

# Training Plan

54th Public Prosecutor Programme

2014-2015

**Centre for Legal Studies**  
**Initial Training**

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# **1. INTRODUCTION**

## **TRAINING, THE PUBLIC PROSECUTOR'S RIGHT AND A DUTY TO SOCIETY.**

The quality of justice largely depends on the training received by Judges and Prosecutors, as it is this training that leads to the provision of a better public service.

Training is not only a right of all Public Prosecutors but is also a real duty to society, as Instruction No. 5/1993 of the Attorney General reminds us, and a guarantee that the defendant will receive a high-quality public service as contemplated in the White Paper on the Public Prosecution Service.

Training must also be a priority for Public Prosecutors, preferably throughout their professional career. Accordingly, one of the objectives of the initial training period is for trainee Public Prosecutors to discover the need for constant, dynamic and transforming training as an instrument for improvement and for achieving standards of professional excellence.

The focus of the initial training period is clearly theoretical and practical. The aim is not only to increase the knowledge of trainee Public Prosecutors but also to learn to use the theoretical knowledge that has already been acquired during the civil service examination process by putting it in practice.

On the one hand, the aim is to teach Public Prosecutors their trade. On the other, room is given for reflection and debate on the role the Public Prosecution Service must play in the framework of a Social and Democratic Rule of Law.

The design of the syllabus seeks to focus on both areas through the necessary balance between theory and practice.

The Training plans of the Public Prosecution Service are subject to annual reviews to ensure that the training given to trainee Prosecutors during their time at the Centre for Judicial Studies, gradually provides them with the skills and abilities that will enable them to take up their professional posts more quickly and effectively.

This syllabus is based on four strategic areas:

**1. To go more thoroughly into the constitutional model of the Prosecution Service, as a body with constitutional significance that operates independently within the judiciary.**

According to Article 124 of the Spanish Constitution, the Public Prosecutor is the defender and guarantor of the fundamental rights of citizens and promotes the action of justice in defence of the law to ensure the public and social interest.

Fulfilment of this constitutional mission requires that the duties assigned to the Public Prosecution Service be exercised in scrupulous observance of the principles of legality and impartiality in the framework of the institutional principles of unity of action and hierarchical dependence: the principles of law and impartiality from which the ethical demands of the Public Prosecutor's Career stem.

This constitutional model requires the creation of training programmes designed to reflect on the role played by the Public Prosecution Service in the framework of our current Social and Democratic Rule of Law and its relations with the various State Powers, especially with the Executive branch.

**2. To foster among trainee Public Prosecutors a professional identity as Public Prosecutors, enabling them to acquire the skills and abilities that are necessary for their profession.**

The aim, therefore, is not only to consolidate knowledge that has already been acquired during the civil service examination process, but also to apply it to the judicial framework where Public Prosecutors must carry out the duties legally conferred on them.

**3. To discover the professional and social environment in which Public Prosecutors carry out their profession** through knowledge of the role played by other legal professionals and their field of action in and out of court, as well as the social reality in which trainee Public Prosecutors will go on to exercise their functions.

Consequently, numerous activities, work experience and round tables have been designed to provide a knowledge of the social phenomena and the effects that the exercise of a Public Prosecutor's professional functions has on society and its members.

**4. To discover the European and international dimension of the Public Prosecution Service, the demands and challenges that stem from it, especially in the common area of Justice and Home Affairs of the European Union.**

All these aspects are covered by the 2011 Communication of the European Commission on judicial training and the recommendations of the European Judicial Training Network (EJTN), in whose training programme the Centre for Judicial Studies is actively engaged, and which have been taken into account in preparing this Training Plan.

These four strategic objectives inspire the choice of topics, methodological approaches

and teachers skilled in key competencies and skills.



### **TECHNICAL SKILLS**

- To deepen knowledge of substantive and procedural law and of the practical application of laws in real terms.
- To learn the techniques required to write reports and abstracts, formulate statements, lodge appeals and other decisions belonging to the role of the Public Prosecutor.
- To learn the use of the ICT (Information and Communications Technologies) tools required for the optimum and efficient exercise of the duties of a Public Prosecutor.

### **RELATIONAL SKILLS**

- To further their understanding of the structure and purposes of Public Prosecution and the current challenges and specific problems facing the institution they are about to join.
- To promote the communicational relationship between future Public Prosecutors and other law professionals, as well as with defendants, litigants and citizens in general.
- To discover and foster the strategic aspect of the Public Prosecutor's coordinated teamwork in the different areas of action and intervention.
- To learn to manage and control the stress and tension that may arise as part of their professional duties.

### **PERSONAL SKILLS**

- To gain a knowledge of and apply constitutional values in the provision of legal services to the public.
- To become aware of the need and opportunity for training as something dynamic

and transforming that enables people to reach the heights of professional excellence.

## **ABILITIES**

- To acquire the communication skills needed to take part in proceedings and oral hearings.
- To plan and organize working hours and to properly manage information.
- To foster conceptual analysis and the analysis of problems, critical thinking, communication of results and self-evaluation.

## **2. STRUCTURE OF THE THEORETICAL-PRACTICAL COURSE**

### **A. METHODOLOGY**

#### **1. Commitment to case study methodology in small groups**

The Trainee Prosecutors will be divided into two groups on the selective course, which will not only allow a more stable group and a better mutual understanding among the members of the 54th Public Prosecution Programme and create a common sense of belonging to the same Programme and Public Prosecution Profession, but will also facilitate practical learning through the Case Study Method.

In order to achieve the two objectives mentioned above, the Case Study Method is considered to be the most appropriate and suitable for the practical learning process. The so-called Case Study Method is an adequate methodological tool for working on the technical skills involved in the duties assigned to the Public Prosecution Service.

In descriptive terms, the case study method consists of giving a trainee a real problem in a role-playing situation supervised by a trainer. When used appropriately, it develops the trainees' capacity for solving problems by exercising their powers of reasoning.

The application of the Case Study Method is carried out in the following stages:

- a)** proper selection of the case or problem in accordance with the objectives that are being pursued and have been previously identified.
- b)** preparation of suitable training material by professionals.
- c)** prior study and preparation by the trainees of the controversies identified (individually or in groups).
- d)** debate and reflection on the different positions during the classroom sessions.
- e)** conclusions drawn by the trainer.

The use of the Case Study Method must not only foster analysis of the decisions that are adopted following proper consideration of the interests that are in conflict but also reproduce the very procedural context that stands as a framework in which the Public

Prosecution Service is to act.

The contrasting opinions and arguments used to support points of view among all participants is an added value of the Case Study Method. What matters is not the decision itself but rather the chain of reasoning that led to its being taken; that is, justification for the decision that is finally made.

The trainer's role is not merely to provide knowledge, but rather to become involved by fostering debate among the participants and guiding the discussion.

## 2. Other methodologies used

Besides the Case Study Method, the training activities will include other forms of Training and methods:

### 2.1. Seminar-Workshops

Seminars will take place in sessions of one, two or three days to analyse topics related to the Public Prosecutor's professional activity that are not part of the strategic subjects but provide a deeper understanding and detailed knowledge of social reality.

Ordinary training sessions that correspond to the various major subjects will be complemented by round tables and talks on conclusions on related issues, enabling a different approach and analysis from an eminently practical and multi-disciplinary perspective.

These seminars and workshops continue the line started in the previous syllabus, with the addition of the following:

- **Introductory seminar on economic crimes.** Because of the particular complexity of this issue, tax offences have been separated from criminal procedural practice, thus allowing a first contact with cases of great legal difficulty and social significance.
- **Introductory seminar on environmental crimes.** In this seminar, the difficulties of investigating these crimes, of obtaining evidence and assessing it at the trial are discussed.
- **Seminar "The Public Prosecutor and relations with the Courts."** From a practical point of view, this seminar aims to show the relationship between the Prosecutor and the officials of the various courts.





## 2.2. Mock trials and interrogation techniques

In order to discover the different dimensions of the fair-trial concept in a way that goes beyond the classic procedural point of view, appropriate training methods must be used that are not limited to considering this concept as a mere succession of events with a specific rhythm. Role playing the hearings that take place during a trial in which the Public Prosecutor is required to take an active part is an ideal training method for achieving this objective.

The so-called Simulation Method reveals the communicative dimension of the process; that is, its consideration as an area for communication involving all participants.

It also makes it possible for future Public Prosecutors to acquire the essential communication skills and abilities needed for the profession in a procedural context that is predominantly verbal (holding the stage, language skills, non-verbal interpretation, etc.).

Ultimately, the Simulation Method is an appropriate tool to help the future Prosecutor to acquire the oratorical techniques essential for the effective performance of the functions entrusted to him or her.

This method is not limited to the role playing itself; there is also the preparation that goes into selecting and preparing the cases. This task corresponds to the Training staff, who must precisely identify the problem areas that will be addressed during the role play.

Preparation also requires preliminary work by the trainee Prosecutors (individually or in groups) to identify the problems and find a solution, which they must then act out during the role play.

The role play must be followed by debate (feedback) chaired by the trainer who is responsible for the activity. This debate must be open to all those taking part in the activity.



This educational activity is completed by the interrogation techniques that provide the skills necessary for interrogation during the investigation and trial phases to ensure better adaptation to the position.

### 2.3. Communication Workshops

The communication workshops are conducted with small groups of trainees and their aim is to make them aware of the importance of communication. Through these workshops some key rhetorical and oratorical points are given that enable Prosecutors to speak fluently and effectively in public. Recommendations are also given on how to control the message in a simulated situation that suddenly becomes newsworthy.

Practice will also take place on camera to learn how to deal with the media, apply the skills developed and control the stress that these situations can cause.

### 2.4. Specific Activities

In this Training Plan various specific activities are conducted which, because of their particular practical interest and their suitability to the needs of Public Prosecution, deserve further study apart from the 5 core subjects.

The activities covered are:

- **Talks by Section Prosecutors.** All the Section Prosecutors will give a talk in which they explain the basic lines of the organization of the different Public Prosecution specialities.
- **Workshop on legal language.** This workshop starts with a first lecture on legal language given by the Director of the Cervantes Institute and continues with a workshop focusing on the linguistic resources and the analysis of the correctness of the language used in the resolutions that the Public Prosecutor must draft.
- **Online library of papers from the Centre for Judicial Studies.** The operation and access to the CJS Web Site and the papers search engine (over 3,200 legal and expert reports) will be explained in order to facilitate their management by trainee Prosecutors, so that this freely available source of documentation can become a useful tool in their professional life.
- **Bill of Citizen's Judicial Rights and the GCJ's Transparency Plan.** Based on the cooperation agreement signed between the General Council of the Judiciary and the Centre for Judicial Studies, this Citizens' Bill of Rights and the corresponding obligations stemming from it that affect the judiciary and the Public Prosecution Service, and the General Council of the Judiciary's Transparency Plan are all studied.



## 2.5. Round Tables and Talks

The round tables and talks allow a number of experts to expound current novel legal and social issues from different, even divergent, positions, enabling the participants to see and appreciate different points of view and approaches and enrich their knowledge of the topics presented.

The programme includes discussions on varied issues of social interest and current legal affairs with entrepreneurs, the Director of the Prado Museum, senior judges, journalists, writers and the like.

## 2.6. Visits and stays.

The visits and stays at different institutions are intended to supplement the learning process by bringing the trainee Prosecutors into institutional contexts that, because of their human and social implications –directly related to the exercise of the Prosecutors' functions– are particularly relevant or problematical. The knowledge of how these institutions are organised and function and the problems and competencies of other professionals with whom Prosecutors must necessarily cooperate all supplement the training.

The trainee Public Prosecutors' visits to these institutions enrich their theoretical training and bring them into direct contact with social reality, with no intermediaries, which achieves the goal of social discovery that must govern the initial training and promote communication and dialogue between the different legal players with whom the Prosecutor must relate.

The theoretical and practical course includes visits and stays at the following institutions and centres:

- Attorney General's Office.
- Constitutional Court.
- National Parliament.
- Senate.
- Bank of Spain.

- State Council.
- Penitentiary Centres.
- Centres for Minors (re-education and protection).
- Scientific Police Laboratories.
- National Institute of Toxicology and Forensic Sciences.
- Detention Facilities for Aliens.



## 2.7. Joint training activities with other Judicial Schools in the European Union.

There are two basic training objectives to be achieved with these joint activities.

On the one hand, to create shared training for Public Prosecutors and Judges in keeping with the recommendations handed down by European institutions, especially the European Commission's communication of 2011, which make it possible to consolidate a common legal culture and mutual knowledge of their respective functions, skills and obligations within the constitutionally designed framework.

On the other, the aim is to provide opportunities to discover the international and European dimension of the role of the Public Prosecution Service, introducing future Public Prosecutors to forthcoming European legislation and realities. The idea is to share training experiences and contribute to establishing a common European legal culture.

In this sense, the "**International Week**" has been included in the selective course as part of the Aiakos programme of the European Judicial Training Network (EJTN). During this week, the Trainee Prosecutors will take part in various seminars based on criminal and civil international legal cooperation. Mock Trials will be held in accordance with the place of origin of the European participants. A national member of Eurojust, a Magistrate of the Court of Justice of the European Union, will be present and joint visits to national institutions with Judges and Prosecutors from other law schools in the European Union

will take place.

Also within the selective course, under the Aiakos programme, half of the prosecutors in this promotion will participate in placements in various European judicial training schools (Germany, France, Belgium, Portugal, Romania, Italy, Slovakia and Slovenia) for their work experience.

## **2.8. Joint training activity with the Judicial School (GCJ).**

In conjunction with the Judicial School (General Council of the Judiciary), a training schedule on civil law and constitutional right lasting two weeks has been designed. During this time, Trainee Public Prosecutors can go thoroughly into the study of common subjects in Judicial Studies and exchange experiences and learn the Judicial School model at first hand, in the same way as trainee judges can get to know the Centre for Judicial Studies model.

This educational activity meets the clear pedagogical objective of deepening the interweaving of the Public Prosecutor in the Judiciary with functional autonomy.

## **3. Supplementary training activities**

Complementary activities are included in the training programme to provide tools that will assist trainee Public Prosecutors in exercising their functions and allow them to increase their language and computer skills in the framework of a globalised world:

- **Languages:** There will be lessons in legal English, French, Italian and German based on a distance training system (online).
- **Computer studies:** Database management, document searches and applications (the Fortuny computer application, legal databases, Public Prosecution Service's papers depository, Centre for Judicial Studies, online course management).



## **B. SUBJECTS**

### **CONTENT AND DEVELOPMENT OF THE CORE SUBJECTS**

In-class Training is a central resource on which this Initial Training Plan has been designed and is structured in accordance with five core subjects as follows:

The Public Prosecution Service.

Criminal procedure practice.

The Public Prosecutor in the jurisdiction of minors.

The Public Prosecutor in civil jurisdiction.

The Public Prosecutor as a guarantor of citizens' rights.

## **CORE SUBJECTS**

### **Subject 1. The Public Prosecution Service.**

- Constitutional Principles of the Public Prosecution Service. Legality and impartiality. Relations of the Public Prosecution Service with public authorities. Ethics and professional code of conduct in the practice of the Public Prosecutor's profession.
- Underlying principles of the Public Prosecution Service: unity of action and hierarchical dependencies. Mechanisms for discrepancy.
- Internal Regulations: Circulars, Instructions and Queries. Subsidiary bodies of the Attorney General.
- Prosecution Service: Categories that make up the service and appointments. Acquisition and loss of the status of Public Prosecutor. Hierarchy, promotions and competitive examinations.
- Organs of the Public Prosecution Service: the organisation, competencies and hierarchy. Territorial organization of the Public Prosecution Service and the relationship between the various territorial bodies. Internal organization of the Public Prosecution Service Offices.
- Legal Status of the Public Prosecutor: rights, duties, incompatibilities and prohibitions: the liability of the Public Prosecutor and the Disciplinary Regime.

### **Subject 2. Criminal Procedure and Practice**

#### **Judicial Police: Start of Proceedings:**

- Police report
  - Police arrest, charges, rights of the arrested person at the police station, *Habeas Corpus*, collection and processing of the effects of the crime, chain of custody.
- Preliminary procedures - Investigation Stage: fundamental rights in criminal proceedings from a constitutional point of view.

#### **Complaint and actions.**

- Investigative procedures, identification parades, precautionary measures.
- Telephone tapping and postal interventions.
- Entry and search.

- Exclusion of illegal evidence.
- Body searches, DNA tests.
- Precautionary measures
- Statement made by the accused and testimony (witnesses, protected witnesses, other individuals charged, undercover agents, etc.).
- Evidence given by expert witnesses: different types, forensic reports, genetic reports, dactyloscopy, drug analysis, etc.
- Secrecy of proceedings.

**Mediation:** Introduction and basic notions, practical case: intervention between offender and victim.

**Appeals during the investigation process:** Amendment, appeal, complaint and nullity of proceedings.

**Duty shifts during the investigation process.**

**Determination of the penalty.**

**Summary proceedings, intermediate stage:** Crimes against life, physical integrity, sexual freedom (charge sheet and summary); robbery and theft (charge sheet and summary); gender violence (charge sheet and summary); forgery, fraud, misappropriation, concealment of assets (charge sheet and summary); crimes against public health (charge sheet and summary); road safety and traffic imprudence (charge sheet and summary); computer crimes (charge sheet and summary).

- Introduction to crimes against the environment and economic crimes.
- Consent: special reference to the Agreement signed between the General Prosecutor's Office and the General Council of Lawyers.

**Fast-track Trials:** Introduction (cases of transformation of proceedings, consents, etc.)  
Classification of the most frequent types of crime. Appeals.

**Trials for minor offences**

**Summary:** Summary procedure, peculiarities and appeals.

**Hearing:** Holding of the hearing in summary proceedings, consents, preliminary questions, evidence, suspensions, rulings and appeals.

**Jury.**

**Enforcement Stage:** Suspensions, substitutions, revisions, provisional and final filing of proceedings. Civil liability in the enforcement stage.

**Practical activities within Subject 2, Criminal Procedure and Practice**

This core subject includes various, primarily practical activities regarding judicial police interrogation techniques and mock trials.

**Subject 3. The Public Prosecutor in the Jurisdiction of Minors.**

- Introduction
- The Public Prosecutor in proceedings involving minors: institution of proceedings,



abandonment of proceedings and problems affecting minors under the age of 14 years.

- The Public Prosecutor in proceedings involving minors: investigative procedures, judicial police, arrest and precautionary measures.
- The Public Prosecutor in proceedings involving minors: report by the team of technical experts.
- The Public Prosecutor in proceedings involving minors: mediation, conciliation and conclusion of the case.
- The Public Prosecutor in the intermediate stage and at the hearing.
- Third party liability.
- The Public Prosecutor in control of the enforcement of measures, especially the inspection of centres.
- Protection of minors.

#### **Subject 4. Activity of the Public Prosecutor in Civil Jurisdiction**

- The Public Prosecutor in civil jurisdiction.
- General aspects
- The Public Prosecutor in Family Law.
- The Public Prosecutor in the protection of disabled individuals.
- Jurisdictional protection of fundamental rights in civil matters: right to honour, family privacy and personal reputation.
- Consumption
- The Public Prosecutor and voluntary jurisdiction.

#### **Subject 5. The Public Prosecutor as a guarantor of citizens' rights.**

- The question of unconstitutionality.
- Legitimation of the Public Prosecution Service for bringing appeals for legal protection and declaring the nullity of proceedings
- Analysis of the case law of the Constitutional Court (in relation to investigations in criminal proceedings: effective legal protection, presumption of innocence, etc.).
- Civil jurisdiction: right to honour, personal privacy and reputation (regulation, procedures of communication, effective judicial protection, legal incapacity, sectioning).
- Labour jurisdiction: the right to equality and non-discrimination (pregnancy and maternity, disciplinary dismissal); judicial protection and guarantee of indemnity; right to freedom of association and the right to strike; equality, ideological freedom and social security benefits.
- Contentious-administrative jurisdiction: freedom of ideology, religion and worship;



freedom of movement and residence; rights of assembly and demonstration; right of association; right of access to public service on equal terms; legal right to impose penalties; other competencies.

- Electoral processes: proceedings before the ordinary courts and electoral resource protection.

## **OTHER SUBJECTS.**

In addition to these core subjects, this Training Plan covers other subjects:

- **Legal Medicine:** addressing trauma, thanatology, forensic psychiatry, psychoactive substance use disorders and assessment of bodily harm.
- **Prison Supervision:** addressing the study of Prison Law, the subjects of judicial-prison relationship, rights and duties of prisoners, prison regime and treatment, control of prison activity, and the Prison Supervision Courts.
- **International Legal Cooperation:** aiming to understand the role of the Public Prosecutor in International cooperation, legal framework and cooperation support structures, tools and principle of mutual recognition.
- **Immigration:** addressing the precautionary detention of foreigners, the expulsion from Spanish territory in place of punishment, expulsion instead of criminal proceedings, the situation of unaccompanied foreign minors, human trafficking, the crime of aiding and abetting illegal immigration and crimes against the rights of foreign workers.
- **Mediation:** aiming to examine mediation as a complementary system for resolving judicial conflict, analysing its advantages, the role of the Public Prosecutor in mediation and its limits.

During the theoretical and practical phase of the selective course of the programme, in addition to these core subjects, **there will also be a number of work experience sessions at the Madrid Provincial Public Prosecution Service and the Courts of Plaza de Castilla (Madrid)** to provide a comprehensive overview of the scope of the Public Prosecution Service.



## C. THEORETICAL COURSE PROGRAMME.

The programme lasts eight months and is divided into two phases:

- The theoretical-practical phase, which begins on Monday, 03 November 2014 and ends on Friday, 27 February 2015.
- The tutored work experience phase, which follows on from the previous phase and ends on 05 June 2015.

Below is the calendar of the theoretical phase broken down by subject in a series of tables.

COLOUR KEY BY TYPE OF TRAINING ACTIVITY	
1.	Core subjects
2.	Other subjects
3.	Workshop seminars
4.	Specific Activities
5.	International activities
6.	Work experience
7.	Visits and stays
8.	Supplementary activities

1ST WEEK FROM 3 TO 7 NOVEMBER 2014					
	MONDAY 3	TUESDAY 4	WEDNESDAY 5	THURSDAY 6	FRIDAY 7
09:30	OPENING BY THE ATTORNEY GENERAL	<b>PUBLIC PROSECUTION SERVICE</b> Constitutional	<b>PUBLIC PROSECUTION SERVICE</b> Public	<b>CRIMINAL PROCEDURE AND PRACTICE</b>	<b>CRIMINAL PROCEDURE AND PRACTICE</b>

10:30	INAUGURATION	principles, relations with public authorities, ethics and code of conduct	Prosecution and administrative situations	Public Prosecution Service and the Judicial Police. The police report	Preliminary Proceedings and Instruction. Fund. Rights in the Process
11:30	<b>BREAK</b>				
12:00		<b>PUBLIC PROSECUTION SERVICE</b>	<b>PUBLIC PROSECUTION SERVICE</b>	<b>CRIMINAL PROCEDURE AND PRACTICE</b>	<b>CRIMINAL PROCEDURE AND PRACTICE</b>
13:00		Unity of action and hierarchical dependencies	Organs of the Public Prosecution Service and territorial organisation	Judicial Police National Police and Civil Guard	Preliminary Proceedings and Instruction. Fund. Rights in the Process
14:00	<b>LUNCH</b>				
16:00	Visit to the Attorney General's Office.	<b>PUBLIC PROSECUTION SERVICE</b>	<b>PUBLIC PROSECUTION SERVICE</b>	<b>CRIMINAL PROCEDURE AND PRACTICE</b>	
17:00	Talk on Legal Language (Víctor García de la Concha)	Internal Rules and bodies reporting to the Attorney General	Legal Status of the Public Prosecutor. Liability and Disciplinary Regime	Aliens - Minors. National Police Force	
18:00 to 19:00	The Public Prosecutor and relations with the Courts				

<b>2nd WEEK FROM 10 TO 14 NOVEMBER 2014</b>					
	<b>MONDAY 10</b>	<b>TUESDAY 11</b>	<b>WEDNESDAY 12</b>	<b>THURSDAY 13</b>	<b>FRIDAY 14</b>
09:30		<b>CRIMINAL PROCEDURE AND PRACTICE</b>		Talk by the Chief Prosecutor on Road Safety	<b>CRIMINAL PROCEDURE AND PRACTICE</b>
10:30	PUBLIC HOLIDAY	Preliminary Proceedings and Instruction. Fundamental Rights in Criminal Proceedings	<b>CRIMINAL PROCEDURE AND PRACTICE</b> Duty Service	<b>CRIMINAL PROCEDURE AND PRACTICE</b> Investigation proceedings	Sentencing, statement and abstract
11:30	<b>BREAK</b>				
12:00		<b>CRIMINAL PROCEDURE AND PRACTICE</b>	<b>CRIMINAL PROCEDURE AND PRACTICE</b>	<b>CRIMINAL PROCEDURE AND PRACTICE</b>	<b>CRIMINAL PROCEDURE AND PRACTICE</b>
13:00	PUBLIC HOLIDAY	Preliminary Proceedings and Instruction. Fundamental Rights in Criminal	Duty Service	Sentencing, qualification and abstract	Practice of summary proceedings

		Proceedings			
<b>14:00</b>	<b>LUNCH</b>				
<b>16:00</b>	PUBLIC HOLIDAY	<b>CRIMINAL PROCEDURE AND PRACTICE</b> The Crime Scene (National Police and Civil Guard)	<b>CRIMINAL PROCEDURE AND PRACTICE</b> The Crime Scene (National Police and Civil Guard)	Mock Trials	
<b>17:00 to 18:00</b>					

<b>3rd WEEK FROM 17 TO 21 NOVEMBER 2014</b>					
<b>INTERNATIONAL WEEK (ARRIVAL OF FOREIGN STUDENTS)</b>					
	<b>MONDAY 17</b>	<b>TUESDAY 18</b>	<b>WEDNESDAY 19</b>	<b>THURSDAY 20</b>	<b>FRIDAY 21</b>
<b>09:30</b>	Inauguration of International Week	Visit to the Forensic Police (National Police and Civil Guard)	Visit to the Public Prosecutor's Office. Criminal Courts/Provincial Higher Court	Talk by a EUROJUST member	Mock trials
<b>10:30</b>	International Judicial Cooperation			Talk by a ECJ Judge (Luxembourg)	
<b>11:30</b>	<b>BREAK</b>				
<b>12:00</b>	International Judicial Cooperation	Visit to the Forensic Police (National Police and Civil Guard)	Visit the Public Prosecutor's Office. Criminal Courts/Provincial Higher Court	Visit to the Supreme Court (foreign students)*	Mock trials
<b>13:00</b>					
<b>14:00</b>	<b>LUNCH</b>				
<b>16:00</b>	Visit to the Attorney General's Office.	International Judicial Cooperation			
<b>17:00 to 18:00</b>					

**Note\*:** The foreign students visit to the SC will be between 10:30 and 13:00.

<b>4th WEEK FROM 24 TO 28 NOVEMBER 2014</b>					
	<b>MONDAY 24</b>	<b>TUESDAY 25</b>	<b>WEDNESDAY 26</b>	<b>THURSDAY 27</b>	<b>FRIDAY 28</b>
<b>09:30</b>	<b>CRIMINAL PROCEDURE AND PRACTICE</b>	Talk by the International Judicial Cooperation Prosecutor	Talk by the Cyber Crime Section Prosecutor	<b>CRIMINAL PROCEDURE AND PRACTICE</b>	<b>CRIMINAL PROCEDURE AND PRACTICE</b>

<b>10:30</b>	Sentencing, recommendations, statement and abstract	<b>CRIMINAL PROCEDURE AND PRACTICE</b> Practice of summary proceedings	<b>CRIMINAL PROCEDURE AND PRACTICE</b> Practice of summary proceedings	Practice of summary proceedings	Practice of summary proceedings
<b>11:30</b>	<b>BREAK</b>				
<b>12:00</b>	<b>CRIMINAL PROCEDURE AND PRACTICE</b> Sentencing recommendations, statement and abstract	<b>CRIMINAL PROCEDURE AND PRACTICE</b> Practice of summary proceedings	<b>CRIMINAL PROCEDURE AND PRACTICE</b> Practice of summary proceedings	<b>CRIMINAL PROCEDURE AND PRACTICE</b> Practice of summary proceedings	<b>CRIMINAL PROCEDURE AND PRACTICE</b> Practice of summary proceedings
<b>13:00</b>	Sentencing recommendations, statement and abstract	Practice of summary proceedings	Practice of summary proceedings	Practice of summary proceedings	Practice of summary proceedings
<b>14:00</b>	<b>LUNCH</b>				
<b>16:00</b>	Communication Workshop	Communication Workshop	Communication Workshop		
<b>17:00 to 18:00</b>					

<b>5th WEEK FROM 1 TO 05 DECEMBER 2014</b>					
<b>STAY ABROAD OF 25 STUDENTS from the CJS</b>					
	<b>MONDAY 1</b>	<b>TUESDAY 2</b>	<b>WEDNESDAY 3</b>	<b>THURSDAY 4</b>	<b>FRIDAY 5</b>
<b>09:30</b>	Stay Abroad	Stay Abroad	Stay Abroad	Stay Abroad	Stay Abroad
<b>10:30</b>					
<b>11:30</b>	<b>BREAK</b>				
<b>12:00</b>	Stay Abroad	Stay Abroad	Stay Abroad	Stay Abroad	Stay Abroad
<b>13:00</b>					
<b>14:00</b>	<b>LUNCH</b>				
<b>16:00</b>					
<b>17:00 to 18:00</b>					

<b>5th WEEK FROM 1 TO 05 DECEMBER 2014</b>					
<b>25 OTHER STUDENTS IN THE CJS</b>					
	<b>MONDAY 1</b>	<b>TUESDAY 2</b>	<b>WEDNESDAY 3</b>	<b>THURSDAY 4</b>	<b>FRIDAY 5</b>
<b>09:30</b>	Work experience at the Madrid Public Prosecutors Service	Visit to the Senate	Work experience at the Madrid Public Prosecutors Service	Visit to the Supreme Court (CJS students) *	Work experience at the Madrid Public Prosecutors Service
<b>10:30</b>	Communication Workshop		Communication Workshop		
<b>11:30</b>	<b>BREAK</b>				

<b>12:00</b>	Work experience at the Madrid Public Prosecutors Service	Visit to the Senate	Work experience at the Madrid Public Prosecutors Service	Visit to the Ministry of Justice	Work experience at the Madrid Public Prosecutors Service
<b>13:00</b>	Communication Workshop		Communication Workshop		
<b>14:00</b>	<b>LUNCH</b>				
<b>16:00</b>					
<b>17:00 to 18:00</b>					

<b>6th WEEK FROM 8 TO 12 DECEMBER 2014</b>					
	<b>MONDAY 8</b>	<b>TUESDAY 9</b>	<b>WEDNESDAY 10</b>	<b>THURSDAY 11</b>	<b>FRIDAY 12</b>
<b>09:30</b>	HOLIDAY	<b>CRIMINAL PROCEDURE AND PRACTICE</b> Practice of summary proceedings	Talk by the Victim Protection Section Public Prosecutor	Forensic and Legal Medicine	<b>CRIMINAL PROCEDURE AND PRACTICE</b> Practice of summary proceedings
<b>10:30</b>			<b>CRIMINAL PROCEDURE AND PRACTICE</b> Practice of summary proceedings		
<b>11:30</b>	<b>BREAK</b>				
<b>12:00</b>	HOLIDAY	<b>CRIMINAL PROCEDURE AND PRACTICE</b> Practice of summary proceedings	<b>CRIMINAL PROCEDURE AND PRACTICE</b>	Forensic and Legal Medicine	<b>CRIMINAL PROCEDURE AND PRACTICE</b> Practice of summary proceedings
<b>13:00</b>			Practice of summary proceedings		
<b>14:00</b>	<b>LUNCH</b>				
<b>16:00</b>	HOLIDAY	Workshop on Legal Language.	Mock Trials	Forensic and Legal Medicine	
<b>17:00 to 18:00</b>					

<b>7th WEEK FROM 15 TO 19 DECEMBER 2014</b>					
	<b>MONDAY 15</b>	<b>TUESDAY 16</b>	<b>WEDNESDAY 17</b>	<b>THURSDAY 18</b>	<b>FRIDAY 19</b>
<b>09:30</b>	Talk by the Gender Violence Public Prosecutor	<b>CRIMINAL PROCEDURE AND PRACTICE</b> Summary	Talk by the Labour Accident Section Public Prosecutor	<b>CRIMINAL PROCEDURE AND PRACTICE</b> Jury Practice	Practices in the Madrid Public Prosecutors Service
<b>10:30</b>	<b>CRIMINAL PROCEDURE AND PRACTICE</b> Practice of summary proceedings		<b>CRIMINAL PROCEDURE AND PRACTICE</b> Summary		

11:30	<b>BREAK</b>				
12:00	<b>CRIMINAL PROCEDURE AND PRACTICE</b> Practice of summary proceedings	<b>CRIMINAL PROCEDURE AND PRACTICE</b> Summary	<b>CRIMINAL PROCEDURE AND PRACTICE</b> Summary	<b>CRIMINAL PROCEDURE AND PRACTICE</b> Jury Practice	Work experience at the Madrid Public Prosecutors Service
13:00					
14:00	<b>LUNCH</b>				
16:00		Interrogation techniques			
17:00 to 18:00					

<b>8th WEEK FROM 5 TO 09 JANUARY 2015</b>					
	<b>MONDAY 5</b>	<b>TUESDAY 6</b>	<b>WEDNESDAY 7</b>	<b>THURSDAY 8</b>	<b>FRIDAY 9</b>
09:30	PUBLIC HOLIDAY	PUBLIC HOLIDAY	<b>CRIMINAL PROCEDURE AND PRACTICE</b> Jury Practice	<b>CRIMINAL PROCEDURE AND PRACTICE</b> Trials for minor offences	<b>CRIMINAL PROCEDURE AND PRACTICE</b> Fast-track Trials:
10:30					
11:30	<b>BREAK</b>				
12:00	PUBLIC HOLIDAY	PUBLIC HOLIDAY	<b>CRIMINAL PROCEDURE AND PRACTICE</b> Jury Practice	<b>CRIMINAL PROCEDURE AND PRACTICE</b> Trials for minor offences	<b>CRIMINAL PROCEDURE AND PRACTICE</b> Fast-track Trials:
13:00					
14:00	<b>LUNCH</b>				
16:00	PUBLIC HOLIDAY	PUBLIC HOLIDAY	IT Systems (Fortuny)	Minor offences mock trials	
17:00 to 18:00					

<b>9th WEEK FROM 12 TO 16 JANUARY 2015</b>					
	<b>MONDAY 12</b>	<b>TUESDAY 13</b>	<b>WEDNESDAY 14</b>	<b>THURSDAY 15</b>	<b>FRIDAY 16</b>
09:30	<b>CRIMINAL PROCEDURE AND PRACTICE</b> Hearing, consents and appeals	<b>CRIMINAL PROCEDURE AND PRACTICE</b> Hearing, consents and appeals	<b>CRIMINAL PROCEDURE AND PRACTICE</b> Enforcement	Talk by the Prison Supervision Section Public Prosecutor	Visit to prisons
10:30				Prison Supervision	
11:30	<b>BREAK</b>				
12:00	<b>CRIMINAL PROCEDURE AND PRACTICE</b> Hearing, consents and appeals	<b>CRIMINAL PROCEDURE AND PRACTICE</b> Hearing, consents and appeals	<b>CRIMINAL PROCEDURE AND PRACTICE</b> Enforcement	Prison Supervision	Visit to prisons
13:00					



14:00	<b>LUNCH</b>				
16:00			<b>CRIMINAL PROCEDURE AND PRACTICE</b>	Prison Supervision	
17:00 to 18:00			Income		

<b>10th WEEK FROM 19 TO 23 JANUARY 2015</b>					
	<b>MONDAY 19</b>	<b>TUESDAY 20</b>	<b>WEDNESDAY 21</b>	<b>THURSDAY 22</b>	<b>FRIDAY 23</b>
<b>09:30</b>	Talk by the Aliens Section Public Prosecutor	Aliens	Talk by the Economic Crime Prosecutor	Charter of Citizens' Rights (workshops in small groups with the GCJ)	Visit to Forensic Science Police (National Police and Civil Guard)
<b>10:30</b>	Aliens		Approach to Economic Crimes		
<b>11:30</b>	<b>BREAK</b>				
<b>12:00</b>	Aliens	Aliens	Approach to Economic Crimes	Charter of Citizens' Rights (workshops in small groups with the GCJ)	Visit to Forensic Science Police (National Police and Civil Guard)
<b>13:00</b>			Talk by the Environmental Section Public Prosecutor		
<b>14:00</b>	<b>LUNCH</b>				
<b>16:00</b>	Visit to the Immigration Detention Centre (CIE)	Visit to the Immigration Detention Centre (CIE)	Approach to Environmental Crimes		
<b>17:00 to 18:00</b>					

<b>11th WEEK FROM 26 TO 30 JANUARY 2015</b>					
	<b>MONDAY 26</b>	<b>TUESDAY 27</b>	<b>WEDNESDAY 28</b>	<b>THURSDAY 29</b>	<b>FRIDAY 30</b>
<b>09:30</b>	Talk by the Minors Section Public Prosecutor	<b>MINORS SECTION</b> The technical team and its report. Precautionary measures	<b>MINORS SECTION</b> Protection of minors.	Work experience at the Madrid Public Prosecutors Service Minors	Visit to the Centre for Minors
<b>10:30</b>	<b>MINORS SECTION</b> Universal Justice				
<b>11:30</b>	<b>BREAK</b>				
<b>12:00</b>	<b>MINORS SECTION</b> Measures available. Custodial and non-custodial	<b>MINORS SECTION</b> Criminal responsibility of minors	<b>MINORS SECTION</b> Protection of minors.	Work experience at the Madrid Public Prosecutors Service Minors	Visit to the Centre for Minors
<b>13:00</b>					
<b>14:00</b>	<b>LUNCH</b>				
<b>16:00</b>	<b>MINORS SECTION</b> Investigation phase	Mediation			
<b>17:00 to 18:00</b>					

<b>12th WEEK FROM 2 TO 06 FEBRUARY 2015</b>					
	<b>MONDAY 2</b>	<b>TUESDAY 3</b>	<b>WEDNESDAY 4</b>	<b>THURSDAY 5</b>	<b>FRIDAY 6</b>
<b>09:30</b>	Talk by the Civil Section Public Prosecutor	<b>CIVIL SECTION</b> The Public Prosecution Service and ex parte proceedings	<b>CIVIL SECTION</b> Protection of incapacitated people	Work experience at the Madrid Public Prosecutors Service  Civil Section	Visit to the National Institute of Toxicology and Forensic Sciences.
<b>10:30</b>	<b>CIVIL SECTION</b> Statement by the Consumer Prosecutor				
<b>11:30</b>	<b>BREAK</b>				
<b>12:00</b>	<b>CIVIL SECTION</b> Jurisdiction and powers of the Public Prosecutor	<b>CIVIL SECTION</b> Processes involving the family	<b>CIVIL SECTION</b> Protection of incapacitated people	Work experience at the Madrid Public Prosecutors Service  Civil Section	Visit to the National Institute of Toxicology and Forensic Sciences.
<b>13:00</b>					
<b>14:00</b>	<b>LUNCH</b>				
<b>16:00</b>	<b>CIVIL SECTION</b> The Public Prosecution Service and the civil protection of honour, personal privacy and reputation		Talk by the Association Or Public Prosecutors		
<b>17:00 to 18:00</b>					

<b>13th WEEK FROM 9 TO 13 FEBRUARY 2015</b>					
	<b>MONDAY 9</b>	<b>TUESDAY 10</b>	<b>WEDNESDAY 11</b>	<b>THURSDAY 12</b>	<b>FRIDAY 13</b>
<b>09:30</b>	Work experience at the Madrid Courts	Work experience at the Madrid Courts	Work experience at the Madrid Public Prosecutors Service	Work experience at the Madrid Public Prosecutors Service	Work experience at the Madrid Public Prosecutors Service
<b>10:30</b>					
<b>11:30</b>	<b>BREAK</b>				
<b>12:00</b>	Work experience at the Madrid Courts	Work experience at the Madrid Courts	Work experience at the Madrid Public Prosecutors Service	Work experience at the Madrid Public Prosecutors Service	Work experience at the Madrid Public Prosecutors Service
<b>13:00</b>					
<b>14:00</b>	<b>LUNCH</b>				
<b>16:00</b>			<b>ASSESSMENT</b>		
<b>17:00 to 18:00</b>					

14th WEEK FROM 16 TO 20 FEBRUARY 2015					
WEEK IN THE JUDICIAL SCHOOL BARCELONA (GCJ)					
	MONDAY 16	TUESDAY 17	WEDNESDAY 18	THURSDAY 19	FRIDAY 20
09:30	Stay at the Judicial School (Barcelona)	Stay at the Judicial School (Barcelona)	Stay at the Judicial School (Barcelona)	Stay at the Judicial School (Barcelona)	Stay at the Judicial School (Barcelona)
10:30					
11:30	<b>BREAK</b>				
12:00	Stay at the Judicial School (Barcelona)	Stay at the Judicial School (Barcelona)	Stay at the Judicial School (Barcelona)	Stay at the Judicial School (Barcelona)	Stay at the Judicial School (Barcelona)
13:00					
14:00	<b>LUNCH</b>				
16:00					
17:00 to 18:00					

15th WEEK FROM 23 TO 27 FEBRUARY 2015					
	MONDAY 23	TUESDAY 24	WEDNESDAY 25	THURSDAY 26	FRIDAY 27
09:30	<b>GUARANTOR PROSECUTOR</b>	<b>GUARANTOR PROSECUTOR</b>	<b>GUARANTOR PROSECUTOR</b>		
10:30	Legal protection and issues of unconstitutionality	Fundamental rights: civil jurisdiction	Fundamental Rights: contentious-administrative jurisdiction	Visit to the Constitutional Court (*)	<b>CLOSURE</b>
11:30	<b>BREAK</b>				
12:00	<b>GUARANTOR PROSECUTOR</b>	<b>GUARANTOR PROSECUTOR</b>	<b>GUARANTOR PROSECUTOR</b>		
13:00	Nullity proceedings	Fundamental rights: civil jurisdiction	Electoral processes (*)	Visit to the Constitutional Court (*)	<b>CLOSING SESSION</b>
14:00	<b>LUNCH</b>				
16:00	Talk on fundamental rights				
17:00 to 18:00					

**Note\*:** During these times, the trainee Prosecutors will divide into three groups and alternate between attending the theoretical training on electoral processes and the visit to the Constitutional Court.

### 3. TUTORED WORK EXPERIENCE PHASE

The tutored work experience phase of the initial training of trainee Public Prosecutors seeks to complete the training they have received so far by applying the knowledge and skills they have acquired during the first stage of in-class training of the selective course and help them deal with real professional situations.

This second stage will take place in the various public prosecution offices according to the places available, which will be determined and offered in advance by the CEJ.

### **Specific training objectives.**

Given that the role of the Public Prosecution Service is considered a public service, provided in the interest of society and the defence of public interest, with an ever-growing involvement in matters that are not strictly related to legal affairs, trainee Public Prosecutors are required to receive comprehensive training from their tutors and through their professional experience to become aware from the beginning of the important task assigned to them by article 124 of the Constitution as a key figure in the defence of citizens' fundamental rights and public freedoms, especially those of society's most vulnerable members.

The aim of the learning process, especially during the tutored work experience phase, must be to train competent professionals on a technical and human level to perform the functions assigned to them by the Public Prosecution Service (article 3 of the Organic Rules of the Spanish Public Prosecution Service) in fulfilment of their constitutional mission concerning the defence of legality, citizens' rights and social and public interest.

As part of this constitutional framework, the specific training objectives to be achieved in this second tutored work experience phase are as follows:

- To learn more about the basic legal institutions for the exercise of the Public Prosecutor's function and complement said knowledge from an eminently practical and applicable point of view.
- To acquire the skills, competence and abilities required to perform the various functions assigned to Public Prosecutors in accordance with the statutory framework provided in article 3 of the Organic Rules of the Spanish Public Prosecution Service.
- To learn about the organisation and operation of a public prosecution office, including its many facets, and how to make good use of the material and human resources at its disposal.
- To learn about the social environment in which Public Prosecutors are to exercise their function and learn about codes of conduct in professional relations with all the players in the system (judges, lawyers, police officers, defendants and litigants).

Achieving the above training objectives requires close collaboration and fluent communication between the Centre of Judicial Studies, the Technical Department of the Attorney General's Office, Chief Public Prosecutors of the Higher and Provincial Public Prosecution Offices where Public Prosecutors are to have their work experience, as well as with the Public Prosecutors acting as tutors. To achieve said institutional collaboration, the position of Tutorial Coordinator was created.

Like the Tutorial Coordinator, the tutoring Public Prosecutor must also ensure that the previously established training objectives are achieved and guarantee that trainee Public

Prosecutors acquire the knowledge, skills, competence and abilities required for the exercise of their functions as Public Prosecutors.

The tutoring Public Prosecutor must take part in the learning process as a guide or mentor, fostering the free development of the skills required of a Public Prosecutor in a climate of trust and constructive criticism to enable progressive evolution towards achieving the goals that have been set, helping the trainee Public Prosecutor to overcome weaknesses and provide the tools that are necessary for progress, as well as consolidating strengths.



### **Content of the tutored work experience phase.**

The tutored work experience phase will last a total of 14 weeks and will be divided according to the Execution Plan designed by each tutorial coordinator, as follows:

- CRIMINAL 11 WEEKS (3 WEEKS IN LOCAL PUBLIC PROSECUTION OFFICE)<sup>1</sup>
- CIVIL 1 WEEK
- GENDER VIOLENCE 1 WEEK
- MINORS 1 WEEK

**Note 1:** Only at public prosecution offices in which duty shifts are worked daily, to ensure that trainee Public Prosecutors learn about the operation of mixed courts and weekly duty shifts.

The content of the training is separated into compulsory activities, in reference to the area that is to be developed, and complementary activities. The latter will be designed on the tutorial coordinator's initiative in collaboration and coordination with the tutoring Public Prosecutor or on the initiative of the trainee Public Prosecutor.

## **COMPULSORY ACTIVITIES**

## 1. CRIMINAL MATTERS

### 1.1. Writs and decisions

- Dispatch of hearings and notices of decisions handed down by the examining magistrate ordering the stay of proceedings.
- Preparation of petitions and collection of evidence.
- Preparation of reports on jurisdiction.
- Preparation of charge sheets and the stay of proceedings. In particular, throughout the work experience phase, at least fifteen (15) writs must be prepared with the corresponding summaries, ideally referring to different types of crime.
- Dispatch of matters concerning prison supervision and aliens.
- Dispatch of criminal judgements.
- Preparation of writs for bringing actions and replying to appeals.

### 1.2. Duty Service<sup>2</sup>

- Preparation of charge sheets in urgent proceedings.
- Intervention in fast-track hearings or reports.
- Intervention in appearances involving remand in custody and other precautionary measures.
- Dispatch of affairs typical of a duty service.

**Note 2:** In the public prosecution offices that have weekly and daily duty services, trainee Public Prosecutors must attend both where possible. The Tutorial Coordinator will be responsible for ensuring and supervising fulfilment of this training objective.

### 1.3. Attendance at and intervention in hearings and oral proceedings<sup>3</sup>

- Attendance at hearings before the different courts.
- Compulsory intervention and active participation of trainee Public Prosecutors in hearings for minor offences and criminal courts, following preparation with the tutoring Public Prosecutor.
- Assisting in the collection of evidence at the examining magistrates' court.

**Note 3:** Intervention in hearings will take place in accordance with the criteria provided in article 6 of Regulation 2/2000 of the CGPJ (General Council of the Judiciary) so that, under the supervision of the tutoring Public Prosecutor and when there is no opposition from either party, the trainee Public Prosecutor may perform interrogations and make verbal reports in hearings, though they will be signed by the tutoring Public Prosecutor, who will be held liable for the actions taken in the proceedings. If the actions taken by the trainee Public Prosecutor do not correspond to the instructions issued by the tutoring Public Prosecutor, the latter may regain control of the proceedings.

### 1.4. Control of remand prisoners

- Preparation of writs requesting the extension of remand in custody or the release of the remand prisoner.

- Analysis of the way in which remand time is calculated and compulsory quarterly control.

## **2. CIVIL SECTION**

### **2.1. Written reports and decisions**

- Preparation of reports on jurisdiction.
- Preparation of statements of claims and responses.
- Preparation of reports on the enforcement of rulings.
- Preparation of Civil Registry reports.
- Preparation of reports corresponding to cases of guardianship and internment.
- Preparation of reports corresponding to other cases of voluntary jurisdiction (claims to ownership, etc.).

### **2.2. Hearings and oral proceedings**

- Attendance at and intervention in family hearings and in proceedings for the determination of capacity.
- Attendance at examinations of minors.

## **3. GENDER VIOLENCE SECTION**

### **3.1. Written reports and decisions**

- Preparation of writs of accusation, summaries and requests for the stay of proceedings.
- Preparation of reports on jurisdiction.
- Issuance of certificates demonstrating the existence of gender violence.
- Reports in criminal judgements.
- Preparation of appeals (filing and contesting).

### **3.2. Attendance at hearings and oral proceedings**

- Compulsory intervention and active participation of the Public Prosecutor in fast-track trials at the examining magistrates' court, in trials at the criminal courts and in appearances for protection orders.
- Intervention in all civil actions that fall under the jurisdiction of Courts for Violence against Women.

## **4. MINORS SECTION<sup>4</sup>**

### **4.1. Protection.**

- Study of decisions handed down by public institutions for the protection of minors.
- Preparation of writs challenging or confirming decisions.
- Attendance at hearings on the protection of minors.
- Preparation of writs on the guardianship of minors.



**Note 4:** Depending on the internal organisation of each public prosecution office, this will include activities that correspond to the protection of minors or, where applicable, to civil matters.

## 4.2. Correction

- Preparation of memorandums on the statements and reports sent to the Public Prosecution Office for Minors.
- Processing of investigation reports.
- Taking statements from minors who are offenders and/or victims.
- Attendance at appearances and hearings before the Court of Minors.

As recommended activities, visits will be organised to complement those made during the theoretical phase. The scheduling and execution of these visits corresponds to the Tutoring Coordinator, with the support and collaboration of tutorial Prosecutors.

## 4. ASSESSMENT

### Theoretical-practical course at the Centre for Centre for Judicial Studies (1st phase of the selective course)

The theoretical-practical phase at the CJS will be assessed as follows:

Attendance at theoretical-practical classes and activities is compulsory. In accordance with article 25.1 of the Statute of the Centre for Legal Studies, absence from more than 20% of classes of the theoretical-practical course (1st phase of the selective course) will result in failure to pass the course.

Each trainee will have a personal, non-transferable ID card used to register daily when entering and leaving the centre, by using the clocks in the classrooms, without prejudice to any random check-sheets they may have to sign.

The theoretical/practical course will be assessed by the Centre for Judicial Studies and consideration will be given to the results of the final tests, which consist of a practical case and/or a test on the subjects given during the course. The results of the trainers' assessments will be taken into account regarding trainee participation in class.

### Tutored work experience in Public Prosecutors' Offices (2nd phase of the selective course)

The tutored work experience phase will be assessed as follows:

The assessment criteria shown in the **Reasoned Proposal for Final Assessment** (Spanish acronym: PMEFA) drawn up by the Tutorial Coordinators or Tutors will correspond to the following parameters:

"Not Suitable". When the performance and use made by the trainee Public Prosecutor is completely unsatisfactory and insufficient due to non-completion of the work and activities that are assigned or due to the incomplete or inadequate completion thereof, demonstrating that the trainee is unsuitable for the position of Public Prosecutor.

"Suitable". This assessment includes the following categories:

1. "Sufficient". When the minimum objectives that have been set have been achieved, but the Public Prosecutor's performance in the work experience phase could be improved.
2. "Satisfactory". When the minimum objectives that have been set have been achieved and the Public Prosecutor's performance in the work experience phase can be classified as optimal.
3. "Highly satisfactory". When the minimum objectives that have been set have been exceeded and the Public Prosecutor's performance in the work experience phase deserves special mention owing to the quality, hard work and dedication shown in the work and activities assigned.



## **5. ORGANISATION CHART AND ADDITIONAL INFORMATION**

### **A. Organisation chart:**

#### **Contact persons at the Centre for Legal Studies:**

**Director:**

Antonio Zárate Conde

**Deputy Director, Head of Studies:**

Jaime Puchol Aiguabella

**Public Prosecutor Advisor:**

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**Head of the Initial Training Department:**

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**Head of Online Training Services**

Mariano Cobos Díaz

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#### **Contact Points of the Technical Department of the Attorney General of the State:**

**Nuria Arnáiz de Guezala**

**María de la O Silva Fernández**

Tel. (+34) 91 355 21 76

**Training Coordinators:**

**The Public Prosecution Service.**

Olavarría Iglesia, M<sup>a</sup> Teresa

**Criminal procedure practice**

Escobar Jiménez, Rafael; y Prieto Rivera, Fernando

**Judicial Police**

Polo Rodríguez, José Javier

**Mock trials and interrogation techniques**

Muñoz Mota, Olga

## **Fundamental rights in the Criminal Process; The Public Prosecutor as a guarantor of citizens' rights.**

Caballero Sánchez-Izquierdo, José M<sup>a</sup>

## **The Public Prosecutor in the Jurisdiction of Minors.**

García Ingelmo, Francisco M.

## **The Public Prosecutor in civil jurisdiction.**

Paz Rubio, José María

## **Forensic Medicine**

Cartagena Pastor, Juan Manuel

## **Aliens**

Fernández Olalla, Patricia

## **International Judicial Cooperation**

Sanz Álvarez, Ana Cristina

## **B. Additional information**

### **Delegates**

With the aim of facilitating communications, students will choose one delegate per group, who will be responsible for communicating with the coordinators of the selective course and the Centre for Legal Studies.

### **Institutional e-mail addresses**

Any queries or requests of an individual nature must be sent to the institutional e-mail address corresponding to the subject (this does not apply to requests for permits or licenses, which must always be made in writing and signed).

- Initial training ([finicial@cej-mjusticia.es](mailto:finicial@cej-mjusticia.es)): all queries relating to training issues, permits, licenses (maternity, marriage) or certifications.
- Human Resources ([rrhh@cej-mjusticia.es](mailto:rrhh@cej-mjusticia.es)): all queries relating to the pay of trainee functionaries (cessation certificate, administrative mutual aid society and social security, IRPF deductions, certificates of prior services).
- Online training ([fonline@cej-mjusticia.es](mailto:fonline@cej-mjusticia.es)): all queries relating to online training or the Virtual Community.

### **New Technologies:**

- **Computer rooms:** The Centre for Legal Studies has two computer rooms, both with over 20 computers and broadband Internet connection, used for holding IT classes. Room 8 (basement) is also available for students to use after classes.

- **Virtual Community of the 54th Public Prosecutor Programme:** administrative information and information on remuneration can also be consulted from the homepage of the Centre for Legal Studies Web Portal ([www.cej-mjusticia.es](http://www.cej-mjusticia.es)), on the Virtual Community specifically set up for this course, and is also accessible through the Centre for Legal Studies Web Portal.
- **Wi-fi Service:** the Centre for Legal Studies has a free Wi-fi service available (which requires a security password) for all students undergoing Initial Training and for those attending Further Training (n.b., it would be appreciated if students use the wi-fi connection in class exclusively for educational purposes).
- **Twitter:** Centre for Legal Studies students are encouraged to follow our twitter (<https://twitter.com/CEJMJUSTICIA>), which is also accessible from the web portal. In this way, future Public Prosecutors will be able to receive up-to-date information on their computers and mobile devices (mobiles and tablets) about opportunities for further training and institutional activities organised by the Centre for Legal Studies.
- **Laptops for students:** the Centre for Legal Studies will equip those students who wish to have one with a laptop during the 1st phase of the selective course (theoretical-practical course held in the Centre for Legal Studies), subject to a declaration of responsibility for these items of public property.

## Library

The library is available to trainees from 09:30 to 14:00 from Monday to Friday and provides services such as the following:

- Reference materials.
- Reader service (advice and catalogue search, as well as documentary support).
- Library loans; three items can be taken out for a total period of 15 days.