

Court staff training systems in the EU

France

Information provided by: **Ecole nationale des greffes (ENG)**

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DESCRIPTION OF THE NATIONAL TRAINING SYSTEM FOR COURT STAFF in France

1. Training of court staff

Legal basis/ regulatory documents on training	<ul style="list-style-type: none"> • Arrêté du 17 avril 2012 fixant l'organisation et les missions de l'Ecole nationale des greffes • Arrêté du 22 décembre 2009 relatif à la formation d'adaptation à l'emploi des corps des secrétaires administratifs relevant du ministère de la justice
Categories/ professions concerned	<p>In French: Secrétaire administratif</p> <p>In English: Civil secretary</p>

2. Induction period

Is there an induction period?	YES	
Structure responsible for rules	The National Ministry of Justice	
Compulsory	YES	
Description	Form:	
	<ul style="list-style-type: none"> • Training Courses on non legal professional skills (management, budget, communication, etc.) 	

	<p>Main topics covered:</p> <ul style="list-style-type: none"> - Work environment - Knowledge of budgetary and human resources matters - Secretarial tasks
Options	Linguistic training: NO
	<p>Training in another MS:</p> <p>For the time being trainees in initial training do not have the possibility to attend training in other EU Member States due to organisational constraints (duration of training, high number of promoted trainees, travel costs abroad)</p>
3. Continuous training system	
Continuous training available?	YES
Financial support by	The National Ministry of Justice
Specificities	<p>Compulsory: NO</p> <p>Obligations (where applicable):</p> <ul style="list-style-type: none"> • Training related to the newly assigned post • Courses related to the position held
	<p>Methods:</p> <ul style="list-style-type: none"> • Attending face-to-face training sessions • Training period in other courts • Internships (tutorat) supervised by senior colleagues in courts or administrative services
	The Programme is available at national level
	<p><u>Includes EU law aspects:</u> YES</p> <p>EU cross-border judicial procedures</p>
Training in another MS	<p>NO</p> <p>Due to lack of contacts with other jurisdictions and organisational costs.</p>

	However, partnerships are envisaged between the ENG and some EU Member States. These partnerships may contribute to the organisation of training activities. They may also integrate EU law context to the training.
	Specific conditions: <i>N/A</i>
Exchanges (time spent in a court of another member state)	NO There are no direct contacts with courts in other member states
Continuous training impact on professional evaluation of a person	YES A summary of personnel interviews is drafted every year. It comprises a section indicating the training required by the service, the training that the clerk underwent, as well as the desired training for next year

4. Evaluation of training activities

Regarding induction period training activities	YES All induction training activities (education, internship) are assessed by the ENG via questionnaires distributed on a constant basis to interns and to their internship supervisors
Regarding continuous training activities	YES All continuous training activities are assessed by the ENG via questionnaires distributed on a constant basis to the participants (for every training session)

5. Assessment of needs

Assessment scheme description	The evaluation forms drafted by the ENG, which are distributed to all participants contain a section with suggestions for training activities or description of training needs for court staff.
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6. Foreseen reform

EU law training courses will be designed and offered by the ENG in the next years, during the induction period and the continuous training period in case partnerships are created with other EU Member

States.

This training may be offered in the form of theoretical teaching sessions, internships in the courts, linguistic training (EU-related terminology). There are contacts being established in the framework of partnerships for initial and continuous training.

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