



*NATIONAL JUDICIAL DEVELOPMENT COMMITTEE
TOOLKIT -
ADDITIONAL DOCUMENTATION*

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



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ANNEX A: PLAN FOR THE IMPLEMENTATION, OR IMPLEMENTATION OF THIS TOOLKIT

The overall approach

The overall approach is to use a learning-by-doing technique. That is, the NJDC or, where appropriate, the National Coordinator, would become familiar with the Toolkit by actually using it.

It would be used for two purposes:

- To develop an annual, or biannual, or rolling biannual, Professional Development Plan for Judges and Court Officials.
- To plan and design the first professional development activity to be held under that Plan.

A proposed process is:

- Initial meeting of the NJDC
 - Introduction to Toolkit
- Meeting no. 1 (as proposed in Toolkit), *i.e.* use suggestions in Toolkit to brainstorm initial ideas, proposals, etc.
- Meeting no 2 (as proposed in Toolkit), *i.e.* use suggestions in Toolkit to move to process of finalised Professional Development Plan. Plan is written up.
- Professional Development Programme begins.
- Sometime later, plan first activity, using suggestions and materials in Toolkit.
- Meeting, sometime later, of the NJDC to evaluate usefulness of the Toolkit, and to make proposals for changes.

The process of adapting the Toolkit to a country's situation will not be difficult. In particular, its adaptation to a situation where the NJDC is directly responsible for professional development will require only easy amendments.

The most effective method would likely be that the Toolkit could be adapted out of country and sent to the relevant country as a draft. Then a relatively brief consultation should occur to make it as specific to that country's needs, expectations and capacity.

After that, the toolkit would be implemented in that country in the same way as described above.

Implementing the Toolkit in small Pacific Island countries

The toolkit should be the template for a toolkit for the small Pacific Island countries in the PJDP.

However, until conversations are held with the relevant people in those countries, it is not clear what capacity and commitment each of them has to having an in-country professional development programme, and if they do, what its extent might be. It is likely that they will, after seeing the Samoan Toolkit, have a better idea of what a professional development toolkit is, and how it might be used in their own country.

The adaptation of the toolkit to meet their circumstances should only occur after those consultations.

Once the toolkit had been finalised, the process for implementing it would be the same, *ie.*

- Use it 'on the job' to prepare the first Professional Development Plan.
- Use it 'on the job' to plan, design and implement the first professional development activity.
- After a period, evaluate its usefulness and make amendments.

TOOL 1.1: MEMORANDUM TO MEMBERS OF NATIONAL JUDICIAL DEVELOPMENT COMMITTEE ADVISING THEM OF MEETING DATES FOR THE COMING YEAR

NATIONAL JUDICIAL DEVELOPMENT COMMITTEE

MEMORANDUM

To: Members of the Committee
From: xxxx, Chair or National Coordinator
Date: dd/mm/20xx

I am writing to ask you to put aside the following dates in your diary for three key meetings of the National Judicial Development Committee:

dd/mm/20xx	<i>Planning meeting:</i> At this meeting we will develop an outline of the Professional Development Plan for the coming year.
dd/mm/20xx	<i>Planning meeting:</i> At this meeting we will finalise the Professional Development Plan for the coming year.
dd/mm/20xx	<i>Review and evaluation meeting:</i> At this meeting we will review and discuss the activities held during the previous year, including the evaluations from participants.

All three meetings will be held in the xxxx at 12.30pm and will last 1 hour.

Additional meetings will be held to plan the specific activities: the dates for these meetings will be advised later.

Please note your diary now.

TOOL 1.2: AGENDA FOR MEETING NO. 1 OF THE NATIONAL JUDICIAL DEVELOPMENT COMMITTEE

NATIONAL JUDICIAL DEVELOPMENT COMMITTEE

AGENDA: MEETING TO BE HELD ON DD/MM/20XX AT 12.30PM

*Note: This is the initial planning meeting for the year.
Attached to this agenda is a Professional Development Inventory,
to be used during the meeting.*

- 1 Opening
- 2 Apologies
- 3 Discussion of the professional development seminars/workshops held during the previous year¹
 - including final reports of each activity *distributed with this agenda*
- 4 Discussion of possible training activities for judges and for court officials
- 5 Discussion of developments which may require professional development activities
 - including:
 - recent new laws passed by Parliament or amendments to the law
 - recent cases in the courts which could usefully be discussed by judges
 - newly appointed judges – their needs.
- 6 Matters raised by, or of interest, to members of the Sub-Committee
 - Including interdisciplinary matters, such as technology, customary matters, psychology, medicine, sociology, etc.
- 7 Any other business
- 8 Closing of meeting

Attachment to Tool 1.2:

¹ This item would not be included on the first occasion.

PROFESSIONAL DEVELOPMENT INVENTORY

Note: It is not necessary to put something in every suggestion box: only those which you want to propose.

IDEAS FROM	WRITE SUGGESTIONS HERE
↓ Suggestions made by participants at previous year's activities	↓
Yourself: your ideas for possible training activities for judges or court officials	
Recent developments in the law, both statutory and cases	
The needs of newly appointed judges and court officials	
Developments which are occurring in society with which it would be useful for judges to be more familiar	
PJDP professional development activities	

TOOL 1.3: AGENDA FOR MEETING NO. 2 OF THE NATIONAL JUDICIAL DEVELOPMENT COMMITTEE

NATIONAL JUDICIAL DEVELOPMENT COMMITTEE

AGENDA: MEETING TO BE HELD ON DD/MM/20XX AT 12.30PM

Note: This is the meeting at which the Professional Development Plan for Judges & Court Officials will be finalised.

1 Opening

2 Apologies

3 Consideration of the list of proposals for professional development

A document listing all of the proposals for professional development contributed and discussed at Meeting No. 1 is attached.

4 Categorisation and prioritising of the proposals

A Planning Matrix for this purpose is attached.

5 Final decisions as to activities to be held in the year

The PDP will be based on these decisions.

6 Any other business

7 Closing of meeting

Attachment to Tool 1.3:

PLANNING MATRIX

Vision for the NJDC
[to be decided]
Mission for the NJDC
[to be decided]



P R I O R I T Y No.	CATEGORISE THE IDEAS & SUGGESTIONS ↓	Tick who should be participants			
		Judges/magistrates		Court staff	
		Supreme Court	[other Court/s]	Supreme Court	[other Court/s]
	Orientation/induction •				
	Substantive law • • •				
	Judicial skills, court craft and ethics • • •				
	Inter-disciplinary <i>eg. society, economics, technology, psychology, medicine etc.</i> • •				
	Others • •				

TOOL 1.4: PROFESSIONAL DEVELOPMENT COMPONENT OF THE NJDC'S ANNUAL REPORT

NATIONAL JUDICIAL DEVELOPMENT COMMITTEE ANNUAL REPORT FOR THE YEAR 20XX

PROFESSIONAL DEVELOPMENT PROGRAMME

An overview of the year

In pursuance of the NJDC's Vision and Mission, during the year, the following professional development activities were held:

[insert name of 1st activity]

[insert name of 2nd activity]

[insert name of 3rd activity]

[insert a brief comment on the year's overall activities, including whether the PDP was fully implemented]

[insert name of 1st activity]

[insert date on which held]

[insert the aim of this activity]

[insert a brief description of the activity, including the names of the presenters, and a brief summary of the participants' evaluation of the activity]

[insert statistical information about the participants – numbers from each court or court administration]

[insert name of 2nd activity]

[repeat information as above]









[insert name of 3rd activity]

[repeat information as above]

TOOL 2.1: PROFESSIONAL DEVELOPMENT INVENTORY

PROFESSIONAL DEVELOPMENT INVENTORY

Note: It is not necessary to put something in every box: only those which you want to propose.

IDEAS FROM		WRITE SUGGESTIONS HERE
 Suggestions made by participants at previous year's activities		
Yourself: your ideas for possible training activities for judges and court officials		
Recent developments in the law, both statutory and cases		
The needs of newly appointed judges and court officials		
Developments which are occurring in society with which it would be useful for judges to be more familiar		
Planned professional development activities of the PJDP		

TOOL 2.2: SURVEY FOR IDEAS FOR PROFESSIONAL DEVELOPMENT ACTIVITIES

NATIONAL JUDICIAL DEVELOPMENT COMMITTEE

**SURVEY OF IDEAS AND SUGGESTIONS FOR
PROFESSIONAL DEVELOPMENT ACTIVITIES**

The NJDC would appreciate receiving your ideas and proposals for professional development activities over the next few years. Please complete the follow survey and return it to xxxxxx by xxxx. To assist your thinking, we have provided the categories below, but feel free to make other suggestions on the back of this survey form.

In the column asking you who you think should participate, the options are:

- + Supreme judges
- + Supreme and [other] court officials
- + [other court/s judges or magistrates]

YOUR IDEAS & SUGGESTIONS (Please consider both what <u>you</u> would want or need, and what you think <u>others</u> might want or need.)	Who do you think should participate?
Orientation/induction	
Substantive law eg. recent legislation or cases.	
Judicial skills, court craft and ethics	
Inter-disciplinary <i>eg. society, economics, technology, psychology, medicine, etc.</i>	

Write any more suggestions the back of this form



TOOL 2.3: PLANNING MATRIX FOR PROFESSIONAL DEVELOPMENT

Vision for the NJDC
[to be decided]
Mission for the NJDC
[to be decided]



P R I O R I T Y	CATEGORISE THE IDEAS & SUGGESTIONS ↓	Tick who should be participants			
		Judges/magistrates		Court staff	
		Supreme Court	[other Court/s]	Supreme Court	[other Court/s]
No. ↓					
	Orientation/induction •				
	Substantive law • • •				
	Judicial skills, court craft and ethics • • •				
	Inter-disciplinary <i>eg. society, economics, technology, psychology, medicine etc.</i> • •				
	Others • •				

TOOL 2.4: THE PROFESSIONAL DEVELOPMENT PLAN FOR JUDGES & COURT OFFICIALS

NATIONAL JUDICIAL DEVELOPMENT COMMITTEE

PROFESSIONAL DEVELOPMENT PLAN FOR JUDGES & COURT OFFICIALS FOR THE YEARS 201X & 201X

Overall Aim

The overall aim of professional development is to improve and enhance the standards and quality of the services provided by the Courts to the court users.

Objectives

The objectives of this Plan, in order to achieve this aim, are –

[the following are examples only]

- ❖ To build capacity in the Courts through training in the law, court procedures, systems and skills.
- ❖ To reinforce ethical and professional behaviour through training in the guidelines for judicial conduct.
- ❖ To encourage and enable good physical and psychological health amongst judges and court officials.

The Plan seeks to provide a programme which is:

- as comprehensive as possible
- balanced as between the various needs which can be met by the Plan
- balanced as between the various participants, both judiciary and court officials
- feasible given the constraints of time and money, and personnel available.

The following professional development activities will be conducted:

[1st activity]²

Date – dd/mm/20xx from xx.00am to xx.00pm.

Venue – this seminar/workshop will be held at

Aims and objectives – The outcome for those participating in this seminar/workshop will be

Presenters – this seminar/workshop will be presented/led by

Format – this seminar/workshop will take the form of talks and discussion/case studies/ etc.

[2nd activity]

² Recalling that an 'activity' need not necessarily be a seminar, workshop or conference.

Date – dd/mm/20xx from xx.00am to xx.00pm.

Venue – this seminar/workshop will be held at

Aims and objectives – The outcome for those participating in this seminar/workshop will be

Presenters – this seminar/workshop will be presented/led by

Format – this seminar/workshop will take the form of talks and discussion/case studies/ etc.

Participation in Pacific Judicial Development Programme activities

During the year, a judge or court official will attend the following Pacific Judicial Development Programme activities:

[name, date & venue of activity]

Participation in other activities outside the country

During the year, a judge or court official will attend the following other activities outside the country:

[name, date & venue of activity]

Financial aspects

The expected cost of these activities is:

[list as appropriate]

Within the country

Speakers/presenters costs (fees & honoraria)

Travel costs

Venue hire costs

Catering costs

Materials

Any other costs

Outside the country

[list costs]

Funding sources will be

Developed and endorsed by the National Judicial Development Committee on dd/mm/20xx.

TOOL 3.1: INITIAL PLANNING CHECKLIST FOR A SEMINAR OR WORKSHOP

PLANNING CHECKLIST FOR [NAME OF SEMINAR]

<i>Insert details</i> ↓		
Date/s and time of day	Insert date/s and time of day.	<input type="checkbox"/> Recorded in court calendar/s. <input type="checkbox"/> All judges and court officials advised.
Venue & room layout	Insert name of venue. Insert layout chosen.	<input type="checkbox"/> Venue booked. <input type="checkbox"/> Room layout/s arranged.
Aims & objectives		<input type="checkbox"/> Aims and objectives finalised and recorded.
Presenters	Insert name/s of presenter/s.	<input type="checkbox"/> Presenter/s decided upon. <input type="checkbox"/> Letter sent to presenter/s confirming arrangements and briefing.
Format	Insert format/s chosen.	<input type="checkbox"/> Format/s chosen and presenters advised.
Catering	Insert name of caterer, if applicable.	<input type="checkbox"/> Catering organised and confirmed in writing.
Equipment	List what is required.	<input type="checkbox"/> Equipment is available at the venue, or has been hired.
Budget		<input type="checkbox"/> Budget prepared. <input type="checkbox"/> Approvals obtained.

TOOL 3.2: CONFIRMING / BRIEFING LETTER, MEMORANDUM OR EMAIL TO A PRESENTER

Note: This is a letter but can be easily adapted to be a memorandum or email. There are various choices shown between square brackets []: use only the choices which are applicable.

[date]

[name]
[address]

Dear

Seminar: [name of seminar], [date], [venue]

I am writing to thank you, on behalf of the National Judicial Development Committee, for agreeing to take part in this [seminar / workshop] as a presenter.

The aims and objectives of the [seminar / workshop] are [insert aim/s and objectives or an adaptation of them]. We have decided to conduct it as part of our [annual / biannual] Professional Development Programme because [words describing the background to, or motivation for, the activity].

The National Judicial Development Committee would like you to present a session on [name of session] which will be from [starting time] to [finishing time].³

[add a paragraph discussing the agreed or a suggested teaching method – presentation / large or small group discussion / case studies / practical exercises / etc., or a combination of these]

We would be grateful if you could provide us in electronic form, prior to the [seminar / workshop] with [insert as appropriate: a copy of the paper you will present / an outline of your presentation / a copy of your Powerpoint presentations / the questions or problems to be used in the discussions / the fact situations you plan to use for the [case studies / practical exercises] / etc.].

[if applicable: The other presenters at the seminar / workshop will be:
[names, who they are, email address, telephone number]

I suggest that you be in contact with them in order to coordinate your contributions to the seminar / workshop.]

I confirm that [delete if not applicable: we will pay you a fee of ...]. We will also be responsible for the cost of your accommodation at [name of hotel] including meals and other reasonable incidentals but not alcoholic beverages. We will make the booking for you and will consult with you later as to your arrival and departure times.

We will also be responsible for your travel costs, [delete if not applicable: including an economy class airticket to]. We will be in contact with you to make detailed arrangements.

³ This assumes the presenter is not the sole presenter of the seminar or workshop. If the person is the sole presenter, the letter needs to be adapted accordingly.

On behalf of the National Judicial Development Committee I thank you for agreeing to take part in this [seminar / workshop]. We look forward to a successful and useful occasion.

Yours sincerely

National Coordinator

TOOL 3.3: PROGRAMME FOR A SEMINAR OR WORKSHOP

Note: This example is for a seminar but can be easily adapted for a workshop or other type of activity. It is for a one day seminar with four main sessions but can be adapted for any other form, including an activity running over several days.

[NAME OF SEMINAR]
[Date/s & time of day]
[Venue]

Conducted by the National Judicial Development Committee

The purpose of this seminar is[insert a user friendly wording of the aims and objectives, as agreed].

Programme

8.30am	Registration and coffee on arrival
8.45am	Opening, prayers and welcome to the seminar
9.00am	[name of session] [name of presenter] In this session, [describe what will happen]
10.15am	Morning tea
10.45am	Case study [name of discussion leader/s] In this session, we will discuss three issues or problems which will be circulated at the session. You will be in a small group of 5. At the end of the session, there will be a general plenary discussion.
12.30pm	Lunch
1.30pm	[name of session] [name of presenter] In this session, [describe what will happen]
2.45pm	Afternoon tea
3.00pm	Practical exercise [name of leader/s]

In this session, we will work on a practical exercise which will be introduced at the session.

4.15pm

Wrap-up session

[name of speaker]

During this session, you will be asked to complete an evaluation form which will be collected.

4.30pm

Concluding prayer

The seminar presenters

[X X]

X X is [short description of present role, background and experience]

[X X]

X X is [short description of present role, background and experience]

TOOL 3.4: CHECKLIST: SEMINAR / WORKSHOP EQUIPMENT, MATERIALS AND CATERING PLANNING

SEMINAR/WORKSHOP PLANNING CHECKLIST

[NAME OF SEMINAR]

[DATE]

EDUCATIONAL

Session	Name of session & presenter	Equipment needed	Materials to be provided
1		<input type="checkbox"/> Microphone/s <input type="checkbox"/> Powerpoint projector <input type="checkbox"/> Videoplayer & TV <input type="checkbox"/> Whiteboard <input type="checkbox"/> Flipchart	<input type="checkbox"/> Paper <input type="checkbox"/> Talk outline <input type="checkbox"/> Powerpoints <input type="checkbox"/> Case study <input type="checkbox"/> Practical exercise <input type="checkbox"/> Article/s <input type="checkbox"/> Legislation
2		<input type="checkbox"/> Microphone/s <input type="checkbox"/> Powerpoint projector <input type="checkbox"/> Videoplayer & TV <input type="checkbox"/> Whiteboard <input type="checkbox"/> Flipchart	<input type="checkbox"/> Paper <input type="checkbox"/> Talk outline <input type="checkbox"/> Powerpoints <input type="checkbox"/> Case study <input type="checkbox"/> Practical exercise <input type="checkbox"/> Article/s <input type="checkbox"/> Legislation
3		<input type="checkbox"/> Microphone/s <input type="checkbox"/> Powerpoint projector <input type="checkbox"/> Videoplayer & TV <input type="checkbox"/> Whiteboard <input type="checkbox"/> Flipchart	<input type="checkbox"/> Paper <input type="checkbox"/> Talk outline <input type="checkbox"/> Powerpoints <input type="checkbox"/> Case study <input type="checkbox"/> Practical exercise <input type="checkbox"/> Article/s <input type="checkbox"/> Legislation
4		<input type="checkbox"/> Microphone/s <input type="checkbox"/> Powerpoint projector <input type="checkbox"/> Videoplayer & TV <input type="checkbox"/> Whiteboard <input type="checkbox"/> Flipchart	<input type="checkbox"/> Paper <input type="checkbox"/> Talk outline <input type="checkbox"/> Powerpoints <input type="checkbox"/> Case study <input type="checkbox"/> Practical exercise <input type="checkbox"/> Article/s <input type="checkbox"/> Legislation

CATERING

Tick when arranged

	Name of caterer	Contact details	Cost
			\$

TOOL 3.5: BUDGET FOR A SEMINAR OR WORKSHOP

Expenses

Items	<i>Insert estimated cost, if applicable</i>	Notes
Venue hire	\$	
Presenter/s' fees or honorarium	\$	
Presenter/s' accommodation costs	\$	
Presenter/s' travel costs	\$	
Catering costs	\$	
Equipment hire	\$	
Other costs eg. printing or couriering of materials	\$	
TOTAL OF COSTS	\$	

Sources of revenue to meet these costs

Court budget	\$	
Other source/s	\$	
TOTAL OF REVENUE	\$	

NET SITUATION	Expenses met:	
	Shortfall:	

TOOL 3.6: PJDP RESPONSIVE FUND APPLICATION FORM

PJDP Responsive Fund Application Form

Country and Court:	
Contact Person(s):	
Contact Details:	
Telephone:	
Fax:	
Email:	
Title of the Activity:	
Start / End Dates:	
Date that Report / Finance Acquittal will be submitted (no more than 2 weeks after the completion of each activity):	
Demonstrate how this Activity is <i>directly linked</i> to your national judicial development plan (or similar document) or is otherwise a development/reform priority for this calendar/financial year.	
The problem(s)/challenge(s) to be addressed by this Activity?	
What will be done to address these problem(s) / challenge(s)?	
What is the objective of this Activity?	
Who will carry out the Activity?	
Who will provide administrative support when implementing this activity and undertaking activity / finance reporting?	
How were the expert(s) / others carrying out the Activity selected?	
How will you know the Activity has been successful?	
How will you ensure the achievements / results will last after the Activity?	
How have participants been selected?	
How will participants be involved in planning?	

How are gender/human rights issues being addressed?					
What risks are there to the Activity and how will they be managed?	<i>Risk</i>	<i>Management</i>			
What will your judiciary contribute?	<i>e.g. facilitators, venue, catering, domestic travel for participants/visiting experts, co-funding</i>				
Budget:	<i>Expense (based on actual invoices and receipts)</i>	Unit Cost	Number of Units	Total (local currency)	Total (AUD - approx)
	<i>Airfares: (From → To)</i>				
	<i>Travel Costs: (departure tax, visas, vaccinations)</i>				
	<i>Local Transport / Taxis:</i>				
	<i>Accommodation:</i>				
	<i>Per diem: (meals / incidentals / allowance)</i>				
	<i>Expert(s) Fees:</i>				
	<i>Materials / Printing:</i>				
	<i>Venue Hire / Workshop Refreshments:</i>				
	<i>Communication Costs:</i>				
	<i>Contingency: (maximum 2.5% of total budget)</i>				
	Total:				

Signed: Date: / /
Chief Justice

Signed: Date: / /
National Coordinator

PJDP Responsive Fund Application Form - with Comments

Note: the brief explanations and examples included in red font, below, are intended to be a guide only to help when you fill in the above application form

Country and Court:	
Contact Person(s):	
Contact Details:	
Telephone:	
Fax:	
Email:	
Title of the Activity:	
Start / End Dates:	<i>e.g. Activities are to be completed by 30 September 2013</i>
Date that Report/Acquittal will be submitted:	<i>e.g. Reports including programmes, materials, evaluations and full funds acquittals are to be received by PJDP within 2 weeks of completing the Activity</i>
The problem(s)/challenge(s) to be addressed by this Activity?	<i>e.g. judicial/court officers lack knowledge, skill or appropriate approaches to..., or court systems are inefficient/ineffective in the area of...</i>
What will be done to address these problem(s) / challenge(s)?	<i>e.g. conduct training for judicial/court officers in the areas of..., or receive advice/support to make changes to court systems and processes in the areas of...</i>
What is the objective of this Activity?	<i>e.g. that judicial/court officers are able to perform their functions competently, or that cases are managed efficiently</i>
Who will carry out the Activity?	<i>e.g. a PJDP certified trainer, or a PJDP Adviser, or a pro bono expert from another PIC, New Zealand or Australia</i>
How were the expert(s) / others carrying out the Activity selected?	<i>e.g. on the basis of previous training experience and knowledge of the subject matter</i>
How will you know the Activity has been successful?	<i>e.g. by assessing the performance of judicial/court officers before and after the training, or assessing the efficiency with which cases are managed</i>
How will you ensure the achievements / results will last after the Activity?	<i>e.g. materials/manual will be produced which participants/stakeholders can refer back to, incentives (be specific) will be developed to reward improvements</i>
How have participants been selected?	<i>e.g. as their roles require performance of certain skills which are the focus of the training, they have not received training previously, they are responsible for the aspects of court administration which are the subject of the Activity.</i>
How will participants be involved in planning?	<i>e.g. they will contribute to a needs assessment and comment on draft programmes, schedules and materials</i>
How are gender/human rights issues being addressed?	<i>e.g. international/domestic provisions related to the need to ensure people are not discriminated against will be covered along with provisions related to the need to ensure a fair and expedient trial</i>

What risks are there to the Activity and how will they be managed?	<i>Risk</i>	<i>Management</i>
	e.g. Participants are not available	Sufficient advance notice and agreement from the Chief Justice that they will be made available
	e.g. Participants/stakeholders are not committed to making changes	Participants will be selected on the basis of their demonstrated commitment to change and the Chief Justice will publicly reward improvements in performance
What will your judiciary contribute?	e.g. <i>facilitators, venue, catering, domestic travel for participants/visiting experts, co-funding</i>	

TOOL 3.7: RESPONSIVE FUND CHECKLIST

Responsive Fund - Reporting and Expenditure Checklists

The aims of the Responsive Fund are to enable your court to; address it's priority needs and strengthen the capacity to lead, design, implement, monitor, and report on local judicial development activities.

This checklist has been developed with feedback received from National Coordinators. The PJDP Team hopes that it will assist those implementing Responsive Fund activities to report on and acquit (account for) those activities.

Reporting Checklist:	<input checked="" type="checkbox"/>
i. Check that you have the <i>Completion Report Template</i> and are familiar with this.	<input type="checkbox"/>
ii. At the start of your activity, look through your application and see what information you will need to collect / keep track of to help you write your report and provide the acquittal.	<input type="checkbox"/>
iii. Once the activity has started, keep a note of any significant matters as they happen - this will help you when it comes to writing the report. These matters may include:	
- exact start and end dates;	<input type="checkbox"/>
- dates of individual activities, workshops, consultations, trips/travel, etc.;	<input type="checkbox"/>
- names, position, gender and total number of participants/people involved; and	<input type="checkbox"/>
- responses to pre- and post-activity evaluations/assessments.	<input type="checkbox"/>
iv. The report is intended to be simple and quick to write. The suggested length is 3 pages plus annexes.	<input type="checkbox"/>
v. Use your application as the basis of your report (for example the aims and objectives of the activity can be taken directly from your application.)	<input type="checkbox"/>
vi. Remember to include a section on how your activity addressed gender / human rights issues.	<input type="checkbox"/>
vii. Please also write a brief summary of the activity (no more than 250 words) and send it, plus two or three interesting photos of the activity (including the names of all the people shown in the photos) for the PJDP Newsletter. (<i>Note: this may also be a good way of giving your Chief Justices a brief update!</i>)	<input type="checkbox"/>
Remember: if you have any questions or are uncertain about something, please ask one of the PJDP Team.	
Other reporting-related matters you would like to keep track of:	
-	<input type="checkbox"/>
-	<input type="checkbox"/>
-	<input type="checkbox"/>
-	<input type="checkbox"/>

Reporting Checklist:	<input checked="" type="checkbox"/>
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-	<input type="checkbox"/>
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Expenditure and Acquittal Checklist:	<input checked="" type="checkbox"/>
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i. Have you discussed and agreed with the PJDP Team the way funds will be reimbursed / transferred to your court for your RF activity?

If 'no' - this will need to be organised with the PJDP Team before you start.

ii. Check that you have the *Expenditure Summary and Acquittal Template* and are familiar with it. This sheet is used to track all expenditure relating to the activity.

iii. Check that you have the *Meals and Incidentals Receipt Form* and are familiar with it. This form is used for any payments made to participants as part of the activity.

iv. Check that you are aware of the per diem rate (meals and incidental allowance) that can be paid to participants. Use the rate paid locally to people participating in activities. If such an allowance rate does not exist, ask the PJDP Team for the most up to date MFAT rate.

v. There is a specific form to be used to calculate any meals and incidentals each participant needs to receive. If you need to pay this allowance, please work with the PJDP Team to request and complete this form.

Note: To prevent 'double dipping', MFAT requires that if costs such as lunch or a dinner are covered by the activity, the participant's meals and incidentals allowance **must be reduced** by these amounts.

viii. At the start of your activity, look through your budget and see what costs you will have and what receipts, invoices, and other supporting documents you will need to collect to acquit the expenditure at the end.

vi. *Supporting Document* - this is any form of documentation that directly relates to an expense. It must include the: date; a description of the cost; and the total amount.

Note: as per MFAT requirements, the PJDP **must be given all original** receipts, supporting documents and other forms for its records.

vii. **Please remember:** the PJDP can only make payments / reimburse funds to your court based on receipts. Without receipts and relevant supporting documents, the Programme will not be reimbursed by MFAT. As a result, please keep **all** receipts, invoices, finance-related emails, etc.

viii. Reminder of key supporting documents to collect:

- All *receipts and invoices* - every amount you spend **must** have some document clearly supporting the expense.

- *Supporting documents* for expenses (e.g. plane tickets and itineraries; boarding passes, boat tickets, taxi receipts, requisition and payment vouchers, etc.)

- When including *bank fees / transfer costs*, please include the *bank statement* showing the amount as part of your supporting documentation.

- If you are receiving an *advance of funds*, please include the *bank statement* showing the amount you received in your local currency as a supporting document.

Expenditure and Acquittal Checklist:	<input checked="" type="checkbox"/>
- For <i>non-Australian Dollar</i> expenses, please attached a copy of the exchange-rate used that you used if converting local currency into Australian Dollars.	<input type="checkbox"/>
ix. Updating the <i>Expenditure Summary and Acquittal Template</i> as you are implementing the activity is a good way of keeping track of your expenditure and simplifying your acquittal at the end.	<input type="checkbox"/>
x. When developing your expenditure summary please make sure that you clearly reference / link all receipts and supporting documentation to relevant expenses so the PJDP Team can easily see which line in your acquittal the expense relates to.	<input type="checkbox"/>
Remember: if you have any questions or are uncertain about something, please ask one of the PJDP Team.	

Expenditure and Acquittal Checklist:	<input checked="" type="checkbox"/>
Other expenditure / financial matters you would like to keep track of:	
-	<input type="checkbox"/>
-	<input type="checkbox"/>
-	<input type="checkbox"/>
-	<input type="checkbox"/>
-	<input type="checkbox"/>
-	<input type="checkbox"/>

General Responsive Fund Activity Matters you Would Like to Keep Track of:	<input checked="" type="checkbox"/>
-	<input type="checkbox"/>
-	<input type="checkbox"/>
-	<input type="checkbox"/>
-	<input type="checkbox"/>
-	<input type="checkbox"/>
-	<input type="checkbox"/>
-	<input type="checkbox"/>

General Responsive Fund Activity Matters you Would Like to Keep Track of:	<input checked="" type="checkbox"/>
-	<input type="checkbox"/>
-	<input type="checkbox"/>
-	<input type="checkbox"/>
-	<input type="checkbox"/>
-	<input type="checkbox"/>
-	<input type="checkbox"/>
-	<input type="checkbox"/>
-	<input type="checkbox"/>
-	<input type="checkbox"/>
-	<input type="checkbox"/>

TOOL 3.8: ACKNOWLEDGEMENT OF REGISTRATION FOR A SEMINAR OR WORKSHOP

Note: This is set out as a memorandum but could be an email.

MEMORANDUM

From: xxx, National Coordinator

To: xxx

Date: dd/mm/20xx

Seminar: Introducing the new Code of Conduct for Court Officials

Thank you for your registration for this seminar. A place has been reserved for you.

I confirm that the arrangements are:

Date/s: dd/mm/20xx

Time: 00.00am to 00.00pm

Venue: Meeting Room, Court House

Lunch, morning and afternoon tea will be available at the seminar.

Some material will be available for you to collect at the time of registration. Registration begins at 00.00am.

[add other information, if applicable, eg. that pre-reading is required and will be distributed, etc.]

The National Judicial Development Committee looks forward to your participation in this seminar.

TOOL 4.1: CHECKLIST OF THINGS TO PREPARE OR ASSEMBLE ON THE DAY BEFORE THE SEMINAR OR WORKSHOP

[NAME OF SEMINAR]
CHECKLIST FOR THE DAY BEFORE

- Extension cord
- Double adapter
- Any signs you will need to put up
- List of participants
- Name tags (if needed)
- Presenters' materials – paper, outline, Powerpoint, etc
- Laptop or iPad for Powerpoints (if needed)
- Felt pens (if needed)
- Evaluation forms
- Box for participants in which to place their completed evaluations
- Presentations (if needed) for presenters

TOOL 4.2: CHECKLIST OF THINGS TO CHECK AND DO ON ARRIVAL AT THE VENUE

[NAME OF SEMINAR]

CHECKLIST OF THINGS TO CHECK AND DO AT THE VENUE

Things to check

- Find out who is the contact person at the venue, in case you need to contact them during the seminar or workshop
- Check that the room is clean, including the tops of tables.
- Check that the room is set up as arranged.
- Check where the light switches are, and that there is sufficient lighting.
- Check that there is the right number of chairs (and tables) – not too few and not too many.
- Check that the chairs, and tables if necessary, for presenters are in the right place and are adequate.
- Check that the microphones, if being used, work properly.
- Check that any audio visual equipment is in place and works properly.
- Check that Powerpoints, if being used, are loaded onto the laptop or iPad.
- Check that the airconditioning is working properly.
- Check where the toilets are, and there is signposting to them.
- Check that the toilets are clean.
- Check that the area for food and drink is ready, and is in a place where participants won't be disturbed.
- Check that the catering is ready, unless it is being delivered later.
- Check that there is a table for registrations.

Things to do

- Put up the sign/s so that participants can easily find the venue (if necessary).
- Contact the person who will be the technical back-up person – check he / she is there and how to contact them if necessary.
- Have a copy of the programme (even though you have distributed it beforehand) at the registration desk to give to participants on arrival.
- Have the materials / handouts ready, either at the registration desk or at participants' places in the room.
- Welcome the presenters and make sure they are ready.
- If necessary, have something ready to summons the participants to go into the room, such as a bell or an empty glass to be tapped by a spoon.
- Make the room as inviting as possible, for example, by opening curtains to let in more light, or to turn on more lights, or to ensure the screen to be used can be seen by everyone.
- Start on time!

TOOL 4.3: FINANCIAL REPORT FOR A SEMINAR OR WORKSHOP

Expenses

Items	Budget	Actual cost
Venue hire	\$	\$
Presenter/s' fees or honorarium	\$	\$
Presenter/s' accommodation costs	\$	\$
Presenter/s' travel costs	\$	\$
Catering costs	\$	\$
Equipment hire	\$	\$
Other costs eg. printing or couriering of materials	\$	\$
TOTAL OF COSTS	\$	\$

Sources of revenue to meet these costs

Court budget	\$	\$
Other source/s	\$	\$
TOTAL OF REVENUE	\$	\$

NET SITUATION	\$	cr/dr	\$	cr/dr
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TOOL 4.4: FINAL REPORT FOR A SEMINAR OR WORKSHOP

NATIONAL JUDICIAL DEVELOPMENT COMMITTEE

[NAME OF SEMINAR / WORKSHOP]
[DATE/S HELD]

FINAL REPORT

Date & venue

This seminar / workshop was held on [date/s] at [venue].

Participants

It was attended by [total number] persons, comprising:

- X Supreme Court judges
- X [other court/s judges/magistrates]
- X Courts officials

A list of those who attended is attached to this report.

Aims and objectives

The aims and objectives of the seminar / workshop were:

[insert].

Programme

A copy of the programme is attached to this report.

Evaluation of the seminar / workshop

X of the X participants (XX%) completed the evaluation form. Their evaluation of the seminar / workshop was as follows:

Whether they considered the seminar / workshop achieved its aim and objectives

[list in dot points what the participants said on their evaluation forms, slightly edited if necessary to make the comment understandable]

What they found helpful

[list in dot points what the participants said on their evaluation forms, slightly edited if necessary to make the comment understandable]

What they were disappointed in or thought could be improved

[list in dot points what the participants said on their evaluation forms, slightly edited if necessary to make the comment understandable]

Overall rating

The participants' overall rating of the seminar / workshop was X, where:⁴

- No. 5 = very helpful for my work
- No. 4 = helpful for my work
- No. 3 = not sure
- No. 2 = not helpful for my work
- No. 1 = no use at all.

Overall evaluation by the Professional Development Sub-Committee

The overall evaluation of the members of the National Judicial Development Committee who were involved in the planning of this seminar / workshop is as follows:

[insert a narrative of any feedback from members of the NJDC]

Suggestions for future professional development activities

The participants made the following suggestions:

[list in dot points what the participants said on their evaluation forms, slightly edited if necessary to make the comment understandable]

[dd/mm/20xx]

Attachments:

- 1 List of participants
- 2 Copy of the programme

⁴ How this calculation is made is discussed in chapter 5.

TOOL 4.5: PJDP RESPONSIVE FUND COMPLETION REPORT

PJDP Phase 2:

Responsive Fund Activity Completion Report

Insert Activity Title

Insert Location

Insert Date

Note: Excluding annexes, the report is to be no more than **3 pages** in length.

1.0 Introduction

This Report provides an overview of the Responsive Fund Activity undertaken in Insert Location between Insert Start and End Dates which was designed to Insert Problem.

2.0 Designing the Activity

Using the approved application, insert a summary of:

1. The problem you wanted to address.
2. The activity you designed to address the problem/s.
3. How and which stakeholders participated in the design.
4. If relevant, attach the design and materials at **Annex A**.

3.0 Delivering the Activity

Insert a summary about:

1. The aims and objectives of the activity
2. If it was a training activity, what participants said about their knowledge and skills before the activity (attach pre-workshop evaluations in **Annex B**)
3. If it was an activity to improve court governance or administration, what stakeholders thought about the situation before the activity
4. Who participated:
 - a. the target group(s);
 - b. total number of people involved; and
 - c. how participants were selected (if a selection process was required).(please include full names, titles, gender and any other information of all individuals / participants you have **Annex C**)
5. Who facilitated/supported your activity (include names, titles and previous relevant experience and provided training/technical assistance)
6. How the activity went:
 - a. The extent to which you think it achieved its aims?
 - b. How you know it achieved, or did not achieve its aims (ie the assessment you made)?
 - c. Whether any changes were made to the approved activity and why these were made.

4.0 Assessment

*Insert a summary about what participants said about their skills and knowledge or what stakeholders said about the problem after the activity (include post-workshop evaluations in **Annex D**)*

5.0 Cross-cutting Issues

5.1 Sustainability

How will the benefits of the activity live on now the activity is finished?

5.2 Gender

1. *How many males and females were involved/participated?*
2. *Were males and females given an equal chance to participate?*
3. *What gender issues were relevant to the activity?*
4. *How was awareness and understanding of gender equity and equality issues incorporated?*

5.3 Human Rights

What concepts relating to the promotion of human rights were integrated into the activity and how?

6.0 Lessons

Was there anything that happened that we should remember in future to make planning, design and implementation easier, better or more efficient?

7.0 Finance

*Were the actual costs the same as the approved costs? Explain any difference. Provide a copy of the financial acquittal in **Annex E**.*

8.0 Conclusion

Describe the activity and its achievements in 100 words.

Annexes:

Annex A - Final Activity Design

Annex B - Pre-workshop Evaluations and Brief Summary of Responses

Annex C - List of Activity Participants

No.	Title	Full Name	Gender (M/F)	Other Information
1				
2				
3				
4				

Annex D - Post-workshop Evaluations and Brief Summary of Responses

Annex E - Financial Acquittal

Annex F - Responsive Fund Activity Photos

TOOL 5.1: EVALUATION FORM

[NAME OF SEMINAR / WORKSHOP]

EVALUATION

Please complete this evaluation form before leaving the [seminar / workshop] and [it will be collected from you or hand it in at the registration desk].

Your comments and suggestions are very important, and the National Judicial Development Committee will take all of them into account in planning future professional development activities.

- 1 In what way do you think the [seminar / workshop] did or did not meet its objectives (as set out on the programme)?

- 2 Please list one or two things about this [seminar / workshop] which you found will be helpful for your work.

- 3 Please list anything which you were disappointed with or which you think could be improved in future.

- 4 Overall, how would you rate this [seminar / workshop]?
(please circle the appropriate number)

5	4	3	2	1
Very helpful for my work	Helpful for my work	Not sure	Not helpful for my work	No use at all

- 5 Please list any suggestions you have for future professional development programmes?



Pacific Judicial Development Programme

NATIONAL JUDICIAL DEVELOPMENT COMMITTEE

TOOLKIT

PJDP Toolkits are available on: <http://www.fedcourt.gov.au/pjdp/pjdp-toolkits>

