

To: Dev Information Technology Ltd.

From: Irit Weinfeld and Morgan Maguire

Date: 23 July 2017

Re: Duties and Responsibilities of the ISLG Document Manager

This memo provides an overview of the duties and responsibilities of Investor-State LawGuide's (ISLG) Document Manager, Irit Weinfeld. ISLG is an online research product for international investment law research. The ISLG Team collects, analyzes and synthesizes content relevant to investment treaty law, which includes arbitral decisions and awards, legal instruments and data capture documents (DCD). The documents are XML and PDF coded for integration into the document database. The end use of ISLG is to provide subscribers with highly efficient and comprehensive methods for accessing relevant and reliable content.

As the Document Manager, Irit tracks and manages documents while integrating relevant data. This document provides a broad overview of the main duties and responsibilities of the Document Manager, including:

- Organizing documents
- Preparing/editing documents
- Uploading documents
- Inputting data
- Auditing

Below is a brief explanation of each duty. Links to the applicable tutorial videos explain in detail how to complete each task.

1. Organization:

Organizing, sharing and tracking content.

All documents and audits are stored and shared on ISLG's Egnyte Drive, a cloud based server.

[Video: Egnyte Overview](#)

All documents contained in the ISLG database are tracked in a UIN Master List spreadsheet. In this spreadsheet we track all information concerning the document collection, including the stage and status of the document in the data capture process. An example of simple information tracked is the title of a case, the date it was released and the number of pages in a document. An example of more intricate information tracked is the document language and whether the document contains non-latin characters.

All of this information is relevant to how the document is uploaded and displayed in the document database.

Video: ISLG Master List Overview

[Video: ISLG Administrative Site Overview](#)

[Video: ISLG Live Site Overview](#)

2. XML and PDF Coding:

Preparing, editing and uploading XML and PDF coded documents. This includes:

- Preparing and sending documents for special processing, such as preparing and sending out PDF documents for XML coding.

[Video: Part 1 - Preparing the PDF document](#)

[PDF document: Instructions for emailing PDF documents for XML coding to CDS](#)

[Video: Part 2 - Sending the PDF document for XML coding](#)

When an XML document is returned from our third party processing company it needs to be uploaded into the document database.

Video: Part 3 - Uploading the XML and PDF documents

XML documents require post-coding processing. This includes entering title names. Title names are headings within a document.

Video: Part 4 - Entering titles for Provision Descriptions

- For some dispute documents, adding paragraph numbers is required to identify relevant passages within the document.

[Video: Adding paragraph numbers to PDF documents](#)

- Sometimes you may need to edit a dispute document entry because a mistake was made during input or information regarding the document may have changed.

Video: How to edit a Dispute Document entry on the Administrative Site

- Dispute Documents subject to the data capture process require PDF coding: entering destination codes for the PDF document. PDF coding allows the document to be integrated into the application's PDF pinpoint referencing system.

[Video: Part 1 - Coding the PDF document](#)

[Video: Part 2 - Saving Destination Codes in an Excel spreadsheet](#)

The final step is to upload the document to the document database.

Video: Part 3 - Uploading coded PDF documents to ISLG's Database

3. Uploading Documents and DCDs:

Uploading documents and inputting DCDs to the document database. Ensuring that uploaded content is working correctly on the Members' Site (ensure end use is working). This includes:

- Uploading Disputes and Dispute Documents to the document database.

[Video: Uploading Disputes and Dispute Documents](#)

[Video: Another example of uploading Disputes and Dispute Documents](#)

[Video: Editing Disputes](#)

[Video: Uploading placeholders for Dispute Documents](#)

[PDF document: Uploading Placeholders for XML Documents - Example 1, 2, 3](#)

- Inputting DCD data.
 - [Video: Entering Article Citator DCDs](#)
 - [Video: How to enter Associated Documents](#)
 - [Video: Entering Jurisprudence Citator DCDs](#)
- Auditing Documents and DCDs.
 - [Video: Verifying links on the Live Site for Article Citator DCDs](#)
 - [Video: Verifying links on the Live Site for Jurisprudence Citator DCDs](#)