

ANNEX 5 - STATE PROSECUTOR'S DEPARTMENT LONG TERM ADVISER DRAFT WORKPLAN

Task	Start	Finish	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13
<b>Indicative Workplan for Long Term Adviser for the State Prosecutor's Department</b>															
Participate in pre-mobilisation briefings with GRM in Brisbane and/or in Port Vila on arrival	Jul-12	Jul-12													
Refine and agree workplan with HoA & PC	Jul-12	Jul-12													
Establish & build effective, professional and respectful relationships with the HoA and staff of the SPD	Jul-12	ongoing													
Develop an agreed approach with HoA for the day to day mentoring of the SPD staff in litigation & investigation (modality/priorities)	Jul-12	Aug-12													
Commence & continue mentoring of staff	Jul-12	Aug-12													
Develop a prioritised approach, timing and materials for in-house training of staff as agreed with HoA	Jul-12	Aug-12													
Provide input and support to SPD medium to long term capacity development plans with an implementation strategy	Jul-12	Sep-12													
Commence consultation with the HoA on drafting of an overarching policy document	Aug-12	Aug-12													
Consultation with staff and other stakeholders re the policy document as needed	Aug-12	Oct-12													
Deliver in house training as required or requested	Sep-12	May-13													
Support the strengthening of case management skills and expertise as well as processes and systems in line with any sectoral approach	Sep-12	Nov-12													
Commence drafting the policy document	Oct-12	Jan-13													
Once drafted provide copy to the HoA, DG and others for review and comment	Jan-13	Jan-13													
Finalise overarching policy document	Jan-13	Jan-13										X			
Development of a 'hands on' handbook to guide police prosecutors in all their matters from receipt from police to completion	Oct-12	Apr-13													
Support the HoA in development of a police prosecution training curriculum for use at the Police College	Oct-12	Apr-13													
Liaise with the Vanuatu Police Force and the Public Prosecutor's Office to support the harmonisation of case tracking systems & capacity	Ongoing														
Support plans and management plans consistent the direction of MJCS	Ongoing														
Meet with PC regularly no less than monthly	Monthly				x	x	x	x	x	x	x	x	x	x	
Meet with the HoA regularly & no less than monthly	Monthly				x	x	x	x	x	x	x	x	x	x	
Participate in joint performance management	6 nmonthly									x					x