Pursuant to Article 14, Paragraph 1, Item 1 and Item 10, Article 31 and Article 44, Paragraphs 1, 2 and 3 of the Law on the Centre for Training in Judiciary and State Prosecution Service (Official Gazette of MNE no. 58/2015), at its session held on 20 January 2017, the Board of Directors of the Center adopted the following

**Rulebook on criteria for evaluation of participants in initial training,**

**mentors and trainers**

Article 1

This Rulebook defines the criteria for evaluation of participants in the initial training, mentors and trainers, as well as indicators for writing of reports on the theoretical part of initial training and the assessment of success of the practical part of training.

 Evaluation of participants in the training activities

Article 2

Knowledge and skills of the participants in the training activity are evaluated continuously throughout the period of duration of initial training by the mentors with regard to practical work, by the trainers in the classes held in the Centre for Training in Judiciary and State Prosecution Service, and the relevant observations are recorded in the logbook.

Mentors and trainers are obliged to inform the participants in the training activity about the manner in which their work will be monitored and the acquired knowledge assessed, as well as the manner of deciding on the grade for the theoretical part of training, and assessment of success in practical work.

Evaluation of participants in the initial training is also conducted by the member of the Program committee who monitors implementation of the theoretical part of initial training and on the basis of the reports submitted by each individual trainer involved in the program, prepares a proposal of grade for the theoretical part of initial training for each individual participant.

Article 3

When assessing the success of the participants in the training activity and giving grade regarding practical work, the mentor evaluates the activities of the participant based on the following:

* Interest expressed by the participant in developing practical judicial and prosecutorial skills,
* Feeling of responsibility and ethical standards,
* Ability to make sound judgment when analyzing concrete practical cases,
* Ability to manage the proceedings, and to make decisions,
* Manner of drafting decisions and quality of justifications/ explanatory notes, and particularly clarity, concise and complete statements,
* Ability to communicate/attitude towards parties/mentor/colleagues and ability to solve conflict situations
* Ability to manage cases and time
* Motivation and success in adopting new knowledge in the practical work with the mentor,

Based on the aforementioned criteria, the mentor assesses whether the participant has demonstrated a satisfactory level of progress in acquiring practical knowledge and meeting the requirements expected in the work of judges and state prosecutors.

Article 4

When writing the report on implemented training activity and giving grades to participants, the trainer assesses how active the participants were in the implementation of the theoretical part of training, and particularly:

* From the aspect of their involvement in discussion,
* Interactive attitude,
* Demonstrated knowledge and skills in a particular area,
* Ability to make sound judgment,
* Understanding the role of a judge/state prosecutor in a democratic society,
* Motivation for improvement of theoretical knowledge and new standards in the protection of rights in a particular area of law.

Based on the aforementioned criteria, the trainer assesses whether the participant has demonstrated satisfactory level of progress in acquiring knowledge and skills.

Article 5

Participant in initial training who did not attend a particular training module will not receive a grade for that specific module.

In case the participant received the grade unsatisfactory and/ or did not receive a grade in one or several modules of the theoretical part of initial training, the Program Committee for initial training will decide on the final proposal of the grade for that respective participant based on the assessment of success in the implementation of the practical part of training, number of modules in the theoretical part where he/she achieved satisfactory level of success, and the grade proposed for the theoretical part of initial training by the member of the Program Committee who monitored implementation of that part of training activity.

Article 6

Evaluation of trainers

Evaluation of trainers and training materials, upon completion of each individual training module, is made by the following:

- Member of the Program Committee for initial training who monitors implementation of initial training

- Participants in the training activity.

In the report on the implemented training activity, the member of the Program Committee for initial training who monitors implementation of initial training will also evaluate the trainer and training material, observing particularly the following criteria:

- motivation of the trainer

- focus of the trainer on the given topic

- good preparation of lectures, observance of time planned for lectures and moderate approach

- communication skills and interaction with participants in the training activity

- ability to motivate participants and engage them in a discussion or practical work

- development of skills of a trainer (use of PPT and similar presentations, preparation of practical exercises/ case studies, time and stress management)

- applicability in practice and contents of the training materials

- paper/ report written and submitted to the Center or practical training forms.

Grade referred to in the previous paragraph may be:

- unsatisfactory

- satisfactory

- excellent

Participants in the training activity assess the work of the trainer at the end of the training, by filling out the evaluation form containing questions, with the possibility to grade them on a scale 1 to 5 (unsatisfactory, satisfactory, good, very good, excellent) and the form is anonymous.

The Center's Secretariat shall evaluate the given grades.

Article 7

Evaluation of mentors

Evaluation of mentors, upon completion of the practical part of initial training, is performed by the following:

- participant in the initial training program

- program committee for initial training

Evaluation of success of the mentor in the mentoring work shall be made based on the following:

- expressed commitment, motivation and respect for the participants in the training activity

- ability to communicate, openness, emotional stability

- ability to listen, observe, constructive criticism

- courteous and able to transfer practical knowledge and skills

- identifying positive developments in the level of knowledge, skills and independence in work of the participants in the training activity.

Participant in the Initial Training Program submits, upon completion of the practical part of training, a written report on the evaluation of work of the mentor to the Program Committee for Initial Training.

On the basis of the report referred to in the previous Paragraph and the mentor’s report on the completed practical part of training, and assessing the aforementioned criteria, the Program Committee for initial training gives a grade to the mentor, which can be:

- unsatisfactory

- satisfactory

- good

- very good

- excellent

Article 8

This Rulebook shall come into effect on the date of adoption thereof.

**PRESIDENT OF THE BOARD OF DIRECTORS**

 **Senka Danilovic**