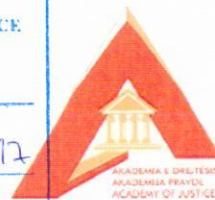




REPUBLIKA E KOSOVËS REPUBLIC OF KOSOVA - REPUBLIC OF KOSOVA AKADEMIA E DREJTËSISË AKADEMIJA PRAVDE - ACADEMY OF JUSTICE			
Nr. Jësia, Org. Org. Jedio. Org. Unit	01	Nr. Prot. Br. Prot. Prot. No.	180
Nr. Faqeve Br. Stranica No. Pages	1	Data Datum Date	20.07.2017
Prishtinë / a			



Republika e Kosovës
Republika Kosovo/Republic of Kosovo
Akademia e Drejtësisë/Akademija Pravde/Academy of Justice

No. 01/180/2017
Date: 18/07/2017

Based on the Article 10 paragraph 1, subparagraph 1.1 and Article 11, paragraph 4 of the Law No. 05/L-095 on the Academy of Justice, the Managing Board of the Academy of Justice in the fourth meeting of the first composition, held on 18 July 2017, took the following:

DECISION

1. Approval of the Regulation No. 06/2017 on Trainers and Mentors of the Academy of Justice.
2. The decision enters into force upon its approval by the Managing Board.



Aleksandër Lumezi

Chairman of the Managing Board
Academy of Justice

Decision sent to:

Executive Director of the Academy of Justice
Archive of the Academy of Justice



Republika e Kosovës
Republika Kosova/Republic of Kosovo
Akademia e Drejtësisë / Akademia Pravde / Academy of Justice

Managing Board of the Academy of Justice,

Pursuant to the Article 10 paragraph 1, subparagraph 1.1 and Article 24 paragraph 7 of the Law No. 05/L-095 on the Academy of Justice, in the meeting held on 18.07.2017,

Approves:

REGULATION No. 06/2017

FOR TRAINERS AND MENTORS OF THE ACADEMY OF JUSTICE

Article 1
Purpose

This regulation sets out the criteria, selection procedure, engagement, evaluation, rights and duties of the trainers and mentors of the Academy of Justice.

Article 2
Scope

This Regulation is implemented by the Academy of Justice, trainers, mentors and its bodies.

Article 3
Definitions

1. With the purpose of implementing this Regulation, the terms used have the following meaning:
 - 1.1 “Academy” means the Academy of Justice;
 - 1.2 “KJC” means the Kosovo Judicial Council;
 - 1.3 “KPC” means the Kosovo Prosecutorial Council;
 - 1.4 “Trainers” means judges, state prosecutors and other relevant professionals, engaged to maintain training at the Academy;
 - 1.5 “Mentor” means judges and prosecutors engaged to mentor participants in training;

- 1.6 "Temporary trainers" means judges, prosecutors lawyers or other professionals engaged by the Academy for implementation of one or more training activities;
- 1.7 "Permanent trainers" means judges, prosecutors, or other professionals engaged at the Academy with fulltime schedule;
- 1.8 "Other professionals" means experts from special fields which are part of the Academy's training program;

Article 4 Trainers

1. Trainers at the Academy are judges, prosecutors, university professors and other professionals. Trainers are temporary trainers or permanent trainers.
2. Trainers conduct activities to enhance the professional skills of judges, prosecutors, administrative staff of courts and prosecution and other professionals as defined by law, as well as the implementation of other activities of the Academy determined by the training program and normative acts of the Academy.

Article 5 Permanent trainers

1. There are two types of permanent trainers engaged by the academy:
 - 1.1 Judges and prosecutors, selected according to procedures determined by KJC and KPC.
 - 1.2 Other professionals that establish working relation with the Academy according to civil service rules.
2. Permanent trainers of the Academy are selected based on the professional and interdisciplinary competence with the purpose of implementing the training program for development in the following fields:
 - 2.1 Criminal material and procedural;
 - 2.2 Civil material and procedural;
 - 2.3 Family and labor law;
 - 2.4 Administrative and Constitutional;
 - 2.5 Commercial and financial;
 - 2.6 Human rights and international legislation;
 - 2.7 Interdisciplinary and personal.

Article 6

Criteria for selection of permanent trainers among judges and state prosecutors

1. Permanent trainers among judges and state prosecutors shall fulfill the following criteria:
 - 1.1 To have working experience as judge or prosecutors with a permanent mandate in the field where he applies as a trainer;
 - 1.2 To have didactical knowledge (training methodology);
 - 1.3 To be creative in designing, developing and implementation of the training programs;
 - 1.4 To have high communication skills;
 - 1.5 Knowledge of one foreign language is considered as an advantage;
 - 1.6 To have computer skills.
2. Permanent trainers from paragraph 1 of this Article, can be engaged by the approval by the Managing Board of the Academy.

Article 7

Criteria for selection of permanent trainers who are not judges or state prosecutors

1. Permanent trainers who are not judges or state prosecutors shall fulfill the following criteria:
 - 2.1 To have completed the law faculty;
 - 2.2 To have the bar exam;
 - 2.3 To have at least 8 years working experience out of which at least 5 years professional experience in justice field;
 - 2.4 To have didactical knowledge (training methodology);
 - 2.5 To have high communication skills;
 - 1.1 Knowledge of one foreign language is considered as an advantage;
 - 1.2 To have high professional and moral qualities;
 - 1.3 To have computer skills.
2. The procedure for selection of trainers from paragraph 1 of this Article is conducted in accordance with the legislation on civil service.

Article 8

Temporary trainers

1. Temporary trainers are judges, prosecutors, lawyers, university professors, or experts engaged according to the needs for implementation of the training program.
2. In order to be selected as temporary trainers, candidates shall fulfill the following criteria:
 - 2.1 To have at least 5 years of professional work in the field or the topic to be engaged at;
 - 2.2 To have the experience as a trainer, or to have completed training of trainers organized by the Academy or other similar institutions;
 - 2.3 To be positively assessed by training participants where he has been engaged as a trainer;

- 2.4 To have high professional and moral qualities;
 - 2.5 To provide a detailed training program for the module, the course, or the topic for which he applied.
3. Temporary trainers are engaged based on the contract for special services, according to the need for implementation of the training program.

Article 9

Procedure for selection of temporary trainers

1. Trainers of the Academy are selected based on an open competition process.
2. In the process for public announcement for selection of trainers of the Academy, are taken into account the criteria set out in this Regulation.
3. Trainers coming from non-judicial institutions, whereas the nature of the training seeks the expertise from these institutions are considered as an exception from paragraph 2 of this Article.
4. The notice for temporary training application is published in the official webpage of the Academy of Justice.
5. The application is done by completing the application form and submitting it to the Academy in hardcopy or electronically. The application form shall be attached to the following documents:
 - 5.1 Biography (CV);
 - 5.2 Name of the module, course, or topic for which they apply for;
 - 5.3 description of the methodology to be used in the training;
 - 5.4 short description of the practical problems of the module, course, or topic to which they apply;
 - 5.5 Detailed training plan for the module, course or topic.
6. The Executive Director of the Academy takes the decision for establishing the Commission for evaluation of the documents for selection of temporary trainers.
7. The Commission from paragraph 6 of this Article, prepares the list of the candidates that meet the criteria for the trainer and proposes it to the Executive Director.
8. The Executive Director after consulting the Program Council, proposes the list of trainers for approval to the Managing Board of the Academy.

Article 10
The trainers' rights and responsibilities

1. Permanent Trainers from the rank of judges and state prosecutors are entitled to the same wages as they were earning while practicing the profession of the judge, respectively the state prosecutor, which is paid from the budget of KJC, respectively from the KPC.
2. Permanent Trainers from civil servants are entitled to wages in compliance with the Law on wages of civil servants.
3. Permanent Trainers are entitled to compensation according to decision of the Academy's Managing Board.
4. Permanent Trainers have the right to participate in trainings, conferences, symposiums, for upgrading the training methodology and increase of professional capacities.
5. Trainers apply Academy's training programs and provide qualitative training;
6. Trainers prepare training materials and complementary materials.
7. After approval by the Managing Board trainers are obliged to attend the Academy's Training of Trainers.

Article 11
Trainers' specific responsibilities

1. Trainers of the Academy of Justice have the following responsibilities:
 - 1.1 Deliver initial training, respectively the continuous training in relevant legal area (field) in compliance with the Academy's program,
 - 1.2 Prepare training materials in writing which is submitted not later than 15 days before the training date,
 - 1.3 Participate in preparation and delivery of the agenda for the respective trainings or other forms of professional training and education,
 - 1.4 Participate in preparation of the Academy's annual training plan and program and conduct needs assessment for training and professional education,
 - 1.5 Analyze problems and uncertainties identified during trainings and issue recommendations which are sent to the Academy not later than 15 days after training,
 - 1.6 They are continuously and constantly present during trainings where they are engaged,
 - 1.7 They adhere to engagements for respective training, while if they withdraw or if they are not able to engage for the training they notify the Academy 30 days before the training is due,

Article 12

Trainer of Trainers

1. Academy engages trainers who prepare and provide training for trainers hired by the Academy.
2. Trainers of Trainers are experts of relevant fields and have comprehensive and verified knowledge on methodological and didactic aspects.
3. The procedure for selection of trainers of trainers, and their engagement and criteria are similar with those of other trainers, except the international expertise.

Article 13

Mentors

1. Mentors perform activities for increase of professional and practical skills of newly appointed judge or prosecutor, within the initial training.
2. With the request of the Academy, Mentors participate in drafting the initial training program for practical professional skills development of newly appointed judges and prosecutors.
3. The Academy's Managing Board approves the candidates for mentors proposed by the KJC and KPC.

Article 14

Selection criteria for the mentors

1. Mentors must meet the following criteria:
 - 1.1 be permanent judges and prosecutors in the general department of the basic instance;
 - 1.2 be creative in designing and using the methodology in implementing the mentoring program by providing a detailed plan of the practical program;
 - 1.3 have shown good performance as judges or prosecutors;
 - 1.4 have shown good performance as mentors if they were previously engaged as such;
 - 1.5 have skills in using training methodology.

Article 15

The Mentor's rights and responsibilities

1. Mentor provides explanations, instructions and examples from practice implementing them in practice.
2. Mentor provides assessment for the newly appointed judge or prosecutor which includes their general performance as well as the practical professional work aspect;

3. They respect the timelines for reporting and communication with the Academy;
4. Mentors are entitled to compensation as set by the Academy's Managing Board;
5. After approval by the Managing Board, Mentors are obliged to participate in the Academy's Training of Trainers Programs.

Article 16
Assessment of Trainers and Mentors

1. The work assessment of trainers and mentors is based on the following indicators:
 - 1.1 Contribution provided in designing the annual training plan and program;
 - 1.2 Preparing and delivering trainings which involves coordination with other trainers, identification and application of objectives, training methodology, preparation of the training material, as well as the professionalism level during trainings;
 - 1.3 Participation and results in the procedures for training needs assessment;
 - 1.4 Trainers performance as moderators or lecturers in concrete trainings;
 - 1.5 Their assessment after each training session or module, as well as
 - 1.6 Contribution provided upon issuance of conclusions or recommendations after training sessions or modules.
2. Assessment of trainers and mentors is made by participants and the Academy as per the criteria set in paragraph 1 of this Article.

Article 17
Concluding and termination of the status of trainer or mentor

1. Trainers or mentors who do not receive positive assessment feedback for their work, are removed from the list of trainers or mentors with a decision of the Academy's Managing Board. KJC and KPC is informed for removal from the list of permanent trainers only for judged and prosecutors prosed by the councils.
2. Termination of the working relation for permanent trainers who are civil servants is made according to procedures set forth by civil service law.

Article 18
Transitional and final provisions

1. Until selection of trainers according to this regulation, Academy will engage trainers from existing list of trainers to deliver the training activities.
2. Upon entry into force of this Regulation, the "Rules for Selection of KJI Temporary Trainers" approved by the KJI Managing Board on 27.04.2012 shall be abrogated.

Article 19
Entrance into force

This Regulation enters into force on the day of approval by the Academy's managing Board.

Prishtina, 18.07.2017



Aleksandër Lumezi

Chairman of the Managing Board
Academy of Justice