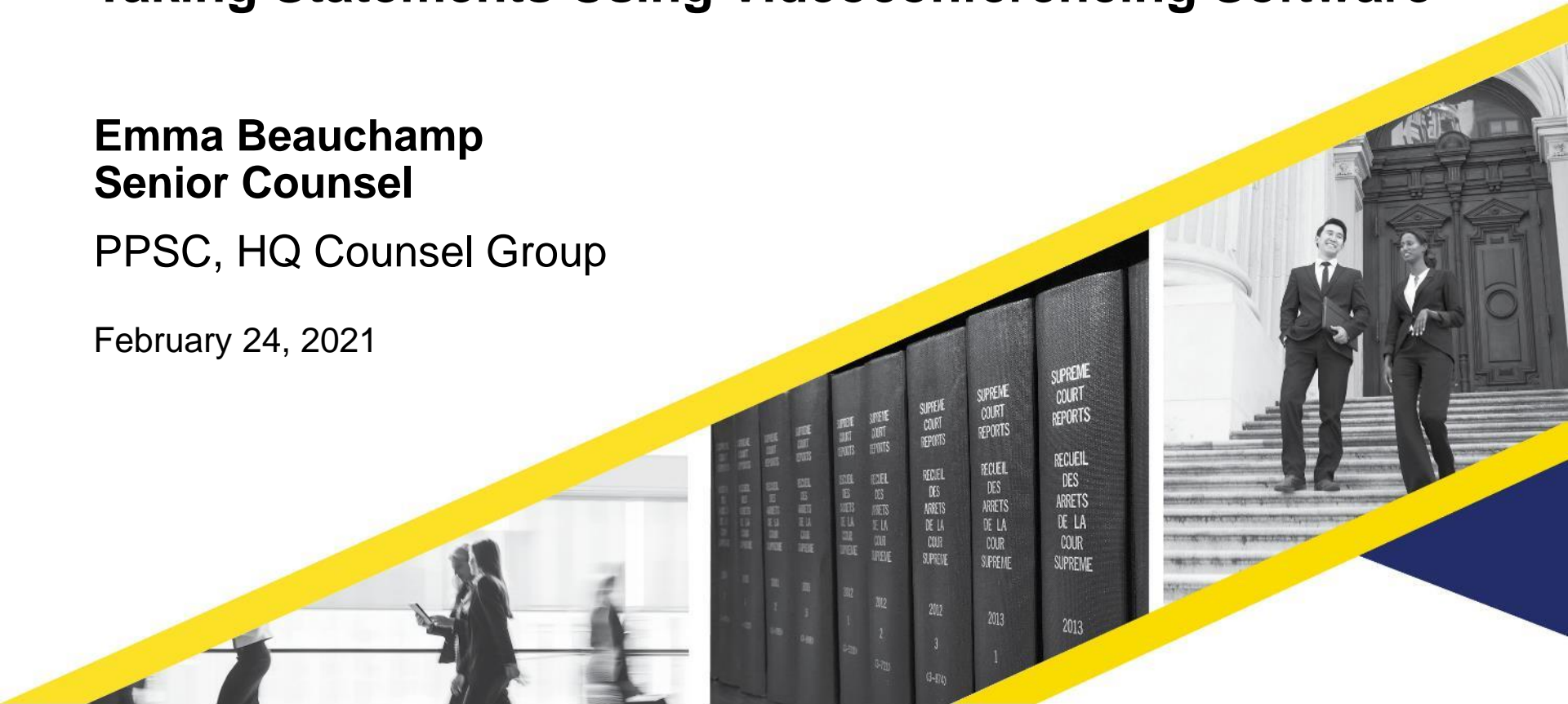


# Taking Statements Using Videoconferencing Software

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# Technical recommendations

## The Oath

- 1) Commissioner should be able to see, hear and communicate with the witness in real time
- 2) Confirm the identity of witness
- 3) Adapt the oath to indicate that commissioner and witness aren't in the same location

# Prior to the interview

Set the stage:

- 1) Prepare an interview protocol
- 2) Consult the [assigned] Crown
- 3) Designate tasks/roles
- 4) Email the interviewee an invitation with the link to videoconferencing interview room

Do NOT **FEAR** the interview protocol...

It's the road map to your  
interview



# The interview protocol should set out the 5 Ws...

- **WHAT** videoconferencing software will be used
- **WHY** the interview is being conducted this way
- **WHEN** the interview is to be conducted
- **WHO** will conduct the interview and who else can be present
- **WHERE** it will be conducted – the witness's location and set up

# The interview protocol should also set out the *HOW*'s...

- **HOW** the interview will go: steps
- **HOW** records will be put to the witness
- **HOW** requests to speak with counsel will be handled

# Last but not least... the interview protocol should set out

The interview protocol should set out the **USE** that can be made of the statement

# Technical recommendations





# Video conference settings

- Know your software
- Visual
  - Virtual backgrounds (NO)
  - Split screen
  - Facing the camera
- Audio
- Recording the interview
- Visible date and time

# Conduct of the interview

During the interview, keep in mind and verify if needed...

- If the witness is alone
- If the audio is capturing the witness's voice
- If the image quality is good
- If the recording is still going (after a break, etc.)

Most importantly: Be flexible, adapt, reevaluate

# Post interview

- Review the recording as soon as possible
- Make notes of any issues
- Flag issues to the assigned Crown
- Save an original copy and prep a working copy for disclosure
- Order transcript

# Questions?