



11<sup>th</sup> International Conference  
November 3-7, 2024  
Seoul, South Korea

IOJT General Assembly  
Wednesday, November 3

## **AGENDA**

- |                                                        |                                     |
|--------------------------------------------------------|-------------------------------------|
| <b>1. Welcome Introduction</b>                         | <b><i>Adele Kent</i></b>            |
| <b>2. President's Report</b>                           | <b><i>Adele Kent</i></b>            |
| <b>3. Secretary General's Report</b>                   | <b><i>Raf Van Ransbeek</i></b>      |
| <b>4. Treasurer's Report</b>                           | <b><i>Eileen Kato</i></b>           |
| <b>5. Auditor's Report</b>                             | <b><i>Danielle May-Cuconato</i></b> |
| <b>6. Nominations Report</b>                           | <b><i>Raf Van Ransbeek</i></b>      |
| <b>7. IOJT Workshops</b>                               | <b><i>Adele Kent</i></b>            |
| <b>8. MOU Signing-Africa Judicial Training Network</b> | <b><i>Adele Kent</i></b>            |
| <b>9. Other Business</b>                               | <b><i>Adele Kent</i></b>            |
| <b>10. 2026 IOJT Conference Host Announcement</b>      | <b><i>Haffide Boulakras</i></b>     |
| <b>11. Adjourn</b>                                     |                                     |



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### President's Report

It has been a busy two years since we met in Ottawa in November 2022. Just like judicial training institutes who are developing a new rhythm now that the pandemic is truly over, the IOJT saw new initiatives in Europe and Africa, continued work on developing *The Principles of Judicial Education*, and preparing for the upcoming conference in Goyang.

First, let me congratulate the Judicial Research and Training Institute of the Republic of Korea for creating such a thoughtful agenda for our conference. I am writing this report just one week before the conference begins, and I cannot wait to take in all the panels and workshops.

Over the past two years, IOJT has begun some important initiatives which we will develop in the coming years.

- The Bulletin, a newsletter which will highlight IOJT activities and spotlight training from institutes around the world.
- Two regional meetings in Africa – presented in English and French - where members were able to catch up with each other on training activities.
- A webinar jointly ran by IOJT, EJTN and the Scuola Superiore della Magistratura entitled *The Use of Social Networks by Judges*. Thank you to Amady Ba, Haffide Boulakras, Raf Van Ransbeek and Gianluca Grasso for all your hard work.

We hope that initiatives like this will continue.

At the conference in Goyang, IOJT will be offering five workshops. The objective of each is to spend time in round-table discussions addressing topics and recommending future IOJT projects, such as webinars, joint virtual meetings, etc.

Finally, it is important to acknowledge the hard work and support that IOJT receives from the National Center for State Courts in the United States, particularly the dedication of Mary McQueen and Stacey Smith. IOJT could not continue without that support. Thank you

The Board of Executives and Board of Governors will be meeting before the conference. I will report on those meetings in the next Bulletin.



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### **Secretary-General's Report**

The IOJT Offices operate from Williamsburg, Virginia providing administrative, financial, education, legal and IT support for IOJT. Since the 2022 Conference in Ottawa, Canada, the Secretary-General has worked collaboratively with the IOJT President, Judge Adele Kent, to provide governance and administrative management to the organization. The Secretary-General has also followed the direction of the Board of Executives and Board of Governors to implement the policies and statutes of IOJT. The first edition of **IOJT Bulletin** was published in 2024 to be followed by quarterly editions.

### **Primary Activities since the 2022 IOJT Conference**

#### IOJT Governance

Several retirements and changes in positions resulted in the following IOJT vacancies since the Ottawa Conference:

- Regional Deputy President - Europe
- Regional Deputy President - South America

The terms of these two positions expire in 2026. Therefore, the Executive Committee has the power to appoint replacements to complete the final two years of these positions, which will be open to election at the 2026 Conference.

The IOJT governance structure consists of both elected and appointed positions as established by the IOJT Statutes. All IOJT Officers (President, Secretary-General, Deputy Secretary-General and Treasurer) are elected.

An announcement was sent to IOJT member institutes at the beginning of August 2024 with information on how to apply to become an officer or Board member of IOJT. The IOJT Nominations Committee chaired by Deputy Secretary-General, Raf Van Ransbeek, received applications for review at the 2024 IOJT Conference. After interviewing the candidates in Seoul, the 2024 slate of nominees will be presented to the General Assembly for voting during the Conference.

### Conference Planning

The Secretary-General and the IOJT President have been in constant communication with the organizers of the Seoul Conference including an on-site visit to the conference venue in May of 2024 and weekly electronic communications with the Host Planning Committee. The Seoul Conference promises to be one of the largest in IOJT history. The

The Host Committee is to be congratulated on the conference planning with over 200 attendees.

Over 100 proposals were received and organized into 45 education sessions, the highest in IOJT history. The theme for the 11<sup>th</sup> IOJT Conference is **“Preparing for the Future of the Judiciary - Embracing Human Rights, Technology and Effective Pedagogy.”** The Conference also includes IOJT Workshops offering members an opportunity to contribute to IOJT committees and taskforces.

### Membership

IOJT has a total of 142 member institutes, representing 90 countries. IOJT added 5 new institutes during the last two years:

- Judicial Training Institute (JTI) Somalia
- Judicial Training Institute (JTIZ) (Zimbabwe)
- Center for Legal and Judicial Training (Mozambique)
- Center for Judicial Studies (Portugal)
- Federal Ministry of Justice (Austria)

IOJT developed a scholarship program for Conference attendance and twelve (12) were awarded funding to participate.

In addition to growing IOJT membership, IOJT has created a partnership with various education networks starting with EJTN. The General Assembly will be asked to approve a new MOU with the African Network of Judicial Trainers.

### IOJT 2026

The next IOJT Conference will take place in Bordeaux, France.

In conclusion, IOJT continues to expand its activities and membership. As the organization grows, so does the need for stable funding to support IOJT operations. Yearly membership dues remain voluntary, and institutes can request a “waiver” if they are unable to contribute to the IOJT dues program. The opportunity to participate in IOJT activities and webinars will continue to expand as membership grows.



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### Treasurers Report

For the Period 1 January 2023 through 25 October 2024

During the period from the close of the Tenth Conference of the International Organization for Judicial Training (IOJT) in October, 2022, and the date of this report, the following events impacting the finances of the IOJT have taken place:

1. Invoicing of Membership Fees. Invoices were sent to each IOJT member institute on the IOJT roster to email addresses provided in their annual application update.
2. Paid Members. Attached are the lists of paid member institutes for 2023 and 2024.
3. Treasurer's Reports. Quarterly treasurer's reports were prepared and submitted to the Executive Committee and Board of Governors in 2023 and 2024.
4. Financial Records. Pursuant to Article 14 of the IOJT Statutes, the treasurer has maintained all financial records and accounts and deposited all monies received into the IOJT name and the credit of the IOJT in its designated financial institution.
5. U.S Federal Tax and New York State Filing Requirements. As a tax-exempt non-profit charitable organization (Section 501(c)(3)) under the U. S. Internal Revenue Code, the Forms 990-EZ were timely filed for the IOJT by the filing dates in 2023 and 2024. Due to the determination by New York State that the IOJT qualified as a non-profit charitable organization, it is exempt from filing annual information returns pursuant to its current reported financial position.
6. Bank Accounts. All membership dues received during fiscal years 2023 and 2024 are shown on the Income and Expense Statement attached hereto. No donations nor contributions were received during 2023 and 2024. The current balance in the IOJT accounts is \$179,890.82.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Eileen A. Kato', is written over a faint, larger version of the same signature.

Judge Eileen A. Kato (ret.)

IOJT Treasurer

25 October 2024

**IOJT INCOME AND EXPENSE STATEMENT**  
**For the Period January 2023 through 25 October 2024**

**Income:**

Membership Fees		\$ 70,361.80
2023	31,801.93	
2024	38,559.87	
Interest Earned		23.25
2023	11.81	
2024	11.44	
		23.25
Total Income		\$ 70,385.05

**Expenses:**

Administrative Expenses		\$ 20,864.49
2023	20,763.64	
2024	100.85	
Bank Fees		120.00
2023	120.00	
2024	.00	
2024 Conference Expenses *		13,438.52
Pre-Conference Site Visit	6,752.80	
Conference Scholarships (7)	6,685.72	
Insurance		1,059.00
2023	1,059.00	
2024		
		1,059.00
Total Expenses		\$ 35,482.01

IOJT Bank Account balance as of 25 October 2024: \$179,890.82

\* Does not reflect all 2024 Seoul Conference Expenses

**2023 IOJT PAID MEMBERS**  
**As of 31 December 2023**

<b><u>2023 IOJT Paid Member Institutes</u></b>	<b><u>Date Payment Received</u></b>
Judicial Institute for Scotland (Scotland)	28 Feb 2023
Judicial College of Victoria (Australia)	28 Feb 2023
National Judicial College (Australia)	02 Mar 2023
Judicial Research and Training Institute (JRTI) (South Korea)	06/ Mar 2023
Federal Court of Australia (Australia)	08 Mar 2023
Singapore Judicial College (Singapore)	09 Mar 2023
Danish Court Administration – Domstolsstyrelsen (Denmark)	10 Mar 2023
Judicial College (England)	14 Mar 2023
Judicial Commission of New South Wales (Australia)	14 Mar 2023
Academy for the Judiciary, Ministry of Justice (Taiwan)	17 Mar 2023
National Judicial Institute (Canada)	17 Mar 2023
Institute of Judicial Studies (New Zealand)	21 Mar 2023
Judicial Council (Ireland)	23 Mar 2023
Kosovo Judicial Academy (Kosovo)	27 Mar 2023
German Judicial Academy (Germany)	28 Mar 2023
General Council of Judiciary (GCPJ) Judicial School of Spain	31 Mar 2023
National Judicial Institute (Nigeria)	31 Mar 2023
Institut de Formation Judicare (BJTI) (Belgium)	04 Apr 2023
Centre for Judicial Excellence (PNGCJE) (Papua New Guinea)	14 Apr 2023
Philippine Judicial Academy (PHILJA) (Philippines)	17 Apr 2023
Siracusa International Institute for Criminal Justice & Human Rights (Italy)	20 Apr 2023
Judges Academy (Taiwan)	25 Apr 2023
Ecole Nationale de la Magistrature (ENM) (France)	05 May 2023
National Judicial College (USA)	06 May 2023
South African Judicial Education Institute (SAJEI) (South Africa)	09 May 2023
National School of Training and Improvement of Magistrates Of Military Justice of the Union (ENAJUM) (Brazil)	09 May 2023
Legal Training and Research Institute of Japan (Japan)	15 May 2023
Escuela Judicial Electoral (Mexico)	16 May 2023
Hong Kong Judicial Council (People's Republic of China)	01 Aug 2023
Judicial Education Institute of Trinidad & Tobago	29 Aug 2023
National Center for State Courts (USA)	14 Sep 2023
Judicial Training, Research & Information Institute (Mongolia) *	16 Oct 2023*
National Institute of Justice (Bulgaria)	26 Oct 2023
Center of Judicial Education & Training (Israel)	9 Nov 2023

\* Membership Fee Waiver

**2024 IOJT PAID MEMBERS**

**As of 25 October 2024**

<b><u>2024 IOJT Paid Member Institutes</u></b>	<b><u>Date Payment Received</u></b>
Judicial College (England)	02/26/24
Institute de Formation Judiciaire (BJTI) (Belgium)	02/28/24
Federal Judicial Center (U.S.A.)	02/29/24
South Africa Judicial Education Institute (SAJE) (South Africa)	03/04/24
National Judicial Institute (Nigeria)	03/07/24
Academy for the Judiciary, Ministry of Justice (Taiwan)	03/07/24
Latvian Judicial Training Center (LJTC) (Latvia) – Fee Waiver	03/24
The Commonwealth Judicial Education Institute (CJEI) (Canada) – <i>Fee Waiver</i>	03/24 *
Kosovo Judicial Academy (Kosovo)	03/08/24
Singapore Judicial College (Singapore)	03/08/24
Institute of Judicial Studies (New Zealand)	03/12/24
Judicial Council (Ireland)	09/19/24
Judicial Research and Training Institute (JRTI) (South Korea)	03/19/24
Judicial Institute for Scotland (United Kingdom)	03/21/24
National Judges College of the Supreme People’s Court (NJC) (People’s Republic of China)	03/26/24
General Council of Judiciary (CGPJ) Judicial School of Spain	03/27/24
Judicial College of Victoria (Australia)	03/27/24
Judicial Commission of New South Wales (Australia)	03/27/24
Germany Judicial Academy (Germany)	03/28/24
National Judicial College (Australia)	04/02/24
Domstolsstyrelsen – Danish Court Administration (Denmark)	04/08/24
Judges Academy (Taiwan)	04/11/24
National Institute of Justice (Republic of Moldova) – <i>Fee Waiver</i>	04/24 *
Escuela Judicial Electoral (Mexico)	04/17/24
Hong Kong Judicial Institute (People’s Republic of China)	04/17/24
Judicial Education Institute of Trinidad & Tobago	04/23/24
Centre for Judicial Excellence (PNGCJE) (Papua New Guinea)	04/29/24
Kenya Judicial Academy (Kenya)	04/20/24
Escola Nacional de Formacao e Aperfeicoamento do Magistrados do Trabalho (ENAMAT) (Brazil)	05/08/24



Philippine Judicial Academy (PHILJA) (Philippines)	05/14/24
Legal Training and Research Institute (Japan)	05-14-24
Escola Nacional de Formacao e Aperfeicoamento de Magistrados da Justica Militar da Uniao (ENAJUM) (Brazil)	05-17-24
Center of Judicial Education and Training (Israel)	05/24/24
Judicial Service Commission (Zimbabwe)	06/06/24
Ecole Nationale de la Magistrature (ENM) (France)	06/11/24
National Center for State Courts (USA)	06/27/24
Center for Judicial Studies of the Judicial Power of Chaco (Argentina) - <i>Fee Waiver</i>	06/24/24*
National Judicial College (USA)	07/08/24
Scuola Superiore Della Magistratura (Italy) (2 wire transfers - for 2023 & 2024)	07/22/24
Supreme Institute of the Judiciary of Panama (Panama)	08/06/24
National Judicial Institute (Canada)	10/10/24
Escuela Nacional de la Judicatura (Dominican Republic)	10/25/24

\* Membership Fee Waiver

## Independent Accountant's Review Report

I have reviewed the accompanying year-to-date Income and Expense Statement of The International Organization for Judicial Training (IOJT), as of September 30, 2024. A review includes primarily applying analytical procedures to management's financial data and making inquiries of organization's management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, I do not express such an opinion.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

### ***Accountant's Responsibility***

My responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require me to perform procedures to obtain limited assurance as a basis for reporting whether I am aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. I believe that the results of my procedures provide a reasonable basis for my conclusion.

I am required to be independent of IOJT and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our reviews.

### ***Accountant's Conclusion***

Based on my reviews, I am not aware of any material modifications that should be made to the accompanying financial statements for them to be in accordance with accounting principles generally accepted in the United States of America.

Edward Danso, CPA.

October 30, 2024

13009 Jordans Endeavor Dr

Bowie, MD 20720

**YEAR-TO-DATE INCOME AND EXPENSE STATEMENT**  
**For the Period 1 January through 30 September 2024**

**Income:**

Membership Fees	\$ 36,829.87
Interest Earned	<u>11.44</u>
Total Income	\$ 36,841.31

**Expenses:**

Administrative Expenses:	
Tax E-filing Fee	\$ 100.85
Pre-Conference Site Visit	6,752.60
Conference Scholarships (7)	<u>6,685.72</u>
Total Expenses	\$ 13,539.17

**Cash on Hand**

Bank of America Account 3521	\$ 33,120.08
Bank of America Account 2744	<u>146,346.74</u>
Total Cash on Hand	\$ 179,466.82

## RECOMMENDATIONS TO IOJT MANAGEMENT

As part of my review, I noticed that IOJT's current accounting practices are a result of directions that are included in various Board of Executives minutes over a an extended period of time. While they have worked satisfactorily, I recommend that IOJT's management consolidate these practices into a Policies and Procedures Manual. This Manual should, at the minimum, cover the following areas:

### Cash Receipts:

- Issuing numbered Invoices to Member Institutions
- Using these numbered invoices to reconcile against payments received ensuring an enhanced ability to track outstanding receipts

### Disbursements:

- Document Management's approval of specific invoices prior to payment
- Use a Two-way match to verify process to ensure that all payment requests are supported by receipts and agreements when necessary

IOJT's size and the volume of transactions do not require sophisticated and expensive Accounting Software. However, I recommend the use of a basic and inexpensive version of Accounting Software, for example, Quickbooks. This will enhance the ability to routinely and accurately reconcile all accounts. Additionally, financial statements can be automatically generated as frequently as desired.



## **Election Process**

### **Elected Positions**

The IOJT Statutes approved by the General Assembly Provide for the election of the following positions”

- President
- Secretary-General
- Deputy Secretary-General
- Treasurer
- Regional Deputy Presidents
  - Africa
  - Asia & Pacific
  - Europe
  - North Central America & Caribbean
  - South America

### **Appointed Positions**

The IOJT Statutes approved by the General Assembly provide for the appointment of the following positions:

- Board of Governors Members (5)
- At Large Deputy President (2)
- At Large Board of Governors (2)

### **Process**

- The Deputy Secretary-General announces a call for nominations including an application deadline at least six months prior to the National Conference date
- The Deputy Secretary-General sends a list of positions for appointment and election to IOJT Members and a deadline for submission of forms at least 90 days before the National Conference including Candidate Application Form and Candidate Member Affiliation Form and announces deadline date for submission -
- Deadline for submission of candidate forms is 30 days before National Conference
- Nominations Committee will review Candidates information to determine eligibility
- The Nominations Committee will interview all eligible candidates before the General Assembly held at the National Conference.
- After conduction interviews, the Nominations Committee selects a slate of candidates
- All IOJT members in attendance at the National Conference are issued voting cards prior to the General Assembly meeting.
- At the General Assembly meeting, the Nominations Committee announces the chosen slate of candidates
- Each chosen candidate is asked to make a statement to the General Assembly.
- IOJT members vote using their cards. Red for no and Green for yes.
- The Nominations Committee announces the result of each vote.