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S T A T U T O R Y I N S T R U M E N T S

2025 No. 92

**THE ADMINISTRATION OF THE JUDICIARY (JUDICIAL
TRAINING INSTITUTE) REGULATIONS, 2025**

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S T A T U T O R Y I N S T R U M E N T S

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The Administration of the Judiciary (Judicial Training Institute) Regulations, 2025

(Under sections 19 and 39 of the Administration of the Judiciary Act, Cap. 4)

IN EXERCISE of the powers conferred upon the Minister responsible for justice by section 39 of the Administration of the Judiciary Act, and after consultation with the Chief Justice, these Regulations are made this 29th day of November, 2025.

PART I—PRELIMINARY

1. Citation

These Regulations may be cited as the Administration of the Judiciary (Judicial Training Institute) Regulations, 2025.

2. Purpose of Regulations

The purpose of these Regulations is to operationalise section 19 of the Administration of the Judiciary Act.

3. Interpretation

In these Regulations, unless the context otherwise requires—

“Act” means the Administration of the Judiciary Act, Cap. 4;

“conflict of interest” has the meaning assigned to it under sections 1 and 15 of the Leadership Code Act;

“Council” means the Governing Council of the Institute;

“Director” means a Judge designated by the Chief Justice as the Director of the Judicial Training Institute;

“Institute” means the Judicial Training Institute established by section 19 of the Act;

“Registrar” means Registrar responsible for Human Resource Development and Training;

“staff of the Judiciary” means Judicial Officers, administrative and other members of staff of the Judiciary.

PART II—JUDICIAL TRAINING INSTITUTE

4. Functions of Institute

(1) The Institute established under section 19(1) of the Act shall be responsible for providing specialised and continuous training to the Judiciary Service and any other person or institution as approved by the Director.

(2) Without limiting the general effect of subregulation (1), the Institute shall be responsible for—

- (a) enhancing skills of staff of the Judiciary through regular trainings, programmes or courses;
- (b) organising and facilitating trainings, conferences, seminars and lectures offered by the Institute;
- (c) providing specialised training to any other person or institution approved by the Director;
- (d) coordinating training in the Judiciary Service;
- (e) conducting training needs assessment of the Judiciary Service;
- (f) carrying out trainings and research that pertains to contemporary national, regional and international legal and juridical jurisprudence;

- (g) carrying out research in areas relating to improving the human resource performance of the Judiciary;
- (h) conducting research and offering advisory services to the Judiciary or the public on any area relating to the functions of the Institute;
- (i) acting as a depository of judgments and rulings for training purposes;
- (j) producing and publishing papers, books, monographs, periodicals, journals, digests and bench books;
- (k) approving applications for scholarships submitted to the Institute taking into consideration the relevance of the course, equity and available resources for the staff of the Judiciary; and
- (l) carrying out any other functions that may be assigned to the Institute by the Chief Justice.

5. Award of certificates of Institute

- (1) The Institute shall award certificates of participation or attendance for training conducted by the Institute.
- (2) The Institute shall grant such other awards as may be authorised by law from time to time.
- (3) The Institute may, for purposes of promoting professional training, affiliate with a University, Other Degree Awarding Institution or a Tertiary Institution.

PART III—GOVERNING COUNCIL OF THE INSTITUTE

6. Governing Council

The Institute shall have a Governing Council appointed by the Chief Justice.

7. Composition of Governing Council

(1) The Governing Council of the Institute shall consist of the following members—

- (a) a representative of the Judiciary;
- (b) the Director of the Institute who shall be an ex officio and without a right to vote;
- (c) a representative from the ministry responsible for education;
- (d) a representative from the Judicial Service Commission;
- (e) a representative of the Law Council; and
- (f) two other persons from the public with high moral character and integrity appointed by the Chief Justice.

(2) The Chief Justice shall designate one person appointed under subregulation (1) as the Chairperson of the Council.

(3) The Registrar shall be the Secretary to the Council.

(4) The Council may co-opt any person to assist the Council in the execution of the functions of the Council.

(5) The Council may regulate its own procedure.

8. Functions of Governing Council

(1) The Governing Council shall be the decision making organ of the Institute and shall be responsible for the strategic direction and oversight of the Institute.

(2) Without limiting the general effect of subregulation (1), the Governing Council of the Institute shall be responsible for—

- (a) approving policies and plans for the Institute;
- (b) approving annual workplans and budgets of the Institute;
- (c) approving the training needs assessment reports;
- (d) approving the programs or courses of the Institute;
- (e) approving the training calendar of the Institute; and
- (f) approving the trainers and facilitators of the Institute.

(3) The Governing Council shall submit biannual reports of the activities of the Institute to the Chief Justice.

9. Meetings of Governing Council

The meetings of the Council shall be conducted in the accordance with the Schedule to these Regulations.

10. Committees of Governing Council

- (1) The Council may constitute committees of the Council, as may be necessary, for the performance of its functions.
- (2) A committee of the Council shall consist of three members of the Council as determined by the Chairperson of the Council.
- (3) The Council may co-opt any person on the committee of the Council for the effective carrying out of the functions of the committee.

(4) A committee constituted under this regulation shall adopt the procedure of the Council under these Regulations, with necessary modifications.

11. Tenure of member of Governing Council

A member appointed to the Council shall hold office for a period of three years and is eligible for reappointment for only one further term.

12. Vacation of office

(1) A member of the Council shall vacate office where his or her appointment is revoked by the Chief Justice.

(2) The Chief Justice shall, after being notified of the vacancy or upon removal of a member from the Council, appoint another person to hold office for the remainder of the term of the previous member in accordance with these Regulations.

PART IV—MANAGEMENT AND STAFF OF INSTITUTE

13. Director

The Institute shall have a Director who shall be a judge designated by the Chief Justice.

14. Tenure of office of Director

(1) A Director of the Institute shall hold office for a period of three years.

(2) Subject to regulation 26 of the Administration of the Judiciary (Judiciary Service) Regulations, 2025, the Director may serve as Director for more than three years, where the Chief Justice considers that there is reasonable cause for him or her to continue serving at the Institute.

15. Duties of Director

(1) The Director shall be responsible for providing leadership to the Institute.

(2) Without limiting the general effect of subregulation (1), the Director shall be responsible for—

(a) the day to day operations of the Institute;

(b) the development of the human resource development and training policies, plans, strategies and implementation guidelines for the Judiciary Service;

- (c) the supervision of the staff of the Institute;
- (d) conducting of the training needs assessment for staff of the Judiciary;
- (e) the development, updating and revising the training programs, courses and training calendar of the Institute;
- (f) the development of the annual workplan and budget of the Institute for consideration and adoption by the Council;
- (g) the implementation of the annual workplans of the Institute;
- (h) providing advice to the Council as required on all matters which fall within the functions of the Institute;
- (i) submitting quarterly reports of the Institute to the Council;
- (j) submitting annual reports of the Institute to the Chief Justice;
- (k) approving applications for scholarships submitted to the Institute in consultation with the Governing Council and the Chief Justice and taking into consideration the relevance of the course, equity and available resources;
- (l) approving specialised training to any other person or institution; and
- (m) performing any other function as may be assigned by the Chief Justice or as may be necessary or conducive to the efficient and effective discharge of the functions of the Institute.

(3) The Director of the Institute shall report to the Governing Council and the Chief Justice as appropriate in the discharge of his or her duties.

16. Registry of Institute

- (1) The Institute shall have a Registry.
- (2) The Registry shall be headed by the Registrar.

17. Registrar

The Institute shall have a Registrar assigned by the Chief Registrar in consultation with the Chief Justice.

18. Duties of Registrar

- (1) The Registrar shall assist the Director in the performance of the duties specified in regulation 15(2).
- (2) The Registrar shall be responsible for the funds of the Institute and shall in performance of this function report to the Secretary to the Judiciary.

19. Staff of Institute

The Institute shall have staff, in addition to the Director and the Registrar of the Institute, drawn from the Judiciary in accordance with section 13 of the Act.

SCHEDULE

Regulation 9

MEETINGS OF GOVERNING COUNCIL

1. Meetings of Governing Council

(1) The Council shall meet for the discharge of business at least once a quarter at times and in a place determined by the Chairperson of the Council.

(2) The Chairperson shall summon a special meeting of the Council upon a request made in writing by not less than four members of the Council.

(3) Five members of the Council shall form a quorum of the Council at any meeting of the Council.

(4) The Chairperson shall preside at all meetings of the Council, and in his or her absence, the members present shall choose a person from among the members present, to preside over the meeting.

(5) A question proposed at any meeting of the Council shall be determined by consensus. Where a matter goes to voting, a simple majority of members present and voting shall determine; and where there is an equality of votes, the person presiding at the meeting shall have a second or casting vote.

(6) The Council may co-opt any person who is not a member to attend any of its meetings, and that person may speak at the meeting on any matter in relation to which his or her advice is sought but shall not have the right to vote on any matter coming for decision before the meeting.

2. Validity of proceedings not affected by vacancy

The validity of any proceedings of the Council shall not be affected by any vacancy among its members or by any defect in the appointment of any of them.

3. Minutes of Council meetings

(1) The Secretary shall record, keep or cause to be kept minutes of every meeting of the Council.

(2) The minutes recorded under this paragraph shall be submitted to the Council for confirmation at its next meeting following that to which the minutes relate and when so confirmed, shall be signed by the Chairperson and the Secretary in the presence of the other members.

4. Confidentiality

(1) A member of the Council and a person in attendance of a meeting of the Council shall keep all Council deliberations confidential.

(2) A document labeled or indicated to be confidential shall remain in the custody of the Secretary to the Council at the close of the meeting of the Council.

5. Declaration of conflict of interest

(1) A member of the Council who is in any way directly or indirectly interested in a matter to be deliberated upon by the Council shall disclose the nature of his or her interest at a meeting of the Council.

(2) A member of the Council who makes a disclosure under subparagraph (1) shall not—

- (a) be present during any deliberation of the Council in respect to that matter; or
- (b) take part in any decision of the Council in respect to that matter.

(3) A disclosure of conflict of interest made under this paragraph shall be recorded in the minutes of the meeting.

(4) For the purposes of determining whether there is a quorum, a member withdrawing from a meeting or who is not taking part in a meeting under subparagraph (2) shall be treated as being present.

6. Decision by circulation of papers

(1) Subject to subparagraph (2), decisions of the Council may be made by the circulation of the relevant papers among the members and the expression of their views in writing, but any member is entitled to request that any such decision shall be deferred until the subject matter has been considered at a meeting of the Council.

(2) A decision made by circulation of papers under this paragraph is not valid unless it is supported by not less than five members.

Cross Reference

Leadership Code Act, Cap.33.

Administration of the Judiciary (Judiciary Service) Regulations, 2025,
S.I No.26 of 2025.

NORBERT MAO,
Minister of Justice and Constitutional Affairs