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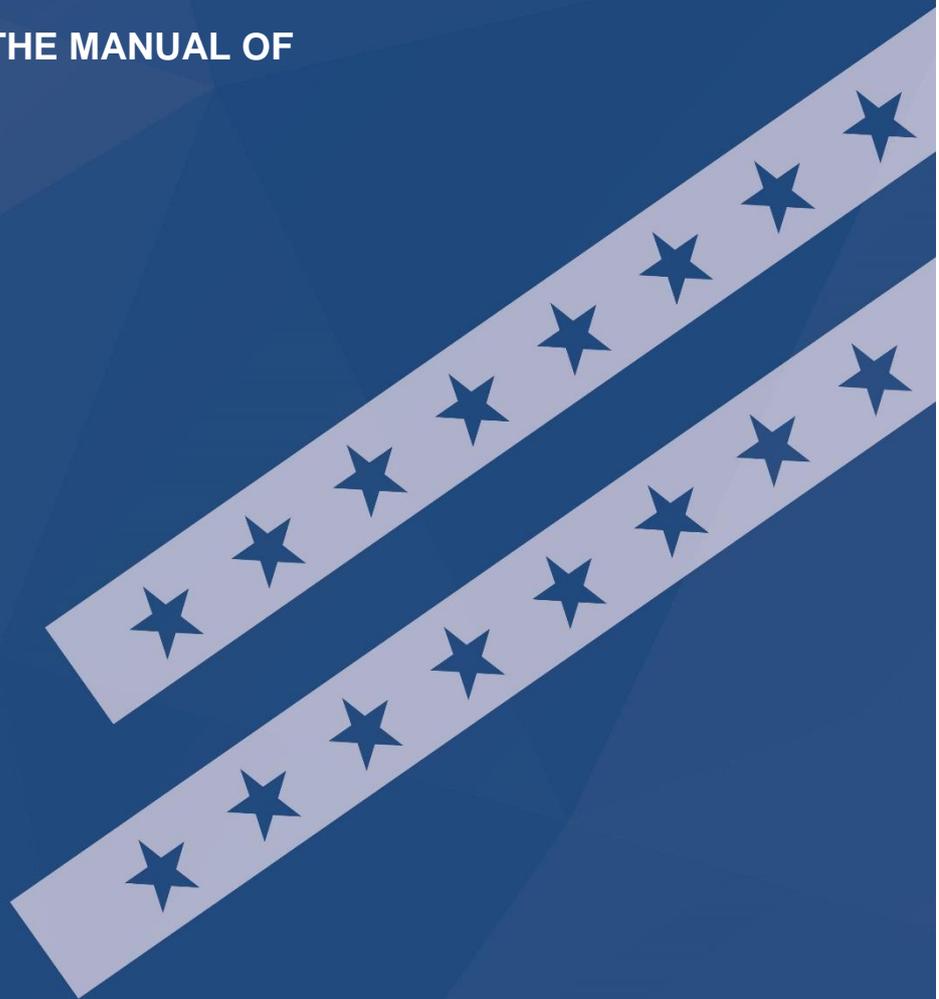


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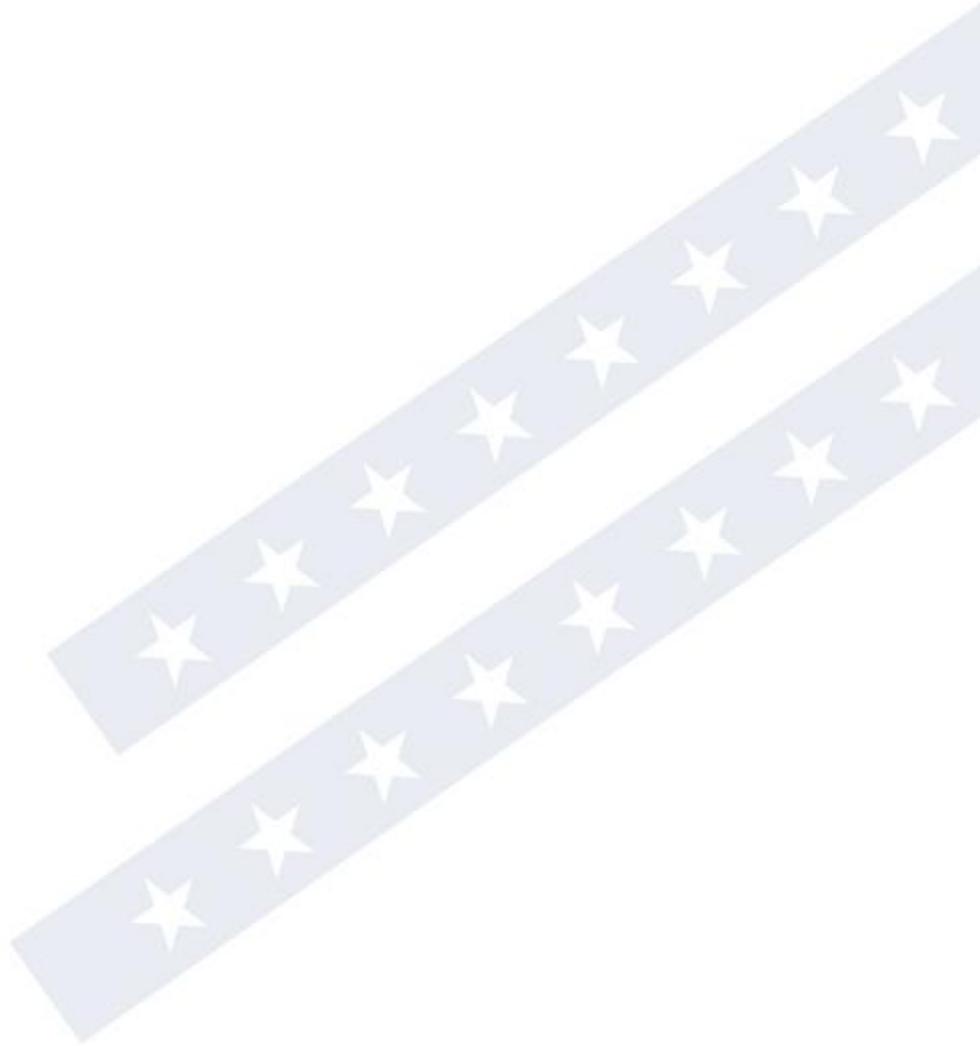
EUROPEAN UNION'S SUPPORT TO THE JUDICIAL ACADEMY

PROTOCOL FOR UPDATING THE MANUAL OF
MENTORS



PROTOCOL FOR UPDATING THE MANUAL OF MENTORS

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Preface

Is one of the tasks of Component 3.3 of the Project “Support to Judicial Academy (EURPOEAID/135635/IH/SER/RS)” to develop a methodology for Manual upgrade.

After the Manual of Mentors is made, it is necessary to continue providing the Judicial Academy with rigorous methodological instruments for the updating and improvement of Manual.

The fact of developing this protocol confronts us with the challenge and commitment to maintain current and updated the Manual to ensure its quality, trying to introduce those developments that are bound by legal reforms or simply more convenient for the dissatisfaction of those contained in the Manual after some time of its practical application among the different mentors of Serbia

In fact, this protocol aims to make the Manual a useful and practical reference for all those involved in the initial training of future Serbian judges and prosecutors.

The training of judges is in a state of constant evolution and improvement, the emergence of new methodologies entails the revision of those that once were understood to be the most appropriate

Updating the Manual is therefore a fundamental aspect that must be addressed by this protocol to maintain its validity at all times.

In this protocol it is assumed that there are two clearly differentiated moments in the update:

1. Monitoring
2. Update properly

The monitoring consists of identifying information that suggests the need to update the Manual and that should be done at the end of whole period of mentoring of each generation of candidates to judges and prosecutors .

The update properly starts when Judicial Academy have identified those parts of the Manual that are considered inefficient or discover other methodologies or teaching materials that are deemed necessary, or, when the maximum time has elapsed that determines that it is necessary to update the Manual (for a period that can be set from three to five years).

The Manual must be updated following a systematic, rigorous and explicit methodology.

The updating stage of the Manual may represent an opportunity to improve some aspects that were not considered during its preparation.

Of course, the contributions made by the Academy team as well as by the mentors are an indispensable source of information. Likewise, the result of updating the Manual

should provide clues to facilitate the implementation of its recommendations and consider the possible modifications necessary in the implementation strategies of the Manual.

Due to its importance, it is worth to point out the need to have the academy bodies established in the Law of the Judicial Academy(Official Gazette of the RS, no 104/2009 and 32/2014 decision CC), as well as the coordinators, mentors and lecturers that allow for the updating of the Manual from a multidisciplinary perspective, in addition to having with sufficient resources, both material and time.

The present protocol is distributed in the following parts:

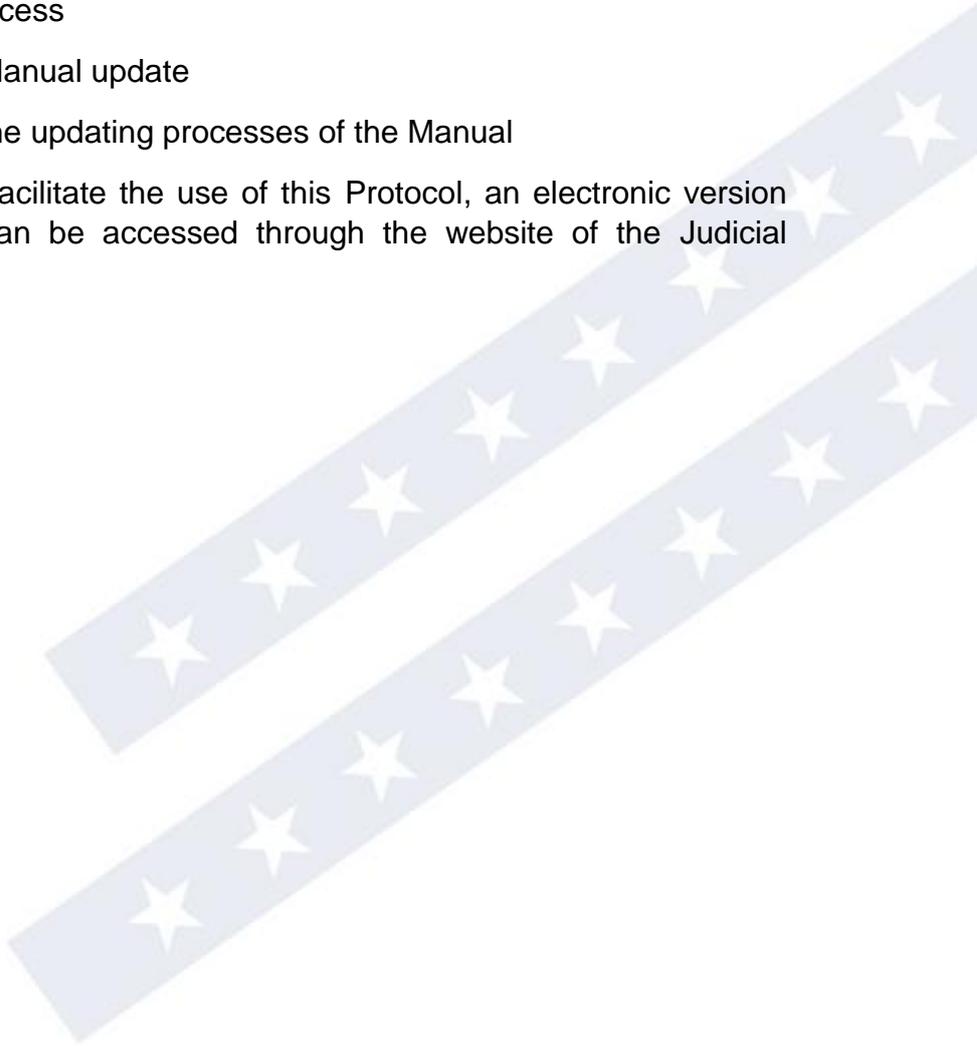
First part: Assessment of the need to update the Manual. Update types

Second part: The update process

Third part : Edition of the Manual update

Fourth part : Evaluation of the updating processes of the Manual

In order to disseminate and facilitate the use of this Protocol, an electronic version would be available, which can be accessed through the website of the Judicial Academy.



First part: Assessment of the need to update the Manual. Update types

Introduction

The assessment of the need to update the Manual is a fundamental aspect to ensure the validity of its contents.

As a result of the process of assessment of the need to update the Manual, the convenience or not of updating its contents will be determined. Therefore, the update should be a cyclic process.

In this part, key elements are provided to establish when the Manual should be updated. Some factors to be taken into account are included in order to make the decision when it is necessary to update them through monitoring mechanisms and the criterion of temporality. Finally, the types of possible updates and the type of update required are described.

Assessment of the need to update the Manual

The purpose of assessing the need to update the Manual is to help maintain and improve the quality of its content and with it the decisions and actions of both the Judicial Academy and the mentors.

Before the process of assessment of the need to update the Manual, the crucial questions to answer are the following:

1. Which parts are the ones that have lost their validity and which parts still hold them?
2. Are there significant differences between the information and suggestions with which the Manual was drawn up and the new ones to be introduced?
3. Does this new information or proposals significantly affect the contents of the Manual?

In order to answer these questions, it is necessary to analyze the content of the Manual, its validity and adaptation to the new functions that judges and prosecutors

must assume, as well as the latest decisions or resolutions of both European and Serbian organizations, which must replace the which are contained.

Likewise, the need to introduce those pedagogical innovations that could not be taken into account at the time of writing the Manual should be assessed.

The weighting of all this will make it possible to assess the degree of validity and the need for changes, and therefore, to decide, in a reasoned and objective manner, the relevance or otherwise of updating the Manual.

Aspects to take into account in the assessment of the need to update: monitoring

There are certain aspects that will influence the process of assessing the need to update the Manual. These aspects must be taken into account periodically (monitoring) and analyzed to determine the relevance of an update of the Manual.

They are the following:

- 1- Identification and assessment of new functions to be developed by judges and prosecutors.
- 2- Opinion of the bodies of the Judicial Academy (Steering Committee, Director of JA and Programme Council).
- 3- Opinion of the Mentors
- 4- Opinion of mentees
- 5- Analysis of the evaluation questionnaires.
- 6.- Analysis of the context

1-Identification and assessment of new functions to be developed by judges and prosecutors:

The functions performed by judges and prosecutors are not always fixed, so they can be modified by the corresponding legal norm that establishes it (for example, the investigative functions that passed from the judge to the public prosecutor) which evidently must have its reflection in the content of the teaching activity taught by mentors with respect to their mentees.

2- Opinion of the bodies of the Judicial Academy (Steering Committee, Director of JA and Programme Council).

The Law on Judicial Academy regulate its functions and bodies . Among the main activities are :Adopt initial training programmes as well adopt an annual report on the work (art. 9 regarding competences of the Steering Committee). Enforce the decisions of the Steering Committee and the Programme Council and coordinate and organise the work of the Academy (art. 14 regarding the competences of the Director).Determine a draft programme of the initial training for judges and prosecutors (art. 17 regarding competences of the Programme Council) .

For all these reasons, the exercise of these competences implies the possibility of analyzing the validity or otherwise of the Manual as well as the convenience of introducing those novelties that are deemed necessary, deleting the parts that are considered unnecessary.

3- Opinion of the Mentors

The Manual is conceived as a tool to help the mentor to exercise his activity as a trainer with respect to the mentee. Therefore, the opinion of the mentors is an essential piece for updating the Manual.

The mentor is the one in the best position to point out the deficiencies of the Manual, which material has been out of date, what new features should be introduced, which parts of the Manual present problems in its application and what parts are not useful and reasons of it.

4- Opinion of mentees

The assessment of trainers is considered a part of the assessment of the initial programme and the mentees as direct beneficiaries of the initial training activity , they are placed in an adequate position to assess the performance of their trainers from a critical point of view. In this way, mentees through their opinions can express that difficulties on learning may be due to deficiencies of Manual or that the material in it has not been useful for their development professional.

An alternative to the questionnaires to collect perceptions of the students on the Manual would be to have an email or a platform on the Judicial Academy website to collect comments and suggestions.

5- Analysis of the evaluation questionnaires.

Data obtained with the questionnaires permit to assess the results and impacts of the training programs, to assess whether the training program was properly implemented.

A high score on the results of these questionnaires may be indicative that the instruments and pedagogical methods used (and the Manual is one of them) are correct, whereas they will not be if the grade is low or medium.

Likewise, the blank spaces that exist at the end of each questionnaire for the "open" comments made by the mentors and mentees can be another source of useful information for this purpose of updating the Manual.

Summarizing, depending on the results of the evaluation, analysed centrally at institutional level and interpreted in accordance with internal methodologies , the Judicial Academy may decide, according to its internal regulations, to take action to updating the Manual.

6.- Analysis of the context

It is necessary to analyze the Serbian legal and sociological context in which the Manual is applied. The technological dynamism, now incipient, will force to make adjustments in the formation and for that reason, of the Manual also.

Surely the Web 2.0 denomination that uses several tools to create, edit and share knowledge, promoting a sense of community and participation in the Internet, will have a determining role in updating the Manual.

Finally, we must bear in mind that the decision to update the Manual is not necessarily due to one of the previously mentioned aspects, but to a global weighting or evaluation of them.

Types and update time of the Manual

Once the aspects to be taken into account have been assessed to decide on the convenience of updating the Manual, it is necessary to decide which parts will be updated and how.

Evidently there are some updates that are necessary and imperative derived from a new legal regulation and that modify previous regulations or introduce them ex novo

as it could be a modification of The Law on Judicial Academic that would affect aspects included in the Manual. These would be the so called updating by law or imperative.

The other modifications would be those derived from the decision making that are the responsibility of the executive bodies of the Judicial Academy that consider that some methodologies should be introduced or modified in the Manual as well as any of the materials contained therein. These would be the so called updating by pedagogical or opportunity reasons.

Another classification of update types would require distinguishing between full update, partial update and update without modifications:

A complete update assumption would occur when the competent bodies considered the need to prepare a new manual to replace the current one due for technical reasons or new pedagogical policies.

The partial update would occur, for example, when it was considered that some of the questionnaires should be changed or the internship' period were modified in the different judicial and prosecutorial office.

Finally, the update without modifications would occur when no content of the Manual has been identified that should be deleted or modified but if it is deemed necessary to add some material or content that was not previously updated.

About how often should the validity of the Manual be assessed, according to the first classification, would be immediate (updating by law or imperative) or when the competent bodies of the Academy consider it appropriate(updating by pedagogical or opportunity reasons). This kind of updating is included in the systematic reviews, it being reasonable, as a temporary orientation, that the assessment of the update be made at least once every three years and in any case never exceed five years, activating a standing commissions of the Program Council foreseen in art. 18 of the Law on Judicial Academy as well as the participation of the rest of Bodies of the Academy that is necessary.

Second part :The update process

Introduction

The updating process is a crucial stage in the life cycle of the Manual

There are few judicial training centers that have a Manual of Mentoring, so it will be necessary to systematize this stage, knowing that, like the elaboration process, it is complex and that it can consume important resources.

That is why it can be said that the Judicial Academy of Serbia is an advanced institution that cares about the quality of its Manual and that knows that it is necessary to have rigorous approaches to the difficult task of having it updated.

In this sense, we can point out that the challenge is to establish a formal procedure to update the Manual of mentoring and to apply it systematically.

Aspects to take into account when planning an update process

From the point of view of the Judicial Academy, the main factors when planning a concrete process of updating and committing to it are the loss of validity of its content, resources, time available, the professionalism and the synergies between institutions.

Lost of validity of contents (pérdida de vigencia del contenido). Need to introduce new materials

The speed with which the content of the Manual loses its validity as well as the need to introduce new contents is a key problem for the elaboration and updating of the Manual.

For example, in the field of judicial ethics, the Manual contains as relevant training material judgments of the European Court of Human Rights, decisions or recommendations of bodies such as the Council of Europe ... Obviously, when the Manual was prepared, the material that was the most recent and updated was introduced. Logically, the decisions and other material on this issue will continue to be produced, so that those currently included in the Manual could become obsolete and therefore , it would be necessary to introduce the most recent ones that vary and update the relevant issues on a specific topic.

Similarly, in more strictly pedagogical issues such as the questionnaires that are subject to revision in view of the analysis of the results obtained that demonstrate the need to eliminate some questions or to introduce new ones, in order to advise the specialists in adult pedagogy.

It also seems reasonable that the establishment of innovative training tools such as the portfolio will require adjustments in the first years and that will surely force its updating and updating.

Finally, there will be cases where the material currently existing in the Manual has not lost its validity but nevertheless it is considered necessary to introduce new features derived from new documents related to legal issues or caused by new methodologies or pedagogical resources to be used during mentoring and that it is considered necessary to add in the Manual.

As has been established in the second part of this Protocol, the decisions related to the update require a joint assessment of the multiple aspects related thereto. Therefore, both the Judicial Academy and the people involved in mentoring must weigh the moments in which the manual is updated so that it is as optimal as possible.

Material and human resources

Both the preparation of the Manual and its updating are processes that involve material and economic costs as well as time

The different types of updating processes entail different costs. At the most costly end, it could be pointed out the need for a full update and that would entail the preparation of a new Manual, a modality that is not expected to be necessary for a long period of time.

Regarding the so-called mandatory update or by law, it must take place in the minimum time required, activating the competent agencies of the Judicial Academy responsible for initial training.

On the other hand, the so-called updating for pedagogical or opportunity reasons implies the systematic update to be made after a series of years, in principle, at least every three years and in any case never exceed the five years.

For this type of updates it will be necessary to systematize the process, taking advantage of all the actors responsible for the initial training as well as the existing material resources.

It would be advisable to share efforts with other judicial training institutions, both national and international, European Judiciary Training Network or Lisbon Network, Council of Europe, to share work and create synergies.

To minimize the economic impact of the updating Manual, priority should be given to the publication in electronic format of the updates instead of the paper publication, which is available on the Judicial Academy website.

Time need to update

The update of the Manual, like the elaboration, also requires time. An average update, after three or four years from the date of the last update, will usually last between three and six months, although the time could be extended depending on the extent of the update to be performed.

It would be advisable that the update time be the corresponding one between the end of the training period of a generation of candidates for judge and mentors and before the start of the new course with the next generation of candidates.

Professionalism

An equally important aspect when planning a process to update the Manual is the experience or training available to the Judicial Academy for this task, especially when the update refers to pedagogical issues or methodologies in the initial training of judges and prosecutors.

This involves the training in updating manuals to professionals who work permanently in the Judicial Academy as well as legal professionals and training adults who temporarily can collaborate with the Judicial Academy.

Synergies between institutions.

There are many national institutions (professional associations, for example) as well as international institutions (OSCE, Council of Europe, EU Commission, EJTN, Lisbon Network) that together with the Judicial Academy are also involved in the initial training of judges and prosecutors in Serbia. In this sense, the efforts of these institutions should be coordinated in order to keep the training tools updated as the Mentor Manual assumes, thus avoiding the waste of resources.

It is necessary to deep in the work in network or by means of commissions of coordination sharing resources, fomenting the collaboration between institutions when it is approached an issue of monographic form as it would be the evaluation system, for example.

Stages of the update process

Any updating policy of a Manual of these characteristics should include a monitoring system of the validity of the aforementioned Manual..

This monitoring must constitute a differentiated stage within the stages to be followed in the updating process, since in itself it is not part of the process itself, but it indicates the need or not to update the Mentoring Manual.

This monitoring phase should be considered as an activity of the Head of Monitoring and Evaluation, currently in the staff structure of the Judicial Academy.

In this phase prior to the beginning of the update you must clearly determine if it is necessary or not, to update the Manual. For this, the Head of Evaluative and Monitoring of the Judicial Academy is a fundamental piece since it meets periodically with coordinators, mentors and mentee throughout the period of each internship, being able to collect those information that imply the need to update the Manual of mentors. It is at this moment when, if necessary, the updating process begins.

At this time prior to the adaptation of the Manual, the different information obtained during the Implementation Phase of the Mentoring Manual could be useful, especially the assessment that was made on the difficulties for its practical application as well as the identification of the barriers found in its implementation and the recommendations made to integrate the new strategies or tools to improve the outcome of their implementation.

Bibliographic and information search

Once the decision to update the Mentoring Manual has been taken, the stage of information collection and bibliography should be considered as the beginning of the update.

The searches in this stage have their own characteristics: they are fundamentally more targeted searches and should therefore be more rigorous than those carried out during monitoring.

On the one hand, it must be collected by the head of the Department of Evaluation and Monitoring at Judicial Academy from their information obtained with the periodic meetings held with the coordinators, mentors and mentees, as well as the information that may be obtained from the activity “The Mentor’s day”.

This information should be classified and divided according to the main sections of the Manual of Mentors : Oral skills; Writing skills; Ethics and Deontological Ethics; The Portfolio; External internships and Evaluation; Mentoring programme at the Civil Basic Court; Mentoring programme at the Criminal Basic Court; Mentoring programme at the Misdemeanour Court; Mentoring programme at the Public Prosecutor’s Office and the Complementary internships.

It will be necessary that the information collection methodology is correct and that a thorough review of it has been carried out.

In parallel, any search must include all the available information on different subjects to be updated that has been published by national and international institutions specialized in the initial training of judges and prosecutors.

Likewise, information should be gathered about each one of the different judicial divisions to verify if the activities that each of them has been entrusted to have been maintained or have changed.

Finally, the judgments, recommendations issued by the European Court of Human Rights, as well as by the high courts of the Republic of Serbia, decisions or consultations of the Council of Europe related to the different subjects covered by the Ethics and Deontological Ethics section must be reviewed.

The searches for the updates in principle can be more directed and focused than those originally made for the elaboration of the Manual that we are going to update. This is due to the fact that it is unlikely that we will stop locating relevant information when we start from an original previous exhaustive review. However, there may be specific topics or novel aspects that require a more detailed review.

Critical evaluation and synthesis

The critical evaluation of the information collected and available does not differ from that carried out in the elaboration phase of the Manual itself. This process is not always

easy, since the same people who evaluated the information and material that was introduced in the Manual will not coincide.

Text update and recommendations

Once the information has been collected and evaluated, a working group made up of experts or, where appropriate, a standing committee of the Program Council (provided for in article 18 of the Law on Judicial Academy) will prepare a draft with the modifications. All Persons involved in this stage would need to have both a profile of experts in law and in adult pedagogy.

External review

After the elaboration of a new draft with the suggested changes or modifications, it would be convenient to develop a process of extensive external reexcision. This stage can greatly enrich the updating of the Mentoring Manual. It is important to carry out a broad and multidisciplinary consultation; Ideally, including members with new profiles not initially included.

Final publication

The publication of the Mentoring Manual on the internet as well as the proposed modifications and updates will allow easy identification by all interested parties. The electronic publication also allows the publication and maintenance of the Manual at a lower cost. The use of this technology is fundamental in the diffusion of the novelties, either through alerts on the institution's website or through dissemination lists.

Likewise, it is crucial to disseminate the changes and the Manual in general, as much as possible, through their availability to international organizations and institutions related to the initial training of judges and prosecutors.

Participants

Participation in the process of updating the Manual of Mentoring should be the most comprehensive.

On the one hand, there are the organs of the Judicial Academy responsible for judicial training in general and the initial one in particular. Specifically according to art. 9 of the Law on Judicial Academy the Steering Committee has competences to adopt "initial training programs"; also the art. 17 of the same Act recognizes as powers of the Program Council the "determine a draft program of the initial training for judges and

prosecutors" as well as art. 18 establishes the competences of the Standing commissions of the Program Councils that will have for the initial training.

These bodies therefore, in accordance with their procedures of action may make the contributions they deem necessary for updating the Manual. These updates may be derived from the modifications made in the initial training and that have an impact on the Manual as well as all those modifications that may be appropriate that may consist of the introduction or substitution of materials or for exclusively pedagogical reasons.

Equally essential is participation in updating those who are the main "recipients and users": mentors, without forgetting the one of those who receive the training through the Manual, that is, the students, who will be able to calibrate the usefulness of their content in relation to the subsequent professional exercise.

Monitoring

Usually, monitoring the degree of validity of the Manual should have two aspects: on the one hand, carried out by the heads of the Evaluation and monitoring department of the Academy itself, which will perform the function of collecting, from the periodic meetings, all the information it emerges from the coordinators, mentors and students about the problems of application of the Manual, the reasons for these problems and which parts of it are inadequate or obsolete; on the other, the broader consultation that should be done with legal experts who will assess the legal material contained in the Manual and when it should be modified, replaced or expanded; likewise, the group of experts in pedagogy must control the application of the pedagogical tools contained in the Manual, the necessary adjustments that must be made as well as the novelties that are convenient to achieve the objectives proposed in the initial training and that are included in the Manual.

Type of update

Often, when it comes to a partial update of the legal or necessary denominations, and despite the fact that there is a period of external review and extensive consultation, the physical meeting of all the competent bodies in the update will not be necessary, being possible work, for example, by email and / or videoconference/skype.

On other occasions, when a more extensive or considerable update of the contents of the Manual is required, one or several meetings of the different competent bodies will be necessary, which must be coordinated through a Standing Commission of the Program Council (Article 18 Law on Judicial Academy) created expressly for the purpose of updating the Manual of Mentoring.

Required profiles

In relation to the necessary profiles, these will vary according to the type of update: in all cases it will be necessary to have experts in judicial training, which implies having extensive knowledge not only of the functions developed by judges and prosecutors, but also in adult teaching.

In order for updates that refer to resolutions, recommendations from International Courts (European Court of Human Rights, European Court of Justice..), National (Constitutional Court, Supreme Court) as well as European judicial organizations (Council of Europe, European Judicial Training Network..), it will be necessary a documentalist or expert in this type of resolutions and recommendations that assess the need to add or replace those contained in the Manual.

On the other hand, the update is a good time for the updating group to be as multidisciplinary as possible, supplying a lack that in its case could have occurred at the time of preparation of the Manual or in its previous update.

The necessary balance should be sought between judges and prosecutors who are mentors with the other legal professionals and experts in adult education, without the latter having to have a preponderant power over judges and prosecutors.

Virtual platforms for networking

Usually the different organizations and people involved in the update of the Manual will involve the need for networking that normally takes place at a distance.

The constant evolution of new technologies makes available to all participants a series of possibilities to improve the work of updating the Manual from virtual platforms that allow, fundamentally, to exchange opinions, proposals and work material.

It is complicated to make an exhaustive list of resources that allow facilitating group work through the Internet, and the constant evolution of the different tools available makes it difficult to recommend any of them. The needs and knowledge of each of those involved in the task of updating the Manual will determine to a large extent the use of these tools.

One of the most useful resources for networking is Google Docs, which allows you to work with documents in a network based on file formats similar to Microsoft Office (Word, Excel, Power Point ..).In Google Docs users have a virtual space in which to

create, upload or download files. In this way you can share and edit documents created by other people or by yourself, and work in groups. This platform requires to be registered in a Google email account (Gmail)

Taking into account the type of document that can be worked from Google Docs, each of the groups participating in the update can create an own account in Gmail and centralize, for example, all the drafts that the different components of the group elaborate. This tool also allows to create simple spreadsheets to structure and centralize the extraction of data that are of interest for updating the Manual.

Taking into account the possibilities that Google adds to its tools, it could also integrate information from Google Calendar to manage the agenda of the development group and establish their meetings, or the deadlines for the delivery of the various proposals or conclusions for the adaptation of the Manual.

If the different groups involved in the updating of the Manual need, besides creating documents where the data and proposals about this update are recorded, databases of sentences ... it may be useful to create a space in some virtual platform, such as Box.net. The main utility of this platform is to store and classify documents in a virtual space. In this way, the members participating in the tasks of updating the Manual, by subscribing to an account in Box.net, could access a space in which to find and share all the contents related to the Manual, organized in a similar way. to a Windows explorer.

Another example of a platform for temporarily storing files is SpeedyShare. If the different people involved in updating the Manual need to convert documents from one file format to another, they could use Zamzar.

Finally, depending on the involvement of the different groups that are formed among the participants in the update, it could be created with some of the available social software some common space for all the participants (like a blog) in which to create forums or solve doubts or discuss aspects that generate the different stages in the process of updating the Manual.

Third part : Edition of the Manual update

Introduction

The principles by which the updating of the Manual should be guided are similar to those considered necessary in the edition of the original Manual. Clarity in the presentation of the update, transparency and practicality in its use.

In addition to these general characteristics, the edition of an update should allow the identification of the most relevant modifications incorporated as a consequence of the revision, quickly and clearly.

When it is a complete update, it will be usual to find a new document, generally in its different versions, without being able to identify the modifications made.

When the modifications are of great importance in a specific section of the Manual, they may lead to the publication of an update of said section.

Formats (printed and electronic) and updates

The application of new technologies in the edition and dissemination of Manuals and other training materials has proliferated the documents in electronic format,

Electronic Manual is understood, that document that can be consulted in computer support (computers, CD Rom, PDA, etc).

There are several possibilities of electronic Manual designs. One of the most widespread is the reproduction of the printed version in a PDF document (Portable Document Format).

The Manual in electronic format can coexist with its printed versions or be part of an exclusive program of training materials in electronic format.

It is evident that the electronic format could facilitate the updating of a Manual and simplify its edition with a reduction of undisputed economic cost.

Recommendations on the edition of the manual update

The edition should facilitate the identification of the main changes made as a result of the Manual update process :

The deficiencies found in the previous version.

The improvement proposals

The novelties introduced

New recommendations and those with relevant modifications.

It would be convenient that all the modifications made had a list of "Questions to answer", which would include those aspects to be modified with respect to the original version of the Manual. This criterion is applicable to both a full update and a partial update.

The editorial task of a Manual, which culminates with its publication, usually consumes a variable time that can take several months, so it is usual that there is a gap between the date of publication and the end date of the proposed modifications.

To do this, to know if the update of the Manual has collected the latest legal or other changes that a variation of the functions, conenido, ... of mentoring , it is important to facilitate the identification of the closing date of the works of update.

A proposal in this regard would be to place in a prominent place in the Manual the closing date of the update with the modifications introduced.

Theoretically, the electronic format is the one that allows an update in a more efficient way. The ability to incorporate the new modifications of the Manual is almost exclusively electronic format, provided that the updates are managed properly.

Printed formats can also achieve this, but it implies a more laborious process.

The electronic format can facilitate the rapid identification of the modified sections when updating the Manual. The electronic Manual allows the consultation of the updated topics and the consultation of previous versions. With this electronic format, a "live" Manual is achieved in which the new modifications can be incorporated almost immediately as the modification works are completed. Even if it is not possible to constantly modify the recommendations as the relevant new changes are published, the electronic format allows, at least, the incorporation of those modifications.

Fourth part : Evaluation of the updating processes of the Manual

To evaluate the evaluation process, it is proposed to continue with the following criteria:

-CRITERIA 1 : Was the update made at the appropriate time or in accordance with the circumstances that recommended it?

As a general approach, it is recommended to update the Manual at least every three years. However, as stated above, this criterion is indicative and, in each case, the most important reasons that justify the update must be made explicit. Updates before three years and after five years should be adequately justified.

The objective of this criterion is to verify that the Manual has been updated within the appropriate or reasonable period and that the decision to update it has been made based on clear criteria.

-CRITERIA 2 : Is the procedure to decide whether the Manual requires the update and the type of update required adequate?

It is important to verify that the decision on the need to update is taken following a structured procedure. Based on this, it may be decided to carry out a complete, partial update or withdraw the Manual. It may also be decided to introduce other chapters or new parts or other changes in the scope of the Manual, in which case the Purpose of the Manual would be modified

This criterion can be measured as follows: checked if the procedure to assess the need for updating is described in the Manual or in the Protocol; describe the type of update required; evaluate if the scope and purpose of the Manual has been modified and if

new chapters or sections have been introduced; and check whether the perception of the mentors and mentees as final users of the Manual has been taken into consideration.

-CRITERIA 3: Are there periodic monitoring mechanisms to check the validity of the contents of the Manual?

It is normal that every Training Manual has monitoring mechanisms to periodically re-evaluate the need for updating, so that the validity of its contents is evaluated with a frequency higher than the reference period of three years that we have previously referred to.

The objective is to verify that there are monitoring mechanisms so that, in the event of legal or regulatory changes that may invalidate relevant contents of the Manual within the period established as a reference, these changes can be detected and incorporated into the updating process. This is intended to eliminate obsolete parts of the contents of the Manual.

This criterion can be measured by checking, for example, if there are systems to collect the suggestions of mentors and mentees.

-CRITERIA 4 : It is clearly indicated which organizations promote the updating of the Manual, who are the professionals involved in the updating process and what is the distribution of tasks and responsibilities?

For the process of updating the Manual to work, it is necessary that the responsibilities and actions or tasks of the organizations and people involved in the updating process are defined.

It should be checked if the following points are clearly defined: which organism promotes the update; if the authors of the Manual collaborate in the update; if the team that update the Manual is multidisciplinary; if you have the association of judges and students' club. In addition, it must be clear what are the responsibilities and tasks of the people and organizations involved.

This criterion can be measured by checking that it is clearly described who promotes the updating of the Manual. Also, checking that the team that is updating the Manual includes the authors of its original version, or at least has contacted them. It should also be verified that the authors or reviewers include the point of view of the mentors and the students (multidisciplinary).

-CRITERIA 5 : Has the update been made following an explicit procedure?

Like the ex novo elaboration of a Manual, the update must follow a systematic and explicit method. It is usually a combination of limited search and contact with experts.

This criterion can be checked by looking for the description of the method used in updating the Manual.

-CRITERIA 6: Has an adequate search been performed?

When pedagogical or training news are introduced, in the update of the Manual, a search should be made of the publications related to the novelties, although limited for reasons of time. In any case, it must be guaranteed that it is sufficiently rigorous so as not to omit relevant studies.

-CRITERIA 7 : How is the evidence evaluated and synthesized?

As in the ex novo elaboration of the manual, it is important that the need and quality of the modification or modifications to be made be evaluated. In addition, you must synthesize the relevant changes and developments to be able to argue the different issues or sections that arise in the update.

-CRITERIA 8 How are the novelties or modifications formulated?

As in the ex novo elaboration of the Manual, the modifications or novelties must consider the balance between improvements and inconveniences. It is important verify that an explicit method is followed for this.

This criterion will be measured by checking the methodology used to formulate the novelties and modifications and if they coincide with the original Manual. In case of not agreeing with the methodology of the original Manual, an equivalence procedure should be specified and, if applicable, explain the changes of methodology.

-CRITERIA 9 Clarity in the presentation: Are the main changes that have taken place as a result of the update clearly presented?

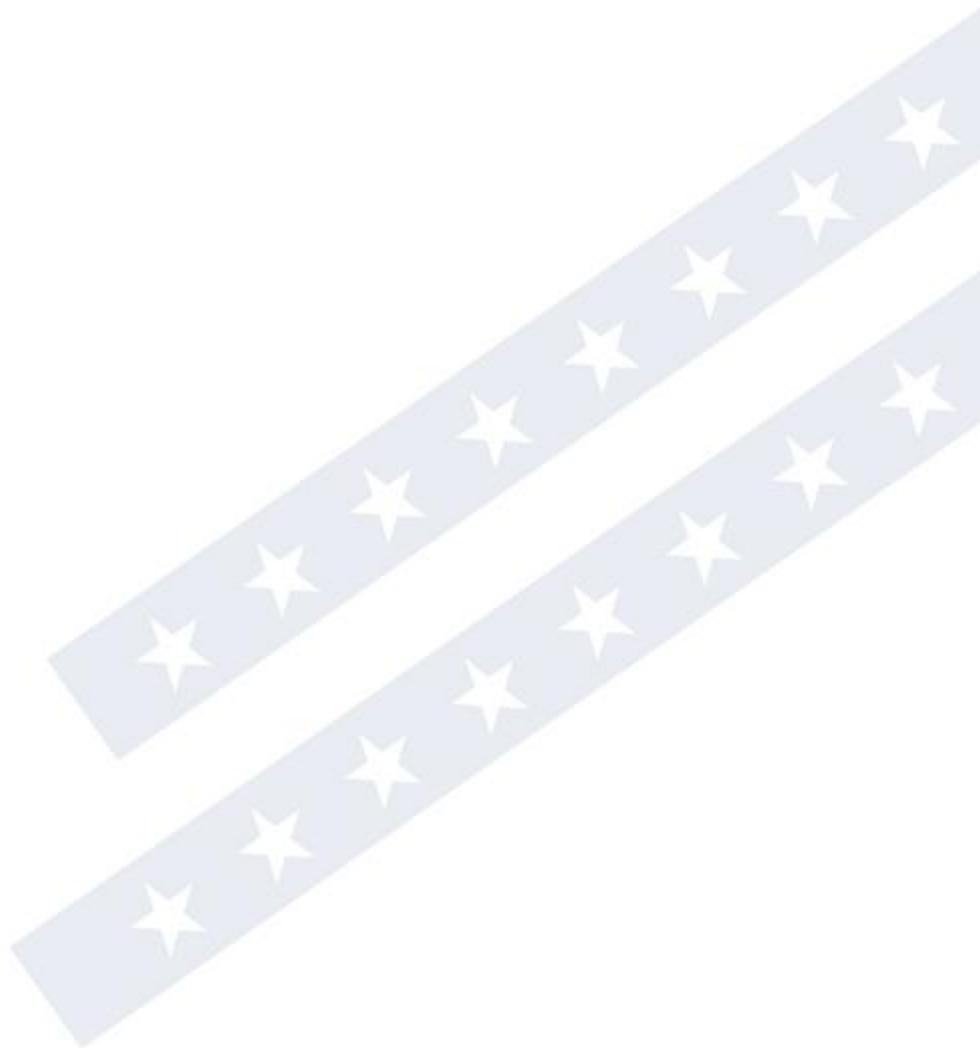
The format of the Manual update should allow the main changes in a clear and fast way.

The modifications that may affect the implementation of the Manual should be explicitly indicated.

-CRITERIA 10 : Is there a file that collects the documentation used in the initial and successive versions of the Manual ?

To facilitate the updating processes of the Manual, it is important that a file with the relevant documentation be maintained.

This material will not usually be available in the document updating the Manual, but it is desirable that it be referred to and can be found on a web page, or that there is the possibility of requesting it.



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