

EXECUTIVE COMMITTEE SCREENING RULES

DIRECTIVE No.1

FILING REQUIREMENTS FOR PROPONENTS SUBMITTING DOCUMENTS TO THE EXECUTIVE COMMITTEE FOR PRE-SUBMISSION ENGAGEMENT AND SCREENING PROCESSES (Screening Rules 14(a)(b) and (c))

Application

1. This directive applies to all documents submitted by proponents to the Executive Committee pursuant to the Rules for Screenings Conducted by the Executive Committee (EC Rules), except for applications made under Part 6 of the EC Rules.

Definitions

2. In this directive, “document” has extended meaning and includes a printed record and a record fixed in a magnetic or digital form.

Filing Requirements

3. Unless otherwise directed by the Executive Committee, a proponent shall provide documents to the Executive Committee in accordance with the following standards:
 - 3.1 One digital copy of the document (including appendices), in Portable Document File (PDF) format.
 - 3.2 Documents shall not have any security features, like password protection, enabled.
 - 3.3 The filename for a document submitted in digital format shall be descriptive of the contents, limited to 125 characters or less and not contain special characters (such as &, %, \$, #, !, @).
4. The Executive Committee may specify that a digital document be submitted in a format other than PDF, for example shape files contained in a zip file;
5. Unless otherwise directed by the Executive Committee, each section of a Project Proposal or Revised Proposal, as the case may be, must be submitted as a separate PDF file.

Amended August 2024