This engagement worth only for the following documents:

---

---

---

---

---

---

---

Mr./Ms. \_\_\_\_\_ (*name in capital letters*)  
Full or limited participant representative

Signature \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX C

### **Counsel assistant's engagement to the Public Inquiry Commission on relations between Indigenous Peoples and certain public services in Québec: listening, reconciliation and progress**

I, \_\_\_\_\_ (*name in capital letters*)  
counsel assistant of Me \_\_\_\_\_ (*name of the counsel*),  
representative of \_\_\_\_\_ (*name of the participant*) who is  
acting as full or limited participant for the Public Inquiry Commission on relations between  
Indigenous Peoples and certain public services in Québec: listening, reconciliation and progress  
(hereinafter the "Commission"), hereby undertake to respect the confidentiality of confidential  
information disclosed by the Commission in my secure inbox or via any other format I shall have  
access to as part of the Commission's work, and to take all necessary measures to ensure this  
confidentiality, particularly with the party that the lawyer I am working for is representing and with  
its representatives.

Moreover, I undertake to use this information solely for the purposes of my functions for the lawyer  
I am assisting in the Commission's work.

Finally, I undertake to comply with the Procedural Rules adopted by the Commission, including  
any future modification.

Mr./Ms. \_\_\_\_\_ (*name in capital letters*)  
Full or limited participant counsel assistant

\_\_\_\_\_  
(*signature*)

Me \_\_\_\_\_ (*name in capital letters*)  
Full or limited participant counsel

\_\_\_\_\_  
(*signature*)

Date \_\_\_\_\_