

NEWS

CALL FOR IN-HOUSE AUTHORS

The ACi In-House Corporate Investigators Handbook

The ACi have embarked on a project to produce a handbook for in-house corporate investigators. The handbook will be written by in-house for in-house and will cover practical advice and best practice.

This call is for in-house corporate investigations professionals to contribute as authors for the handbook chapters. Chapters can be written alone or jointly with colleagues.

Authors must commit to writing pro bono and the ACi will assert copyright over all published chapters. Authors will be given full recognition for their work in the handbook.

Authors must note that the chapters will be reviewed by an ACi editorial board which will comprise in-house corporate investigations professions, internal and external lawyers and representation from our publishers.

The schedule of chapters is outlined below. If you wish to put yourself forward to write a chapter, alone or jointly with a colleague, or simply wish for further information please contact the ACi Handbook Project Manager, **Barry Ellis** via e-mail at barry.ellis@my-aci.com.

The timetable for the handbook project is as follows;

Identification of Authors and allocation of Chapters	By 31 st August 2020
Submission of 1 st Chapter Drafts	By 31 st January 2021
Project Manager review of 1 st Chapter Drafts	By 28 th February 2021
Feedback to Authors	By 31 st March 2021
Submission of 2 nd Chapter Drafts	By 31 st May 2021
Review by Editorial Board	By 31 st July 2021
Feedback to Authors	By 30 th August 2021
Submission of Final Chapters	By 30 th September 2021
Publishers proofread and review	By 31 st October 2021
Publication (1 st Edition)	TBA November 2021
Launch will be at the ACi 2021 Annual Symposium	TBA November 2021

Preface		xix
		COMMENT
1.	Introduction	
2.	Uniform Principles of Investigation <i>Authors name and title</i>	
2.1	Global standards	
2.2	Guiding principles	

2.3	Code of conduct	
2.4	Facts and truth	
3.	What is a Corporate investigation? <i>Authors name and title</i>	
3.1	Types of corporate investigations	
3.2	Corporate investigation teams	
3.3	Referral and allocation processes	
3.4	Who investigates?	
4.	Corporate Investigations Policy <i>Authors name and title</i>	
4.1	Investigations mandate	
4.2	Escalation and reporting	
4.3	Resources	
4.4	Management	
5.	Investigation Procedure Manuals <i>Author name and title</i>	
5.1	Content	
5.2	Workflows	
5.3	Quality assurance	
5.4	Updating	
6.	Investigations Management <i>Author name and title</i>	Chapter assigned
6.1	Case criteria	
6.2	Workstream model	
6.3	Forming a team	
6.4	Documentation	
7.	Case Management Systems <i>Authors name and title</i>	
7.1	Automating case referrals	
7.2	Workflow and uploads	
7.3	Investigative records	
7.4	Case review and closing	
8.	Investigation Plans <i>Authors name and title</i>	
8.1	Assessment and Scoping investigations	
8.2	Action item management	
8.3	Decision records	
8.4	Extending scope	
9.	Information Collection <i>Author and title</i>	
9.1	Disposal hold notices	
9.2	Collection plans	
9.3	Paper books, records, searches	
9.4	Recording and retention	

10.	Data Collection and Privacy <i>Author and title</i>	Chapter assigned
10.1	Scope	
10.2	Data privacy and integrity	
10.3	Data collection tools	
10.4	Storage	
11.	Data Searching and Mining <i>Author and title</i>	
11.1	Data search and mining tools	
11.2	Search terms	
11.3	Link and analysis tools	
11.4	Workflow and recording	
12.	Information and Data Presentation <i>Author and title</i>	
12.1	Presentation tools	
12.2	Visual presentation	
12.3	Use of graphics	
12.4	Infographics	
13.	Technology and Investigations <i>Author and title</i>	
13.1	Use of artificial intelligence	
13.2	Algorithm design	
13.3	Automating workflow	
13.4	Recording results	
14.	Open Source Intelligence (OSINT) <i>Author and title</i>	
14.1	What is it?	
14.2	OSINT Tools	
14.3	Privacy and consent	
14.4	Recording and storage	
15.	Investigative Interviewing, I <i>Author and title</i>	
15.1	Types of interview	
15.2	Rights of interviewee	
15.3	Interviewing models	
15.4	Methods of recording	
15.5	Remote interviewing	
16	Investigative Interviewing II <i>Author and title</i>	
16.1	Complex subject matter	
16.2	Use of experts	
16.3	Video and tape recording	
16.4	Jurisdictional considerations	

17.	Legal Privilege <i>Author and title</i>	
17.1	Types of privilege	
17.2	Investigation work product	
17.2	During interviews	
17.4	Jurisdictional considerations	
18.	Cross-Border Investigations I <i>Author and title</i>	
18.1	Practical issues	
18.2	Management	
18.3	Jurisdictional variances	
18.4	Disclosure considerations	
19.	Cross-Border Investigations II <i>Author and title</i>	
19.1	Data and information transfers	
19.2	Language	
19.3	In country due process	
19.4	Not one rule for all	
20.	Whistleblowing Investigations <i>Author and title</i>	Chapter assigned
20.1	Who deals?	
20.2	Whistleblower protection	
20.3	Whistleblower interviews	
20.4	Reporting	
21.	Investigation Reports <i>Author and title</i>	
21.1	Purpose	
21.2	Format and content	
21.3	Writing style	
21.4	Distribution	
22.	Evidence Giving <i>Author and title</i>	
22.1	Discipline proceedings	
22.2	Employment tribunals	
22.3	Civil and regulatory proceedings	
22.4	Criminal proceedings	
23.	Use of Forensic Accountants <i>Author and title</i>	Chapter assigned
23.1	Financials and structures	
23.2	Accounting data	
23.3	Management	
23.4	Presentation	

24.	Cyber Investigations <i>Author and title</i>	
24.1	Types of cyber cases	
24.2	Cyber expertise	
24.3	Cyber world	
24.4	Presentation of digital evidence	
25.	Investigations Training <i>Author and title</i>	
25.1	Attributes	
25.2	On the job	
25.3	Self-study	
25.4	Accredited Corporate Investigator	