**IMPROVING THE EFFECTIVENESS OF THE ADMINISTRATIVE JUDICIARY AND STRENGTHENING THE INSTITUTIONAL CAPACITY OF THE COUNCIL OF STATE**

**Introduction Meeting with the Presidents of the Pilot Courts and the Project Team:**

**next steps and division of tasks and responsibilities**

**14 May 2020 10:15-13:00 (Turkey); 9:15-12:00 (France), 8:15-11:00 (UK)**

**KUDO platform**

**AGENDA**

**10:15-10:30** **Connecting to KUDO platform and testing**

**10:30-10:35 Aytek Cingitas** (CoE, Project Officer) - short intro and good practices of using KUDO platform

**10:35-10:45** **Rita Marascalchi , Moderator** (CoE, Project Coordinator, Strasbourg) - short into about the project/COVID-19 related desk-top work; the floor for introduction is given to the 15 participants, starting from pilot judges.

**10:45-10:55**  **Metin Engin** (MoJ, Department Head) - to introducing and welcoming the pilot judges

**10:55-11:15** **Ray Burningham** (CoE, International Consultant, London) - explaining proposed tasks of the pilot courts and grouping tasks

 1. Petition Templates

 2. Court user guidance materials

3.Other materials: a. Job descriptions, b. Process maps/ task cards

Comments : When the team from pilot courts has been identified it may be possible to identify materials already in use in some regions that may be elaborated or replicated for wider use. Where international examples are available the project team will arrange for these to be translated and made available.

**11:15-12:30** **Questions and Answers** - from Judges to the Project team

**12:30-12:45 Assoc. Prof Dr. Engin Saygın** (CoE, National Consultant), **Özlem Demirel** (CoE, Project Manager), **Metin Engin** (MoJ-Department Head), **Ekrem Gökçe** (MoJ- Papporteur Judge) **–** division of work and working methodology; comments from judges and proposals from the Project team

**Aytek Çingitaş** (CoE, Project Officer): Follow up, setting the deadlines

**12:45-13:00 Rita Marascalchi** (CoE**,** Project Coordinator, Strasbourg) concluding comments

Materials :

1- Pilot Courts Recommended Tasks – from the Initial Assessment Report

2- Desk-Top Works Next Step on

3- Sample Brochures (Turkey, UK, France)

4- Technical guidelines for the use of the on-line conferencing system (KUDO)