

# Train Your Legal Staff

## What people are saying about William J. Kovatch, Jr.'s APO training:

"The instructor was engaging and seemed to have a vast knowledge of APO rules and regulations."

"He provided thorough answers to my questions."

"Scenarios were engaging."

"I liked the ethics portion of the training. It's a unique addition to the administrative aspect of the APO system."

Actual comments from course attendees, used with permission.

## The Department of Commerce's Administrative Protective Order System and the Protection of Proprietary Information



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## **Wouldn't you like an expert in the Department of Commerce's Administrative Protective Order system to train your staff on the protection of proprietary information?**

Antidumping and countervailing duty proceedings involve the use of proprietary information. To have access to that information, your firm must have a system in place to prevent an unauthorized disclosure. The system should include not only written procedures, but also regular training for all legal staff who handle proprietary information.

Failing to train your staff properly could have serious consequences for your firm. An unauthorized disclosure, even if inadvertent, is a violation of the APO and could result in sanctions against everyone who has signed the APO application. Sanctions can even be levied against the firm itself. Adequate training of your legal staff can go a long way to emphasizing the importance of protecting proprietary information and preventing an unauthorized disclosure.

## **Your attorneys may be able to earn CLE credit for this training, including credits in ethics.**

The course on Commerce's APO system has been approved by the Virginia MCLE Board for 2.5 CLE credits, including 1.0 credit in ethics. An application for CLE accreditation is pending in Illinois. New York will accept these credits on a reciprocal basis.

## **Trust the skill and experience of William J. Kovatch, Jr., to train your legal staff.**

William J. Kovatch, Jr. Served as a Senior Attorney with the Office of Chief Counsel for Import Administration. For four years he acted as the APO Coordinating Attorney. His duties included:

- Advising the Assistant Secretary on Commerce's APO system.
- Acting as the primary attorney to advise the APO/Dockets Unit.
- Participating in the investigations of alleged APO violations.
- Training staff attorneys.
- Assisting in training attorneys and legal staff from private law firms.
- Assisting in training Import Administration's AD/CVD staff.
- Assisting in drafting the most recent amendments to the APO regulations.
- Reviewing contracts with outside consultants who have access to proprietary information.
- Participating in the development of Commerce's internal procedures.

## **William J. Kovatch, Jr. will come to your firm to train your attorneys and legal staff.**

## **The course of Commerce's APO system covers:**

- Who may apply for access to proprietary information under the APO.
- What could disqualify a person from becoming an authorized applicant.
- What is the responsibility of support staff handling proprietary information.
- What is the responsibility of authorized applicants to supervise support staff.
- What is the appropriate use of proprietary information under the APO.
- Tips on working with proprietary information.
- Using Import Administration's APO website to your advantage.
- What is metadata, and how can it be harmful to your client's interests.
- The procedures for claiming proprietary treatment.

## **This course includes a discussion of hypothetical scenarios to bring the application of the APO rules to life, and to walk you through the procedures for investigating alleged APO violations.**

## **The ethical component of the course explores the duty to protect client information and how the use of technology impacts that duty.**