PROTOCOL FOR EDUCATIONAL PROGRAMS CONDUCTED BY THE AUSTRALASIAN INSTITUTE OF JUDICIAL ADMINISTRATION LIMITED (AIJA LTD)

Objectives for educational programs, resources and activities

1. The primary objective by which the AIJA's educational programs are to be judged is the promotion of excellence in the administration of justice throughout Australia, New Zealand and the surrounding region.

2. Other or subsidiary objectives are:

   (i) that the program is of general appeal to the membership of the AIJA or identified groups within the AIJA or those eligible to be members;

   (ii) that the program is of interest to the public generally and is likely to raise the profile of the AIJA and thereby have a positive effect upon the growth in membership;

   (iii) that the program promote or assist research activities by the AIJA;

   (iv) that the program enhance knowledge in the area of judicial administration;

   (v) that the program encourage wider debate on policy and contribute to improvements to the operation of courts and tribunals;

   (vi) that the program addresses topical issues of relevance to the justice community and in particular the priority areas of the AIJA as determined from time to time;

   (vii) that the program enable participants to meet and share information in a structured, educational environment;

   (viii) that the program attracts speakers and presenters who provide excellence in the presentation of the program;

   (ix) that the program meet the budgetary requirements of the AIJA.

Educational programs

3. Educational programs may include proposals for conferences, symposiums, workshops, lectures, training, resources, and be in person, online or delivered across a variety of platforms.

4. Proposals for educational programs to be undertaken by the AIJA, whether on its own account or jointly or in cooperation with any other person or body, may be received from:

   (i) external individuals or bodies;

   (ii) members or officers of the AIJA.

Preliminary analysis

5. The Chief Executive shall examine the proposal with a view to determine and report to the Education Committee in respect of the following matters:

   (i) whether any additional information is necessary, having regard to the objectives contained in the protocol;

   (ii) the implication for the human resources of the AIJA, having regard to existing educational programs and other activities of the AIJA;

   (iii) the extent to which the proposal relates to educational activities which are offered or are the responsibility of any other program, whether of the AIJA or any other body, so as to ensure there is no unnecessary duplication of activities or resources;

   (iv) the extent to which the proposed program will attract a sufficient audience to make it viable, and to that end, to make such inquiries as are necessary of members and groups of members within the AIJA as to their interest in the program;

   (v) the extent to which the proposed program 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;

   (vi) the ability of the proposed program to be evaluated;

   (vii) the extent to which it is likely that the proposed program will meet the budgetary requirements of the AIJA;

   (viii) in the case of programs to be presented as part of the initiative of an Australian overseas funding organisation, or a non-Australian overseas funding organisation:

   - the extent to which the program will enhance the profile of the AIJA and the region surrounding Australia;
   - the extent to which the AIJA may derive income from its involvement in the program, which can be applied towards its objectives.

Approval

6. The Education Committee will consider the report of the Chief Executive in relation to specific educational programs and, having regard to the objectives contained in this protocol, determine whether a program should be recommended to the Board of Directors ('the Board').

7. In considering whether to recommend a program to the Board, the Education Committee will ensure:

   (i) that a budget has been developed for the program to ensure the fiscal viability of the program;

   (ii) that a member of the AIJA Education Committee has been identified to convene a steering committee to oversee the development of the program and its presentation;

(iii) that so far as is practical, members of the steering committee are identified and that guidelines are provided to them for the proposal;

(iv) that, where the program is to be jointly presented, or presented in cooperation 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 and an evaluation are established in relation to the program.

Steering committee

8. The role of the steering committee and each of its members is:

(i) to work with the Chief Executive in the development of the program, including the timing and venue (to the extent that this has not been determined); liaison with speakers; including briefs to speakers; the preparation and distribution of the written program for participants; travel and accommodation; and budget;

(ii) to meet as often as necessary to ensure the program achieves its objectives;

(iii) to report to the Board in relation to the program;

(iv) to monitor the financial viability of the program and to report to the Board and otherwise to the Institute President in relation to it;

(v) to consider the publication of papers and generally to provide advice to the AIJA Board in relation to any follow-up activities;

(vi) to evaluate the educational program in accordance with the form of evaluation developed by the Education Committee;

(vii) to provide such evaluation to the AIJA Board.

Evaluation of educational programs

The Education Committee will ensure the evaluation of educational programs delivered. The evaluation will include:

(i) whether the objectives identified in this protocol are achieved;

(ii) suggestions for improving future educational programs;

(iii) reports to Board in relation to the outcome of educational programs; and

(iv) a means for providing feedback to speakers.

This protocol is effective from 2023 and was reviewed by the Board on 7 June 2025.