



No. F.7 (21)/2019-FJA
Federal Judicial Academy
I s l a m a b a d
(RESEARCH AND PUBLICATION WING)
Research Cycle-II (February, 03 to June 26, 2020)
RESEARCH TEAM JOINING INSTRUCTIONS

IMPORTANT NOTE:

These instructions are to be followed by each member of the Research Team throughout Research Cycle-II. Any disregard to these instructions may entail disciplinary action by the respective parent organization. Director (Research and Publication) FJA, is to be addressed in all kind of communications for guidance and assistance.

1. **BACKGROUND:** Research and Publication Wing of the FJA (RPW) is expected to run two research cycles of five months each in a calendar year. 10 Judicial Officers from all over Pakistan and 03 Officers from Department of Judicial Administration, Republic of Maldives shall make a Research Team for each cycle. The team would be trained in research methodology and tools by experts for one month where after it shall undertake indigenous legal research for the rest of four months. The research work of the team would be reviewed and published by the FJA.

The programme has been launched pursuant to policy guidelines by Hon'ble the Chief Justice of Pakistan requiring research skills for Judicial Officers at all levels. It is to inculcate a culture of research in the District Judiciary and is expected to highlight need for indigenous study in areas of supreme importance. It shall facilitate enhancing expertise in legal drafting and judicial opinion writing as well. The initiative would also provide a platform for Judicial Officers across the country and abroad to come together and learn through sharing personal experiences and peer exchange. It would also pave way for research wings at the Provincial Judicial Academies and Judicial Academy, Maldives to collaborate with each other and assist with data collection and research on areas of mutual interest.

2. **DURATION:** Research Cycle-II stretches over five months commencing from **03 February, 2020**. Detailed schedule is contained in the training manual, which is in the process of printing. Detail of activities and timelines may be given to the Research Team from time to time by the RPW. Members of Research Team from Republic of Maldives shall remain at FJA up to **29.02.2020**. Thereafter, they shall continue their research work in accordance with approved research proposals and time lines from their home country for the rest of four months.

3. **MEDIUM OF INSTRUCTIONS:** The medium of instructions shall be English only.
4. **ACCOMMODATION:** The assignment is full time and residential. The Academy shall provide furnished shared accommodation to the Research Team at its hostel located at Service Road South, Sector H-8/4, Islamabad. Families and guests are not allowed in the hostel in any circumstance.
5. **MEALS:** The hostel mess of the Academy shall provide breakfast and meals to the Research Team throughout the Research Cycle. Besides, tea/coffee would also be provided during working hours. Mess schedule and menu shall be managed by the Research Team in consultation with warden. Research Team is expected to observe mess schedule.
6. **DAILY SCHEDULE:** The Research Team shall observe office timings of the Academy from Monday to Saturday. Schedule of activities would be finalized by the RPW in consultation with Research Supervisor and Research Associate. Last weekend of each month would, however, be a long weekend.
7. **LEAVE:** No leave shall be allowed except in extreme exigencies. Leave of any kind, including permission to leave the station on weekends or short leave, shall not be availed in anticipation of sanction. Absence without leave may entail disciplinary action by the respective parent organization. All applications for leave may be addressed to Director (Research and Publication), FJA.
8. **COSTS:** The Department of Judicial Administration, Republic of Maldives shall bear the cost of round trip air travel of their participants. All other expenses on account of local hospitality shall be borne by the FJA.
9. **CHECK IN:** The Research Team is required to check in by afternoon of Sunday, February 02, 2020, in the FJA, Hostel located at Service Road South, H-8/4, Islamabad. Allocations of rooms will be made by the Academy. Department of Judicial Administration, Maldives shall share travel details of participants for protocol and reception.
10. **REGISTRATION:** On 03.02.2020 immediately after arrival in the Academy, the registration of Research Team will be made. Please bring four (04) passport size photographs and a copy of your passport with yourself.
11. **CARRELS:** Shared research carrels with Wi-Fi connectivity and access to digital library would be provided to the Research Team at FJA Campus. Members may opt to work at their carrels during working hours in consultation with Research Associate.

- 12. FOCAL PERSON:** Mr. Fakhar Zaman, Director (Academics & Training), FJA can be researched for further details, special needs and arrangements on Cell +92 312 9336663, WhatsApp +92 311 9294835, Landline =92 51 9269672, Email. fakhar.zaman@yahoo.com
- 13. DISCIPLINE AND CONDUCT:** Every member of the Research Team shall abide by the following instructions and all other instructions issued by the Academy from time to time.
- I. Trainees' presence in all academic and social activities during the programme is mandatory. Absence from any of the activities without cogent reason may entail disciplinary action.
 - II. Trainees are expected to co-operate with and show respect to the permanent as well as the visiting faculty, their colleagues and the staff serving at the Academy.
 - III. Punctuality shall be observed strictly in all appointments, engagements and programmes. Participants must be present in the lecture room before the commencement of each session. Late comers in the class will be marked absent.
 - IV. Courteous behaviour is expected during all the training activities both inside and outside the class room. Trainees are expected to show respect towards different views and are also expected to be circumspect in the expression of their opinion.
 - V. Smoking is strictly prohibited in the Academy's premises.
 - VI. The trainees shall occupy only those seats in the class room as are allotted to them during the course. Prompt and punctual completion of assignments, if any, is essential. Marks are liable to be deducted for delayed submission.
 - VII. Trainees are not allowed to receive visitors or messages, or to receive or make telephone calls, during working hours. No activity shall be missed on any ground except for an emergency.
 - VIII. Stay in the hostel is mandatory. Temporary exemption can only be made in extraordinary circumstances with prior approval of the Director General. The gates of the Campus shall be closed at 10:00 p.m. Participants entering the Campus thereafter shall be required to make an entry in a register with the guard on duty. The names of such late-comers with vehicle number if any, shall be submitted to the Director General next morning.
 - IX. The common room and dining hall will be closed after 10:00 p.m. Facility of internet (Wi-Fi) is available in the hostel, which may be used productively.