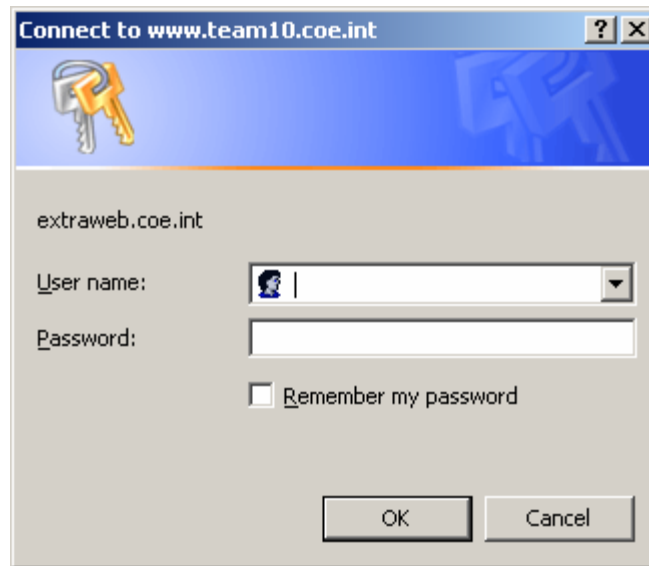


USERS' GUIDE OF THE FORUM / GUIDE D'UTILISATION DU FORUM

From now on, the Lisbon Network has at its disposal a forum of discussion on Internet. The Network's Forum is a discussion and exchange forum between members of the Network on subjects concerning the training of judges and prosecutors. / *Le Réseau de Lisbonne dispose désormais d'un forum de discussion sur Internet. Le Forum du Réseau est un forum de discussion et d'échange entre les membres du Réseau de Lisbonne sur des sujets concernant la formation des magistrats.*

I. How to connect? / *Se connecter*

To connect to a forum with restricted access, an identification by username and password is necessary. / *Pour se connecter à un forum à accès restreint, une authentification par nom d'utilisateur et mot de passe est nécessaire.*



- Your username and password will be sent to you by the person in charge of the site. / *Vos nom d'utilisateur et mot de passe vous sont communiqués par le responsable du site.*
- The field "username" must be filled in as follows: : **EXTRAWEB\username**. / *Le champ « username » (nom d'utilisateur) doit être rempli comme suit : **EXTRAWEB\username**.*
- The field "password" must be filled in with the password sent to you during the creation of the forum. / *Le champ « password » (mot de passe) doit être renseigné avec celui qui vous a été attribué lors de la création du forum.*

II. Welcome page/ Page d'accueil

Presentation of the welcome page of the Lisbon Network Forum / Voici la page d'accueil du Forum du Réseau de Lisbonne

Council of Europe www.coe.int **Judicial professions**
The Lisbon Network

Lisbon Network / Réseau de Lisbonne
Home
KEY\MAROLLEAU

Welcome

The Lisbon Network is launching a forum of discussion on Internet. Access to this forum is restricted, accessible only with a username and password.

The Network's Forum is a discussion and exchange forum between members of the Network on subjects concerning the training of judges and prosecutors.

The menus are in English only but you can start a discussion in French.

Le Réseau de Lisbonne lance un forum de discussion sur internet. Les accès à ce forum sont restreints, accessibles uniquement avec un nom d'utilisateur et un mot de passe.

Le Forum du Réseau est un forum de discussion et d'échange entre les membres du Réseau de Lisbonne sur des sujets concernant la formation des magistrats.

Les menus sont uniquement en anglais mais vous pouvez lancer une discussion en français.

Forum
Contacts
Calendar

Click on link "Contacts", the complete list of the Network's members appears / En cliquant sur le lien Contacts, la liste complète des membres du Réseau apparaît.

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The Lisbon Network

Lisbon Network / Réseau de Lisbonne
Contacts
KEY\MAROLLEAU

Select a View
All Contacts

Actions
Add to My Links
Alert me
Export to spreadsheet
Modify settings and columns
Print View

Country	Last Name	First Name	Job Title	E-mail Address
ALBANIA	FULLANI NEW	Ariana	Director, School of Magistrates of Albania	adorkoleka@yahoo.com
ANDORRA	PIGOT NEW	André	Assesneur, Conseil Supérieur de la Justice	con.sup.justicia@andorra.ad
ARMENIA	VARDANYAN NEW	Arman	Director, Judicial School of the Republic of Armenia	vardanyan@hotmail.com
AUSTRIA	KREN NEW	Constance	Director, Head of the Training Unit for Judges and Public Prosecutors	constanze.kren@bmj.gv.at
AZERBAIJAN	MUSAYEV NEW	Togrul	Deputy Minister of Justice, Ministry of Justice	international@justice.gov.az
BELGIUM	Van den BROECK NEW	Edith	Présidente de la Sous-Commission Formation et membre du Bureau du CSJ	edith.VandenBroeck@hrj.be
BELGIUM	HAMAIDE NEW	Jacques	Président du Conseil Supérieur de la Justice	jacques.hamaide@csj.be
BOSNIA AND HERZEGOVINA	MARIC NEW	Biljana	Director, Centre for Judicial and Prosecutorial Training of the Republika Srpska	marijana.savic@rs-cest.gov.ba
BOSNIA AND HERZEGOVINA	PARIPOVIC NEW	Sanela	Director of the Centre for Judicial and Prosecutorial Training of the Federation of Bosnia and Herzegovina	cestfbih@iweb.ba
BULGARIA	PENEV NEW	Pentcho	Director, National Institute of Justice	mtc@dir.bg
CROATIA	STAŽNIK NEW	Štefica	Director of the Croatian Judicial Academy and Assistant Minister of Justice	ured@zastupnikvlade.htnet.hr
CYPRUS	NICOLATOS NEW	Myron	Judge of the Supreme Court	chief.reg@sc.judicial.gov.cy
CZECH REPUBLIC	KOMENDA NEW	Antonin	Director, Justice Academy	akomenda@akademie.justice.cz
DENMARK	METU VAMIC NEW	Anders	Head of Training, The Court Administration	am@domstolretsalen.dk

III. How to create a new discussion? / Créer une nouvelle discussion

To create a new discussion, click on the link "New Discussion" / Pour créer une nouvelle discussion, cliquer sur le lien « New Discussion »

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The Lisbon Network

Lisbon Network / Réseau de Lisbonne
Forum: New Item

Save and Close | Attach File | Go Back to Discussion Board

Subject * Structural and functional features of training institutions of judges

Text

For each training institution, please indicate:
 a) the number of full- time trainers
 b) the number of part- time trainers
 c) the number of occasional trainers
 d) the number of administrative and managerial staff
 e) the origin of funding
 f) the link with the Ministry of Justice, the High Council of Magistrates, etc..
 g) taking into account, in particular, item f) above, if it should be considered as an autonomous/independent training institution

* indicates a required field

Then type the subject of the discussion as well as your text describing the content of the discussion, and save with the key "Save and Close" / Puis taper le sujet de la discussion ainsi qu'un texte décrivant le contenu de la discussion, et sauvegarder à l'aide du bouton « Save and Close ».

IV. How to answer and to post ? / Répondre et visualiser

These functionalities are available either by clicking on the subject of the discussion (which opens the discussion and presents all the options), or by clicking on the arrow on the right of each subject of discussion. / Ces fonctionnalités sont accessibles soit en cliquant sur le sujet de la discussion (ce qui a pour effet d'ouvrir cette discussion et d'afficher toutes les options) soit en cliquant sur la flèche à droite de chaque sujet de discussion.

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Lisbon Network / Réseau de Lisbonne
Forum
KEY\MAROLLEAU

Select a View
 Threaded
 Flat

Actions
 Add to My Links
 Alert me
 Modify settings and columns
 Print View

New Discussion | Expand/Collapse

Subject	Replies	Posted By	Modified
Structural and functional features of training institutions of judges and prosecutors NEW	0	MAROLLEAU Sandrine	6/27/2007 14:39

For each training institution, please indicate:
 a) the number of full- time trainers
 b) the number of part- time trainers
 c) the number of occasional trainers
 d) the number of administrative and managerial staff
 e) the origin of funding
 f) the link with the Ministry of Justice, the High Council of Magistrates, etc..
 g) taking into account, in particular, item f) above, if it should be considered...

Reply
 View Item
 Edit Item
 Delete Item
 Alert Me

To post the answer, click on "Save and close" / Pour afficher la réponse, cliquer sur « Save and close »

Posting questions - replies / Affichage questions – réponses

Subject	Replies	Posted By	Modified
<input type="checkbox"/> Structural and functional features of training institutions of judges and prosecutors NEW For each training institution, please indicate: a) the number of full- time trainers b) the number of part- time trainers c) the number of occasional trainers d) the number of administrative and managerial staff e) the origin of funding f) the link with the Ministry of Justice, the High Council of Magistrates, etc.. g) taking into account, in particular, item f) above, if it should be considered...	1	MAROLLEAU Sandrine	6/27/2007 14:39
<input type="checkbox"/> Structural and functional features of training institutions of judges and prosecutors NEW In Austria....	0	MAROLLEAU Sandrine	6/27/2007 14:41

VI. How to create an event? / Comment créer un événement?

To create a new event in order to inform other members about your activities, click on the link "New Item" under the field "Calendar" / *Pour créer un nouvel événement pour informer les autres de membres de vos activités, cliquer sur le lien « New Item » sous la rubrique "Calendar"*



Lisbon Network / Réseau de Lisbonne
Calendar: New Item

Save and Close | Attach File | Go Back to List

Title *

Begin *
Enter date in M/D/YYYY format.

End
Enter date in M/D/YYYY format.

Description

Location

Recurrence None
 Daily
 Weekly
 Monthly
 Yearly

Workspace Use a Meeting Workspace to organize attendees, agendas, documents, minutes, and other details for this event.

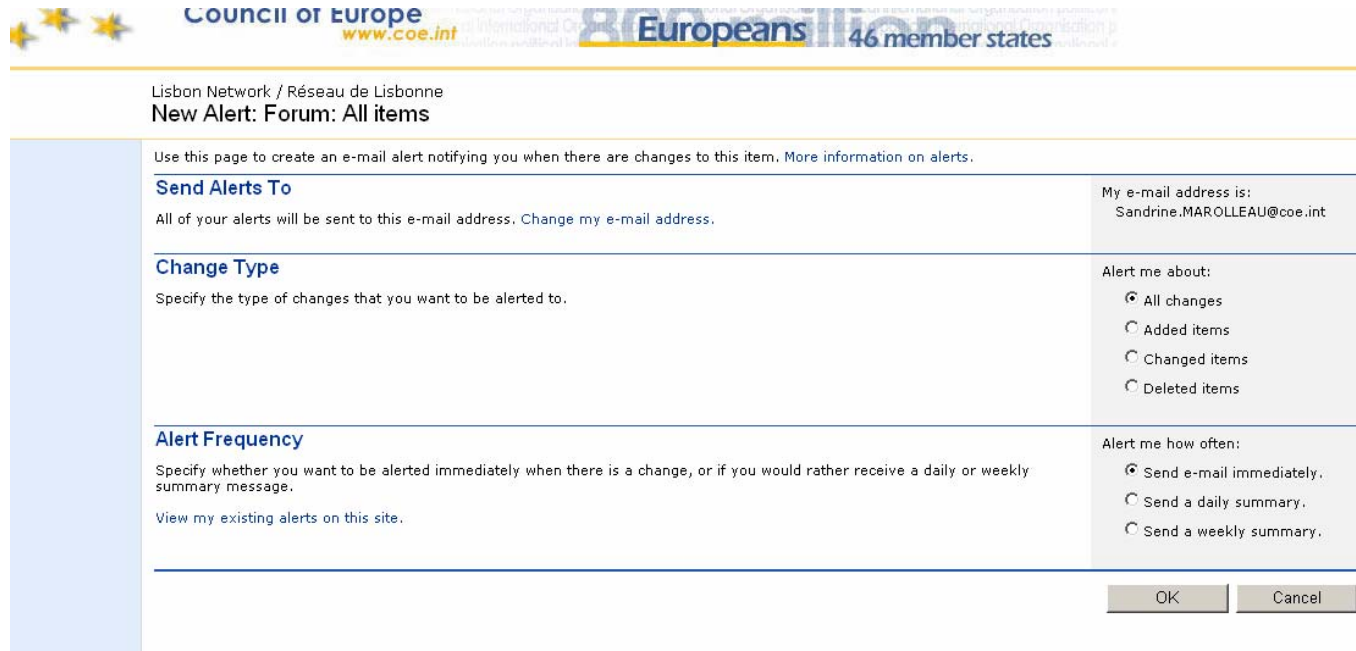
* indicates a required field

Then type the subject and the dates of the event as well as your text describing the content of the event, and save with the key "Save and Close" / *Puis taper le sujet et les dates de l'événement ainsi qu'un texte décrivant le contenu de l'événement, et sauvegarder à l'aide du bouton « Save and Close ».*

VI. Use of the alert system of the forum / Utilisation du système d'alertes du forum

The alert system in a forum notifies the user by email of any modification of its content. / Le système d'alertes dans un forum permet d'être notifié par email de toute modification de son contenu.

- Click on "Alert me" (in the menu on the left of the page) to set up **alerts**. / Cliquer sur « Alert me » (dans le menu à gauche de la page) qui permet de mettre en place des alertes.



Use this page to create an e-mail alert notifying you when there are changes to this item. [More information on alerts.](#)

<p>Send Alerts To</p> <p>All of your alerts will be sent to this e-mail address. Change my e-mail address.</p>	<p>My e-mail address is: Sandrine.MAROLLEAU@coe.int</p>
<p>Change Type</p> <p>Specify the type of changes that you want to be alerted to.</p>	<p>Alert me about:</p> <p><input checked="" type="radio"/> All changes</p> <p><input type="radio"/> Added items</p> <p><input type="radio"/> Changed items</p> <p><input type="radio"/> Deleted items</p>
<p>Alert Frequency</p> <p>Specify whether you want to be alerted immediately when there is a change, or if you would rather receive a daily or weekly summary message.</p> <p>View my existing alerts on this site.</p>	<p>Alert me how often:</p> <p><input checked="" type="radio"/> Send e-mail immediately.</p> <p><input type="radio"/> Send a daily summary.</p> <p><input type="radio"/> Send a weekly summary.</p>

- Enter your email address in the adequate field "My e-mail address is:" / *Entrer votre adresse email dans le champ adéquat « My e-mail address is : »*
- Specify the type of change and the frequency of alert, then validate by clicking on the button "OK". / *Préciser le type de changement et la fréquence de l'alerte puis valider par le bouton « OK ».*