



2021 PROSPECTUS

The Papua New Guinea Centre for Judicial Excellence (PngCJE) was established in 2010 under a Memorandum of Understanding entered into between the Chief Justice, Chief Magistrate and the Secretary for the Department of Justice and Attorney General.

The centre is responsible for the delivery of judicial education and training that is aimed at promoting judicial excellence, professional development, and awareness of judicial administration and developments in the law. Target training recipients include Judges, Magistrates, Court staff and officers of the Law and Justice Sector agencies.

The Curriculum

The PNGCJE curriculum centres on five principles of judicial education and development which are: Substantive Law, Court Practice and Procedure; Judicial Administration and Management; Judicial Skills; Judicial Disposition; and General Skills/Interdisciplinary.

Development of Programs or Courses

- **How are the programs/courses developed?**

Programs are developed based on training needs assessment of judicial officers and court staff, and through program evaluations. Courses are also developed based on court surveys, new developments of the law and/or analysis from trends from the judiciary and law and justice sector.

- **How to register for programs or courses?**

Individuals interested in registering for courses should contact the PNGCJE Secretariat.

- **How to arrange for Booking and Travel Information?**

Upon identification and availability of participant's details, accommodation, venue and travel arrangements are coordinated with the PNGCJE Secretariat. You can contact the PngCJE office for more information regarding travel and bookings.

- **How are the programs or courses delivered?**

The programs or courses are delivered via face-to-face mode. The trainings or workshops can be run from a minimum of one (1) day to a maximum of three (3) months. Certified Judicial trainers/facilitators/presenters are engaged by PNGCJE to deliver high quality trainings in conducive learning environments.

- **How are the programs or courses evaluated?**

Evaluation is done at the end of each program/course. Following the training or presentation of a program or course, the facilitator/trainer/presenter evaluates learning achieved and its potential impact.

2021 Training Activities

Below is a list of the programs and courses on offer for 2021 through the PNG Centre for Judicial Excellence. The programs/courses have been designed to meet the challenges of a diverse legal and socio-economic environment.

A) JUDGES

- 1) **Cyber Crime and Electronic Evidence** **5 – 7 April 2021**
This workshop will focus on how Cyber Crime, especially through the internet has grown as a result of the importance of computer in business, entertainment, and government. The Cyber Crime Act and other related Acts/Regulations will be important agenda items discussed during this workshop.
- 2) **Case Management – Civil and Criminal, Supreme and National Courts** **1 – 2 June 2021**
This training will provide guidance and support to judges on the process of managing the progression of civil and criminal cases through the National and Supreme Court System. Judges will explore how to manage the time between when a case is first filed and when it is heard. Other aspects of the training may involve efficient management of proceedings in the Courts.
- 3) **Case Management – IECMS, Sentencing Database** **3 June 2021**
Judges will look at two recently developed information systems which are now being trialed by the Courts. The PNGSD is an online source of primary, secondary and statistical reference material for judicial officers, and other key agencies that play a role in the justice system. The workshop will also focus on the integrated electronic case management system which has been developed to integrate stand-alone databases into a single platform.
- 4) **Assessing the Credibility of Witnesses** **5– 9 July 2021**
One of the most important and often challenging tasks of a judicial officer is to make credibility determinations about witnesses. This course will help participants to access some of the best practices for assessing witness credibility.
- 5) **Judicial Orientation** **6 – 10 September 2021**
The program is an ideal start for a new Judge or Acting Judge. The newly appointed Judges will learn essential skills for their new roles and be introduced to principles and practice of being a Judicial Officer.

B) MAGISTRATES

- 1) **Magistrates Orientation** **23 – 26 February 2021**
Judicial Orientation for Magistrates is aimed at providing information about the principles and practice of being a judicial officer. Magistrates will be given the opportunity to share and discuss court craft skills and approaches in this course.
- 2) **Sentencing Principles** **4 May 2021**
Magistrates will look at guidelines and other materials that cover offences that require decisions on allocation on sentence needed when sentencing offenders in court. Participants will look at how they

can deal with any offence that are coming before a magistrate and guidelines on how to handle decisions on allocation or on sentence.

3) Land Court Process, Forms and Jurisdictions

20 July 2021

Participating magistrates will be taken through the entire Land Court process from lodgment to disposition, the appropriate court forms as well as the Land Court jurisdictions both in the District and Provincial land Courts.

4) Case Management - Criminal & Civil (Land, Family, Juvenile, Enforcement Processes)

18 October 2021

The case management training will enable magistrates to revisit the criminal and civil practice and procedure including enforcement of court orders and directions and discuss ways to improve and manage cases for speedy and efficient disposition.

C) NATIONAL JUDICIAL STAFF SERVICES

1) Human Rights Awareness

24-25 March 2021

The Human Rights training for NJSS staff constitutes an essential contribution to the long-term prevention of human rights abuses. The awareness training will focus on developing participants' understanding of their responsibility to make human rights a reality in the community.

2) Judgement Template

11 May 2021

Judgement templates assist Court staff to standardize and format written judgments/decisions so that they are easier to read and assess. The workshop will expose court officers to international best practices for publishing judgements and provide technical guidelines for correct display of these resources online.

3) Training of Trainers for NJSS

26-30 April & 21-25 June

This is a high-level professional learning process for NJSS staff who will be providing training and capacity building within the judiciary. The training will provide participants with exposure to adult learning principles and techniques for learner-centred training.

4) Leadership and Management

24 - 25 August 2021

This course is primarily aimed at middle managers of NJSS. It is designed to enable this group of professionals realize their full potential as 'leaders'. The course will introduce key concepts such as the practice of management and leadership, management competencies and professional excellence.

5) Sheriff and Security Training

17 - 21 May 2021

This Security Awareness training is focused on educating Corporate and Registry staff of the National Judicial Staff Services about protection of physical as well as informational assets of the National Judicial Staff Services.

6) Legal Research

March - April 2021

Careful research and gathering of evidence is essential in the role of Judges' support staff. This course will assist Judges' associates and secretaries understand and apply international best practices for conducting legal research.

- 7) Financial Literacy** **23 February 2021 & 9 April 2021**
 This course is about proper financial management as an individual. At the end of the training, participants should be able to manage or finance wisely and develop a personal income (business) generating plan to improve their personal lives.
- 8) Certificate in Court Administration** **October – November 2021**
 This two-month program aims to equip Court staff with skills and knowledge on court administration and management. Participants will look at the different roles and functions of divisions within the judiciary and analyse how efficiency and effectiveness of service can be achieved.
- 9) IECMS**
 This is a training on the recently developed and trialed Integrated Electronic Case Management System. Participants will learn about the different aspects of this system and how it can be utilized by key stakeholders involved in the court system.
- 10) Customer Service** **June – September 2021**
 This course will introduce participants to some fundamental principles of customer service such as effective client service and communication skills.
- 11) Associates’ Training** **1 – 2 June (Online Course)**
 Designed to be delivered via online approach, this two-day course will assist Judges’ associates understand and apply best practices for providing legal assistance to judges.

D) MAGISTERIAL SERVICES

- 1) Court Clerk User Manual** **4 – 5 March 2021**
 The training on the use of the Court Clerk Manual is aimed at ensuring there is nationally consistent application of processes and procedures by District Court clerks. Participants will be taken through step by step processes designed to help new and current Court clerks understand procedures that are undertaken on a daily basis.
- 2) Supervision and Mentoring** **TBA**
 This course will equip supervisors and managers with tools and strategies on how to create an effective working relationship with other staff members. Lessons taught in the training will provide a number of mentoring and supervisory strategies and examples to create a successful work environment.
- 3) Filing and Record Management** **TBA**
 Inefficient filing and record management can contribute to lack of productivity in an organization. This course will assist court clerks, secretaries, and administrative officers set-up and maintain basic record and filing management systems for their office documents.

- 4) Accounting for Non-Accountants** **TBA**
 This course is aimed at introducing participants to the basics of accounting and finance. Designed for non-specialists with little or no background in accounting, the course will guide participants through a number of accounting terms, concepts and techniques.
- 5) Performance Management** **TBA**
 This management training is focused on equipping participants with strategic approaches to creating and sustaining improved performance in employees, leading to an increased effectiveness and productivity of staff.
- 6) Public Service Induction** **3 – 4 June 2021**
 The purpose of the induction program is to help new employees in the Magisterial Services settle into their positions and feel more comfortable in their new surroundings. In doing so, staff will have a better understanding of the organization and the expectations of their role.
- 7) Security Training** **19 – 20 July 2021**
 The Security Awareness training is focused on educating participants about security and protection of physical and informational assets of the District Courts. Security skills such as observation, using investigative techniques and crisis management will be covered in the training.

E) LAW AND JUSTICE SECTOR AGENCIES

- 1) Sir Buri Kidu Lecture (UPNG)** **21 April 2021**
 This seminar will give interested general public and members of the law and justice sector the opportunity to listen to a topic on international judicial systems. The event will also allow participants to build network with each other and with the visiting foreign guest presenter.
- 2) Awareness on Family Protection Act (DJAG)** **9 July 2021**
 The Family Protection Act 2013 is a law which gives protection to both female and male survivors of domestic violence. This awareness workshop will be focused on informing participants of the provisions of the Act and its role in protecting oppressed survivors of Domestic Violence.
- 3) Paralegal Training** **26 – 27 August 2021**
 The paralegal training will focus on certain traits and skills such as legal research, communication, office administration and drafting of legal documents.
- 4) Bench Bar Dinner** **November 2021**
 The Bench Bar Dinner will be hosted to provide an opportunity for lawyers to interact with judges and other members of the law and justice sector in a casual, relaxed atmosphere.
- 5) Cyber Crime and Electronic Evidence** **8 – 9 April 2021**
 This workshop will focus on how Cyber Crime, especially through the internet has grown as a result of the impact of information technology in business, entertainment, and governance. The Cyber Crime Act and other related regulations will be important agenda items for this course.
- 6) Legal Report Writing for Lawyers** **May 2021**
 Designed for lawyers and other paralegal officers, this refresher course will take participants through improving and maintaining their skill of writing court documents and legal reports.

7) Money Laundering

March 2021

Money Laundering training is designed to raise awareness on the process of concealing origins of money obtained illegally, and how to recognize it. The program is designed for legal professionals seeking knowledge and understanding of how to address money laundering and related issues.

8) Personal Development and Resilience

TBA

The personal development and resilience workshop aims to inculcate in participants the value of being resilient to challenges, be it at work or in their personal lives.

F) LAY JUDICIAL OFFICERS

1) Record Keeping Management

March 2021

This training will help participants understand the importance of keeping good record of data/information and maintaining security of these information. Lay judicial officers will study proper record management strategies, and how to ensure information goes to the right people for their intended purposes.

2) Basic Computer Skills

May 2021

Participants in this course will study the basic components of a computer and how it can be used to manage work. They should be able to explain the importance of a computer, appreciate its functions and, differentiate between hardware and software.

3) Dispute Resolution and Mediation

June 2021

This course is aimed at educating lay judicial officers on the process of resolving disputes between parties outside of the court system. Participants should be able to understand the process and benefits of conducting mediation hearings and alternative dispute resolution.

4) Training of Trainers (ToT)

June 2021

The Training of Trainers course is aimed at equipping lay judicial officers with knowledge and skills on how to design and deliver training activities. Participants will learn techniques for delivering training programs that are motivating, and learner centred.

5) Fundamentals of Justice

July 2021

Participants in this training will study fundamental principles that guide the way in which a legal system should operate. The aim of program is to promote awareness on the concept of fairness in the administration of justice and its operations.

6) Human Trafficking in Persons

April 2021

Human trafficking in persons is a crime and a human rights abuse. The goal of this workshop is to raise awareness on human trafficking, and look how to identify cases and refer victims of TIP to appropriate authorities and social support services.



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