




ANNUAL COURT REPORTING TOOLKIT - ADDITIONAL DOCUMENTATION

Available at: <http://www.fedcourt.gov.au/pjdp/pjdp-toolkits>



Toolkits are evolving and changes may be made in future versions. For the latest version of this Additional Documentation please refer to the website – Available at: <http://www.fedcourt.gov.au/pjdp/pjdp-toolkits>

Note: While every effort has been made to produce informative and educative tools, the applicability of these may vary depending on country and regional circumstance.

ANNEX 1: COURT REPORTING WORKSHOP OBJECTIVES, SESSION OUTLINES AND PROGRAMME

Court Reporting Workshop

Workshop Objectives:

In relation to the drafting of an Annual Report for the [insert country] judicial system, by the end of workshop participants should be able to:

- I. explain the purpose of an annual report;
- II. list the different court stakeholder groups and what they will be interested to see included in the Annual Report;
- III. describe the different categories of information to be included in the Annual Report;
- IV. explain who should be involved in the process of drafting an Annual Report and their roles; and
- V. draw up a timeline of steps to be taken to publish an Annual Report in the following year.

Session Outline and Objectives:

Session Outline		Session Objectives: By the end of the following sessions participants will be able to:
Session 1	Purpose of an Annual Report Who is the audience for the Annual Report? <ul style="list-style-type: none"> • Who are the different court stakeholders? • What do they want to know? • How can information in the Annual Report best be presented for these groups? 	Explain the purpose of an annual report. List the different court stakeholder groups and what they will be interested to see included in the Annual Report.
Session 2	What should be included in an Annual Report? Who should be responsible for drafting what in the Annual Report?	Describe the different categories of information to be included in the Annual Report Explain who should be involved in the process of drafting an Annual Report and their roles.
Session 3	Annual reporting on domestic violence and children's cases.	<ol style="list-style-type: none"> i. Explain why the [insert PJDP country] Annual Report should include data on: ii. the number of domestic violence cases and protection order applications commenced by women each year and an indication of whether the case is resolved in favour of the applicant party for the protection order and iii. the number of children's cases including the outcome of the case and the type of sentence that may be imposed.
Session 4	How to make an Annual Report Better?	Critically assess your current Court Annual Report to see if it: <ol style="list-style-type: none"> i. assesses performance against standards that have been set by your Court, and, if the court has not achieved the performance standards, explain why and what steps the court is taking to remedy this? ii. presents trends in performance over a 3-5

		<p>year period?</p> <ul style="list-style-type: none"> iii. analyses the court's performance in the context of environmental factors; iv. presents the Court's performance against a range of quantitative performance indicators; v. presents the Court's performance against a range of quantitative performance indicators from surveys, other evaluations or court stakeholder dialogues conducted by the court and demonstrates how this information is being used to improve court performance; and vi. uses plain language, relevant diagrams and a clear format to illustrate and add emphasis.
Session 5	What are realistic timelines for the drafting of an Annual Report?	<p>Present a timeline of steps to be taken to publish the [insert PJDP country] Annual Report in the following year, including who is responsible for what and by when.</p> <p>Present draft sections of the [insert PJDP country] Annual Report.</p>

Participants:

The participants in the workshop will depend on whether the Annual Report is presented only for the Court or whether court data will be integrated into a wider Justice Sector / Law Ministry Annual Report

Possible workshop representatives may be:

- Judges
- Registry / Court staff
- Government justice stakeholders
- NGO justice stakeholders (particularly working on gender and juvenile issues).

Facilitators: The person who is responsible for the publication of the Annual Report may facilitate the workshop.

Workshop Programme:

	Day 1	Day 2
9am – 10.30am	<p>Opening of the workshop Introductions from Facilitators/Participants</p> <p>Pre-Workshop Evaluations (Expectations from Workshop)</p>	<p>Session 3: Annual reporting on domestic violence and children’s cases.</p>
10.30am – 11.00am	Morning tea	Morning tea
11.00am – 12.30pm	<p>Session 1: What is the purpose of an Annual Report?</p> <p>Who is the audience for the Annual Report?</p> <ul style="list-style-type: none"> • Who are the different court stakeholders? • What do they want to know? • How can information in the Annual Report best be presented for these groups? 	<p>Session 4: How to make an Annual Report Better?</p>
12.30pm – 1.30pm	Lunch	Lunch
1.30pm – 3.00pm	<p>Session2:</p> <p>What should be included in an Annual Report?</p> <p>Who should be responsible for drafting what sections in the Annual Report?</p>	<p>Session 5: What are realistic timelines for the drafting of an Annual Report?</p>
3.00pm- 3.30pm	Afternoon Tea	Afternoon Tea
3.30-5pm	Session 2 Continued	Workshop closing and next steps