

Court staff training systems in the EU

Portugal

Information provided by: **Direcção Geral da Administração da Justiça (DGAJ)** (Directorate-General of Justice Administration) May, 2014

DESCRIPTION OF THE NATIONAL TRAINING SYSTEM FOR COURT STAFF in Portugal

1. Training of court staff

Legal basis/ regulatory documents on training	- According to its Statutory Law (Decree-Law 124/2007, April 27, 2007), the Directorate-General of Justice Administration has the responsibility of programming and carrying out the initial and continuous training for justice staff (court staff included). Decreto-Lei no 343/99, de 26 de Agosto – Estatuto dos Funcionários de Justiça (Decree Law 349/99, August 26, 1999 on the status of justice civil servants)
Categories/ professions concerned	All categories of justice staff: The term “justice staff” covers persons working in court offices or in the Public Prosecution offices. They are divided in the following groups: court staff, IT staff, administrative staff and auxiliary staff. The justice staff includes the categories of high court clerk and justice clerk, as well as the judicial and Public Prosecution services careers

2. Induction period

Is there an induction period?	YES	
-------------------------------	-----	--

Structure responsible for rules	National Ministry of Justice
Compulsory	YES
Description	Length: 1 year (with possibility of extension for 6 months)
	Form: Apprenticeship in courts
	Set Curriculum & main topics: NO EU law content: NO
Options	Linguistic training: NO
	Training in another MS: No, this is not established in the Portuguese legal system
3. Continuous training system	
Continuous training available?	YES
Financial support by	- The Ministry of Justice - The participant (during the period in which Portugal is under financial assistance, the participants have to pay for public transportation to and from the place where face-to-face training sessions take place.)
Specificities	Compulsory: NO Obligations: There are no specific obligations to fulfil
	Methods: - Attending face-to-face training sessions - Completing blended learning activities

	E-learning: Until recently the only training method was face to face training. However the high number of potential trainees (more than eight thousand), their geographical dispersion, all combined with our economic situation, made that option too expensive and motivated us to search for more efficient solutions and led us to the development of an e-learning platform. At the end of 2011 the Directorate-General of Justice Administration started to develop e-learning training materials and in 2012 the first course was given to the court staff. The e-learning tool is also used to disseminate important information and to provide a collection of legal acts recently approved.
	The Programme is available and disseminated to court staff at national level
	Includes EU law aspects: YES EU cross-border judicial procedures
Training in another MS as part of continuous training:	NO However, it is considered that participating in training activities in another MS would have added-value for court staff
Participation in training activities taking place in another MS	NO - No direct contacts with courts in other Member States - It is too costly
	Specific conditions: N/A
	Exchanges: N/A
Continuous training impact on professional evaluation of a person	NO
4. Evaluation of training activities	

Regarding induction period training activities	YES Responsible structure and procedure: The person in charge of the court where the induction period takes place has to prepare a report that states if the individual in question is able to carry out the tasks that have to be carried out by the court staff.
Regarding continuous training activities	NO Responsible structure and procedure: Training Information System – 30 days online evaluation for all delegates and managers – analysis of scores and comments
5. Assessment of needs	
Assessment scheme description	YES Responsible structure and procedure: The Directorate-General of Justice Administration is responsible for identifying training needs and for adapting continuous training programmes. Usually, the Directorate-General of Justice Administration selects the most relevant issues depending on recent legal changes. The Directorate-General of Justice Administration also provides a helpdesk service to court staff. Afterwards, through the analyses of the situations reported, offers a training programme that responds to the most controversial issues.
6. Foreseen reform	
N/A No reform foreseen at the moment	

Source: Pilot Project - European Judicial Training: "Lot 3 – State of play of training of court staff in EU law and promotion of cooperation between training providers at EU level ", carried out by the European Institute of Public Administration (EIPA) together with a consortium