

Protocol for Filing Submissions with the Joint Review Panel for the proposed Mackenzie Gas Project (the Panel)

When a submission is filed with the Panel it is placed on the Public Registry, distributed directly to the Panel, and made available to all Parties to the review and the general public through the Public Registry.

Information is made available to the Parties and the public in both hardcopy and electronic format where possible. There is an electronic public registry (at http://www.ngps.nt.ca/registryDetail_e.asp) and also three public registry offices that are located in each of Inuvik and Yellowknife, Northwest Territories and in Calgary, Alberta.

General Protocol for Filing Submissions

1. To the greatest extent possible, submissions to the Panel are to be filed in digital electronic format with copy/paste abilities. Due to their size, scanned documents are discouraged. Hardcopies will be accepted by fax or mail if received by the published deadline at the Joint Review Panel office.
2. Submissions filed in electronic format must be in files of no larger than 3 MB in size. This size limitation also applies to scanned documents. Files larger than 3 MB should be broken down into smaller parts.
3. All documents filed in electronic format must be submitted to the Panel Manager at the following address: pacholekp@jointreviewpanel.ca
4. It is preferable that submissions filed in electronic format are provided in Portable Document Format (PDF) and:
 - a. are compatible with Adobe Acrobat 5.0 and
 - b. have security settings that allow for copy / paste abilities
5. A submission may only include hyperlinks (links to other documents on the Internet) if the information intended to be considered within the hyperlink is provided in full as a separate document (which must also follow this Protocol for Filing Submissions) as document locations can change over time, resulting in hyperlinks no longer working.
6. Documents for which the submitter has not obtained or provided Copyright authorization will not be accepted or filed on the Public Registry.
7. Electronic submissions exceeding 25 pages in length must also be filed with the Joint Review Panel office in hardcopy (please see Protocol for Filing Submissions related to Hearings set out below for filings for specific types of hearings). When hardcopies are submitted to the Panel, a total of **fifteen (15)** copies must be forwarded to the following address:

Joint Review Panel Office
Suite 302, 125 Mackenzie Road
P.O. Box 2412
Inuvik, NT X0E 0T0

Upon receipt of these documents, Panel staff will distribute them to the Panel and to the Public Registry offices.

8. If a document filed as part of the environmental review is requested in hardcopy by the Panel or a Party to the review, it will be the responsibility of the Party originally filing the document to provide it in hardcopy.

Protocol for Filing Submissions related to Hearings

In addition to the General Protocols for Filing Submissions outlined above, the following instructions should be followed for filing information with the Joint Review Panel specifically for hearings:

1. The Panel's Procedures require 15 hardcopies of all written submissions and/or presentations to be filed with the Panel 15 days prior to Open General Hearings and 20 days prior to Topic-Specific General and Technical Hearings. You are encouraged to send your written submission and/or presentation by either Canadian North or First Air Cargo for the most expedient delivery.
2. All presentations must be filed in PowerPoint™ format. Please submit the PowerPoint™ version of your presentation to the Joint Review Panel office on a CD, unless the presentation is less than 3 MB in size in which case it may be emailed to the Panel Manager. If a presenter is not able to provide their presentation in this format, please contact the Panel office.
3. Presentations must be easily reduced from PowerPoint™ to PDF format to a size not greater than 3MB for posting to the Public Registry (please test your presentation beforehand to ensure this is possible).
4. Please ensure each slide of your presentation is numbered sequentially.
5. High resolution maps may be filed for reference during a presentation, but a low resolution copy (less than 3MB in size) must also be provided for posting to the Public Registry.
6. Any changes made to a presentation after it is initially filed (e.g. at the hearing session) must also be filed on the Public Registry.

Protocol for Referencing Documents during Hearings

If a Party wishes to refer to documents when questioning other Parties during a hearing, references to slides or exhibit numbers to be shown on the screen should be provided to the Panel Manager prior to the hearing.

When referencing PDF documents, please indicate whether you are referring to the printed page numbers or to the PDF page numbers.