



**WORK PLAN  
2020**



## **2020 WORK PLAN**

This Work Plan was drafted in accordance with the Strategic Objectives embodied in the 2020-2022 Kosovo Judicial Council Strategy. Some of the actions provided herein reflect the recommendations from the Functional Review of the Rule of Law Sector in Kosovo.

In light of the situation arising from the outbreak of the Covid-19 pandemic, and the guidelines provided in the Emergency Action Plan adopted on May 29<sup>th</sup>, the Council reserves the right to revise parts of this Plan at any time.

## List of Acronyms

**AJ** - Academy of Justice

**BFC** - Budget and Finance Committee

**CAC** - Court Administration Committee

**DBF** - Department of Budget and Finance

**DGAP** - Department of General Administration and Personnel

**DL** - Department of Logistics

**HRO** - Human Resources Office

**ICTO** - Information and Communications Technology Office

**JIU** - Judicial Inspection Unit

**JPEC** - Judicial Performance Evaluation Committee

**KJC** - Kosovo Judicial Council

**KJCS** - Kosovo Judicial Council Secretariat

**LO** - Legal Office

**NMC** - Normative Matters Committee

**PCO** - Public Communications Office

**SO** - Statistics Office

**TC** - Training Committee

## 2020 WORK PLAN - KOSOVO JUDICIAL COUNCIL

Actions	Timeframe	Responsible Institution	Comment
<b>Strategic Pillar 1 - Public Trust and Confidence</b>			
<b>Strategic Goal 1.1. Enhance capacity of the KJC and the judiciary to proactively inform the public and stakeholders about the role and functioning of the judiciary in Kosovo and its performance</b>			
1.1.1. Regulation on handling of requests for access to public documents and classification of documents	June - July	NMC, LO, PCO	
1.1.2. Develop new Communications Strategy	August - November	PCO	
<b>Strategic Goal 1.2. Strengthen effective partnership with the media and Civil Society Organizations</b>			
1.2.1. Draft Regulation on handling of requests for access to public documents and classification of documents	June - July	NMC, LO	
<b>Strategic Pillar 2 - Effective and Efficient Administration of Justice</b>			
<b>Strategic Goal 2.1. Improve case management practices to ensure new cases reach disposition within a reasonable timeframe.</b>			
2.1.1. Finalize recommendations for policies to reduce the postponement of court hearings	April - June	CAC & Joint Committee established by the Council, LO	The CAC has issued a decision recommending the establishment of a Committee of three members to deal with the data collected in courts regarding the postponement of hearings and policies / recommendations developed in 4 round table discussion with Judges and Court Administrators.

			This activity is related to the recommendations in Policy Note 2 of the Functional Review of the Rule of Law Sector in Kosovo.
2.1.2. Monitor implementation of policies for reduction in postponement of court hearings.	July - December	CAC, JIU	This activity is related to the recommendations in Policy Note 2 of the Functional Review of the Rule of Law Sector in Kosovo.
2.1.3. Draft Case Management Annual Plan	February - May	CAC	
<b>Strategic Goal 2.2. Reduction in the number of cases pending more than two years</b>			
2.2.1. Draft Regulation on Disposition Rate of Individual Judges	March - July	NMC, CAC, SO, LO	This action is related to the recommendation on disposition rate in Policy Note 2 of the Functional Review of the Rule of Law Sector in Kosovo.
2.2.2. Draft Action Plan for Reduction of Civil Cases and organize public hearing with stakeholders (Court Presidents, Judges, MoJ, Council)	April - September	CAC, JIU, SO	This action is related to the recommendation on disposition rate in Policy Note 2 of the Functional Review of the Rule of Law Sector in Kosovo.
<b>Strategic Goal 2.3. Increased consistency of decisions at all court instances.</b>			
2.3.1. Establish Working Group for standardization of court judgment and decision templates	April - December	CAC, JIU	
2.3.2. Draft standard court judgment and decision templates and approve by KJC decision	April - December	CAC, JIU	

2.3.3. Promote standard templates in courts	December	CAC	
<b>Strategic Goal 2.4. Ensure adequate and efficient distribution of non-judicial staff to effectively assist the judiciary in administering case disposition.</b>			
2.4.1 Draft Concept Note on Management of Professional Associates	May	CAC	
2.4.2. Draft Concept Note on Adequate Distribution of Judicial Interns	May	CAC	
<b>Strategic Goal 2.5. Enhance use of technology to increase the effectiveness and efficiency of case and register management</b>			
2.5.1. Finalize draft Regulation on Judicial Archives	October	CAC, JIU	This Regulation is related to the drafting and approval of the Court Records Central Archive Strategy.
2.5.2. Monitor use of CMIS by courts	January - December 2020	NjIGJ, ICTO	
<b>Strategic Pillar 3: Professionalism and Competence</b>			
<b>Strategic Goal 3.1. Improve professionalism of Judges to ensure high quality and timely decisions</b>			
3.1.1. Identify topics for mandatory training for all Judges	March - April	TC, LO	
3.1.2. Identify specialized training on the handling of criminal offenses related to gender-based violence, including domestic violence	March - April	TC	Activity responds to recommendations in Policy Note 10 of the Functional Review of the Rule of Law Sector in Kosovo.
3.1.3. Conduct communications between the Training Committee and the Performance Evaluation Committee for purposes of identifying training needs.	March - April	TC, JPEC	Activity responds to recommendations in Policy Note 4 of the Functional Review of the Rule of Law Sector in Kosovo.
3.1.4. Monitor implementation of mandatory continuing education,	May - October	TC, Court Presidents, AJ	

induction training and other ongoing training.			
3.1.5. Identify Judges who have not completed training and recommend measures to overcome problems, and Timely information of Judges and Court Presidents about the obligations to implement the Regulation.	March - April	TC, AJ	
<b>Strategic Goal 3.2. Improve professionalism and competence of non-judicial staff to support Judges in issuing high quality decisions</b>			
3.2.1. Identify training needs for Lay Judges	March - April	TC, CAC, JPEC	Pursuant to applicable Regulations, the TC will draft a needs assessment to be presented to the Council regarding training needs for lay judges and administrative staff to increase professionalism and competence among the ranks.
3.2.2. Identify training needs for Administrative Staff	March - April	TC, CAC, JPEC	
3.2.3. Preparation of the 2021 Annual Training Plan for non-judicial staff at the KJC and courts, in cooperation with the Academy of Justice	November	KJCS, HRO	
3.2.4. Performance evaluation for non-judicial staff at the KJC and courts for 2020	December	KJCS, HRO	
3.2.5. Training impact assessment targeting Judges, Lay Judges and Administrative Staff	May - August	TC, Court Presidents, AJ	The Training Committee will conduct an assessment of the impact of training among

			<p>Judges, Lay Judges and Administrative Staff, in cooperation with the KJC partners.</p> <p>This activity responds to recommendations in Policy Note 4 of the Functional Review of the Rule of Law Sector in Kosovo.</p>
<b>Strategic Pillar 4: Transparency and Accountability</b>			
<b>Strategic Goal 4.1. Support and improve the performance evaluation process</b>			
4.1.1. Amendment of Regulation on Performance Evaluation of Judges	April - June	NMC, JIU, LO	This activity responds to recommendations in Policy Note 1 of the Functional Review of the Rule of Law Sector in Kosovo.
<b>Strategic Goal 4.2. Further strengthening of disciplinary process for judges</b>			
4.2.1. Establish Ethics Advisory Body	June - September	KJC, LO	This activity responds to recommendations in Policy Note 7 of the Functional Review of the Rule of Law Sector in Kosovo.
<b>Strategic Goal 4.3. Better public information on judicial performance</b>			
4.3.1. Continuous publication and update of the Judicial Performance Dashboard	May - ongoing	KJC, KJCS, SO, ICTO	
<b>Strategic Pillar 5: Access to Justice</b>			
<b>Strategic Goal 5.1. Improve public information for litigants to help them understand their rights and basic court procedures</b>			



5.1.1. Prepare and publish online information materials and campaigns to guide citizens on procedures that take place in court	Ongoing	KJCS, PCO	
<b>Strategic Goal 5.2. Improve infrastructure of court facilities to ensure access to court hearings, information and other judicial services for all citizens</b>			
5.2.1. Continue construction works for the Court House in Fushë Kosovë	Ongoing	KJCS, DL	
5.2.2. Construction works on the Basic Court building projects in Prizren and Mitrovicë	Ongoing	KJCS, DL	The implementation of this activity depends on location determination by respective municipalities.
5.2.3. Refurbishment and maintenance of court facilities by demand	Ongoing	KJCS, DL	
<b>Other Objectives of the KJC</b>			
<b>Strategic Goal 6. Index secondary legislation to improve policy-making by the Council, and ensure approximation of legislation</b>			
6.1. Identify all existing normative acts	March	NMC, CAC, JIU, LO	
6.2. Compile and index list of normative acts	April	NMC, CAC, JIU, LO	
6.3. Upload Regulations to the Committee webpage on the Council website	June	NMC, CAC, JIU, LO	
<b>Strategic Goal 7. Monitor new legislation and policies</b>			
7.1. Finalize court policy implementation monitoring plan	June	CAC, JIU	
7.2. Monitor implementation of: Regulation on Internal Organization and Operation of Courts; Regulation on Disposition Rate of Individual Judges; Regulation on Judicial Archives; Action Plan for Reduction of Civil Cases; Policy	Throughout the year	CAC, JIU	

to Reduce Postponement of Court Hearings.			
<b>Strategic Goal 8. Develop and implement Court Records Central Archive Strategy</b>			
8.1. Take stock of archive facilities in courts	June - September	JIU	
8.2. Identify cost to implement Strategy	June - September	JIU, BFC, DBF	
8.3. Finalize proposal for Court Records Central Archive	September - October	JIU	
<b>Strategic Goal 9. Improve policy-making process and inclusion in Council's policy-making</b>			
9.1. Draft Guidelines on Drafting and Public Consultation Process on Normative Acts of the Council	May - June	NMC, LO	
<b>Strategic Goal 10. Strengthen accountability of Court Presidents</b>			
10.1. Draft Amendments to Regulation on Election of Court Presidents	July - August	NMC, LO	
10.2. Draft Regulation on Performance Evaluation of Court Presidents	October - December	NMC, JPEC, LO	
<b>Strategic Goal 11. Implementation of the Law on the Kosovo Judicial Council and re-structuring of the Council and the Secretariat</b>			
11.1. Draft Regulation on Judicial Inspection Unit Organizational Structure and Operations	April - June	NMC, JIU, LO	This activity responds to recommendations in Policy Note 1 of the Functional Review of the Rule of Law Sector in Kosovo.
11.2. Draft Regulation on Court Organization and Operations	March - June	CAC, NMC, LO	
11.3. Draft Regulation on Kosovo Judicial Council Organization and Operations	April - June	NMC, LO	
11.4. Draft Regulation on Secretariat Organization and Operations	April - July	NMC, LO, HRO	

11.5. Amendment of Regulation on Selection Procedure for the Appointment of the Director of the Kosovo Judicial Council Secretariat and the Director of the Judicial Inspection Unit	April - July	NMC, LO	
11.6. Draft Administrative Instruction on Operations of the Recruitment Commission Support Division	June - September	NMC, LO, Support Division	
11.7. Finalize court organizational charts and job descriptions for each position keeping up with new organizational charts	October	KJCS, DBF, HRO	
<b>Strategic Goal 12. Efficient administration of Council budget planning and spending</b>			
12.1. Review of budget requests by Courts and requests for additional positions for both Judges and Administrative Staff in courts and at the KJC	May - October	BFC, KJCS, DBF, DGAP, DL	
12.2. Analysis of current capital projects and proposal for approval of new capital projects	May - October	BFC, KJCS, DBF, DGAP, DL	
12.3. Review of monthly financial report of the budget, expenditures and revenues.	Ongoing	BFC, KJCS, DBF	
<b>Strategic Goal 13. Improve regulatory framework for court experts</b>			
13.1. Draft Instruction on Court Experts and Payment for Court Expert Analysis	September - October	NMC, CAC, BFC, LO	
<b>Strategic Goal 14. Improve Council Policies on Financial Management</b>			
14.1. Amendment of Instruction on Official Travel Abroad	October - November	BFC, CAC, DBF, LO	

14.2. Amendment of Instruction on Petty Cash	October - November	BFC, CAC, DBF, LO	
14.3. Amendment of Instruction on Gifts and Gratuities and Official Meals	October - November	BFC, CAC, DBF, LO	