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Peg Duncan IT and eDiscovery

Peg Duncan is a senior level consultant with broad experience in the public sector and a respected leader in the Canadian e-discovery area. Possessing well developed leadership, communication, facilitation and governance skills, Peg has led major litigation technology, business process improvement, information management and technology development projects in Canada. On behalf of The Sedona Conference® WG7 (Sedona Canada), she maintains an e-discovery case law digest on LexUM and the OBA website, as well as a popular eDiscovery Reading List on the LawPRO practicePRO website. She speaks and writes extensively on electronic discovery project management and information management, and is a Contributing Editor to The Sedona Conference® Commentary on Proportionality in Electronic Discovery, published in October 2010.

Key Services

- Rule 29.1 discovery planning
- Client IT team education
- Project leadership
- Selection of eDiscovery products and services
- Practical solutions for e-discovery problems
- Neutral in e-discovery disputes
- Assessment of current Information Management (IM) practices

Professional Experience

IT and eDiscovery

November 2009 to present

As an independent Senior Consultant, services include:

- Scoping, planning and management of electronic discovery projects;
- Definition of client appropriate technology solutions and environments for information management and electronic discovery;
- Development of Risk based models for the efficient management of information and mitigation of information risk;
- Management of implementation teams for information management and electronic discovery projects;
- Oversight of programme and project level resources and engagements

Canadian Federal Government

Department of Justice

January 2005 to September 2009

Director, Business Opportunities and Emerging Technologies

- Management of corporate-wide litigation technology support and services, including routine civil litigation, class actions and commissions of inquiry
- Definition of corporate requirements for e-discovery tools, solutions and services
- Analysis and planning for a corporate-wide legal knowledge management system
- Development of a SharePoint infrastructure for Justice, and planning for SharePoint governance policy and structure

Department of Justice

September 2001 to December 2004

Director, Technology in Litigation

- Definition of requirements for a corporate-wide standard litigation support tool
 - Management of the tender and selection of the standard litigation support tool
 - Development and implementation of the litigation support service model in headquarters and all regional offices
 - Development and implementation of litigation support technical infrastructure
 - Establishment of standard business processes for litigation support
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Department of Justice December 1999 to August 2001
Project Manager, Indian Residential Schools Virtual Team project

- Definition of the business requirements for the IRS Virtual Team
- Acquisition and implementation of a litigation support tool
- Definition of business processes between client department and Justice litigation teams for document collection, analysis and review

Department of Justice September 1997 to November 1999
Director, Front Office Systems

- Technical support for existing time management systems
- Business requirements definition for standard timekeeping and case management protocols
- Development of a service delivery model for end-user support for timekeeping and case management systems
- Technical support for inter- and intra-net services and internal electronic publishing

Department of Foreign Affairs and International Trade May 1983 to August 1997

- Management of early office automation projects (pre-1987)
- Implementation of the hardware, software and local network services for missions where CIDA was decentralizing (1988-1991)
- Design and development of the Secure Integrated Global Network (SIGNet), versions 1.0 and 2.0 (1992-1997)

Memberships

Member of the Steering Committee of The Sedona Conference® Working Group 7 (Sedona Canada) since 2006

Member of the Editorial Board responsible for The Sedona Canada Principles Addressing Electronic Discovery, published in January 2008

Member of The Sedona Conference® Working Group 1 since 2005, and Contributing Editor to The Sedona Conference® Commentary on Proportionality in Electronic Discovery, published in October 2010.

Speaking Engagements

E-Record Management and Retention: Best Strategies for Compliance and Minimizing Risk, Workshop, *Obtaining, Producing and Presenting Electronic Evidence*, Osgoode Hall Law School, February 11, 2010

eDiscovery: Rebooting for January 1, 2010 and beyond (with Justice Colin L. Campbell), *Civil Litigation Updated 2009*, County of Carleton Law Association, November 20, 2009

Conference Co-chair, *Law Tech Canada*, November 16-17, 2009

Controlling eDiscovery Costs Under the New Ontario Regime, (co-speaker), *Law Tech Canada*, November 17, 2009

Discovery Motions and the Sedona Canada Principles Addressing Electronic Discovery, (co-speaker), *Superior Court of Justice (Ontario) Fall Education Seminar*, October 29, 2009

Managing the Costs of E-Discovery, *Getting Ahead of the E-Discovery Curve*, 2nd Annual Sedona Canada Conference, The Sedona Canada Institute, September 16, 2009.

Proportionality, *Getting Ahead of the E-Discovery Curve*, 2nd Annual Sedona Canada Conference, The Sedona Canada Institute, September 16, 2009.

Avoiding the Risks in Electronic Discovery - Litigation Readiness, (co-speaker), *Managing Information in the Public Sector - Meeting the Challenge*, Ontario Public Sector Information Management Conference, Toronto, April 28-29, 2009.

E-Mail Archiving: So What's Wrong With Saving Everything? (Co-speaker), *ABA Techshow*, April 4, 2009

Capturing Quicksilver: Records Management for All That Other Stuff, (Co-speaker), *ABA Techshow*, April 4, 2009