




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 3: ANNUAL REPORT PLANNING TEMPLATE - A GUIDE TO WHO, WHAT, WHEN

Annual Report Template

DRAFT ONLY – To be discussed with the Chief Justice/Chief Magistrate

Country:

Reporting period & Proposed Publication Date – To be discussed with Chief Justice/ Chief Magistrate

[insert dates here] e.g. January- December or July-June and proposed date to be published by]

Table of Contents

[List the contents of your current Annual Report as it exists now, then make suggestions on how to include the 15 Cook Island Indicators and other information that you think should be added. This will form a draft for discussion with your Chief Justice/ Chief Magistrate.]

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Draft Annual Report Plan – (For discussion purposes with CJ/CM)

Action:	Responsibility: Who will be responsible?	Timeline: When will we begin?	Target: When will it be completed by?
<p>Indicate here each key area that your court may wish to include in its annual report. These actions should be sensible, targeted and achievable. You should focus on setting achievable and measurable goals for improving the annual report over time. They can be ambitious but must be achievable. If your Court has an existing annual report in place you may wish to focus on more ambitious areas to show the courts effectiveness.</p>	<p>Allocate responsibility for each key area. The Court may elect to assign responsibility to specific person or to a central coordinating area.</p>	<p>Use month/year format (e.g. Dec. 2013). This date should generally be based on the achievement or completion of each action.</p>	<p>Indicate a date that each item must be completed by in order to have that section of the annual report completed by. Milestones can be used if full completion of an action spans beyond the current annual plan.</p>
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For discussion with Chief Justice/Chief Magistrate purposes only

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