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

REPORT

ON TRAINING ACTIVITIES ORGANIZED IN SEPTEMBER, 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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OVERVIEW

This report is a summary of the audio recording training by the Rule of Law Institutional Strengthening Program (ROLISP) for courts' secretaries in September 2012.

The training covered the **Court Audio Recording System SRS "FEMIDA."**

This Report covers the following:

- **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 goal of the training activities was to develop the abilities and skills of the court secretaries in using the Court Audio Recording System SRS "FEMIDA".

The training courses were conducted at the National Institute of Justice training room. Interactive methods were used to teach the classes. Audio recording equipment like that installed in the courts was used during the training to give trainees hands-on experience in using the equipment. Trainees used the equipment to recorded simulated court hearings during the classes.

I. TRAINING TOPICS

Topics covered:

I. Court Audio Recording System SRS "FEMIDA"

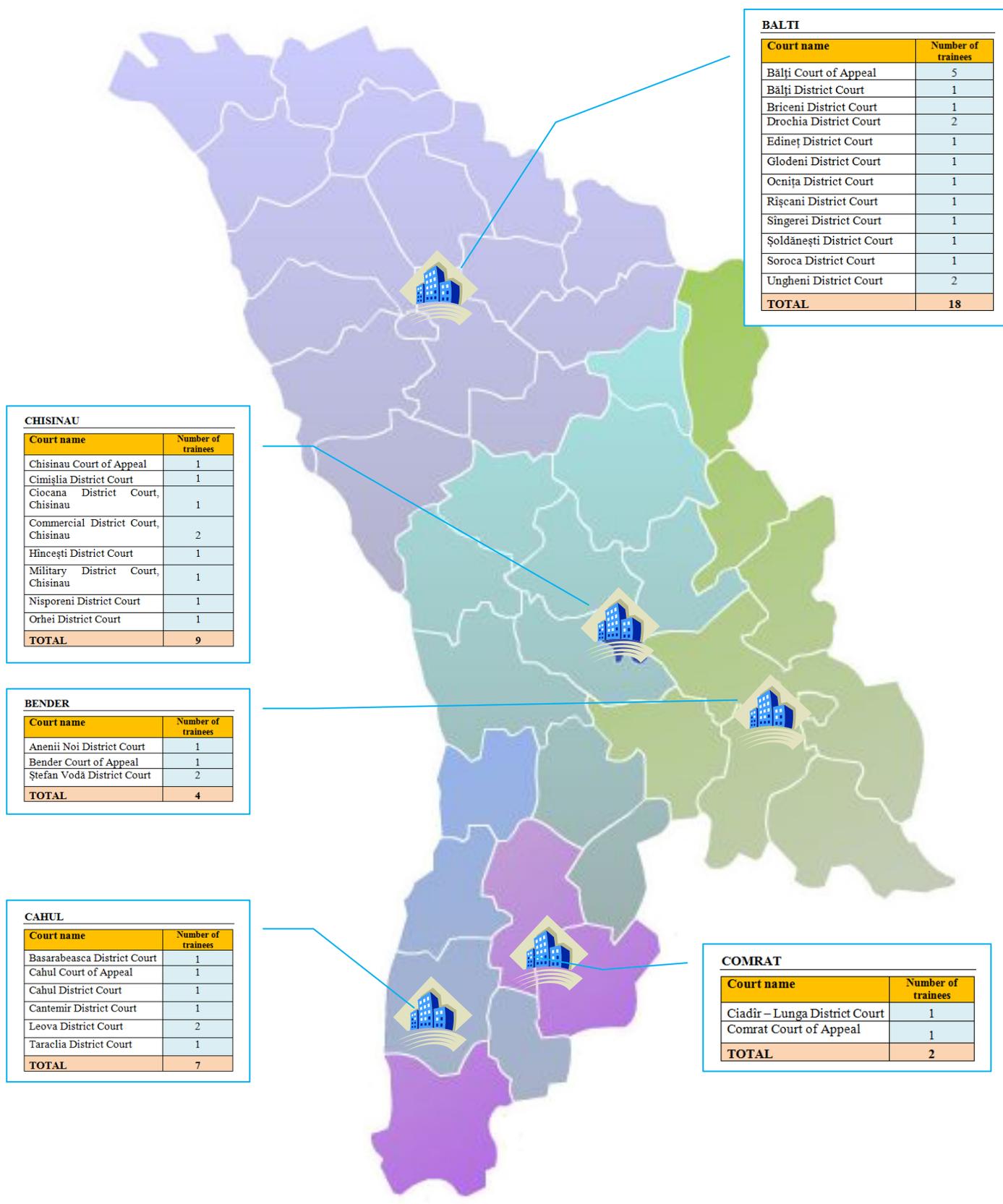
- The structure of the SRS Femida system;
- Recording of the entire hearing session in the court with the creation of the minutes in real time;
- Sequence of actions for the continuation of the actual process recording;
- Sequence of actions for the simplified recording of the trial;
- Sequence of actions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

2. TRAINING AGENDA

LIST OF THE COURTS AND NUMBER OF TRAINEES: September 25 – 27, 2012:

No	Court name	Total number of trainees (Secretaries) in SRS Femida
1	Anenii Noi District Court	1
2	Balți Court of Appeal	5
3	Balți District Court	1
4	Basarabeasca District Court	1
5	Bender Court of Appeal	1
6	Briceni District Court	1
7	Cahul Court of Appeal	1
8	Cahul District Court	1
9	Cantemir District Court	1
10	Chisinau Court of Appeal	1
11	Ciadîr – Lunga District Court	1
12	Cimislia District Court	1
13	Ciocana District Court, Chisinau	1
14	Commercial District Court, Chisinau	2
15	Comrat Court of Appeal	1
16	Drochia District Court	2
17	Edinet District Court	1
18	Glodeni District Court	1
19	Hîncești District Court	1
20	Leova District Court	2
21	Military District Court, Chisinau	1
22	Nisporeni District Court	1
23	Ocnita District Court	1
24	Orhei District Court	1
25	Rîșcani District Court	1
26	Sîngerei District Court	1
27	Soldanesti District Court	1
28	Soroca District Court	1
29	Stefan Voda District Court	2
30	Taraclia District Court	1
31	Ungheni District Court	2
	TOTAL	40

3. MAP OF TRAINING BENEFICIARIES



4. 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,
September, 25-27 2012

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

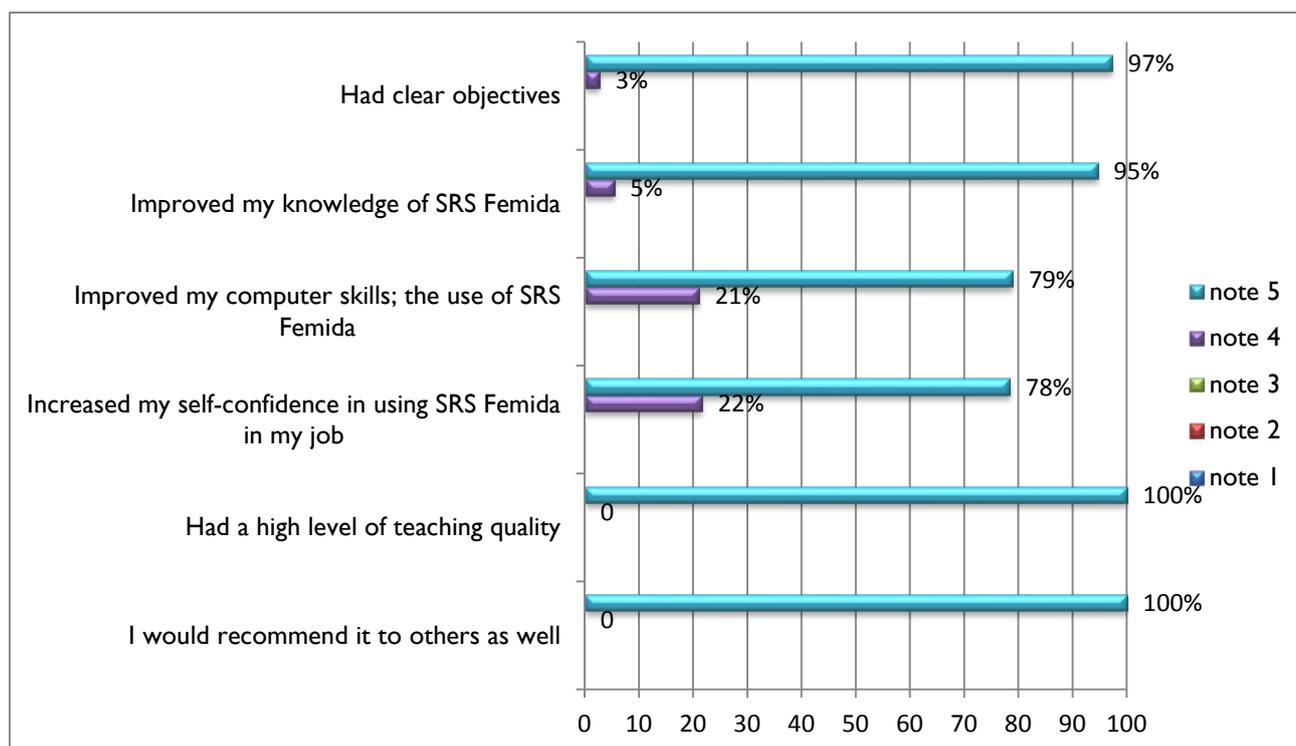
5. EVALUATION RESULTS.

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

The results of the evaluation are graphically presented below,

5.1. THE TRAINING COURSE: (%)

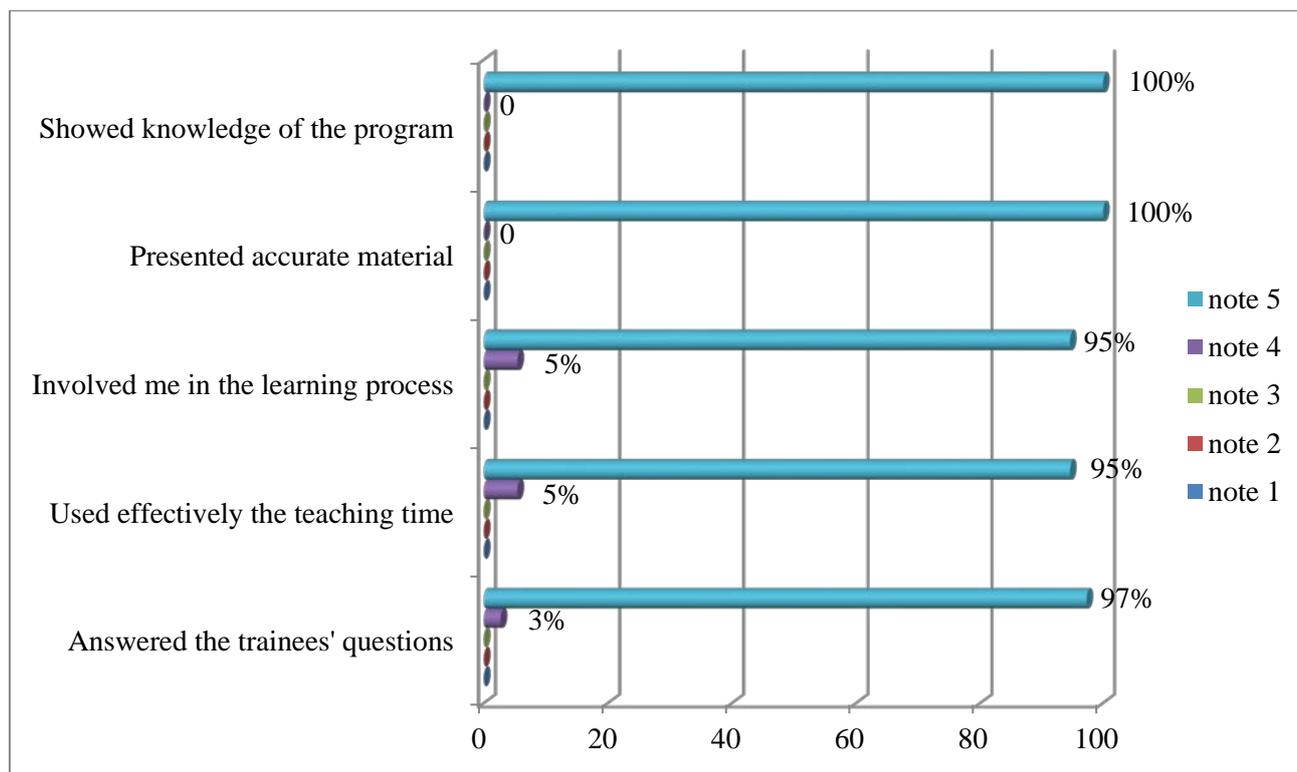
(Grade each item listed below on a 1 to 5 scale; 1- you fully disagree, 5 - you fully agree.)



5.1. The training course (No abs)		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	36
2	Improved my knowledge of SRS Femida	-	-	-	2	35
3	Improved my computer skills; the use of SRS Femida.	-	-	-	8	30
4	Increased my self-confidence in using SRS Femida in my job	-	-	-	8	29
5	Had a high level of teaching quality	-	-	-	-	37
6	I would recommend it to others as well	-	-	-	-	37

5.2. THE TRAINER: (%)

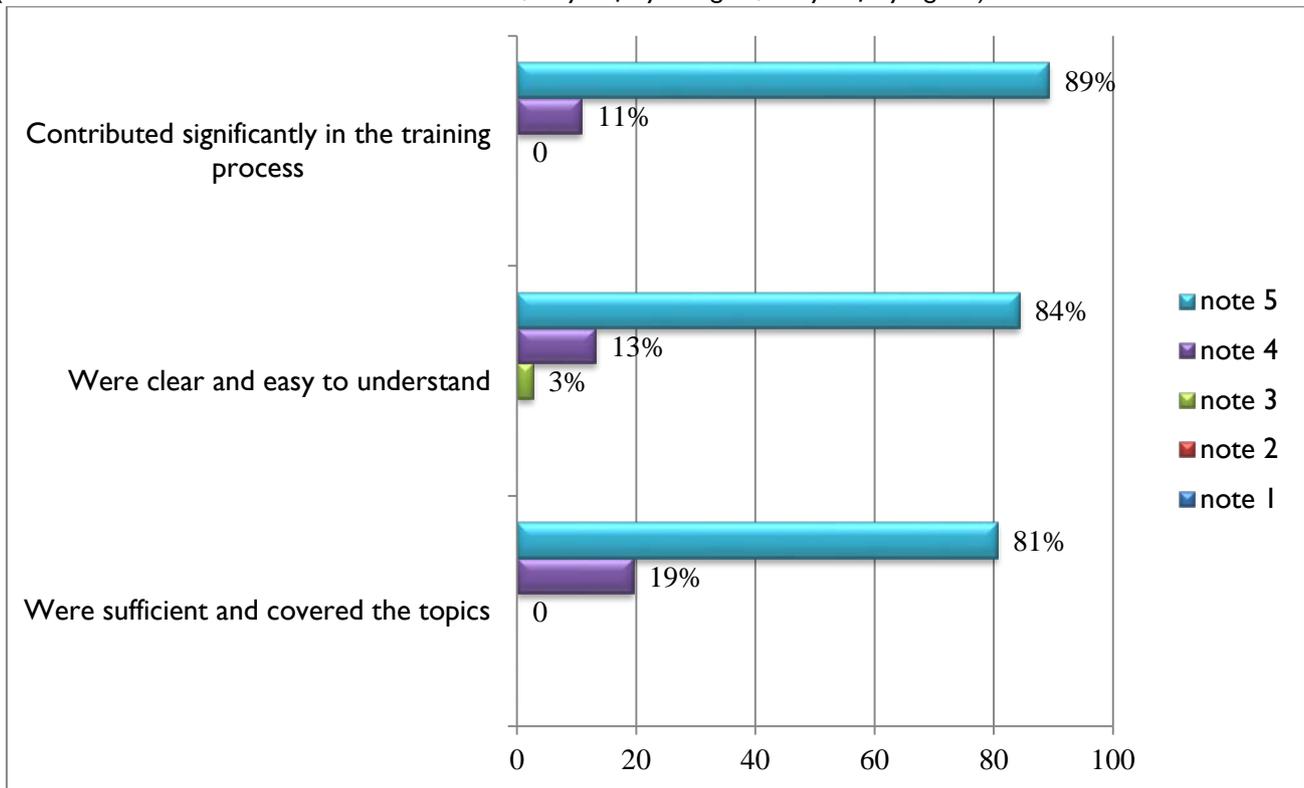
(The grade each item listed below on a 1 to 5 scale; 1- you fully disagree, 5 - you fully agree.)



5.2. 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	-	-	-	-	37
2	Presented accurate material	-	-	-	-	38
3	Involved me in the learning process	-	-	-	2	35
4	Used effectively the teaching time	-	-	-	2	35
5	Answered the trainees' questions	-	-	-	1	36

5.3. THE TEACHING MATERIALS: (%)

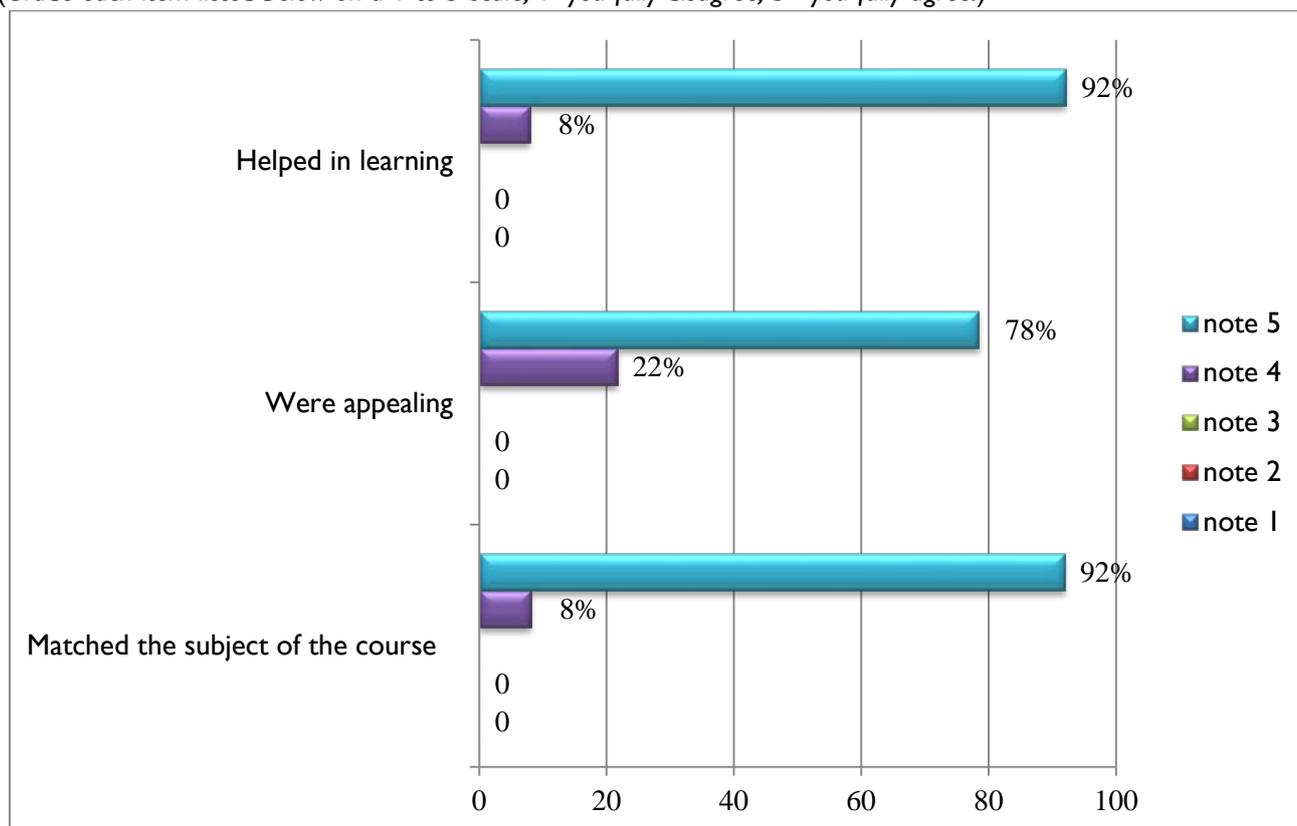
(Grade each item listed below on a 1 to 5 scale; 1- you fully disagree, 5 - you fully agree.)



5.3. 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	-	-	-	4	33
2	Were clear and easy to understand	-	-	1	5	32
3	Were sufficient and covered the topics	-	-	-	7	29

5.4. THE TEACHING METHODS: (%)

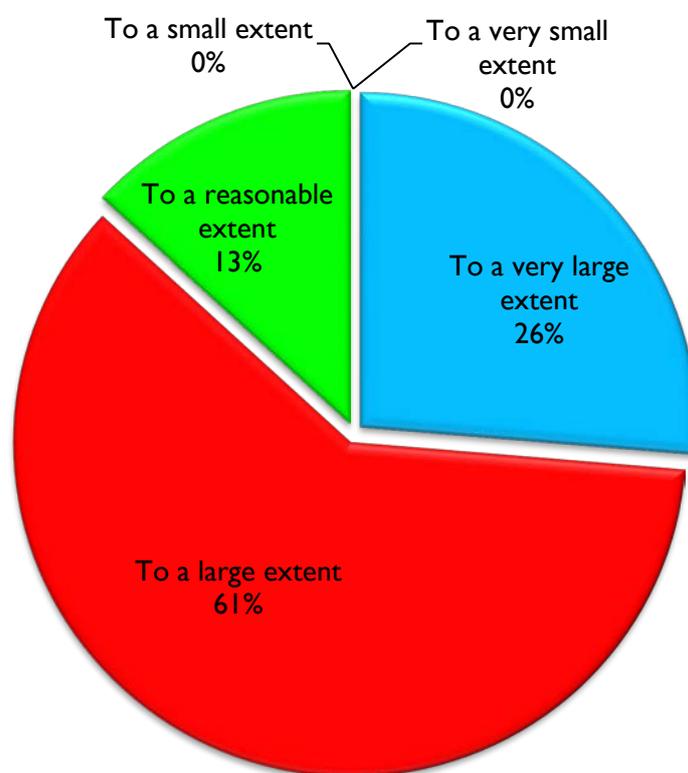
(Grade each item listed below on a 1 to 5 scale; 1- you fully disagree, 5 - you fully agree.)



5.4. 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	-	-	-	3	35
2	Were appealing	-	-	-	8	29
3	Matched the subject of the course	-	-	-	3	34

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

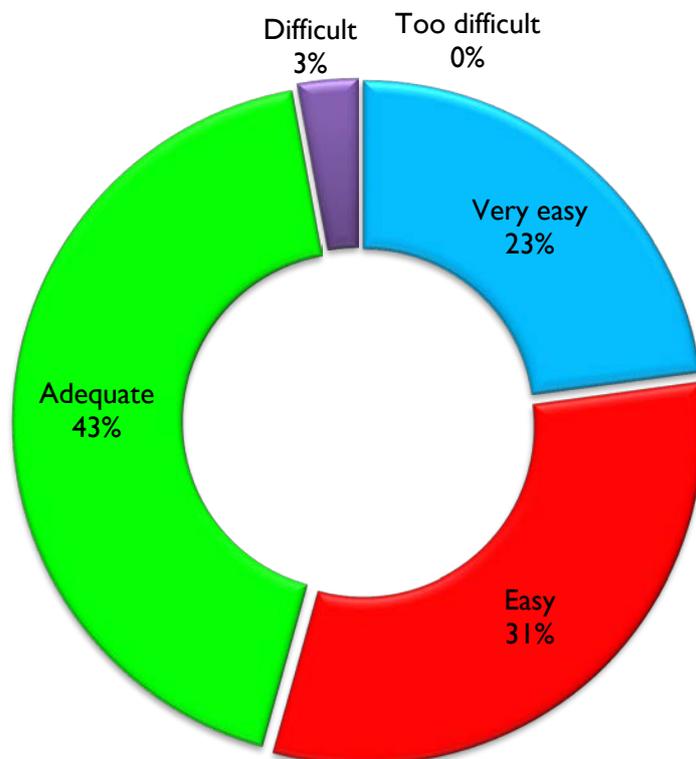
(1. To a very large extent; 2. To a large extent; 3. To a reasonable extent; 4. To a small extent; 5. To a very small extent.)



5.5. To what extent have the topics discussed within the training met your expectations? (No abs)		
1	To a very large extent	10
2	To a large extent	23
3	To a reasonable extent	5
4	To a small extent	-
5	To a very small extent	-

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

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

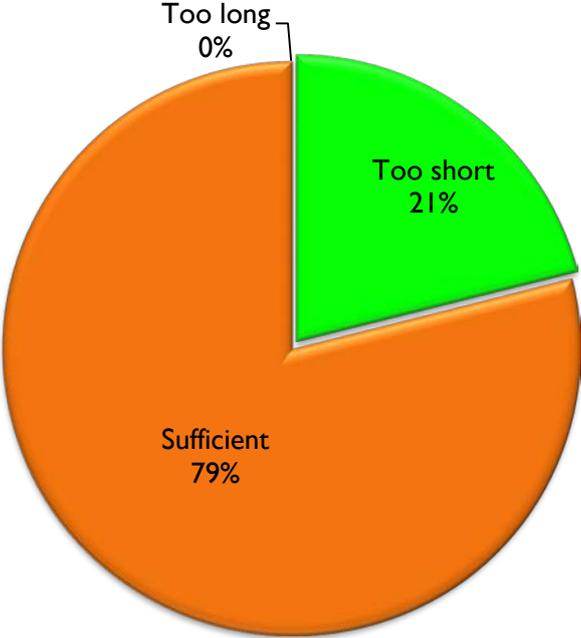


5.6. Evaluate the level to which the topics were covered: (No abs)

1	Very easy	8
2	Easy	11
3	Adequate	15
4	Difficult	1
5	Too difficult	-

5.7. THE TEACHING TIME SEEMED TO YOU: (%)

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



5.7. The teaching time seemed to you: (No abs)		
1	Too short	8
2	Sufficient	30
3	Too long	-

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

- Trainer's good knowledge of the system SRS Femida.
- Practical use of the information provided by trainers. (2 comments)
- Trainer's teaching quality. (2 comments)
- I think in my case all points and topics were strong points. (2 comments)
- Training on SRS Femida, a profound study of all its functionalities; I learned things I have never known.
- The course improved my level of knowledge of SRS Femida considerably.
- Theoretical knowledge was combined with practical.
- The training course contributed considerably to court clerks' work, making it much easier and as simple as possible.
- Practical work. Individual work. Combination of the theory with practice.
- I think the strong points of this training course consisted in the way all issues and questions of court clerks addressed to the trainer were explained and solved.
- Improvement of knowledge on operation and use of the software.
- The training course was accessible for the participants, even for those who used SRS Femida system software for the first time.
- The information of this training course was presented in a very good and easy to understand way.
- Personally I learned many new things and I think this will help in my work. (2 comments)
- Logical sequence of explanations of the studied topics.
- It improved the knowledges respecting the use of the audio recording system of court meetings SRS Femida .
- I have received enough knowledges for using SRS Femida system.
- Trainers with high level training.
- Participants' involvement in the training course.

5.9. WHAT DO YOU THINK THE WEAK POINTS OF THE TRAINING COURSE WERE?

- I think there were no weak points of the training course. (3 comments)
- I had not seen any weak points of the training course. (2 comments)
- The training course seemed interesting to me and I had not noticed any weak points in it. (3 comments)

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

- I will use them in practice and will share my knowledge with other coworkers.
- I will use all skills acquired today in my work.
- I intend at least to try to work with this software.
- In my daily work. (5 comments)
- At work in the court where I work.
- Yes, I think I should try and work with this system SRS Femida. (2 comments)
- We will try to record in SRS Femida

- To use them in practice, to work with the software more.
- I want to use them more efficiently and to apply them in the future.
- Day by day in performing the work tasks .
- Practice apply of the presented methods and proposals to the today seminar.

5.11. PROPOSALS

- The trainings course would be welcomed more frequently and that will make the secretary's work more efficiently.
- Seminars should be organized more often so that other persons get this knowledge.
- Organize such seminars more often so that it is possibility for more secretaries to participate more.
- Organize more often such seminars, at least 2 times per year, to deepen the knowledge in the given system.
- I intend to use the acquired knowledges and abilities from the training course at work.
- We need new computers, rooms and printers.
- I would propose all the court secretaries be trained.
- I propose that seminars in this area be organized more often.
- Make the court clerk's work easier.
- Let such kind of seminars be organized more often.
- We want training intended to deepen our knowledge about the court hearing audio recording system Femida. **(6 comments)**
- Organize training courses at the judges' offices in districts.

6. ANNEXES

6.1. Annex No. 1. List of trainees for each day

Day 1 : September, 25 2012

No	Name, surname	Position	Court name
1	Jelea Andriana	Secretary	Commercial District Court, Chisinau
2	Benchez Natalia	Secretary	Anenii Noi District Court
3	Roman Mihai	Secretary	Glodeni District Court
4	Ciobanu Angela	Secretary	Ungheni District Court
5	Tincu Ludmila	Secretary	Soroca District Court
6	Melnic Marta	Secretary	Edinet District Court
7	Nita Evelina	Secretary	Ciocana District Court, Chisinau
8	Ciumac Carolina	Secretary	Sîngerei District Court
9	Salagor Cristina	Secretary	Cahul District Court
10	Manoli Liliana	Secretary	Cantemir District Court
11	Savin Oxana	Secretary	Orhei District Court
12	Cusniriuc Rodica	Secretary	Balti Court of Appeal
13	Duca Zinaida	Secretary	Balti Court of Appeal

Day 2 : September, 26 2012

No	Name, surname	Position	Court name
1	Topciu Tatiana	Secretary	Ciadîr – Lunga District Court
2	Pîrlitau Diana	Secretary	Balti District Court
3	Cervatiuc Mariana	Secretary	Ocnita District Court
4	Postica Natalia	Secretary	Ungheni District Court
5	Turcanu Tatiana	Secretary	Balti Court of Appeal
6	Badel Veronica	Secretary	Drochia District Court
7	Furtuna Anna	Secretary	Taraclia District Court
8	Tcaci Anna	Secretary	Bender Court of Appeal
9	Stratu Victor	Secretary	Basarabasca District Court
10	Andrei Ojoga	Secretary	Chisinau Court of Appeal
11	Hasan Silvia	Secretary	Leova District Court
12	Gospodarenco Tatiana	Secretary	Military District Court, Chisinau

Day 3 : September, 27 2012

No	Name, surname	Position	Court name
1	Galescu Liliana	Secretary	Soldanesti District Court
2	Clius Ludmila	Secretary	Briceni District Court
3	Minzelevschi Ana	Secretary	Drochia District Court
4	Bulai Galina	Secretary	Stefan Voda District Court
5	Bragarenco Svetlana	Secretary	Stefan Voda District Court
6	Podgorneac Anatolie	Secretary	Hîncesti District Court
7	Lungu Victoria	Secretary	Rîscani District Court
8	Tofan Elena	Secretary	Nisporeni District Court
9	Gavinciuc Alina	Chief of archives	Balti Court of Appeal
10	Iacobciuc Vitalina	Secretary	Balti Court of Appeal
11	Melnic Mihaela	Secretary	Commercial District Court, Chisinau
12	Danaloichi Maria	Secretary	Leova District Court
13	Ajder Svetlana	Secretary	Cahul Court of Appeal
14	Durlescu Alexei	Secretary	Cimislia District Court
15	Hanganu Mariana	Specialist	Comrat Court of Appeal

6.2. Annex No. 2. Training Course Agenda



Rule of Law Institutional Strengthening Program Programul de Consolidare a Institutiiilor Statului de Drept



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:

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 role of the court clerk 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 of the way of cooperation between a court clerk user and other users within 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 an efficient case management within the court of law.

09.00 – 10.30	<ol style="list-style-type: none">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 role of the court clerk using the Court Audio Recording System SRS "FEMIDA".
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	<p>Practical work 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>
10.30 – 10.45	Coffee break
10.45 – 12.15	<ul style="list-style-type: none"> • 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; <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>
12.15 – 13.15	Lunch
13.15 – 14.45	<ul style="list-style-type: none"> • 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; <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>
14.45 – 15.00	Coffee break
15.00 – 16.45	<ul style="list-style-type: none"> • Maintenance of the system (renaming, deleting and importing the processes); • Editing the models of the „SRS Femida” system. <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>

6.3. Annex No. 3. Training evaluation form

Annex no. 3.



Rule of Law Institutional Strengthening Program

Programul de Consolidare a Institutiiilor Statului de Drept



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					

