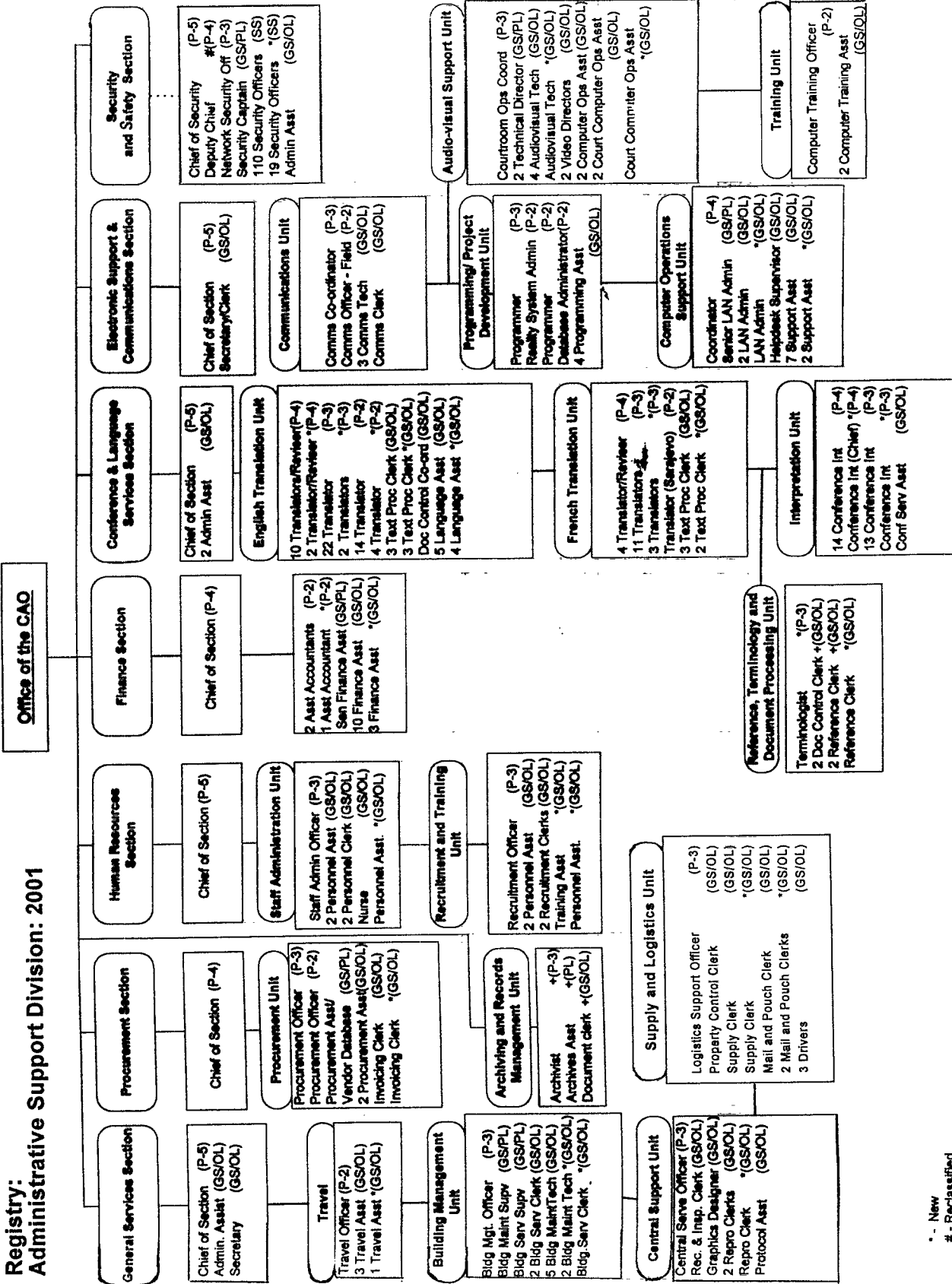


Registry:  
Administrative Support Division: 2001



\* - New

# - Reclassified

+ - Redeployed

- - Relating to Ad Litem Judges

## Annex III

## Vacancy statistics by division, service and section

as of 26 October 2000

<i>Section</i>	<i>Authorized</i>	<i>Vacant</i>	<i>Vacancy rate (Per cent)</i>
<b>Office of the Prosecutor</b>			
Immediate Office of the Prosecutor	22	3	13.6
Prosecution	77	9	11.7
Investigations	200	22	11.0
Information and Evidence	71	7	9.9
<b>Subtotal for Division</b>	<b>370</b>	<b>41</b>	<b>11.1</b>
<b>Registry/Service: Registrar</b>			
Office of the Registrar	2	0	0.0
Public Information	11	1	9.1
<b>Subtotal for Division</b>	<b>13</b>	<b>1</b>	<b>7.7</b>
<b>Registry/Service: Administrative Division</b>			
Office of the Chief Administrative Officer	11	1	9.1
Security and Safety	115	1	0.9
Human Resources	12	0	0.0
Budget and Finance	14	0	0.0
General Services	26	1	3.8
Procurement	11	1	9.1
Electronic Support and Communications	44	2	4.5
Conference and Language Services	109	5	4.6
<b>Subtotal for Division</b>	<b>342</b>	<b>11</b>	<b>3.2</b>
<b>Registry/Service: Judicial Support Division</b>			
Office of the Deputy Registrar	3	0	0.0
Chambers Legal	50	6	12.0
Defence Counsel	5	0	0.0
Office of the President	3	0	0.0
Detention Facilities	7	0	0.0
Court Management and Support Services	16	0	0.0
Library and Reference	3	0	0.0
Archiving	4	0	0.0
<b>Subtotal for Division</b>	<b>91</b>	<b>6</b>	<b>6.6</b>
<b>Legal Division</b>			
Office of the General Counsel	3	0	0.0
Registry Legal Support	4	0	0.0
Victims and Witnesses	25	2	8.0
<b>Subtotal for Division</b>	<b>32</b>	<b>2</b>	<b>6.3</b>
<b>Total</b>	<b>848</b>	<b>61</b>	<b>7.2</b>

## Annex IV

## Amended legal aid payment practice

December 2000

Case phase:  Team Member:	PRE-TRIAL CASE LEVEL AND <u>ESTIMATED</u> NECESSARY PREPARATION TIME:			TRIAL	APPEALS CASE LEVEL AND <u>ESTIMATED</u> NECESSARY PREPARATORY TIME Case level 1 Case level 2 Case level 3 difficult very difficult leadership cases 3 MONTHS 4 MONTHS 6 MONTHS		
	Case level 1: difficult 4 MONTHS	Case level 2: very difficult 6 MONTHS	Case level 3: leadership cases 8 MONTHS				
<b>Lead Counsel</b>	<ul style="list-style-type: none"> <li>1400 hours total, (= monthly average if pre-trial prep. were done in 4 months: 350)</li> </ul>	<ul style="list-style-type: none"> <li>2100 hours total, (= monthly average if pre-trial prep. were done in 6 months: 350)</li> </ul>	<ul style="list-style-type: none"> <li>2800 hours total, (= monthly average if pre-trial prep. were done in 8 months: 350)</li> </ul>	<ul style="list-style-type: none"> <li>all hearing hours</li> <li>average monthly prep. hours over duration of trial: 115</li> </ul>	<ul style="list-style-type: none"> <li>1050 hours total, (= monthly average if appeals prep. were done in 3 months: 350)</li> </ul>	<ul style="list-style-type: none"> <li>1400 hours total, (= monthly average if appeals prep. were done in 4 months: 350)</li> </ul>	<ul style="list-style-type: none"> <li>2100 hours total, (= monthly average if appeals prep. were done in 6 months: 350)</li> </ul>
<b>Co-Counsel</b>	<ul style="list-style-type: none"> <li>plus all hearing hours for one counsel</li> </ul>	<ul style="list-style-type: none"> <li>plus all hearing hours for one counsel</li> </ul>	<ul style="list-style-type: none"> <li>plus all hearing hours for one counsel</li> </ul>	<ul style="list-style-type: none"> <li>all hearing hours</li> <li>average monthly prep. hours over duration of trial: 115</li> </ul>	<ul style="list-style-type: none"> <li>plus all hearing hours</li> </ul>	<ul style="list-style-type: none"> <li>plus all hearing hours</li> </ul>	<ul style="list-style-type: none"> <li>plus all hearing hours</li> </ul>
<b>Legal Assis- tant-s Or Investi- gator-s</b>	<ul style="list-style-type: none"> <li>2000 hours total, (= monthly average if pre-trial prep. were done in 4 months: 500)</li> </ul>	<ul style="list-style-type: none"> <li>3000 hours total, (= monthly average if pre-trial prep. were done in 6 months: 500)</li> </ul>	<ul style="list-style-type: none"> <li>4000 hours total, (= monthly average if pre-trial prep. were done in 8 months: 500)</li> </ul>	<ul style="list-style-type: none"> <li>Maximum average monthly working hours over duration of trial: 150</li> </ul>	<ul style="list-style-type: none"> <li>450 hours total, (=monthly average if appeals prep. were done in 3 months: 150)</li> </ul>	<ul style="list-style-type: none"> <li>600 hours total, (=monthly average if appeals prep. were done in 4 months: 150)</li> </ul>	<ul style="list-style-type: none"> <li>900 hours total, (=monthly average if appeals prep. were done in 6 months: 150)</li> </ul>
<b>Total hours:</b>	3400	5100	6800	Total not applicable	1500	2000	3000

**Accompanying practices:**

1. **The hours set down in the table for the pre-trial and appeal stages are to be understood as the *maximum* number of hours which *can be* allocated for the respective phase.** Counsel are obliged to plan the use of working hours efficiently and effectively throughout the entire preparation period.
2. **Counsel will not be reimbursed for working hours exceeding the allotted maximums unless if unforeseen circumstances beyond influence of the defence necessitate the allotment of additional hours.** In such a case, a reasoned request must be submitted to the Registrar in order to obtain an additional allotment of working hours. Example: After the defence has concluded its pre-trial preparation, the Prosecution discovers and discloses additional material, such as new witness statements or documentary evidence. The defence may then request an appropriate additional allotment of hours in order to complete their preparation in relation to the new material.
3. **All defence staff must be assigned by the Registry.** Work cannot be billed for staff who were not assigned by the Registry.
4. **Counsel are required to submit monthly invoices accounting for their work and the work of each of their defence staff.** Invoices should be prepared as time-sheets, which must state the activity, the place of the activity, and the exact duration of the activity.
5. **Cases will be ranked according to their level of difficulty.** Case level indicators may be: the number of counts in an indictment, the level at which an accused was placed in a military or political hierarchy during the events for which he was indicted, the amount of material disclosed by the prosecution, etc. Indicators will be evaluated in connection with each other; one indicator will not by itself determine the level of a case.
6. **It is presumed that all cases are the level "difficult".** Should a defendant be of the opinion that his case requires additional defence work, he may *request* an upgrading of the case from the Registrar.
7. **The level of difficulty will determine the maximum available working hours for a defence team as stipulated by the above chart.**
8. **The level of difficulty is determined by a decision of the Registrar, which shall be rendered at the earliest opportunity after the initial appearance of an accused, or after a status conference has been held, and the Trial Chamber has made a recommendation.**
9. **In accordance with Article 33 of the Directive, a complaint may be submitted to the President against the Registrar's decision.**
10. **The implementation of the envisaged system for cases that are already in the pre-trial or trial stages will be as follows:** The amended system will be implemented with when the next phase of the case commences. Thus, for cases that are currently in the pre-trial stage, the new system will be implemented once they reach the trial stage. Newly opened cases will be incorporated within the new system.