



## **ROLE AND RESPONSIBILITIES OF NATIONAL COORDINATORS WITHIN THE PACIFIC JUDICIAL DEVELOPMENT PROGRAMME**

Subject to direction by their Chief Justice, the following objectives, roles and responsibilities have been identified for National Coordinators:

### **Objectives**

1. To foster collegiality to address areas of mutual organisational needs through targeted Judicial development initiatives.
2. To develop, facilitate, coordinate and supervise national Judicial development programmes.
3. To develop and maintain sustainable regional Judicial development programme.
4. To promote and foster good governance and the rule of law.

### **Role and Responsibilities**

1. Re-establish or re-invigorate the National Judicial Development Committee (NJDC) representative of the Judicial sector including court support staff.
2. Act as conduit for the relay of information between the NJDC and the PJDP.
3. Develop Annual Judicial Development Plans approved by the NJDC and sent to the Programme Executive Committee (PEC) via the PJDP Programme Manager.
4. Facilitate and develop national development programmes including:
  - a. Identify performance standards for systems.
  - b. Identify skills and capabilities required to perform functions.
  - c. Analysis of training needs and making recommendations for appropriate action to the NJDC.
5. Implement national development programmes including:
  - a. Ensure national approval for activities and dates for implementation.
  - b. Identify with the PJDP Team appropriate participants based on defined selection criteria and inform the PJDP Programme Manager.
  - c. Develop activity budgets, including identification of opportunities for local co-funding, and submit to PJDP Programme Manager.
  - d. Arrange cost-effective logistics (in close consultation with the PJDP logistics team), including: venue, catering, stationery, accommodation, interstate, international and internal travel and all other arrangements within budget to facilitate all aspects of an agreed activity.
  - e. Promote the utilisation of locally available resources.
  - f. Brief the NJDC, participants and other stakeholders as necessary about arrangements / requirements.
  - g. Maintain frequent communication with the PJDP Programme Manager including updates on possible changes to proposed scope of activities, scheduling, available resources, etc.
  - h. Provide timely reports (including participants' feedback) and financial acquittals (including invoices/ receipts) to the PJDP logistics team, the NJDC, participants and other interested stakeholders.



6. Identify, facilitate and / or negotiate opportunities for national, regional and international development activities and widely disseminate information about those activities.
7. Maintain a resource library of information including materials from development activities.
8. Identify and secure resources to support the national development programme from all available resources e.g. National budget and other donor funding.
9. Collect and at least annually update baseline data and submit updates to the NJC and the Programme Manager.
10. Ensure the availability of appropriate and adequate resources to the PJDP (including; time, finances, logistics, technology and communications) to enable fulfilment of obligations.
11. Facilitate regional activities by promoting links between countries, providing resources where possible.
12. Liaison; cooperating; and recommending (where necessary and appropriate) with any Regional Training Team.

### **Resolution**

Any matter NCs wish to refer to the PEC for consideration will be approved by the NJDC, and sent to the the Chair of the PEC by the NCs Chief Justice for consideration by the PEC with a copy to the Programme Manager.