

JUSTICE STUDIES CENTER OF THE AMERICAS

WORK PLAN YEAR 2002

The following is the proposal for the organization, activities, and budget of the Justice Studies Center of the Americas submitted for the consideration of your Executive Board.

As in the previous Work Plan, this has been prepared based on the work areas previously defined for JSCA, specifying the activities that we anticipate carrying out in each area. Some of them will be undertaken using the resources that JSCA already has available for the next fiscal year. Others, which will be specified, will only begin when additional funding is obtained.

Given that CEJA is still in its incorporation and developmental phase and given the particular characteristics of the area in which we work, we hope to always have adequate flexibility to take advantage of opportunities as they emerge, even if they have not been considered originally, provided that they fit in the objectives and strategy defined by the Executive Board and that we have adequate resources.

INSTITUTIONAL DEVELOPMENT OF JSCA

Internal Organization

Agreement on Headquarters and Internal Rules of the Center

During 2002, great efforts will be made to complete the parliamentary proceedings of the Headquarters Agreement with the Chilean Government. The Agreement is essential for JSCA's management. Its absence hinders relations with donor agencies and organizations with whom we work, as we do not have our own legal status and we thus must operate through a third party's legal status. At the same time, our current situation requires us to pay taxes in Chile, from which we would be exempt with the Agreement.

Work Team

While we wish to maintain a small and flexible organization, which operates mainly with staff hired for specific projects, it is necessary to expand JSCA's human resources staff. This is due, on the one hand, to the large increase in the volume of our activities and in the management, supervision and central administration tasks these activities require, as will be discussed later. By the end of this year, this workload will probably exceed our professional team's capacity.

An expansion is also made necessary because our relationship with CDJ will change once the USAID's current project is completed. This institution's willingness to provide administrative support to us as a counterpart's contribution, will conclude with this project.

Beginning in March 2002, JSCA will have to acquire internally the necessary personnel for these tasks.

The proposed professional team for the next year would comprise the following individual:

b.1 Professional Team:

- Executive Director
- Programs Director (Assistant Director)
- Secretary of the Executive Board
- Manager of the Information Center
- Coordinator of Training and Events
- Journalist

b.2 Administrative Team:

- Administrator
- EDP officer
- Accountant
- Secretary 1
- Secretary 2
- Assistent

Additionally, JSCA wishes to have international experts that will collaborate with the office during limited periods of time (from three to six months). The idea is that these experts will help to meet three objectives: (i) provide us with technical and field knowledge in areas important for the success of JSCA's activities, (ii) extend the international nature of the our professional team, and (iii) initiate contacts and establish work methods and relationships that make it possible for us to stimulate the creation of JSCA's local offices. This last objective aims at maximizing the impact of our activities by taking advantage of the opportunities to cooperate in the legal field in other areas of the region, with the support of JSCA representatives that may undertake these activities without increasing the organization's fixed costs.

Finally, JSCA is determined to continue promoting its training program. For this purpose, it has contacted universities in the United States (the formal agreement that we are discussing with Harvard University is the most advanced), Canada and Europe.

Equipment and Infrastructure

Although the current relationship with CDJ will change once the USAID project is completed, our proposal, which has been accepted by CDJ, is to continue using their physical infrastructure and other facilities by paying rent.

The increase in the number of our personnel and projects will require new investments in computer and telephone equipment.

Dissemination and Contacts

Agreements Completed

JSCA will continue with its policy of completing work agreements with the different institutions of the countries that work on legal issues. Special emphasis will be given to completing these agreements with the sector's public institutions: Attorneys General's offices, Offices of Public Prosecutors and offices of Public Defenders.

These agreements are a very important basis for disseminating information and involving the institutions in the networking projects that we are promoting, as well as for planning possible technical cooperation in the future.

Associate Organizations

JSCA is also encouraging organizations, especially NGOs, to enter our network and to become associated organizations, so that they may have greater participation in defining the institution's strategic plans.

Communication and Dissemination of Products

JSCA will continue with its communications strategy and will emphasize a closer relationship with the media at a national and regional level. We will continue publishing bulletins, which will include information on different subject's matters, as discussed below.

Traveling to different countries in the region to make contacts and attend events related to our field will continue to be one of the most important communication strategies. We intend to achieve complete coverage of the region by 2002.

Attending the next REMJA, to be held in Trinidad & Tobago in March 2002, and the next OAS General Meeting will be especially important for JSCA.

Two regular meetings of JSCA's Executive Board have been planned for 2002.

Our work plan also contemplates conducting international seminars or carrying out events in different countries of the region. We also plan ten publications which, apart from their specific subjects, will act as a further mechanism for the communication of JSCA information and ideas.

Summary of Products

Web Sites	2
Seminars	21
Courses	7
Bulletins	12
Newsletters	6
Publications	10

