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**Rule of Law Institutional  
Strengthening Program (ROLISP)**

# REPORT

ON TRAINING ACTIVITIES ORGANIZED DECEMBER 17-21, 2012

**COURT AUDIO RECORDING SYSTEM**

**SRS "FEMIDA"**

Rule of Law Institutional Strengthening Program (ROLISP)  
USAID Contract No. AID-117-C-12-00002

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## CONTEXT

IT development of the judiciary is a priority for the Republic of Moldova, since it is indispensable for justice delivery, taking into account that the number of cases constantly increases. The courts automation is expected to benefit both judges and citizens, strengthening the judicial independence, improving the transparency in courts operations and increasing the quality of justice.

The automation of all courts by means of the court hearing audio recording system “SRS Femida” aims at improving the efficiency of the justice delivery. It also aims at facilitating and automating the organization of the manual work in Moldovan courts.

SRS Femida system consists of peripheral equipment (computers and microphones) and special recording software. In 2009 all courts in Moldova were equipped with audio recording sets.

Making audio recordings of court hearings is a mandatory requirement under the Criminal Procedure Code and the Civil Procedure Code of the Republic of Moldova. The recording procedure and the responsibility for making, storing and archiving audio recordings is described in the Regulations on Digital Audio Recording of Court Hearings approved by SCM Decision No 212/8 of June 18, 2009. Litigant parties have the right to receive a copy of the audio recording of court hearings for a payment of MDL 20.

The implementation of SRS Femida system is one of many efforts to strengthen the Moldovan judiciary and to prevent and fight against corruption.

The main objectives of SRS Femida system are:

- To improve the efficiency of court administration, the transparency and the public access to justice;
- To automate the manual work in courts of law;
- To ensure digital record keeping in courts of law;
- To automate the secretarial work in courts of law;
- To facilitate data sharing between various institutions of the judiciary.

By participating in this training program, court clerks will improve their professional qualification and will be able to use SRS Femida system. After the training, they will be able to help manage cases in their courts.

The objectives of this subject are:

- To build the skills of using SRS Femida system;
- To provide knowledge on using SRS Femida system for digital management of audio recordings of court hearings;
- To build the skills of individual and team work.

### Overview of the court hearings audio recording system “SRS Femida”:

SRS Femida is a computerized system designed for making technical recordings of court hearings. The output of the system’s work is a transcript of court hearing, which contains the following information: the starting hour of the event, the name of the event, the participants and a brief account of their comments in chronological order, the members of the judicial panel, the case number, the number of the CD containing the recording, etc.

All data related to a court hearing are organized in SRS Femida in a digital object called Hearing File (in short “Hearing”) that represents the main complex document containing all information (recording data, audio data, templates, etc.) related to each particular hearing. To facilitate the transcript preparation, SRS Femida contains templates for all basic actions that may be required during the examination of a case and a list of participants. The list of templates can be edited and extended.

The hearing recording stored on a CD or on another external digital media can be viewed on any multimedia computer. The system excludes the possibility of unauthorized access and manipulation of the recorded data.

The assessment report presents information on the training activities carried out as part of the Rule of Law Institutional Strengthening Program (ROLISP) from December 17 to December 21, 2012.

## INTRODUCTION

The evaluation report contains information about the training activity within Rule of Law Institutional Strengthening Program (ROLISP) for the period of December 17-21, 2012. It is a summary of all the training activities for the courts staff (Secretaries).

The courses included trainings in the following software:

- **Court Audio Recording System SRS "FEMIDA";**

The Report consists of several sections:

- **TRAINING TOPICS:** the structure of training course for each specialized program;
- **TRAINING BENEFICIARIES:** list of the courts and number of beneficiaries;
- **MAP OF TRAINING BENEFICIARIES:** graphical presentation of the training beneficiaries - map;
- **PHOTO GALLERY:** banner of photo gallery for the training activities;
- **EVALUATION RESULTS:** graphical presentation of the evaluation results;
- **TRAINING COURSE AGENDA:** general goals of the training course;
- **LISTS OF TRAINEES AND EVALUATION FORM:** lists of trainees in each training day and the training assessment tool;

The training activities have been aimed at developing the abilities and skills of the court staff (secretaries) in the use of the following specialized program: **Court Audio Recording System "SRS FEMIDA"**.

The training courses have been conducted at the **National Institute of Justice** training room. Interactive methods have been used to teach classes, as follows:

- For the specialized software **Court Audio Recording System "SRS FEMIDA"** – recording of simulated court hearings;

### 1. GENERAL GOALS OF THE TRAINING

#### *In terms of knowledge and understanding:*

1. Understanding of the operation and use of the Court Audio Recording System SRS "FEMIDA";
2. Knowledge of the regulatory framework in force on use of the Court Audio Recording System SRS "FEMIDA";
3. Awareness of the clerk's role when using the Court Audio Recording System SRS "FEMIDA".

#### *In terms of application:*

1. Management of cases by the court clerk through the Court Audio Recording System SRS "FEMIDA" after the case trial is closed.
2. Publication of court judgments on the web page of the court.

#### *In terms of integration:*

1. Awareness cooperation between a court clerk user and other users of the Court Audio Recording System SRS "FEMIDA".
2. Contribution to observance of court users' rights and interests by efficient use of the Court Audio Recording System SRS "FEMIDA".
3. Contribution to efficient case management in the court.

## **2. TOPICS OF THE TRAINING**

### **1. Court Audio Recording System SRS "FEMIDA"**

- The structure of the SRS Femida system;
- Recording of the entire hearing session in the court with the creation of the minutes in real time;
- Sequence of actions for the continuation of the actual process recording;
- Sequence of actions for the simplified recording of the trial;
- Sequence of actions for the audition of the recorded trial;
- Maintenance of the system (renaming, deleting and importing the processes);
- Editing the models of the „SRS Femida” system.

### 3. TRAINING AGENDA

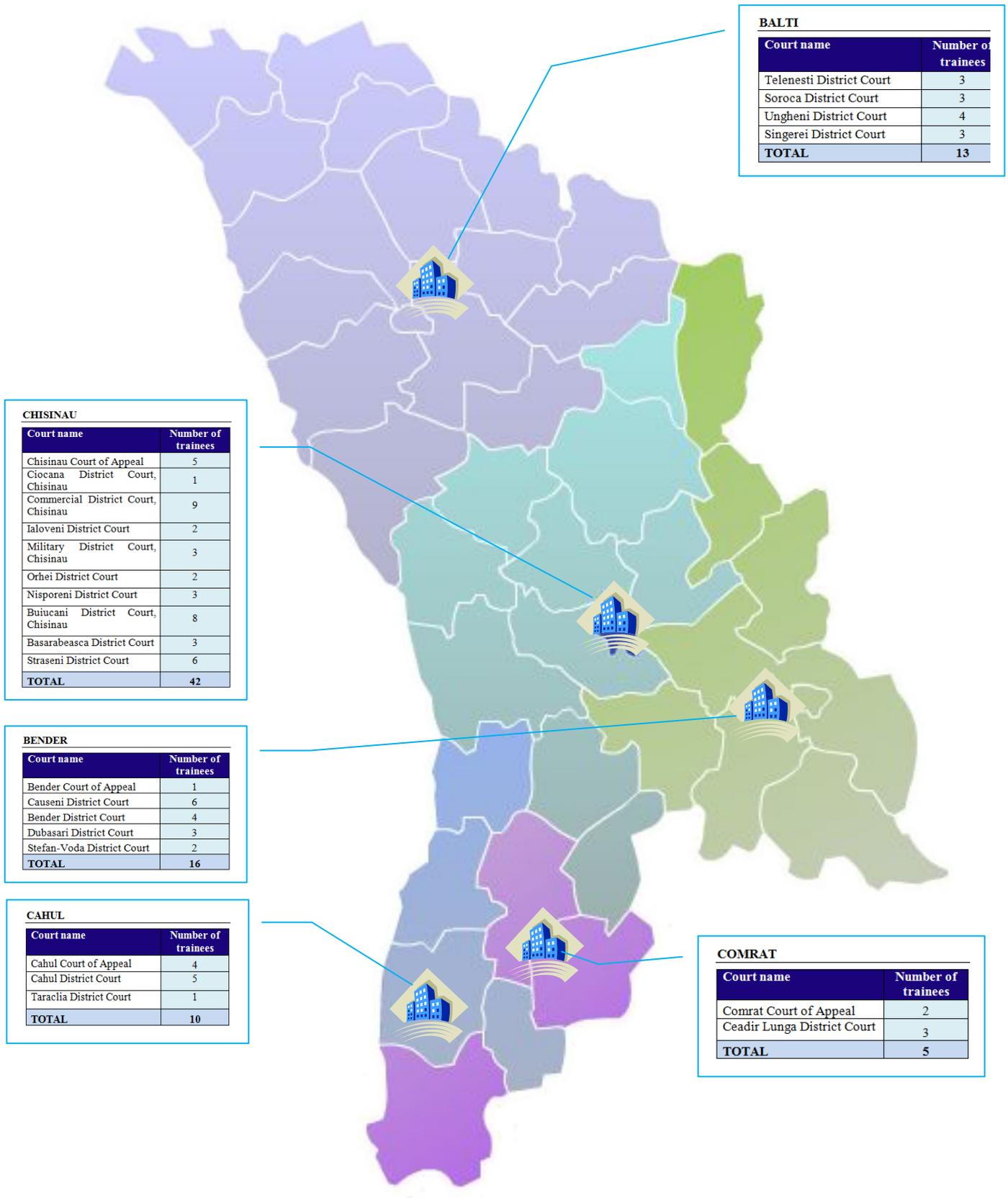
#### LIST OF THE COURTS AND NUMBER OF TRAINEES: December 17 – 21, 2012:

No	Court name	Total number of trainees (Secretaries) in SRS Femida
1	Bender Court of Appeal	1
2	Cahul Court of Appeal	4
3	Chisinau Court of Appeal	5
4	Comrat Court of Appeal	2
5	Basarabasca District Court	3
6	Bender District Court	4
7	Buiucani District Court, Chisinau	8
8	Cahul District Court	5
9	Causeni District Court	6
10	Ceadir Lunga District Court	3
11	Ciocana District Court, Chisinau	1
12	Commercial District Court, Chisinau	9
13	Dubasari District Court	3
14	Ialoveni District Court	2
15	Military District Court, Chisinau	3
16	Nisporeni District Court	3
17	Orhei District Court	2
18	Singerei District Court	3
19	Soroca District Court	3
20	Stefan-Voda District Court	2
21	Straseni District Court	6
22	Taraclia District Court	1
23	Telenesti District Court	3
24	Ungheni District Court	4
<b>TOTAL</b>		<b>86</b>

#### FEMALE AND MALE PARTICIPANTS FOR TRAINING PERIOD: DECEMBER 17-21, 2012

No.	Training Topic	Gender		Total number of trainees for the period
		Female	Male	
1.	Court Audio Recording System SRS "FEMIDA"	81	5	86

## 4. MAP OF TRAINING BENEFICIARIES



## 5. PHOTO GALLERY

Photo Gallery on Google Picasa web albums:

*(Ctrl+Click to follow link)*



Training course – Court Audio  
Recording System SRS Femida -  
National Institute of Justice,  
December 17-21, 2012

List of beneficiaries for each day (see Annex nr. 1)

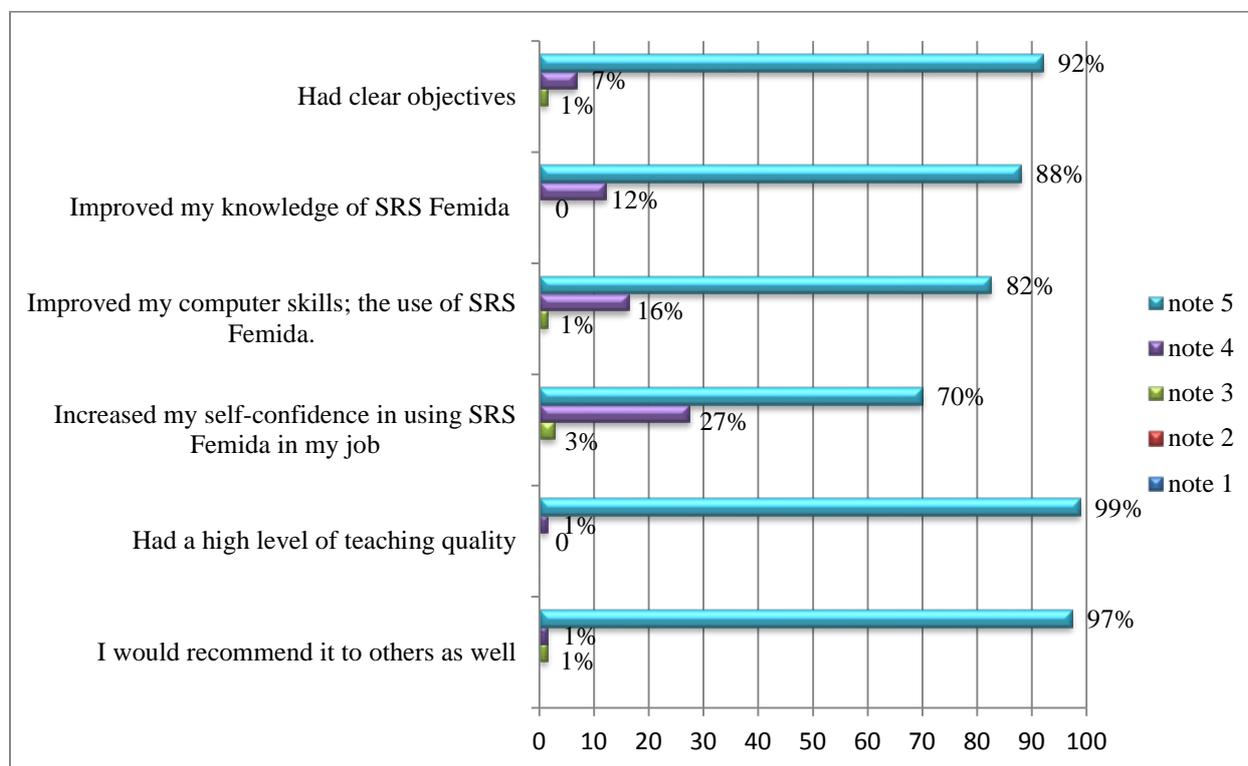
## 6. EVALUATION RESULTS.

The training activities have been assessed using an assessment tool – the Evaluation Form (See Annex No. 3)

The processed results of the evaluation are graphically presented below, as percentages of the total number of questionnaires completed by the trainees (the court staff).

### 6.1. THE TRAINING COURSE: (%)

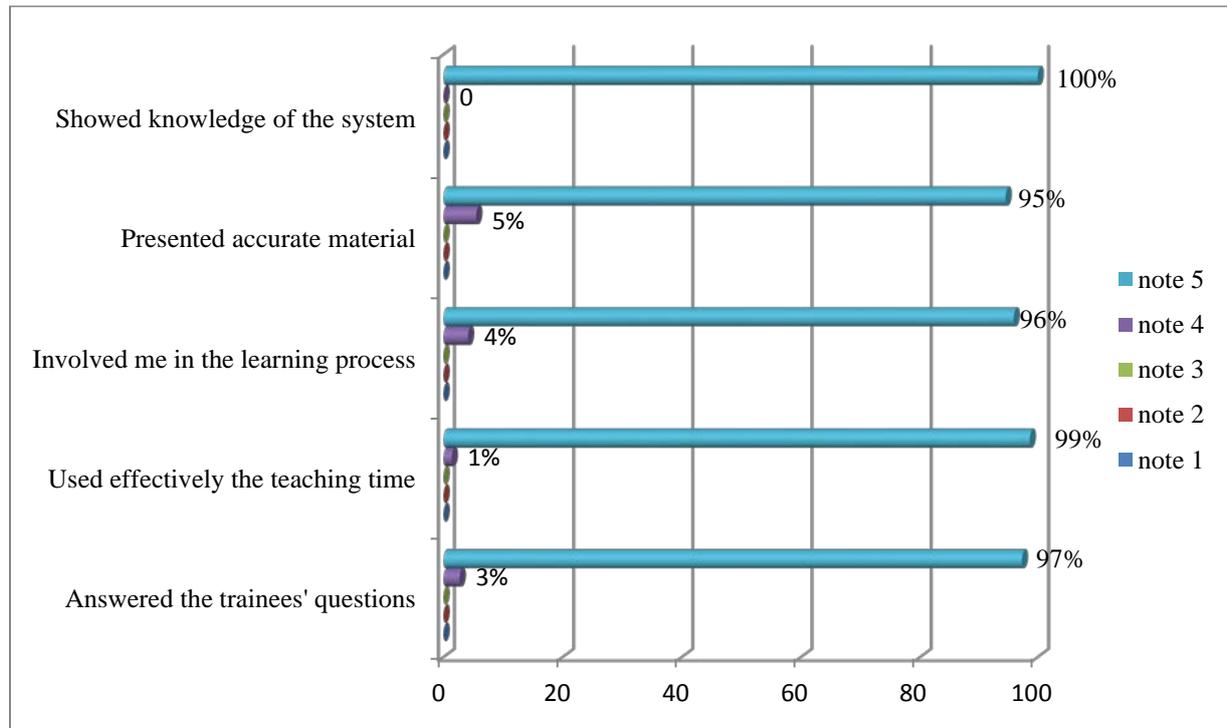
*(The grade each item listed below on a 1 to 5 scale; 1- you fully disagree, 5 - you fully agree.)*



6.1. The training course (No abs)		The grade each item listed below on a 1 to 5 scale; 1- you fully disagree, 5 - you fully agree				
		1	2	3	4	5
1	Had clear objectives	-	-	1	5	68
2	Improved my knowledge of SRS Femida	-	-	-	9	65
3	Improved my computer skills; the use of SRS Femida.	-	-	1	12	61
4	Increased my self-confidence in using SRS Femida in my job	-	-	2	20	51
5	Had a high level of teaching quality	-	-	-	1	73
6	I would recommend it to others as well	-	-	1	1	71

## 6.2. THE TRAINER: (%)

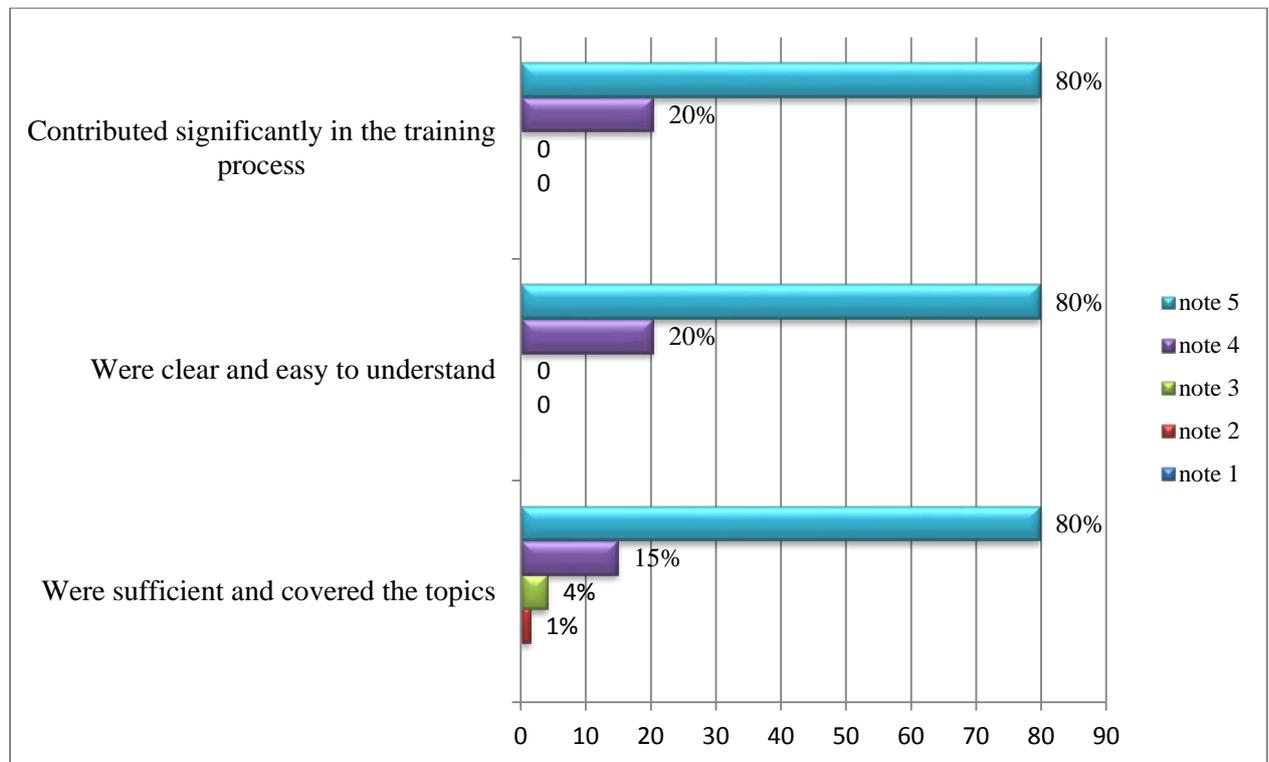
(The grade each item listed below on a 1 to 5 scale; 1- you fully disagree, 5 - you fully agree.)



6.2. The Trainer: (No abs)		The grade each item listed below on a 1 to 5 scale; 1- you fully disagree, 5 - you fully agree				
		1	2	3	4	5
1	Showed knowledge of the system	-	-	-	-	73
2	Presented accurate material	-	-	-	4	69
3	Involved me in the learning process	-	-	-	3	70
4	Used effectively the teaching time	-	-	-	1	72
5	Answered the trainees' questions	-	-	-	2	72

### 6.3. THE TEACHING MATERIALS: (%)

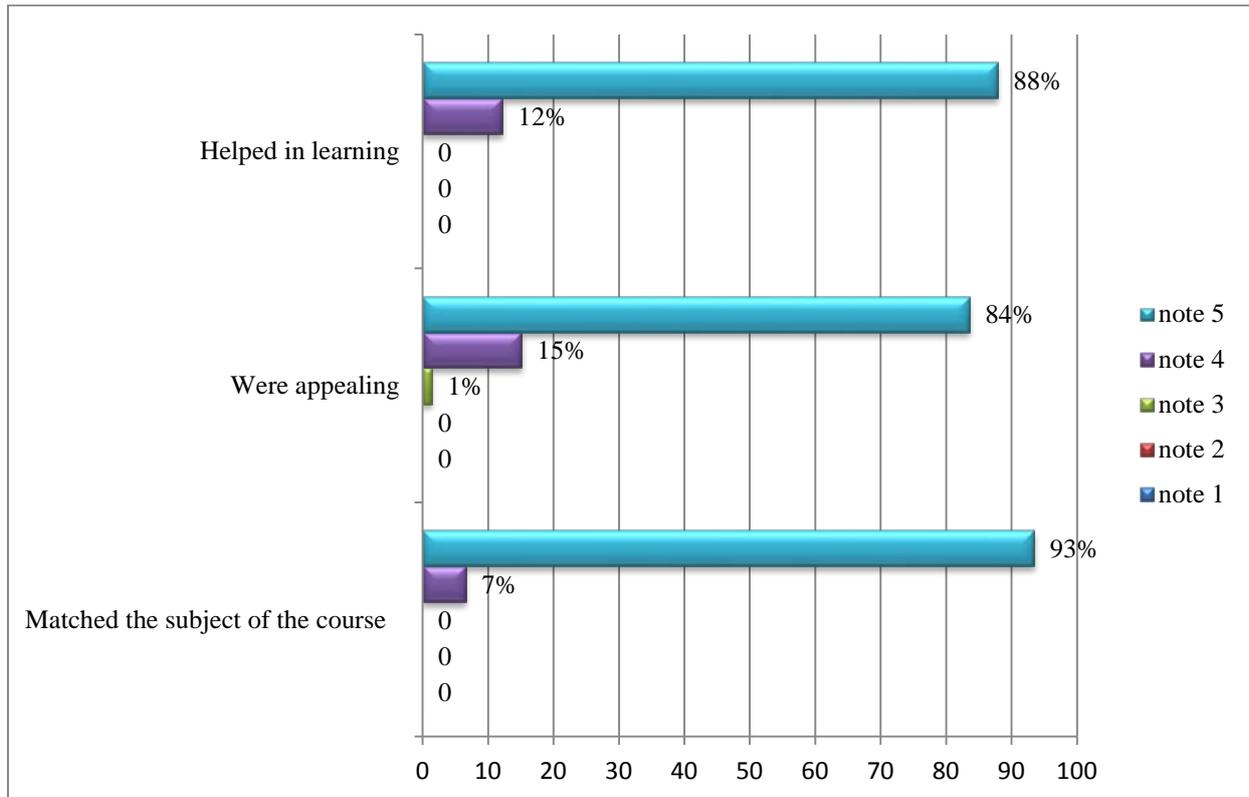
(The grade each item listed below on a 1 to 5 scale; 1- you fully disagree, 5 - you fully agree.)



6.3. The teaching materials: (No abs)		The grade each item listed below on a 1 to 5 scale; 1- you fully disagree, 5 - you fully agree				
		1	2	3	4	5
1	Contributed significantly in the training process	-	-	-	15	59
2	Were clear and easy to understand	-	-	-	15	59
3	Were sufficient and covered the topics	-	1	3	11	59

## 6.4. THE TEACHING METHODS: (%)

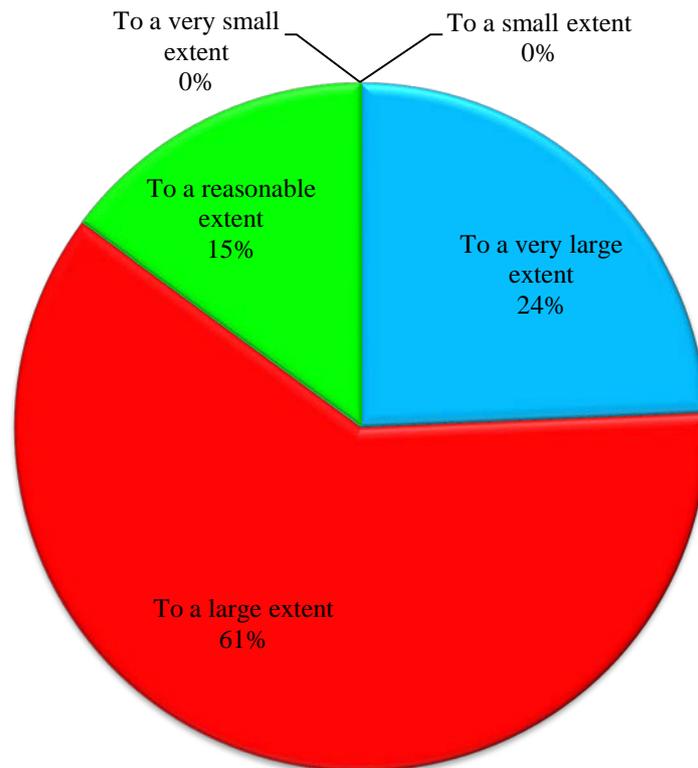
(The grade each item listed below on a 1 to 5 scale; 1- you fully disagree, 5 - you fully agree.)



6.4. The teaching methods: (No abs)		The grade each item listed below on a 1 to 5 scale; 1- you fully disagree, 5 - you fully agree				
		1	2	3	4	5
1	Helped in learning	-	-	-	9	65
2	Were appealing	-	-	1	11	61
3	Matched the subject of the course	-	-	-	5	71

**6.5. TO WHAT EXTENT HAVE THE TOPICS DISCUSSED WITHIN THE TRAINING MET YOUR EXPECTATIONS? (%)**

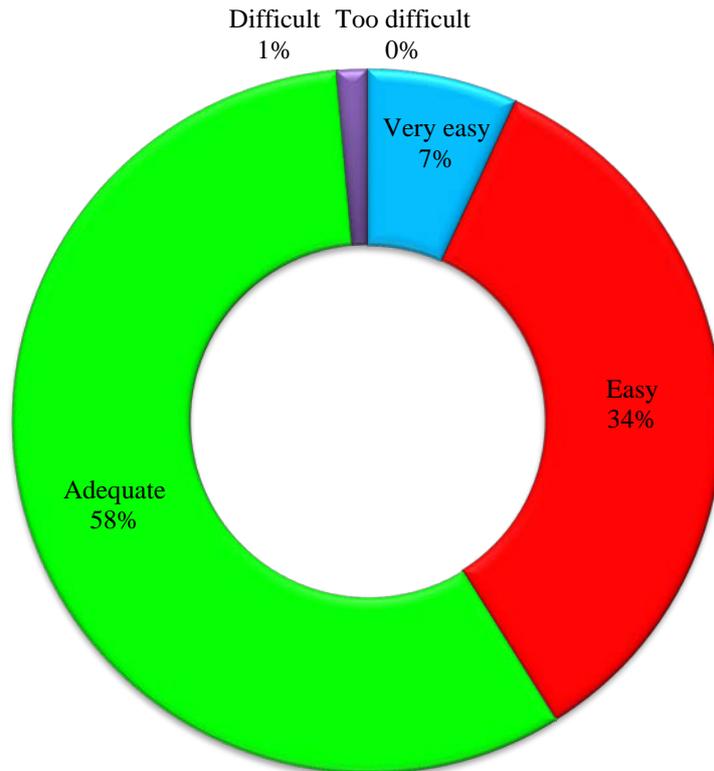
(1. To a very large extent; 2. To a large extent; 3. To a reasonable extent; 4. To a small extent; 5. To a very small extent.)



6.5. To what extent have the topics discussed within the training met your expectations? (No abs)		
1	To a very large extent	18
2	To a large extent	45
3	To a reasonable extent	11
4	To a small extent	-
5	To a very small extent	-

### 6.6. EVALUATE THE LEVEL TO WHICH THE TOPICS WERE COVERED: (%)

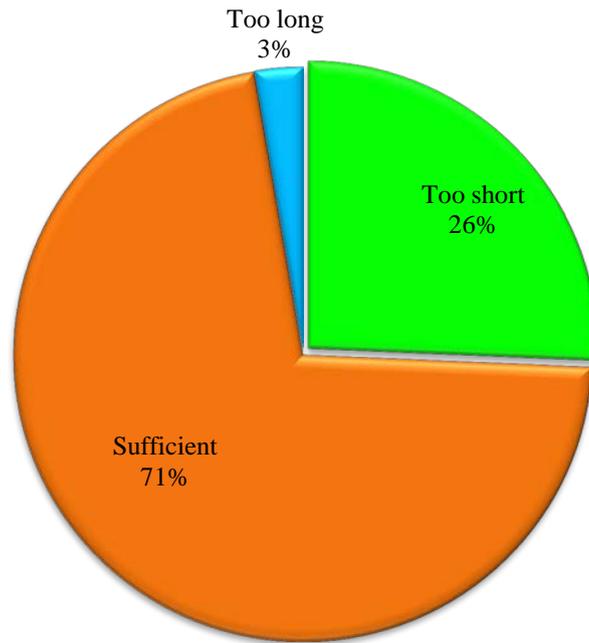
(1. Very easy; 2. Easy; 3. Adequate; 4. Difficult; 5. Too difficult.)



6.6. Evaluate the level to which the topics were covered: (No abs)		
1	Very easy	5
2	Easy	25
3	Adequate	42
4	Difficult	1
5	Too difficult	-

### 6.7. THE TEACHING TIME SEEMED TO YOU: (%)

(1. Too short; 2. Sufficient; 3. Too long)



6.7. The teaching time seemed to you: (No abs)		
1	Too short	19
2	Sufficient	53
3	Too long	2

## 6.8. WHAT DO YOU THINK THE STRONG POINTS OF THIS TRAINING COURSE WERE?

- One of the strengths of this training course was the fact that it explained in detail how to use the software.
- Practical work in groups and individually.
- Interactive learning process.
- Each trainee could practice working with SRS Femida, registering a case, making changes in transcripts and preparing a transcript in the application.
- This training enriched the participants' knowledge about SRS Femida system.
- This training enriched participant's knowledge about how to make audio recordings of court hearings.
- One of the strengths of this training course is that during it the participants learned how to prepare better transcripts both in Word and in SRS Femida.
- This training showed once more that everything was much simpler than we had thought.
- One of the strengths of this training course was the possibility to work with this application under the supervision of Mr. Mihai Grosu, who kindly answered all our questions.
- This training gave me new knowledge on using SRS Femida, which will make my work much easier.
- Fast preparation of good quality transcripts during court hearings.
- It enriched my vocabulary. Another point is fast preparation of good quality transcripts of court hearings.
- Helps prepare more accurate transcripts in less time. Its familiarized clerks with the right way of using SRS Femida system.
- A well-structured work process that spares efforts.
- Practical use of the application.
- The strength I particularly want to note is that it simplifies the clerk's work.
- It enriched my knowledge about SRS Femida.
- The way the information is structured and presented and the contents of the information.
- Technical support and immediate practical application of the theory.
- The fact that the application was projected on a large screen. It allowed all participants to see and learn better. Everybody was involved in the work with SRS Femida software.
- I think the strong point is the software itself. All that was explained seemed very interesting to me.
- The work will be easier if we use SRS Femida. We won't have to write the transcript twice—one time in handwriting, then on computer.
- Improvement of knowledge and understanding the role a clerk has when using SRS Femida.
- The information presented was useful and will be used at work.
- A very good, efficient and necessary training course. The trainer explained everything very well.
- Making audio recording in SRS Femida during the learning process.
- Improving knowledge about how to use SRS Femida. (*two comments*)
- Each trainee could make an audio recording of a hearing.
- I think that these trainings are welcome, making our large workload easier and showing us how to use SRS Femida.
- The possibility to apply SRS Femida in practice in the presence of the trainer.

- Facilitation of preparing transcripts in SRS Femida.
- I think all aspects of this training were strong.
- I understood the need of technical recording of hearings.
- I discovered this software and its advantages.
- The actual work with SRS Femida on desktops in the training room.
- All trainees tried using SRS Femida in the presence of the trainer, who explained all issues that had not been clear to us.
- Clerks made audio recordings and the possibility to receive answers to one's questions. The quality of training by the trainer.
- I liked that the training was carried out through efficient discussions with clerks.
- Practical work and the possibility to get answers to our questions.
- It enriched my knowledge about using SRS Femida.
- Today I have learned many things about making recordings of court hearings I have not known before.
- The explanation of the sequence of actions when making a simplified recording of the hearing.
- The procedure of digital audio recording court hearings in courts of law by means of SRS Femida.
- The fact of making easier the work in courts.
- The strengths of this training convinced us that this application is user-friendly and will decrease the clerk's workload.
- Displaying the application on the screen and explaining all stages of work with it: what they are about and how they should be carried out.
- Improvement of knowledge on using SRS Femida.
- The quality of training on using SRS Femida.

#### **6.9. WHAT DO YOU THINK THE WEAK POINTS OF THE TRAINING COURSE WERE?**

- The lack of an application installed on the participants' desktops.
- I think that the training did not have weaknesses. Everybody was explained in minute detail the principle of working with the application. Everybody could try it.
- One of the weaknesses of this training was that transcripts prepared in SRS Femida could not be processed following the Civil Procedure Code of the Republic of Moldova and the Criminal Procedure Code of the Republic of Moldova.
- I think that the training had no weaknesses. Everything was at the highest level.
- I think that one of the weaknesses of this training was the lack of Femida application on the desktops we had in front of us. This would give us the possibility to work at the same time with Mr. Grosu.
- I think that the application is easy to learn and too much time is allotted for this training.
- The training can be carried out in less time, but it is a subjective opinion, considering the colleagues' wishes.
- I think that this training had no weaknesses.
- If we have the required equipment, we will use this knowledge and skills in full during our work.
- Everything was explained very clearly. I noticed no particular weaknesses. (*seven comments*)

- I do not mean this particular training, but I would like to mention that we do not have time to make audio recordings in SRS Femida system and we do not have enough equipped courtrooms, which makes us work in our offices.
- I think it will be better for the training process if computers in the training room are connected to SRS Femida system. *(two comments)*
- The time for the training on SRS Femida system was too little. *(two comments)*
- We did not have the possibility to practice on the training room desktops, because SRS Femida was installed only on the trainer's computer.
- Not all trainees managed to work with SRS Femida installed on the trainer's computer.
- Too little time was allotted for these topics during seminars.
- A more efficient training requires more time.
- Recording the whole court hearing and preparing a transcript in real time.
- I think one day is not enough to increase knowledge and achieve a high level of proficiency with the application.

#### **6.10. HOW DO YOU INTEND TO USE THE KNOWLEDGE AND SKILLS ACQUIRED DURING THE TRAINING COURSE FURTHER?**

- I am going to apply in practice the knowledge and skills acquired during this training.
- I am going to apply it in making audio recordings of court hearings. I am going to share the acquired knowledge with my court workmates.
- The clerks of Comrat Court of Appeals use SRS Femida successfully during hearings. The detailed knowledge and skills we learned here will help us to use the application better.
- The practical application of the training course.
- I intend to use the acquired knowledge in full.
- The training techniques were captivating and this will help using them in the future for professional purposes.
- I will try to prepare better transcripts and to avoid breaching litigant parties' rights.
- I will do my best to apply the acquired knowledge to simplify the work.
- If courts are equipped with the necessary equipment, I will use SRS Femida readily. I think it speeds up the clerk's work.
- I intend to apply the newly acquired knowledge on a daily basis to record hearings by means of this software.
- I intend to use the knowledge and skills acquired at this training in my judicial practice.
- I will use it at each hearing possible.
- As soon as the video and audio equipment is installed in the court where I work.
- Daily at work.
- In my work, if the audio recording system is installed in the court where I work.
- I will use this software for my professional development.
- I am going to use the knowledge and skills acquired at this training during court hearings.
- I hope that SRS Femida will be implemented in the court where I work. Then I will work with it all the time to familiarize myself with using it and to increase the efficiency of preparing transcripts and recording court hearings.
- Making recordings of court hearings by means of SRS Femida.
- I will apply the acquired knowledge and skills. They will make the clerk's work simpler.

- I will apply them in my work and I will learn further how I can use SRS Femida.
- In the future I will use SRS Femida to make recordings during examination of cases.
- I am going to apply the things I have learned. *(two comments)*
- First, in my work. I will try to use it, even if we have many cases scheduled for hearings.
- To apply SRS Femida in practice and to help my workmates and judges. *(14 comments)*
- As I did previously, I will continue to record court hearings with the purpose of improving my professional qualification with the newly acquired knowledge.
- I am going to study the user guide on SRS Femida in detail and to apply the acquired knowledge in my work.
- I will record court hearings as often as possible. *(two comments)*
- Depending on the opportunities in the court. *(two comments)*
- I am going to use all knowledge gained during this training in my daily work in the court where I work.

## 6.11. PROPOSALS

- Install the application on all computers in the training room so that the participants can work individually and at the same time with all other participants.
- Improve the software, adding new functions. Organize training courses oftener.
- I propose that these training courses should be carried out for more days.
- It will be good to carry out a few workshops directly in a courtroom during a hearing.
- Keep on organizing seminars of this kind and implementing similar innovations to facilitate judges' work.
- Work on improving the software, for example on editing the template transcripts.
- In the section "Events" it would be appropriate to write all procedural actions according to items provided for by the procedural legislation.
- Equip courtrooms with the necessary devices, including printers.
- We propose that you train two or three clerks from the same court at the same time.
- To avoid difficulties that may arise during recording hearings, organize other trainings on this and other topics. This will create a basis for efficient and timely work of the clerk.
- Organize more training courses with all court staff.
- Improve the software, adding the possibility to save and register as many and as various template transcripts as possible in SRS Femida.
- We would like to have equipped courtrooms for each judge.
- We would like to continue using SRS Femida.
- There should be more career building trainings and seminars, particularly on using SRS Femida.
- The training courses are welcome for clerks in the Republic of Moldova. It would be good to develop a template transcript as guidance.
- Organize such training courses more often. *(two comments)*
- Make some changes in the software. Indicate in the template transcript the list of articles specified for the case. Add template transcripts for the following types of cases: insolvency, challenges, administrative, etc.
- Change the existing template transcripts in SRS Femida. Complete them to simplify our work in courts.
- Organize such training for judges or at least arrange a presentation of the software for them so that they take into account this procedure during hearings.

- Organize more such training courses, two or three in a year, because people tend to forget things. Or at least assign a trainer for each court in the districts.
- Organize more such career development training if all courts are due to use SRS Femida. (6 comments)
- Take into consideration the optimal workload of the clerk in the courts of Chisinau Municipality.
- Organize more training courses with longer duration. They should include more practical work and involve the clerk in practical application of what is proposed.
- Allot more time for such trainings so that we can acquire information better.
- If the workload is reduced, the number and quality of audio recordings will increase.
- More practical activities.
- Organize such training courses once in six months to address questions and issues arising during the work with SRS Femida.
- According to points 4.1 and 4.2 of the Regulations on Digital Audio Recording of Court Hearings, clerks carry out some of the duties of a technician. Hence, an increase in the clerks' salaries for those additional duties is worth considering.
- It would be good to organize certain conferences on other topics related to the work in a court.
- Simplify the work related to SRS Femida and ICMS.

## 7. ANNEXES

### 7.1. ANNEX NO. 1. LIST OF TRAINEES FOR EACH DAY BENEFICIARIES OF THE TRAINING

The list of the courts and the court staff who were trained from October 17 to December 21:

#### DAY 1 : DECEMBER 17, 2012

No	Name, surname	Position	Court name
1	SPÎNU Aliona	Secretary	Bender Court of Appeal
2	CHELEȘ Natalia	Secretary	Comrat Court of Appeal
3	SIBOVA Irina	Secretary	Comrat Court of Appeal
4	OPRESCU Lidia	Secretary	Buiucani District Court, Chisinau
5	ANDONI Vasile	Secretary	Buiucani District Court, Chisinau
6	ȘPAC Rodica	Secretary	Buiucani District Court, Chisinau
7	PASCARI Anna	Secretary	Buiucani District Court, Chisinau
8	COZARI Dorina	Secretary	Commercial District Court, Chisinau
9	ERMURACHE Svetlana	Secretary	Bender District Court
10	TRONCIU Stela	Secretary	Cahul District Court
11	COLIBABA Stepanida	Secretary	Cahul District Court
12	CONSTANTINOVA Liubovi	Secretary	Ciadir-Lunga District Court
13	COJOCARI Nadejda	Secretary	Stefan-Voda District Court
14	APRODU Ecaterina	Secretary	Straseni District Court
15	PASCAL Mariana	Secretary	Ungheni District Court
16	EȘANU Diana	Secretary	Telenesti District Court
17	SECRIERU Natalia	Secretary	Singerei District Court
18	ANGHELOVA Alexandra	Secretary	Ciadir-Lunga District Court

**DAY 2 : DECEMBER 18, 2012**

No	Name, surname	Position	Court name
1	BUGULEȚ Irina	Secretary	Cahul Court of Appeal
2	MIGALATIEV Victoria	Secretary	Buiucani District Court, Chisinau
3	CEBOTARI Olesea	Secretary	Buiucani District Court, Chisinau
4	ARION-LUPU Victoria	Secretary	Commercial District Court, Chisinau
5	STRATAN Radu	Secretary	Military District Court, Chisinau
6	PERȘINOV Ana	Secretary	Basarabasca District Court
7	CAZAC Elena	Secretary	Bender District Court
8	VITION Liliana	Secretary	Cahul District Court
9	DENIȚĂ Ina	Secretary	Cahul District Court
10	CREȚU Olesea	Secretary	Causeni District Court
11	PĂLĂRIE Corina	Secretary	Causeni District Court
12	ANDREEV Ana	Secretary	Dubasari District Court
13	RUDICO Elena	Secretary	Ungheni District Court
14	STANCEVA Larisa	Secretary	Ciadir-Lunga District Court
15	RIZOVA Liudmila	Secretary	Taraclia District Court
16	MUNTEANU Cristina	Secretary	Soroca District Court
17	ȚURCAN Romina	Secretary	Soroca District Court

**DAY 3 : DECEMBER 19, 2012**

No	Name, surname	Position	Court name
1	UȘURELU Aliona	Secretary	Cahul Court of Appeal
2	BOIȘTEANU Ana	Secretary	Cahul Court of Appeal
3	VDOVICENCO Valentina	Secretary	Commercial District Court, Chisinau
4	MELNIC Mihaela	Secretary	Commercial District Court, Chisinau
5	HILOTII Polina	Secretary	Commercial District Court, Chisinau
6	PĂUN Nicoleta	Secretary	Military District Court, Chisinau
7	ANTOHI Galina	Secretary	Bender District Court
8	NICULIȚĂ Lilia	Secretary	Basarabeasca District Court
9	SIDORENCO Alina	Secretary	Cahul District Court
10	URSU Mariana	Secretary	Singerei District Court
11	ȘAGÎN Victoria	Secretary	Stefan-Voda District Court
12	APRODU Daniela	Secretary	Straseni District Court
13	TERENTE Corina	Secretary	Ungheni District Court
14	TOFAN Elena	Secretary	Nisporeni District Court

No	Name, surname	Position	Court name
1	STRATAN Cristina	Secretary	Chisinau Court of Appeal
2	BUZU Cătălina	Secretary	Chisinau Court of Appeal
3	FURTUNĂ Nadejda	Secretary	Chisinau Court of Appeal
4	VIZITIU Elena	Secretary	Buiucani District Court, Chisinau
5	CEGODARI Iuliana	Secretary	Commercial District Court, Chisinau
6	DANILESCU Natalia	Secretary	Commercial District Court, Chisinau
7	GOSPODARENCO Tatiana	Secretary	Military District Court, Chisinau
8	PAVLOV Elena	Secretary	Dubasari District Court
9	PRESCURĂ Valentina	Secretary	Straseni District Court
10	RODIDEAL Galina	Secretary	Straseni District Court
11	CAZACU Marina	Secretary	Nisporeni District Court
12	PELIN Tatiana	Secretary	Ungheni District Court
13	TOPALĂ Inga	Secretary	Basarabeasca District Court
14	HUȚU Angela	Secretary	Causeni District Court
15	POSTOLACHI Mariana	Secretary	Soroca District Court
16	BALMUȘ Liliana	Secretary	Telenesti District Court
17	NEGRUȚĂ Rodica	Secretary	Telenesti District Court
18	BEȘLEAGA Veaceslav	Secretary	Bender District Court

No	Name, surname	Position	Court name
1	CHIMIUC Lucia	Secretary	Chisinau Court of Appeal
2	LEONTII Tatiana	Secretary	Chisinau Court of Appeal
3	PÎNZARI Elena	Secretary	Cahul Court of Appeal
4	COJUHARENCO Rodica	Judicial Assistant	Buiucani District Court, Chisinau
5	EVSTRATII Lucia	Secretary	Ciocana District Court, Chisinau
6	BOICO Elena	Secretary	Commercial District Court, Chisinau
7	HAPAȚUC Marina	Secretary	Commercial District Court, Chisinau
8	RUSS Eugeniu	Secretary	Dubasari District Court
9	PEREU Valentina	Secretary	Straseni District Court
10	COTOBIȚCHI Olga	Secretary	Straseni District Court
11	TRICOLICI Anastasia	Secretary	Orhei District Court
12	ȘALIN Elena	Secretary	Orhei District Court
13	LAZĂR Tatiana	Secretary	Nisporeni District Court
14	CUCU Tatiana	Secretary	Singerei District Court
15	BOLGAR Maria	Secretary	Causeni District Court
16	STOLEARENCO Tamara	Secretary	Causeni District Court
17	VASLUIAN Ina	Secretary	Causeni District Court
18	PREOTESA Sergiu	Secretary	Ialoveni District Court
19	POIANĂ Victoria	Secretary	Ialoveni District Court

## 7.2. ANNEX NO. 2. TRAINING COURSE AGENDA



## Rule of Law Institutional Strengthening Program (ROLISP)



DEPARTMENT OF JUDICIAL ADMINISTRATION  
MINISTRY OF JUSTICE OF THE REPUBLIC OF MOLDOVA

### Training Course Agenda: COURT AUDIO RECORDING SYSTEM SRS "FEMIDA"

#### General goals of the training course

##### *In terms of knowledge and understanding:*

4. Understanding of the operation and use of the Court Audio Recording System SRS "FEMIDA";
5. Knowledge of the regulatory framework in force on use of the Court Audio Recording System SRS "FEMIDA";
6. Awareness of the role of the court clerk using the Court Audio Recording System SRS "FEMIDA".

##### *In terms of application:*

7. Management of cases by the court clerk through the Court Audio Recording System SRS "FEMIDA" after the case trial is closed.
8. Publication of court judgments on the web page of the court.

##### *In terms of integration:*

4. Awareness of the way of cooperation between a court clerk user and other users within the Court Audio Recording System SRS "FEMIDA".
5. Contribution to observance of court users' rights and interests by efficient use of the Court Audio Recording System SRS "FEMIDA".
6. Contribution to an efficient case management within the court of law.

09.00 – 10.30	<ul style="list-style-type: none"><li>• Understanding of the operation and use of the Court Audio Recording System SRS "FEMIDA";</li><li>• Knowledge of the regulatory framework in force on use of the Court Audio Recording System SRS "FEMIDA";</li><li>• Awareness of the role of the court clerk using the Court Audio Recording System SRS "FEMIDA".</li></ul> Practical work Questions/answers  <i>trainers: Mihai GROSU, program assistant, Rule of Law Institutional Strengthening Program (USAID), Tatiana CIAGLIC, consultant of the Department of Judicial Administration</i>
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<b>10.30 – 10.45</b>	<b>Coffee break</b>
10.45 – 12.15	<ul style="list-style-type: none"> <li>• The structure of the SRS Femida system;</li> <li>• Recording of the entire hearing session in the court with the creation of the minutes in real time;</li> </ul> <p>Practical work</p> <p>Questions/answers</p> <p><i>trainers: Mihai GROSU, program assistant, Rule of Law Institutional Strengthening Program (USAID), Tatiana CIAGLIC, consultant of the Department of Judicial Administration</i></p>
<b>12.15 – 13.15</b>	<b>Lunch</b>
13.15 – 14.45	<ul style="list-style-type: none"> <li>• Sequence of actions for the continuation of the actual process recording;</li> <li>• Sequence of actions for the simplified recording of the trial;</li> <li>• Sequence of actions for the audition of the recorded trial;</li> </ul> <p>Practical work</p> <p>Questions/answers</p> <p><i>trainers: Mihai GROSU, program assistant, Rule of Law Institutional Strengthening Program (USAID), Tatiana CIAGLIC, consultant of the Department of Judicial Administration</i></p>
<b>14.45 – 15.00</b>	<b>Coffee break</b>
15.00 – 16.45	<ul style="list-style-type: none"> <li>• Maintenance of the system (renaming, deleting and importing the processes);</li> <li>• Editing the models of the „SRS Femida” system.</li> </ul> <p><u>Final assessment of the course/knowledge: working with a case by a court clerk user within the SRS Femida.</u></p> <p>Practical work</p> <p>Questions/answers</p> <p><i>trainers: Mihai GROSU, program assistant, Rule of Law Institutional Strengthening Program (USAID), Tatiana CIAGLIC, consultant of the Department of Judicial Administration</i></p>

7.3. ANNEX NO. 3. TRAINING EVALUATION FORM



**USAID**  
FROM THE AMERICAN PEOPLE

**Rule of Law Institutional  
Strengthening Program (ROLISP)**



DEPARTMENT OF JUDICIAL ADMINISTRATION  
MINISTRY OF JUSTICE OF THE REPUBLIC OF MOLDOVA

**TRAINING EVALUATION FORM**

Date :

Court:

First name, Last name

Position:

*Please the grade each item listed below on a 1 to 5 scale; 1- you fully disagree, 5 - you fully agree. Check just one grade for each statement.*

**1. THE TRAINING COURSE:**

	1	2	3	4	5
Had clear objectives					
Improved my knowledge of SRS Femida					
Improved my computer skills; the use of SRS Femida					
Increased my self-confidence in using SRS Femida in my job					
Had a high level of teaching quality					
I would recommend it to others as well					

**2. THE TRAINER:**

	1	2	3	4	5
Showed knowledge of the program					
Presented accurate material					
Involved me in the learning process					
Used effectively the teaching time					
Answered the trainees' questions					

