

## **QUESTIONNAIRE A**

I.- The Portuguese School is named “Centre for Judicial Studies” (Centro de Estudos Judiciários – CEJ). It ensures the training for both judges and prosecutors and initial and in-service training.

The first phase of initial training takes place in Lisbon, at the Centre’s headquarters. The in-service training is held in several cities of Portugal.

II.-

- a) 24 full-time trainers
- b) 5 part-time trainers
- c) The occasional trainers are invited as speakers for the several seminars, conferences and colloquiums that take place at the school and their number depends on the planned activities that are not included in the regular training session.
- d) Administrative: 32    Managerial: 9
- e) The overall budget of the State.
- f) The CEJ is under the tutelage of the Ministry of Justice. The school also works in close cooperation with the Higher Councils of Magistrates (judges and prosecutors, respectively), specially in what concerns the determination of the number of available vacancies, the subjects to be included in the Activities Plan and during the in-service training.
- g) Although there is a link with other institutions (namely the ones mentioned above) the CEJ is an autonomous and independent training institution.
- h) The CEJ is the only training institution existing in Portugal.

III.- The Director is appointed by the Prime Minister and the Minister of Justice. The Assistant Directors are appointed by the Minister of Justice, after consultation of the Management Council.

Trainers are appointed also by the Minister of Justice, according to a Director's proposal and after consultation of the Pedagogical Council. Trainers responsible for in-service training are appointed by the Higher Councils of Magistrates (judges or prosecutors, respectively) according to a Director's proposal and once they have expressed their agreement to accept the functions.

The criteria for the appointment of both trainers and trainers responsible for in-service training is the same: professional experience, communication skills, participation in different training activities either national or international. Both the Higher Councils are heard on this subject.

IV.- The proportion is fifty-fifty.

V.- Although it is legally possible, up to now there hasn't been any non-judge or non-prosecutor working as a trainer at the Centre.

VI.- No.

VII.- Most of trainers are full time instructors.

VIII.- No.

IX.- There is no compulsory training of trainers. Occasionally there are some training of trainers programs that are available for those who show interest in such activities.

X.- Communication through e-mail and through meetings held, namely, in Lisbon, Coimbra and Porto.

XI.- The CEJ has a Department of International Relations that performs the activities of planning, coordination, information and technical support in judiciary training, which, in the framework of the European matters and international relations and cooperation, are the CEJ's competence or in actions

in which its intervention is required. This Department is a flexible structure and is responsible mainly for:

- the attendance and dynamisation of the institutional relations that the CEJ keeps with its foreign congeners, including the international organisations for the training of magistrates, namely, the European Judicial Training Network and the Iberia-American Network of Judicial Schools;
- the conception, accompanying or execution of training programs, bilateral or multilateral, namely in the framework of the European Union, of the Council of Europe or of the cooperation with Countries of Portuguese Language, which the CEJ promotes, partner or in which its participation has been requested;
- the planning, organisation and accompanying of study visits to the CEJ by representatives of foreign entities;
- the collaboration with the Studies Directorate in what the planning, organisation and execution of initial and continuous training activities are concerned, and when these activities involve European, international or cooperation matters;
- the organisation of training courses for foreigner magistrates or trainees in Portugal, or for Portuguese magistrates and trainees abroad, in close articulation with the Probation Directorates;
- the centralisation and divulgation of information about events taking place abroad and open to the presence or participation of Portuguese magistrates or trainees.

The CEJ has close relations with all the other similar European institutions and is usually represented in seminars and training sessions organised by them in the field of co-operation. CEJ is also partner in some of those activities.

For the last four years we have also developed an initial training programme for the judiciary co-operation in criminal matters with the French school, involving the exchange of trainees, conferences and written exercises. A similar approach has been held with the Spanish school for public prosecutors (CEJAJ), also involving the exchange of trainees, but under a different subject every year, for the last three years. An on-going training programme is also being executed with this same institution.