

Processing and analysis of submissions completed

Processing and analysis of the approximately 2,700 written submissions received by VEAC has been completed.

A team of 5 staff members undertook submissions processing and analysis.

When submissions are received, they are assigned a unique identification number, individually scanned, and names and contact details recorded in VEAC's purpose-built Microsoft Access contacts database. An acknowledgement is then sent to the submitter. All submissions are registered and acknowledged. Scanned copies of submissions then undergo a second stage of processing before the submissions are published on VEAC's website, when personal contact details are removed. Material that VEAC considers to be potentially defamatory, offensive, or could impact on the privacy of individuals - including third parties - will also be redacted.

All submissions are read and analysed by VEAC staff and entered into VEAC's purpose-built Microsoft Access submissions database linked to the contacts database. Each submission is analysed according to a framework consisting of geographic areas, themes including activities and values, and the main comments or proposals made in submissions. The submissions database can be queried in a range of ways to provide information to the Council as it develops its final recommendations.

Pro forma submissions are treated in the same way as other submissions and are all individually recorded and analysed.

Submissions can now be viewed on VEAC's website. There are three groups of more than 10 identical pro forma submissions; these are listed as Submission A, Submission B and Submission C each accompanied by the list of submitters.

27 February 2019