



PROTOCOL FOR EDUCATIONAL PROGRAMMES CONDUCTED BY THE AIJA

Background

A protocol for educational programmes conducted by the AIJA was foreshadowed in business paper number 1/8 of 1999 presented by the AIJA's Education Committee.

The AIJA conducts several established educational programmes, namely:

1. The Judicial Orientation Programme (jointly with the Judicial Commission of New South Wales);
2. The Magistrates' Course;
3. The Court Administrators' Conference;
4. The Tribunals Conference;
5. The Masters' Conference (biennial);
6. The Court Librarians' Conference (biennial);
7. The AIJA Annual Conference (conducted by a Committee established by the AIJA Council).
8. Oration (arranged and conducted under the auspices of the AIJA Council).

To the extent that it is possible to do so, it is intended that this protocol should extend to those programmes and that, again to the extent that it is possible to do so, such programmes be revised to take account of the matters contained in this protocol.

Objectives for educational programmes and activities

1. Primary objective

The AIJA Council has identified the objective of the AIJA as the promotion of excellence in the administration of justice throughout Australia and its surrounding region. This will be the primary objective by which the AIJA's educational programmes are to be judged.

2. Other or subsidiary objectives

- (i) That the programme is of general appeal to the membership of the AIJA or identified groups within the AIJA;

- (ii) Consistently with (i), that the programme is of interest to the public generally and, as such, is likely to raise the profile of the AIJA and thereby have a positive effect upon the growth in membership of the AIJA;
- (iii) That the programme is one which may prompt or assist research activities by the AIJA;
- (iv) That the programme will enhance knowledge in the area of judicial administration amongst those who participate in it;
- (v) That the programme will enable those who participate in it to meet and share information with other participants in a structured educational environment;
- (vi) That the programme will attract speakers and presenters of interest to participants and who will provide a degree of excellence in relation to the presentation of the programme;
- (vii) That the programme is likely to meet the budgetary requirements of the AIJA and, in particular, the Research Fund levy required by resolution of the AIJA Council.

Initiatives for educational programmes

Proposals for educational programmes to be undertaken by the AIJA, whether on its own account, or jointly, or in co-operation with any other person or body may be received from:

- (i) external individuals or bodies;
- (ii) members or officers of the AIJA

In the ordinary course such proposals may be referred directly to the Education Committee by the Executive Director for preliminary consideration by the Education Committee. All referrals to the Education Committee should be made through the Executive Director or the Assistant Director.

Preliminary Analysis by the Executive Director

The Executive Director shall examine the proposal with a view to determination and report to the Education Committee in respect of the following matters:

1. Whether any additional information is necessary in relation to the proposal having regard to the objectives contained in this protocol;
2. The implication of the proposal for the human resources of the AIJA having regard to existing educational programmes and the other activities of the Institute;
3. The extent to which the proposal relates to educational activities offered in any other programme whether of the Institute or any other body so as to ensure that there is no unnecessary duplication of activities or waste of resources;
4. The extent to which the proposed programme will attract a sufficient audience to make it viable and to that end to make such enquiries as are necessary of members and groups of members within the AIJA as to their interest in the programme;

5. The extent to which the proposed programme will benefit the members of the AIJA generally or identified groups within the AIJA or will otherwise meet the aims and objectives of the AIJA;
6. The extent to which it is likely that the proposed programme will meet the budgetary requirements of the AIJA and, in particular, the Research Fund levy required by the AIJA Council.
7. In the case of programmes which are to be presented as part of the initiative of an Australian overseas funding organisation or a non-Australian overseas funding body:
 - (i) the programme will enhance the profile of the AIJA in the region surrounding Australia;
 - (ii) the extent to which the AIJA may derive income from its involvement in the programme which can be applied towards its objectives.

Approval by the AIJA Education Committee

1. The Education Committee will meet at least three times a year for the purpose of the consideration and, if appropriate, approval of proposals for educational programmes. Those meetings will take place so as to enable the Committee to make any necessary recommendations to the AIJA Council and to seek its approval.
2. The Education Committee will consider the report of the Executive Director in relation to specific educational programmes and, having regard to the objectives contained in this protocol, will determine whether a programme should be recommended to Council.
3. In considering whether to recommend the adoption of a programme to Council, the Education Committee will ensure:
 - (i) That a budget has been developed for the programme, or has been sufficiently developed to ensure the fiscal viability of the programme;
 - (ii) That a convenor has been identified to convene a steering committee to oversee the development of the programme and its presentation, such convenor to be a member of the AIJA Council;
 - (iii) That, so far as is practicable, members of the steering committee are identified and that guidelines are provided to the steering committee appointed for the proposal;
 - (iv) That, where the programme is to be jointly presented, or presented in co-operation with some other person or body, arrangements are made in writing in relation to the responsibilities of the parties and specifically in relation to budgets and that there is proper representation of the AIJA on any organising Committee;
 - (v) That reporting guidelines are established in relation to the programme.

The role of Steering Committees

The role of the Steering Committee and each member of the Steering Committee is as follows:

1. To work with the Executive Director in relation to the development of the programme, including the timing and venue for the programme (to the extent that this has not been determined), liaison with speakers, including briefs to speakers, the preparation and distribution of the written programme for participants, travel and accommodation and budget;
2. To meet as often as necessary to ensure that the programme achieves the objectives identified for it;
3. To report to Council in relation to the programme and, in particular, to monitor the financial viability of the programme and to report to Council and otherwise to the Institute President in relation to it ;
4. To consider the publication of papers and generally to provide advice to the AIJA Board and Council in relation to any follow up activities;
5. To evaluate the educational programme in accordance with the form of evaluation developed by the Education Committee and to provide such evaluation to the AIJA Council

Evaluation of educational programmes

The Education Committee will develop a protocol for use in relation to educational programmes generally which will address:

1. A means for determining whether the objectives identified in this protocol are achieved;
2. A means for improving future educational programmes;
3. Reports to Council in relation to the outcome of educational programmes; and
4. A means for providing feed-back to speakers.