

**COURT ADMINISTRATION AND MANAGEMENT IN  
THE REPUBLIC OF ARMENIA**

**INTERIM ACTIVITY REPORT**

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The present Interim Report covers the activities undertaken throughout the first reporting period of April-August, 2005. It is composed of two sections: i) Activity Report and ii) Publication Report.

## *I. Activity Report*

The project activities have been initiated directly following the IPF seminar in Budapest.

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Having identified the target courts for the project research, the first action in any undertaking of this type is to perform a thorough examination and analysis of the current legal and court environment, potential and options for development, key issues and needs of the institutions being studied.

1. Initially, an extensive research on the judicial system, court budgeting, personnel procedures and current legislative provisions has been conducted through reviewing and analyzing a great number of legal acts including laws, Government Decrees, internal court decisions and orders, decisions of the Council of Court Chairmen, as well as the existing documents/assessments prepared by various donors, such as ABA/CEELI, Council of Europe, World Bank. The desk research has been supplemented by on-site visits and meetings with relevant stakeholders to discuss actual practices, their perception of shortcomings, and policy options and recommendations. I received invaluable cooperation and support from all individuals throughout the first phase of the research.

2. Concurrently, I initiated research on international best practices for comparative analysis and benchmarking purposes. The countries researched included Estonia, Bulgaria, Slovenia, Czech Republic, Russian Federation, Macedonia, and several states in USA. The research findings have just been summarized in a Comparison Table and included as an Appendix in the draft Research Paper. This table will be shared with the stakeholders. As mentioned by them, when suggesting changes in the existing procedures, experience of other countries can prove useful for backing new proposals in the Parliament.

3. I designed and conducted a training session on Human Resources Planning and Management for the managerial staff in selected courts and the judicial administration body and cooperated with a donor project on conducting a seminar workshop on Budgeting and Financing in courts for a smaller audience responsible for financial planning, budgeting and auditing. Therefore, work has been done for the preparation of

training materials, presentation slides and handouts.

4. Towards the second objective of the project, i.e. measuring the degree of satisfaction with the courts' ease of accessibility and performance through conducting a survey, a questionnaire has been developed based on models used in other countries for similar surveys. The questionnaire has already been tested through a survey in one of the target courts, and the results are in the process of summarization.

5. A draft Policy Brief Paper titled "*Policy Proposals for the Armenian Court Administration Reforms*" has been developed. The Paper illustrates the key issues in the Armenian judiciary and presents for further discussion the concept of judicial service and policy recommendations, which invite several options. The recommendations relate to the selection, appointment to and dismissal from a judicial service post, job analysis and job descriptions, job grading and classification scheme, performance appraisal, in-service training. It should be noted that there are some recommendations, which are not specific but broad at this point.

## *II. Publication Report*

1. The Policy Brief Paper "Policy Proposals for the Armenian Court Administration Reforms" has been drafted and can be published CPS/Policy Documentation Center and/or on the website of the Local Government and Public Sector Reform Initiative ([www.http://lgi.osi.hu](http://lgi.osi.hu)) under "Country Profile" for Armenia.

2. Two articles in native language will be published in local newspapers. One article will be published in 2005, and the second one – after completion of the final policy paper.

3. Upon development of a user-friendly Court Guide, it will be edited and designed for publication and dissemination among courts' information centers, NGOs, university libraries, and donors. The guide will serve as an informational pamphlet on court operation and services and access to them (including the steps and procedures for effective claim filing, complaint form, appeals process). In accordance with the initial timetable, the guide will be published in 2006.

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The target research institutions include a First Instance court, Appeals court, Economic Court, Council of Court Chairmen, and the Judicial Education Center of the Court of Cassation.