

Guidelines for Party Interactions and communications with the DCA, the DCA's Experts and with the BCMB during a Handling Commission Review

Purpose:	To ensure processes are established and clearly understood for communication and interaction between all parties during a Handling Commission Review (HCR)
Scope:	<p>Although Handling Commission Reviews (HCRs) are every three years, the communication procedures as described in this Guideline document will remain applicable for all Interested Party (Stakeholder) communication with the Data Collection Agent (DCA) on an ongoing basis.</p> <p>The BCMB will continue to communicate with the DCA throughout the HCR regarding non-HCR related issues, however all communications related to a HCR will be captured in writing and the same standards will apply to the BCMB as does to IPs.</p>
Roles/Responsibilities:	Interested Parties (or their representatives/experts), DCA, DCA Experts, BCMB (including Board) – to abide by guideline protocols
Accountable:	<p>President and CEO</p> <p>Director, Registrations and Manufacturer Policy</p> <p>Director, IT and Analytics</p> <p>Manager of Analytics</p>
Informed:	BCMB Board
Supporting Documentation	Handling Commission By-law
Acronyms	<p>HCR – Handling Commission Review</p> <p>DCA – Data Collection Agent or DCA Experts</p> <p>IP(s) – Interested Party (ies) or their representatives/experts</p> <p>BCMB – Management/Staff of the Beverage Container Management Board, Facilitator</p> <p>Record – includes all communications, filings, reports, exhibits, from all parties during the HCR</p> <p>RFP – Request For Proposal</p>

1. THE RECORD

- 1.1. The BCMB is responsible for organizing and maintaining the HCR Record and all exhibits in the HCR process, including the filings and documents from the DCA, the BCMB and IPs prior to, during and after the Facilitated Negotiations, Board Meeting, Board Hearing or Arbitration Hearing.
- 1.2. The BCMB will provide an index of and make available to all parties the documents comprising the Record.
- 1.3. All correspondence from all parties, excluding Facilitated Negotiations, but including the Facilitator's Report, will be included as part of the Record and distributed through the BCMB.

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- 1.4. The Record will be made available to all parties on the BCMB's website as a matter of public interest.
- 1.5. A link to the Handling Commission Review on the BCMB's website will be provided to all IPs at either the commencement of a HCR or prior to, if HCR processes have been initiated.
- 1.6. The BCMB will post documentation pertaining to the Record by the scheduled due date or as per the agreed upon distribution date.
- 1.7. In the case that any IP provides required documentation to the BCMB at or later than 4 pm on a due date or distribution date, documentation from all IPs will be made available on the BCMB website the next business day by 12 pm (noon). Should the next item on the HCR Schedule rely on the provision of said documentation, that item shall be postponed by one day as a result of the late submission.

2. COMMUNICATION WITH EXPERTS (Includes: DCA, DCA Experts, Facilitator, any other representative as identified by the BCMB, IP Experts)

- 2.1. Excluding interactions with a parties own Expert, communications to and from any Expert (BCMB's or IP's), must be in writing and distributed through the BCMB. Under no circumstances may any party contact another party's Expert directly. If such communication is requested/required, it must first be requested and agreed to by all parties, in writing.
- 2.2. At no time will any party interfere, participate in, observe or communicate with an Expert or that Expert's study outside of the protocols as identified in s. 2.1.

3. DCA RFP PROCESS

- 3.1. In accordance with the approved HCR schedule for any review, the DCA will circulate a draft RFP to IPs and the BCMB, through the BCMB, for any expert required for HCR purposes.
- 3.2. IPs will have the opportunity to provide feedback to the DCA on the RFP. All feedback will be circulated in writing, through the BCMB.
- 3.3. Where required, the BCMB will schedule a meeting with IPs, the DCA and the BCMB for purposes of reviewing feedback and a RFP.
- 3.4. The DCA will retain sole authority to evaluate proposals, choose and retain these Experts.

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4. DOCUMENTATION NAMING CONVENTIONS

- 4.1. For identification purposes and ease of recognition documents should be submitted to the BCMB with saved file names following the below format. Please do not use dashes or spaces.

2025.03.16.RM.RFP.Feedback.ABDA

DATE (Y/M/D) DESCRIPTION(TOPIC) ORGANIZATION THAT SUBMITTED

- 4.2. The BCMB will add a document number to the front of the saved name:

25. 2025.03.16.RM.RFP.Feedback.ABDA

- 4.3. Ensure that:

- Documents are PDF'd and searchable, unless required in an excel format
- Attachments are to be included as part of the PDF
- Where the file is too large to include all attachments in one PDF, the PDF'd documents should be numbered in the order that they are to be posted (see below)

2025.03.16.RM.RFP.Feedback.ABDA.1

2025.03.16.RM.RFP.Feedback.ABDA.2

OR

2025.04.19.Written.Submission.ABCRC.ABCC

- 4.4. The BCMB will return any documents that do not follow the document naming conventions.
- 4.5. Where Excel documents are required to stay in that form, please ensure that you have clearly indicated that in your emailed submission.