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Council of Europe Co-Operation Programme to strengthen the Rule of Law

**1st meeting of the Bureau of the European Network for the Exchange of Information
between Persons and Entities responsible for the Training of Judges and Public
Prosecutors**

(LISBON NETWORK)

(Web site of the Lisbon Network: www.coe.int/lisbon-network)

Palais de l'Europe (Room 7) Strasbourg, 16 (10h00) – 17 (13h00) December 2004

**QUESTIONNAIRE “A” ON THE STRUCTURAL AND FUNCTIONAL
FEATURES OF TRAINING INSTITUTIONS OF JUDGES AND
PROSECUTORS**

*Prepared and adopted by the Bureau of the Lisbon Network at its first meeting
(Palais de l'Europe, Strasbourg, 16- 17 December 2004)*

Questionnaire “A” on the structural and functional features of training institutions of judges and prosecutors¹

- I. What is (are) the name (s) of the training institution (s) of judges and prosecutors in your country? Please indicate whether the training of judges and that of prosecutors takes place or not within the same training institution; does (do) the training institution(s) of judges /prosecutors ensure both initial and in-service training? National and decentralised training?

Latvian Judicial Training Centre (LJTC) is a foundation that was established in April 1995 by the Latvian Judges Association, United Nations Development Program, Soros Foundation Latvia and the American Bar Association/Central and Eastern Europe Law Initiator. The Centre was established with the aim of providing continuing legal education and training, as well as improving the level of professional knowledge and ethics for all judges, court employees, bailiffs and other legal professionals in Latvia.

LJTC does not deal directly with prosecutors offices but invite prosecutors to the training sessions if appropriate. The main responsibility of training provided to prosecutors has the General Prosecutor’s office.

LJTC provides both training stages – initial training (4week training candidates to the judges position) and continuing legal training (length of the annual training depends on the work experience, i.e. young judges (work experience less than 1 year) – 2 week intensive training. Mainly training is provided on centralized level, however, some sessions and seminars are provided in regions and are tailored based on the regional problems or initiatives.

- II. For each training institution, please indicate:

The LJTC does not have neither full-time, nor part-time trainers. The agreement with a tutor/lecturer is signed on a particular subject in a certain time frame. In total there are about 60 regularly employed trainers. About 40 are employed very rarely, as the subjects these lecturers are experts on are very specific and are not requested on a regular basis.

- 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 -

5 full time and 1 part-time employee

- e) the origin of funding

55% of the training budget comes from the Latvian government, 45% from other international projects.

- f) the link with the Ministry of Justice, the High Council of Magistrates, etc..

¹ Members of the Lisbon Network are invited to send their replies to the Secretariat by E-mail (valerie.schaeffer@coe.int) for 31 March 2005 at the latest.

The Courts' Administration by the law is responsible of quality training provision and the LJTC has signed the long-term cooperation agreement to provide this service to the first and second instance judges and the court staff.

g) taking into account, in particular, item f) above, if it should be considered as an autonomous/independent training institution
LJTC as a non-governmental institution can be considered as independent institution.

h) the links between the training institutions if there are more than one (co-operation, coordination, subordination, etc...);
There is only one training institution in the country. If the training for some reason is organized by other state institutions (Ministry of Justice, for example), LJTC is informed on these activities.

III. What are the procedure and the criteria for the appointment of managerial staff and instructors of the training institution(s)? Are the criteria for the appointment of the trainers identical for a) full-time, part-time and occasional trainers? b) trainers responsible for initial training and those responsible for in-service training?
The main criterion for the appointment for a tutor or a staff member is expertise in and knowledge of the specific area staff member or tutor would be responsible for.

IV. What is the proportion of judges and prosecutors who are full-time / part-time instructors and/or members of the management?
N/A

V. If persons other than judges or prosecutors fulfill the task of trainers, what are their original profession? Please also give details on their proportion;
They are experts in the concrete areas, psychologists, economists, philosophers, etc.. The proportionality of legal training and skills developing training changes every year. In 2005 55% of the training load will be determined to legal topics and 45% to other training topics – psychology, ethics, economy, finances, accounting, legal psychology, communication skills, etc.

VI. Are retired judges and prosecutors or other retired law practitioners invited to act as trainers or members of the management?
Rather not.

VII. What choice has been done between full-time instructors, part-time instructors or occasional instructors that furthermore have judicial functions?

VIII. If judges or prosecutors are part-time or occasional trainers, is the burden of their work within their jurisdiction alleviated?
Unfortunately, the workload remains the same. After the training either as a participants or trainers, judges have to deal with the same workload.

IX. Please specify the modalities of the training of trainers who perform their training mission –full-time or part-time- within the framework of the training institution(s) or in Courts (content, educational methods, duration, periodicity, etc...);² Is training of trainers compulsory?

Since 2004 the training for trainers has been organized on a regular basis – 2 to 4 training days depending on the previous attendance and knowledge about the adult learning, teaching methods, presentation skills. However, the training on these methods for trainers is not compulsory.

X. Please specify what initiatives are taken to assure vicinity between trainers and trainees at regional and local level as well as to develop communication (including through the Internet);

Usually, trainers remain at the trainees' disposal via email or phone. Lecturers are quite open and encourage trainees (judges or court staff) to contact them if questions arise.

XI. Please specify what initiatives are taken to assure participation of the training institution in international co-operation in the field of training (exchanges between training institutions, periodicity of these exchanges, organisation of / participation in international seminars, co-operation with International Organisations / Institutions (Council of Europe, the European Commission, etc...)).

1. *LJTC is a full fledged member of the European Judicial Training Network actively participating in the working groups of the network;*
2. *With some of the EU judicial training providers LJTC has close cooperation links;*
3. *In 2003, LJTC representative participated at the 6th Lisbon Network meeting in Bucharest, Romania.*

² See the conclusions of the meeting of the Lisbon Network held in Budapest, 25-26 October 1999, on the theme "The training of trainers".