

European Commission for the Efficiency of Justice (CEPEJ)

Terms of reference of the Working group on judicial time management (CEPEJ-SATURN¹)
2022-2023

1. Tasks

According to article 7.2.b of annex 1 to Resolution [Res\(2002\)12](#), and under the authority of the European Commission for the Efficiency of Justice (CEPEJ), the Working group on judicial time management (CEPEJ-SATURN) is in charge of collecting specific information necessary for obtaining a sufficiently detailed knowledge of judicial timeframes in the member States and is instructed to develop tools to improve the efficiency of court management in order to enable member States to implement policies aiming to prevent violations of the right to a fair trial within a reasonable time as protected by Article 6 of the European Convention on Human Rights.

In order to fulfil its mandate, the CEPEJ-SATURN shall in particular:

- a. develop a tool enabling to better analyse the various timeframes according to the various steps of the civil procedure;
- b. develop guidelines allowing the implementation of a system of case weighting;
- c. draft a proposal to update the Recommendation No. R (86)12 of the Committee of Ministers to Member States concerning measures to prevent and reduce the excessive workload in the courts;
- d. develop tools supporting courts and justice professionals in improving judicial time management and court management, for example by updating the CEPEJ Time management checklist²;
- e. promote and assess the implementation in the member States of the SATURN Guidelines for judicial time management and update the Guidelines as needed;
- f. develop a compilation of good practices analysing success factors concerning judicial time management in member States, taking into account the CEPEJ Compendium of good practices on judicial time management³;
- g. contribute to the HELP training modules reflecting the work in the field of judicial time management;
- h. contribute to the implementation of the relevant co-operation programmes.

2. Composition

The CEPEJ-SATURN is composed of 6 members of the CEPEJ or experts, as well as possibly 2 substitute members, proposed by member States through the CEPEJ members and appointed by the CEPEJ Bureau, with an in-depth knowledge in the field of judicial timeframes. Their travel and subsistence expenses will be borne by the budget of the Council of Europe. Other experts appointed by the member States might participate in its work, at their own expenses.

The relevant Council of Europe and European Union bodies may be represented on the Working group without the right to vote or defrayal of expenses.

The non-governmental organisations granted observer status with the CEPEJ may be invited by the Bureau to participate in the work of the Working group, if the Bureau considers their attendance relevant for the quality of the work.

3. Working structures and methods

The CEPEJ-SATURN will hold 4 meetings (subject to budgetary availability).

¹ *Study and Analysis of judicial Time Use Research Network*

² [CEPEJ\(2005\)12REV](#)

³ [CEPEJ\(2006\)13](#)

In carrying out its terms of reference, the CEPEJ-SATURN might rely on the CEPEJ Network of Pilot courts.

It will also coordinate its work with other relevant CEPEJ's working groups (namely the CEPEJ-GT-EVAL, the CEPEJ-GT-QUAL and CEPEJ-GT- CYBERJUST). It may also the advice of external experts and have recourse to studies by consultants.

4. Duration

These terms of reference expire on 31 December 2023.