



THE JUDICIARY

THE JUDICIAL STUDIES INSTITUTE

Office Instruction No.....2.....of 2017

ARRANGEMENT OF PARAGRAPHS

PARAGRAPHS

PART I – PRELIMINARY

1. Title
2. Application
3. Interpretation
4. Objectives

PART II – ESTABLISHMENT OF THE JUDICIAL STUDIES INSTITUTE

5. Establishment of the Institute
6. Structures of the Judicial Training Institute

PART III – Functions, powers and composition of the Institute

7. Functions of the Institute
8. Powers of the Institute
9. Composition and appointment of Governing Council
10. Functions of the Governing Council
11. Tenure of the Governing Council

PART IV – THE EXECUTIVE DIRECTOR, FUNCTIONS, OFFICE OF THE REGISTRAR AND ADMINISTRATOR

12. Establishment of office of the Executive Director
13. Functions of the Executive Director
14. Establishment of office of the Registrar
15. Functions of the Registrar
16. Establishment of office of Institute Administrator

PART V – MISCELLANEOUS

17. Other staff
18. Funding

THE JUDICIAL TRAINING INSTITUTE

Office Instruction No.....of 2017

(Under Article 133 (1) (b) of the Constitution)

IN EXERCISE of the powers conferred upon the Chief Justice by article 133 (1) (b) of the Constitution, I hereby issue this Office Instruction to be cited as "The Judicial Training Institute Instruction No..... 2017".

PART I - PRELIMINARY

1. TITLE

These office Instructions may be cited as The Judicial Training Institute Office Instruction No. of 2017.

2. APPLICATION

These Instructions will apply in the management of the Judicial Training Institute.

3. INTERPRETATION

"Council" refers to the Governing Council

"Institute" refers to the Judicial Training Institute

4. OBJECTIVES

The objective of this Office Instruction is to establish the Judicial Training Institute and provide for its management.

5. ESTABLISHMENT OF THE JUDICIAL TRAINING INSTITUTE

There is hereby established by this Office Instruction, the Judicial Training Institute.

6. STRUCTURES OF THE JUDICIAL TRAINING INSTITUTE

The Institute shall have the following structures:

- a) The Governing Council
- b) The Executive Director
- c) The Registry

7. THE FUNCTIONS OF THE INSTITUTE

(1) The Institute shall perform the following functions:-

- a) Provide training to Judiciary staff and staff of the Justice Law and Order institutions.

- b) Provide professional training to Governmental, and Non Governmental institutions, and institutions within and outside Uganda.
- c) Carry out research on the improvement of the administration of justice
- d) Serve as a repository for all official training materials.
- e) Develop curriculum for the Institute.
- f) Carry out training needs assessment for the Judiciary staff.
- g) Carry out faculty development
- h) Make proposals for the structure of the Institute.
- i) Carry out any other functions that may be assigned to it by the Chief Justice.

8. POWERS OF THE INSTITUTE

The Institute shall have power to:

- a) Issue appropriate awards at the end of any training.
- b) Implement the training policy of the Judiciary.
- c) Regulate its own procedure except that quorum at its meeting shall be by simple majority.

9. COMPOSITION AND APPOINTMENT OF THE GOVERNING COUNCIL

- (1) The Council shall be comprised of the following members:
- a) A chairperson who shall be a Justice of the Supreme Court;
 - b) A deputy chairperson who shall be a Justice of the Court of Appeal;
 - c) The Executive Director of the Institute;
 - d) A Judge of the High Court;
 - e) The Chief Registrar of the Judiciary;
 - f) The Permanent Secretary/Secretary to the Judiciary;
 - g) The Solicitor General;
 - h) A representative of the Judicial Service Commission;
 - i) The Director Law of the Development Centre;
 - j) The President of the Uganda Law Society
 - k) The Senior Technical Advisor, the Justice Law Order Sector; and,
 - l) The Registrar Research and Training, who will also be the Secretary to the Governing Council.
- (2) The Chief Justice shall appoint members of the Council.

10. FUNCTIONS OF THE GOVERNING COUNCIL

The Council shall perform the following functions:-

- a) Approve the training curriculum and training calendar of the institute;
- b) Approve the core faculty training team ;
- c) Mobilize funds for the Institute;
- d) Initiate, develop and approve policies and plans for the Institute;
- e) Oversee the operations of the Institute;
- f) Clear further education for Judiciary staff;
- g) Appoint committees and sub committees to assist it in the performance of its functions
- h) Approve the quarterly and annual work plans of the Institute; and
- i) Develop and guide in the implementation of the strategic direction of the Institute.

11. TENURE OF THE GOVERNING COUNCIL

- 1) Members of Council shall serve for a term of 3 years renewable once.
- 2) The Council shall meet at least once in a quarter.
- 3) The Council shall be answerable to the Chief Justice.

12. THE EXECUTIVE DIRECTOR

- 1) The Executive Director of the Institute shall be a Judge appointed by the Chief Justice.
- 2) The Executive Director shall be responsible to the Governing Council, and the Chief Justice.
- 3) The Executive Director shall serve for a term of two years renewal once; and
- 4) Any other duties that may be assigned by the Chief Justice and or the Governing Council.

13. FUNCTIONS OF THE EXECUTIVE DIRECTOR

The Executive Director shall perform the following functions:

- a) Promote the realization of the objectives of the Institute;
- b) Supervise the staff of the Institute;
- c) Be responsible for overseeing the implementation of the Institute's programmes and work plans;
- d) Manage and monitor the Institute's faculties;
- e) Promote and maintain communication with the Judiciary and other institutions;

- f) Make proposals for a Monitoring and Evaluation frame work to monitor training and research programmes;
- g) Carry out training needs assessment for the staff of the Judiciary;
- h) Oversee the organization, co-ordination and management of the Judicial Training Institute; and
- i) Carry out Monitoring and Evaluation.

14. REGISTRAR

The Institute shall have a Registrar, assisted by such number of Deputy Registrars and other staff.

15. FUNCTIONS OF THE REGISTRAR

(1) The Registrar shall be responsible for organizing, co-coordinating and managing:

- (a) Training programmes;
- (b) Research and law reporting ;
- (c) Meetings with key stake holders over key research gaps;
- (d) Preparation of work plans and ;
- (e) Training needs assessment for the Judiciary staff.

- f) Making proposals for a training curriculum;
- g) accounting function of the Institute;
- h) The making of project proposals on research, training, and law reporting.
- i) Supervision of staff.
- j) Carrying out any other duties that may be assigned to him or her by Executive Director.

(2) The Registrar shall carry out his/her functions under the guidance of the Executive Director.

(3) The Registrar shall report to the Chief Registrar, Secretary to the Judiciary and Executive Director.

16. INSTITUTE ADMINISTRATOR

- (1) The Institute shall have an Institute Administrator responsible for the following:
- a) Supervising of the administrative staff;
 - b) Overseeing of assets of the Institute; and
 - c) Assisting the Registrar in day to day management of the Institute.

(2) In the performance of his functions the Institute Administrator shall report to the Registrar.

17. OTHER STAFF

The Institute shall have such other members of staff as may be determined by the Governing Council, with the approval of the Chief Justice.

18. SOURCES OF FUNDS FOR THE INSTITUTE

- 1) The Institute shall be responsible for management of the training funds, and all funds appropriated to the Institute through donations and fees.
- 2) The Institute may receive donations, levy fees and carry out any other form of fundraising exercise, to promote the objectives of the Institute.

This Office Instruction is made this.....^{21st}.....day of.....*July*.....2017.



BART M. KATUREEBE

CHIEF JUSTICE

Cross reference

1. The Constitution of the Republic of Uganda