



Court staff training systems in the EU

Italy

Information provided by: **Ministero della Giustizia – Direzione Generale del Personale e della Formazione – Ufficio II° Formazione** May, 2014

DESCRIPTION OF THE NATIONAL TRAINING SYSTEM FOR COURT STAFF in Italy

1. Training of court staff

<p>Legal basis/ regulatory documents on training</p>	<ul style="list-style-type: none"> • Decreto Legislativo n. 165 anno 2001 • Circolare Presidenza del Consiglio dei Ministri – Dipartimento della Funzione Pubblica n. 14 del 24 aprile 1995 • Direttiva Dipartimento Funzione Pubblica del 13 dicembre 2001 • Direttiva n. 10 anno 2010 del Ministro per la Pubblica Amministrazione e l'Innovazione • Decreto del Presidente della Repubblica n. 70 del 2013
<p>Categories/ professions concerned</p>	<p>In Italian: Direttore amministrativo Funzionario giudiziario Funzionario bibliotecario Funzionario informatico Funzionario dell'organizzazione Funzionario contabile Funzionario linguistico Funzionario statistico Funzionario ufficio notifiche, esecuzioni e protesti Cancelliere Contabile Assistente informatico Assistente linguistico Assistente giudiziario Ufficiale giudiziario Operatore giudiziario Conducente automezzi</p>

	Ausiliario In English: Managing director Judicial officer Librarian IT expert Officer of the organization Accountant Linguistic officer Statistician Officer- Office of notifications, Executions and Protests Court Registry Officer Accountant IT assistant Linguistic assistant Judicial Assistant Bailiff Operator judicial Truck driver Clerk	
2. Induction period		
Is there an induction period?	YES	
Structure responsible for rules	The National Ministry of Justice	
Compulsory	YES	
Description	Length: No set length	
	Form: <ul style="list-style-type: none"> • Training courses on legal professional skills • Training courses on non-legal professional skills 	
	Curriculum & main topics: No set curriculum during the induction period	

	<p>Main topics:</p> <ul style="list-style-type: none"> - Administrative culture and professional positioning - Procedural and IT knowledge - Knowledge on professional ethics <p>EU law content: NO</p>
Options	Linguistic training: There is no linguistic training provided
	<p>Training in another MS:</p> <p>not possible due to organisational constraints</p>
3. Continuous training system	
Continuous training available?	YES
Financial support by	The Italian Ministry of Justice
Specificities	<p>Compulsory: YES</p> <p>Obligations:</p> <ul style="list-style-type: none"> • Courses related to the position held • Regulatory innovations
	<p>Methods:</p> <ul style="list-style-type: none"> • Attending facet-to-face training sessions • Training intervention
	<p>The Programme is available and disseminated to court staff at national level</p> <p>URL: http://www.giustizia.it/giustizia/it/mg_12_2.wp</p>
	<p>Includes EU law aspects: YES</p> <ul style="list-style-type: none"> • Legal systems of other EU Member States • Legal terminology in another EU official language
Participation in Training	NO

activities in another MS	<ul style="list-style-type: none"> • High costs • No direct contacts with courts in other EU Member States
	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	<p>YES</p> <p>Via satisfaction questionnaires and monitoring of objectives</p> <p>Responsible structure:</p> <p>Ministero della Giustizia – Direzione Generale del Personale e della Formazione – Ufficio II° Formazione</p>
Regarding continuous training activities	<p>YES</p> <p>Responsible structure and procedure:</p> <p>Ministero della Giustizia – Direzione Generale del Personale e della Formazione – Ufficio II° Formazione</p> <p>Evaluation is made via satisfaction questionnaires and monitoring of objectives</p>
5. Assessment of needs	
Assessment scheme description	<p>YES</p> <p>Responsible structure and procedure:</p> <p>Ufficio II Formazione – Direzione Generale del Personale e della Formazione</p> <p>Assessment is made via questionnaires for the detection of training needs and interviews with office managers</p>

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