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Scheduling Research

Before a report can be sent to Publishing, it first must be scheduled in CFC. Click the Entity Research link if your report will be tagged to one or more entities (see screenshot below). If your report will not be tagged to an entity, schedule it by clicking the General Research link.

- A Schedule Title.** Enter the report's title here.
- B Research Type.** Use the menu to identify the type of research.
- C Entities.** Click the Related button to search for related entities.
- D Region.** If you wish to tag the report to a region, select it here.
- E Countries.** Countries will be selected automatically based on entities chosen, but you also may select additional countries.
- F Default Market Sectors.** These are the market sectors associated with the tagged entities. See page 4 for more details about market sectors.
- G Publication Date.** Estimate the day the report will publish.
- H Get Entity Analysts.** Click here to automatically select primary and secondary analysts. Use the Add button to manually select analysts.
- I Tertiary Analyst.** Identify a third analyst here (optional).
- J Private/Publish.** Select To Be Published if your report will be published on Fitch's Web site.
- K Publishing Group.** Select the group that handles your reports. See page 4 to view the Publishing group assignments.
- L Restricted View.** Limits report's access on CFC to primary, secondary, and tertiary analysts. Only applies to presale reports.

Submitting a Report

The next step is to submit the scheduled report to Publishing by attaching a Word draft of the report along with Excel and PowerPoint files containing all the tables and charts. To get to the Draft Report page below, select the Workflow tab and then click on the Update link.

- A Return to Analyst.** Identify the date you need the report back.
- B Attachment 1.** Attach the Word document by clicking the Browse button and selecting it on your hard or shared drive.
- C Attachment 2.** Add an Excel/PowerPoint file with tables/charts.
- D Add Another.** Use this button to attach more files to your submission.
- E Comment.** If needed, leave instructions about a specific file for Publishing.
- F Number of Pages.** Identify the approximate number of pages.
- G Save/Cancel.** Click Save if you're ready to send the report to Publishing.

Receiving a Report from Publishing

Once the report has been formatted and edited, you'll receive e-mail notification that production is complete. Click the link in the e-mail and you'll be taken to the page below. From here you can download the report to your hard or shared drive, return the report to Publishing for further editing/formatting, or send it along to an approver.

Document	Status	Date/Time	Attachment Comments
test cfc report.doc	Edited	17-Mar-2009 14:38:54	
Market Sector list 2009.xls	Draft	17-Mar-2009 14:38:10	
test cfc report.doc	Draft	17-Mar-2009 14:38:10	

- A Update.** If the report is ready for approval, click the Update link, then upload the final version of the report and select an approver. Approvers are analysts at or above the senior director level.
- B Return Report.** If your report needs further editing, click the Return Report button. See page 3 for Return Report screen instructions.
- C Submit for Approval.** Click here after completing Step A.
- D Status.** This column shows the status of the documents that have been uploaded to CFC. *Important: Be sure to download the current version of your report, which always will be the one at the top of the list.*

Returning a Report to Publishing

If your report needs further editing, click the Return Report button in the Workflow tab. Doing so brings you to this page.

FitchRatings CFC

Show Menu

Alsup, James - 17-Mar-2009 15:14:42 Entity Search Go Logout

Return Report

Action: -- **A**

Return Date: **B**

Comment: **C**

Attachments:	File Name	Comment	Replacement File Name D	Replacement Comment
#1:	fhar0227_2.doc		<input type="text"/> Browse...	<input type="text"/>
#2:	<input type="text"/> Browse...	<input type="text"/>	<input type="text"/> Add Another	<input type="text"/>

If you are sending an updated version of the report for re-editing, please ensure that all changes are highlighted using the **tracked changes function**

E Save Cancel

A Action. Select Return to Production Queue to send your changes back to Publishing.

B Return Date. Identify the date you need the report back.

C Comment. Leave instructions for Publishing.

D Replacement File Name. Attach the Word document with your changes by clicking the Browse button and selecting the file.

E Save/Cancel. Click Save if you're ready to send the report to Publishing.

Approving a Report

All reports must be approved by a senior director or above prior to publication. If you're traveling and have access to your Blackberry but not CFC, you may approve a report by sending an e-mail to chicago.research@fitchratings.com (if you work with Chicago Publishing) or nyresearch@fitchratings.com (if you work with New York Publishing). *Note: Analysts are not permitted to approve their own reports.*

FitchRatings CFC

Show Menu

McClure, Matthew - 13-May-2009 18:15:32 Entity Search Go Logout

News Corporation

Entities: [News Corporation](#); [News America Inc.](#); [News America Finance Trust II](#)

Countries: UNITED STATES

Status: Approval Queue

Analysts: McClure, Matthew (1); Alsup, James (2)

Market Sectors: Media & Entertainment

Schedule: On Schedule

Copy Schedule Delete Schedule

Main Details **Workflow**

Approval **A** Update

B Return Report **C** Approve Report

Private / Publish: To be published

Final Doc #1: [inew0603.doc](#) **D**

Approver: McClure, Matthew

Submitted by: McClure, Matthew

Date Submitted: 13-MAY-2009

Document	Status	Date/Time	Attachment Comments
inew0603.doc	Final	13-May-2009 18:15:20	
inew0601edit.doc	Edited	13-May-2009 18:13:38	
newscorp.doc	Draft	13-May-2009 18:11:36	

A Update. Click here if you need to attach a revised version of the report.

B Return Report. To return the report to either the analyst or Publishing so that additional changes can be made, click Return Report.

C Approve Report. Click this button to approve the report.

D Final Doc #1. Click here to download and review the analyst-approved version of the report.

Market Sectors

It's important to select the most specific market sectors possible when scheduling a report in CFC. To ensure that research can be found on Fitch's Web site, reports must be tagged to a Level 3 or 4 market sector, or to one of the Level 2 market sectors that does not have a Level 3 or 4 market sector.

If you need to modify market sectors for an entity, contact James Hallquist. The current list of active market sectors can be found on Fitch's intranet. If you need assistance in selecting market sectors, please contact James Alsup (Chicago) or Madeline O'Connell (New York).

The screenshot shows a search interface with the following sections:

- Research Type:** CA: Credit Analysis
- Entities:** News Corporation (UNITED STATES), News Corporation Exchange Trust (UNITED STATES)
- Region:** Africa, Asia, Australia/Oceania, Europe
- Countries:** UNITED STATES
- Default Market Sectors:** Corporates (01030000), Media & Entertainment (01030700)

As an example, let's look at the News Corporation report from the first page. The available market sectors for this report are Corporates (a Level 2 sector) and Media & Entertainment (a Level 3 sector).

Corporates is the market sector under which Media & Entertainment falls. Therefore, we can eliminate Corporates from our list of appropriate tags for this report. That's because by selecting the more specific market sector, the more general sector, Corporates, automatically gets selected, too.

Publishing Group Assignments

Below, we identify the group assignments for Fitch's three Publishing departments.

Chicago Publishing

Corporate Finance

— Corporates, Global Power, Leveraged Finance

Credit Market Research

Financial Guarantors

Financial Institutions

— Covered Bonds

Global Infrastructure and Project Finance

Insurance

Latin America

— Corporate Finance, Financial Institutions^a, Global Infrastructure and Project Finance, International Public Finance, Sovereigns.

Newsletters^b

New York Publishing^c

Financial Institutions

— Banks, Financial Services, Fund and Asset Managers, REITs

London Publishing

Asia Pacific (All)

Europe, Middle East, Africa (All)

Latin America

— Financial Institutions^a

U.S. Sovereigns

^aLondon Publishing handles FI reports out of Brazil. ^bU.S. Public Finance and Structured Finance newsletters go through the Market Sectors workspace in Lotus Notes rather than through CFC. ^cNew York Publishing also handles U.S. Public Finance, U.S. Structured Finance, and Fitch Solutions reports, but these do not go through CFC. Note: The region for Chicago and New York Publishing is assumed to be North America unless noted otherwise.

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