

Court staff training systems in the EU

Luxembourg

Information provided by: **Administration Judiciaire / Parquet Général**

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DESCRIPTION OF THE NATIONAL TRAINING SYSTEM FOR COURT STAFF in Luxembourg

1. Training of court staff

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| Legal basis/ regulatory documents on training | <ul style="list-style-type: none"> Loi du 18 février 1885 sur l'organisation judiciaire modifié en outre par les lois de 22 février 1960 et 7 juillet 2003 Règlement grand-ducal du 17 mai 1990 fixant les conditions de nomination et d'avancement des fonctionnaires Règlement grand-ducal du 14 avril 1999 déterminant les modalités des examens de fin de stage et de promotion et déterminant les conditions particulières de recrutement et d'avancement pour le personnel du greffe des juridictions administratives |
| Categories/ professions concerned | In French: Greffiers et secrétaires des parquets |
| | In English: Clerks of the Courts and Secretaries for the Prosecution |

2. Induction period

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| Is there an induction period? | YES |
| Structure responsible for rules | <ul style="list-style-type: none"> Ministry of Justice INAP-Institute National d'Administration Publique |
| Compulsory | YES |
| Description | <ul style="list-style-type: none"> 372 hours of general training in INAP (National Institute of Public Administration), followed by |

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| | <ul style="list-style-type: none"> • 2-year internship (stage) • Exam at the end of the training before judicial appointment |
| | Form: <ul style="list-style-type: none"> • Apprenticeship in courts • On-the job training |
| | Curriculum & main topics: NO <ul style="list-style-type: none"> • No set curriculum during the internship • There are no specific sessions or work on the implementation of EU law |
| Options | No linguistic training |
| | Training in another MS: No , it has not been institutionalised yet |
| 3. Continuous training system | |
| Continuous training available? | YES |
| Financial support by | Funded by INAP after consultations with the Ministry of Justice |
| Specificities | Compulsory: YES Obligations: <ul style="list-style-type: none"> • Number of hours of training per year • Specific curriculum for accessing certain positions – 4 days of courses between promotions |
| | Methods: <ul style="list-style-type: none"> • Attending face-to-face training sessions • Completing distance training sessions |
| | Programme available at which level? N/A |
| | Includes EU law aspects: NO |

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| Training in another MS | N/A |
| | Specific conditions: N/A |
| | Exchanges: N/A |
| Continuous training impact on professional evaluation of a person | Yes, continuous training is mandatory for employees who wish to get a promotion. If they do not participate in continuous training fairly regularly, their promotion will be blocked. |
| 4. Evaluation of training activities | |
| Regarding induction period training activities | YES Annual evaluation by the internship supervisor. Evaluation of the trainee or of the training activities through an exam after the completion of the induction period. |
| Regarding continuous training activities | N/A |
| 5. Assessment of needs | |
| Assessment scheme description | NO - There is no available assessment scheme |
| 6. Foreseen reform | |
| YES - Reform foreseen for 2016-2017 : recruitment qualifications requirements may change: 3-years higher education diploma will become a prerequisite in order to pass the state Exam | |

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