

INTERNATIONAL FRAMEWORK FOR COURT EXCELLENCE

THE AUSTRALASIAN INSTITUTE
OF JUDICIAL ADMINISTRATION
WWW.AIJA.ORG.AU

THE FEDERAL
JUDICIAL CENTER
WWW.FJC.GOV

THE NATIONAL CENTER
FOR STATE COURTS
WWW.NCSCONLINE.ORG

THE SUBORDINATE
COURTS OF SINGAPORE
WWW.SUBCOURTS.GOV.SG

Terms of Reference for the Executive Committee of the International Consortium for Court Excellence

What is the International Consortium for Court Excellence?

1. The International Consortium for Court Excellence currently consists of international judicial institutions with expertise in court and judicial administration. Representing significant international experience in the application of court quality management models, they have joined to promote court excellence.
2. The Consortium has developed an *International Framework for Court Excellence*. The *Framework* assesses a court's performance against seven areas of excellence, and provides guidance for courts to improve their performance. It utilises recognised organisational improvement methodologies while reflecting the special issues that courts face.
3. The *Framework* also incorporates links to case studies, court performance improvement processes and a range of available tools to measure court performance and development.
4. The Consortium regularly edits and revises the *Framework* to reflect new systems and initiatives directed at improving how courts deliver services. It represents a process for an all-encompassing approach to achieving court excellence rather than simply addressing limited aspects of court activity. As a result, it applies to all courts and is equally effective for large urban courts and smaller rural or remote courts.
5. The Consortium is currently a non-incorporated group of organisations and courts that have an interest in the promotion of excellence in court and judicial administration. The copyright in the *Framework* and supporting material produced by the Consortium is held by the National Center for State Courts USA for the use and production of founding members of the Consortium.

The Executive Committee:

1. An Executive Committee governs the work of the Consortium.

2. The Executive Committee drives promotion of the use of the International Framework for Court Excellence. The Executive Committee is responsible for refining the Framework and its related resources, and promoting the Consortium's objectives. The Executive Committee also actively participates, in person and online, in the Consortium's work and provides support, collaboration, education, research and development of the Framework and court excellence tools.
3. Executive Committee members also run workshops and training on the Framework for other interested judicial institutions. Executive Members contribute to the objectives of the Consortium and ensure that programs and future plans of their organisation support the Consortium's court excellence objectives.
4. The Executive Committee is made up of the four founding members, who shall be permanent members of the Consortium:
The National Center for State Courts (NCSC)
Australasian Institute of Judicial Administration (AIJA)
State Courts , Singapore (Formerly known as the Subordinate Courts of Singapore)
Federal Judicial Center (FJC)
5. The Executive Committee may appoint up to three additional members to become term members for up to two years. Term members may be reappointed to the Executive for an additional term. To become a term member of the Executive Committee, an organisation must be a member of the Consortium and commit to supporting the work of the Executive Committee.
6. The permanent members of the Consortium will endeavour to ensure the composition of the Executive Committee reflects a broad range of geographical regions including Asia-Pacific, Europe, Middle East/Africa and North/South America.
7. The Chair of the Executive Committee will be appointed by rotation amongst the permanent members who shall appoint the Chair on an annual basis.
8. The Executive Committee will meet via telephone conference (or equivalent) not less than twice per calendar year but conducts its business primarily by email.

Consortium Support

1. The Executive Committee is supported by a Secretariat located at the Australasian Institute of Judicial Administration in Melbourne, Victoria,

Australia. The Executive Director of the AIJA is ex officio Secretary for the Consortium.

2. The Secretariat comprises a Secretary (on a voluntary basis) and an Assistant Secretary, working 2 days per week. The Secretariat is funded jointly by the AIJA and NCSC.
3. The Secretariat is responsible for:
 - Maintaining a register of members to the Consortium
 - Maintaining data on the implementation of the Framework and key developments across the world
 - Developing up-to-date material for the court excellence website
 - Drafting at least four newsletters per year on developments and implementation of the Framework internationally
 - Establishing effective networks with key stakeholders so that members are actively engaged in the development of the Framework
 - Assisting members with accessing relevant information and facilitating the exchange of case studies
 - Undertaking research for the Executive Committee as required
 - Providing Secretariat support to the Executive Committee including taking minutes and following up on action items
 - Producing bi-monthly progress reports for the Executive Committee
4. These arrangements may be varied by agreement of the Executive Committee from time to time.

* Membership Policy 2014 (attached)