



# The Regional Law Revision Centre Inc.

## CONSOLIDATION OF LAWS PROGRAMME IN ANGUILLA

**Wednesday 9 to Friday 11 April 2025**

### **You Will Learn:**

- How consolidation impacts on the Chambers
- The consolidation cycle
- The techniques employed in the consolidation cycle
- Document management at each stage of the consolidation cycle
- Consolidation issues

### **Course Outline:**

- Benefits of consolidation  
*The session discusses the advantages of having the laws consolidated, the ease of drafting further amended legislation, etc;*
- The importance of a cut-off date for consolidation  
*This session discusses the importance of a cut-off date, the advantage of implementing a consistent cut-off date for ease of reference, i.e. 15 December 2000, 15 December 2002, 15 December 2004, 15 December 2006, 15 December 2008, 15 December 2010, etc.*
- The Consolidation cycle
- Preparation of enacted legislation in:
  - o electronic format; and
  - o hardcopy format*This session discusses the collection of information. (Who is responsible? Who has access? Security issues, etc.)*
- The importance of creating a Tracking Sheet
- What legislation should be included in the Tracking Sheet
- Verification of Tracking Sheet  
*This session discusses listing submitted by Gazette Office, Cabinet Secretary or Clerk (House of Assembly) as one of the tools for verification, etc.)*
- The importance of an efficient documentation system – hardcopy & electronic
- The creation of a Consolidated Tracking Sheet
- Electronic Consolidation
  - o Creating a Consolidation Database
    1. content and organization;
    2. file name convention
  - o Inserting amendments
  - o Renumbering
  - o Addressing consequential amendments
  - o Addressing repeals
  - o Addressing new acts
  - o Annotation

*This session discusses the structure of the information stored in the database and how various legislation are addressed, etc.)*

- Matching consolidated database against hardcopy filing system
- Use of Control Sheets
- Cross-references within:
  - o an Act and related legislation
  - o the database
- Formatting of legislation
- Proofreading techniques
- Workflow issues:
  - o Gazetted version and digital file submitted not identical
  - o Errata
  - o Omissions
  - o Missing pages in Gazette
  - o Lack of organisation
  - o proofreading
- Requirements for submission of legislation to The Regional Law Revision Centre Inc.
- Use of tools in cloud management platform to enhance communication and workflow within the consolidation team
- Coursework and discussion

## **Accommodations in Anguilla**

### **Recommended Hotels:**

Ocean Breeze Inn:

Physical Address: Long Path Road, The Valley, AI-2640, ANGUILLA.

Phone: 1 264 235 7094 • Email: [ellenh65@hotmail.com](mailto:ellenh65@hotmail.com)

Conveniently located near The Regional Law Revision Centre Inc

La Vue Boutique Inn

Mailing Address: P.O. Box 835, The Valley, AI-2640, ANGUILLA.

Physical Address: Back Street, South Hill, Address (Overlooking Sandy Ground)

Phone: 1 264 497 3400 • Email: [lavueinn@gmail.com](mailto:lavueinn@gmail.com) • Website: [www.lavueinn.com](http://www.lavueinn.com)

### **For further information contact:**

Ms. Yolande Dash

The Regional Law Revision Centre Inc., P.O. Box 1626, Five Mar Building,  
Albert Lake Drive, The Valley, AI-2640, ANGUILLA.

Phone: 1.264.476.5722 (WhatsApp) • Email: [admin@lawrevision.ai](mailto:admin@lawrevision.ai)



# The Regional Law Revision Centre Inc.

## CONSOLIDATION OF LAWS PROGRAMME IN ANGUILLA

### REGISTRATION FORM

**Enrollment is limited so be sure to register early. Registration closes 31 March 2025.**

1. Please Register Me For:

**April 9 to 11 2025**, Consolidation of Laws, US\$1,200. *(Course notes and lunch each day included)*

2. My Contact Information:

Name .....

Office .....

Street Address .....

City, Country.....

Phone, E-mail .....

3. Nationality: .....

4. Method of Payment:

A. By Check (International Bank Draft ONLY): .....

Payable to: The Regional Law Revision Centre Inc.

Mail to: P.O. Box 1626, Five Mar Building, Albert Lake Drive,  
The Valley, AI-2640, ANGUILLA

B. Wire transfer to Centre's account: .....

**Please ensure that all bank charges are added before payment is remitted. Bank charges for National Commercial Bank of Anguilla is US\$25.00.**

Please process wire transfer as follows:

**Beneficiary**

The Regional Law Revision Centre Inc.  
Five Mar Building  
Albert Lake Drive  
Anguilla  
Tel: 1 264 497 7572

Beneficiary A/C # 2029114 (US account)

**Payment Bank**

National Commercial Bank of Anguilla Ltd  
1 St. Mary's Street  
The Valley, ANGUILLA

SWIFT Address: ANGUAIAI

**Correspondent Bank**

Crown Agents Bank Ltd  
St. Nicholas Road  
Sutton, Surrey SM1 1EL  
United Kingdom

SWIFT ADDRESS: CRASGB2L

**Intermediary Bank**

Citibank N. A.  
New York  
USA

SWIFT ADDRESS: CITIUS33

Request Invoice .....

*An electronic invoice will be sent to the participant's email listed above  
(unless otherwise indicated).*

5. Email registration: [admin@lawrevision.ai](mailto:admin@lawrevision.ai)