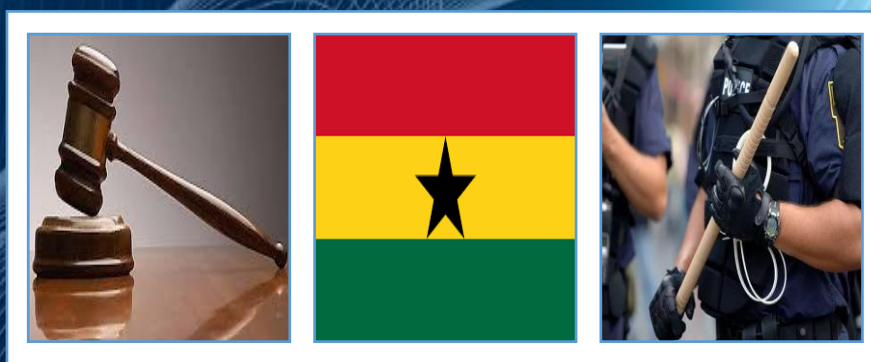


Consultancy Services for the Development of Standard Operating Procedures (SOPs) for the Ministry of Justice and Attorney-General's Department and its Agencies



ShawbellConsulting

Volume II
Final Report
Council for Law Reporting

July, 2016

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SECTION 1

FINDINGS, OBSERVATIONS AND GAPS EMERGING OUT OF THIS ASSIGNMENT

SECTION 1: FINDINGS, OBSERVATIONS AND GAPS EMERGING OUT OF THIS ASSIGNMENT

Our findings, observations and gaps emerging out of this project were categorized under the broad thematic areas as follows:

- Standard Operating Procedures
- Obtaining Rulings, Judgments and Opinions from Superior Courts
- Human Resource
- Information, Communications and Technology

Standard Operating Procedures

We noted that there was no formalized documentation on Standard Operating Procedures at the Council for Law Reporting. Nonetheless, staff had working notes for performing various functions. Therefore, the development of Standard Operating Procedures, using the functional requirements of the Council for Law Reporting would ensure that current and envisaged procedures are documented. This would enhance the delivery of Justice, as procedural inefficiencies would be curtailed.

Receiving Rulings, Judgments and Opinions from Superior Courts

The Council for Law Reporting is responsible for preparation and publication of the *Ghana Law Reports*. The Reports contain Judgments, Rulings and Opinions from Superior Courts in Ghana. The Judgments, Rulings and Opinions delivered could be transmitted to the Court registries in real-time, for submission to the Council for Law Reporting. Nonetheless, there is usually a time-lag in submission to the Council for Law Reporting. This places an onerous responsibility on the staff of the Council, as they have to engage in other modes of collecting Rulings, Judgment and Opinions from Superior Courts. A notable example of collecting Court documentation is by appearance at the Registry to obtain electronic or hard copies. In instances where only hard copies are available, documents would be re-typed before it can be worked on.

Libraries and Resource Centers

We observed the Council for Law Reporting Library was not well-resourced with books and reference material. In some instances, the Law Reports were outdated. Therefore, the Staff of the Council had to use other libraries for their research. While Electronic Reports could be a viable alternative, the benefits have not been explored comprehensively.

Human Resource

We noted a backlog in the Preparation and Publication of the "Ghana Law Report". The Human Resource challenges at the Council for Law Reporting was among other factors attributable to this lag. The

engagement of an optimal number of Lawyers and administrative staff would ensure that the workload is managed within the capabilities of the Staff.

Information, Communications and Technology (ICT)

Information, Communications and Technology continues to be an enabler of business processes. Thus, the challenges of obtaining, storing and disseminating information in the Council for Law Reporting could be curtailed. ICT challenges at the Council for Law Reporting were among other factors attributed to the backlog in preparing and publishing the "Ghana Law Report", as Rulings, Judgment and Opinions from the Superior Courts were not submitted in a timely manner. A networked environment with dedicated servers for storing Court documentation would eliminate the time lag in obtaining such information.

SECTION 2

STANDARD OPERATING PROCEDURES (SOP)

THE COUNCIL FOR LAW REPORTING

SECTION 2: STANDARD OPERATING PROCEDURES

The Intended Output of the Project is to develop and implement Institutional Standards to support new systems and procedures. Thus, the Standard Operating Procedures have been developed through a comprehensive study of the formal procedures, actual practices and mandates of respective institutions.

We developed the SOPs on the basis of current observations and functional requirements of the Institutions. Nonetheless, the results would reflect the Operating Procedures as they can be anticipated for the medium term (0-3 years). The Results and Resources Framework of this Project indicates Year 2 and 3 Targets as follows:

- Year 2 Targets: Develop and Operationalise relevant Policies for the Ministry of Justice and the Attorney-General's Department and its Agencies by the end of year 2
- Year 3 Targets: 30% of improved capacity for Institutional Policy formulation and implementation by the end of year 3.

The Targets would be achieved through the preparation, adoption, publication and communication of substantive and subsidiary legislations with respect to effective justice delivery in Ghana.

THE COUNCIL FOR LAW REPORTING

The Council for Law Reporting Act - 1972 (NRCD 64) as amended by the Council for Law Reporting (Amendment) Act, 1988 (PNDCL 194) and the Council for Law Reporting (Amendment) Act, 1990 (PNDCL 234); by section 5 of NRCD 64 provides that, *"the Council shall be responsible for the preparation and publication of the report known as "the Ghana Law Reports" containing the judgments, rulings and opinions of the superior courts in the country and may also effect such other publications as in the opinion of the Council could conveniently be effected together with the preparation and publication of the said reports."*

The Council for Law Reporting undertakes the following:

1. Obtaining Judgments, Rulings and Opinions from the Superior Courts
2. Preparation of Ghana Law Reports
3. Obtaining material for the "Review of Ghana Law"
4. Preparation of the "Review of Ghana Law"
5. Publication of the Ghana Law Reports and Review of Ghana Laws

The Purpose of the SOPs is to establish the procedural guidelines for the functions of the Council for Law Reporting. Therefore, on the following pages, we have provided Standard Operating Procedures as contained in the Functions of the Council for Law Reporting, with respect to Justice Delivery in Ghana.

THE COUNCIL FOR LAW REPORTING

NAME OF INSTITUTION: MINISTRY OF JUSTICE AND ATTORNEY- GENERAL'S DEPARTMENT -COUNCIL FOR LAW REPORTING	NUMBER OF PAGES:4
	SOP NUMBER: SOP-CLR01-16
	SOP REVISED NUMBER:
FUNCTION: OBTAINING JUDGMENTS, RULINGS AND OPINIONS FROM THE SUPERIOR COURTS	REVIEWED DATE:
	APPROVED DATE:
	IMPLEMENTATION DATE:

PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to establish the procedural guidelines for obtaining judgments, rulings and opinions from the Superior Courts. This function is in connection with the preparation and publication of the Ghana Law Reports as mandated in the Council for Law Reporting Act, 1972 (NRCD 64) and amended by the Provisional National Defence Council Law (PNDC Law 194 and 234).

SCOPE

This SOP applies to the Court Registries, Judges and Staff of the Council for Law Reporting.

PREREQUISITES

All Judgments, rulings and opinions are required to be delivered to the Council for Law Reporting from the various court registries across the country.

RESPONSIBILITIES

The personnel and entities that have core roles in the SOP are as follows:

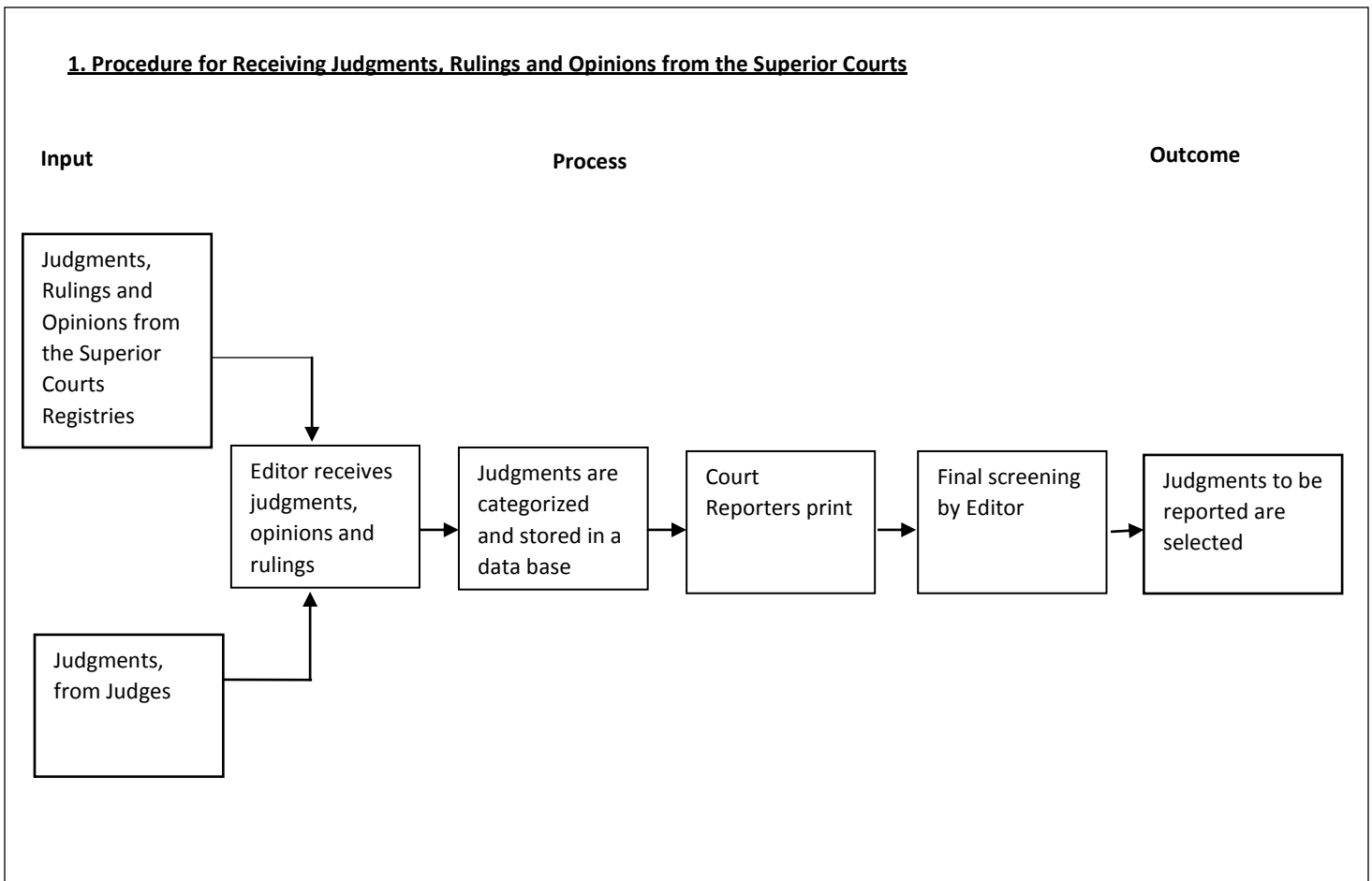
- Judges from the Supreme Courts, Court of Appeal and High Courts.
- Registries of the Courts (Supreme Courts, Court of Appeal and High Courts)
- Staff of the Council for Law Reporting.

PROCEDURE FOR OBTAINING JUDGMENTS, RULINGS AND OPINIONS FROM THE SUPERIOR COURTS.

1. The Registries of the Superior Courts (Supreme Courts, Court of Appeal and High Courts) submit the judgments, rulings and opinions to the Editor of the Council for Law Reporting. In some instances, the Judges, upon delivering judgments on special cases, submit their Judgments directly to the Editor of the Council for Law Reporting.
2. Judgments are categorized and stored on the database as they are received in soft and hard copies.

The Process Flowchart of this SOP is depicted below:

1. Procedure for Receiving Judgments, Rulings and Opinions from the Superior Courts



THE COUNCIL FOR LAW REPORTING

INTERNAL LINKAGES

The internal linkages in the execution of the SOP for obtaining judgments, rulings and opinions from the Superior Courts include:

- The Editor/Assistant Editor
- Law Reporter (Lawyers)
- Court Reporters

EXTERNAL LINKAGES

External Institutions and personnel that collaborate with the Council for Law Reporting for obtaining judgments, rulings and opinions from the Superior Courts include:

- Registries of the Courts (Supreme Courts, Court of Appeal and High Courts)
- Judges of the Courts (Supreme Courts, Court of Appeal and High Courts)

THE COUNCIL FOR LAW REPORTING

NAME OF INSTITUTION: MINISTRY OF JUSTICE AND ATTORNEY- GENERAL'S DEPARTMENT -COUNCIL FOR LAW REPORTING	NUMBER OF PAGES: 4
	SOP NUMBER: SOP-CLR02-16
	SOP REVISED NUMBER:
FUNCTION: PREPARATION OF GHANA LAW REPORTS	REVIEWED DATE:
	APPROVED DATE:
	IMPLEMENTATION DATE:

PURPOSE

The Council for Law Reporting is responsible for the preparation and publication for the report known as “the Ghana Law Reports”. This function is backed by the Council for Law Reporting Act, 1972 (NRCD 64) and amended by the Provisional National Defence Council Law (PNDCL 194 and 234). The purpose of this Standard Operating Procedure (SOP) is to establish the procedural guidelines for the preparation of the Ghana Law Reports.

SCOPE

This SOP applies to Court Registries, Judges and the Staff of the Council for Law Reporting (Editors, Assistant Editors, Law Reporters, Proof Readers and Court Reporters).

PREREQUISITES

The information required prior to this SOP includes:
Judgments, rulings and opinions of the superior courts in the country.

RESPONSIBILITIES

The production of the Ghana Law Reports involves the performance of the role by individuals within and outside the Council for Law Reporting. The following individuals play various roles in the preparation and of Ghana Law Reports:

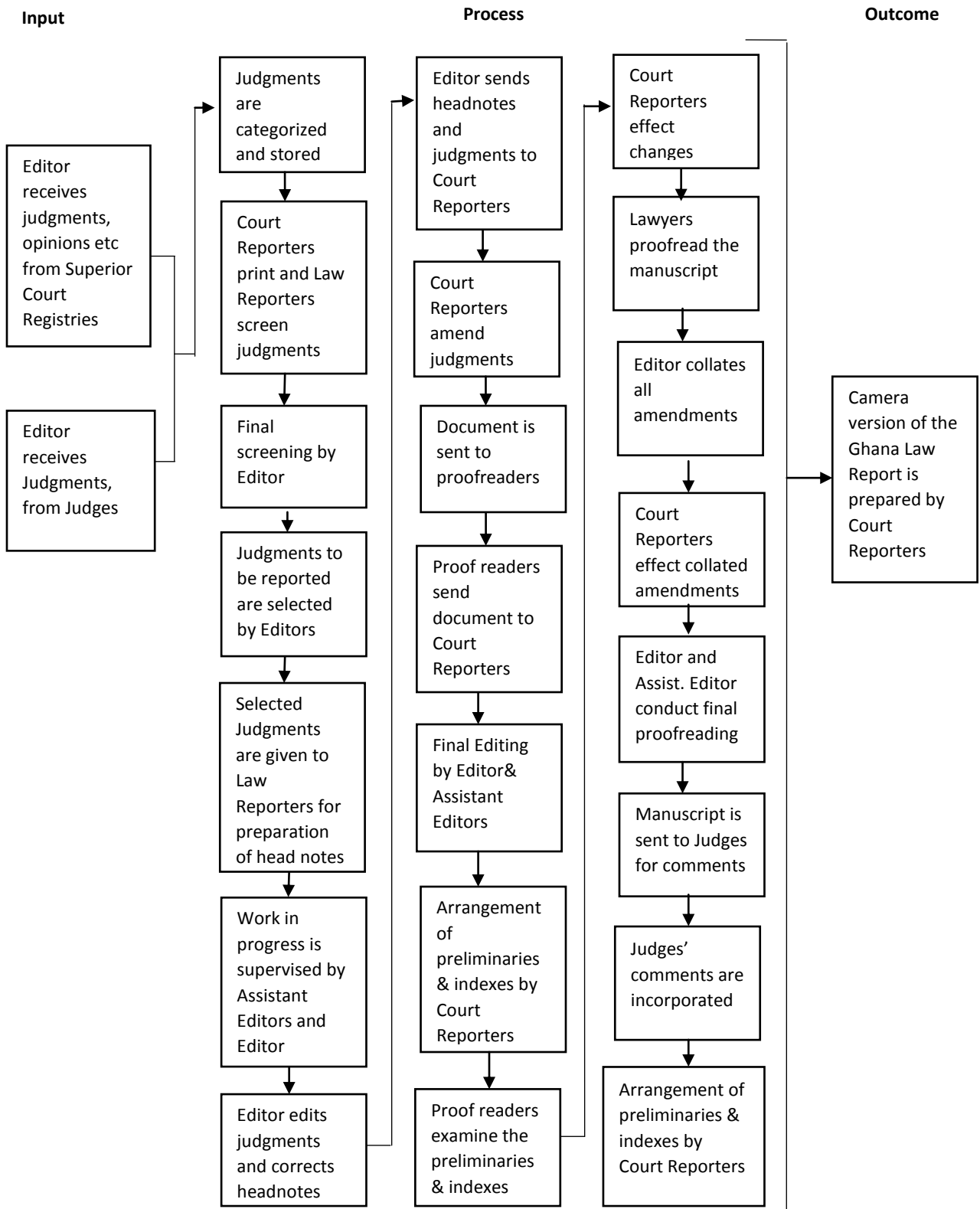
- a. The registries of the judicial service who furnish the Council for Law Reporting with judgments, rulings and opinions of judges.
- b. The editor, assistant editor, law reporters, proof readers, court reporters who prepare the Ghana Law Reports.

PROCEDURE

1. Receipt of judgments, rulings and opinions in soft and hard copies from the Registries of the Superior Courts (Supreme Court, Court of Appeal and High Courts) by the Editor of the Council for Law Reporting. In some instances, the Judges upon delivering judgments on special cases submit their Judgments directly to the Editor of the Council for Law Reporting.
2. Judgments are categorized and stored on the database as they are received in soft and hard copies.
3. Screening of judgments by Law Reporters (lawyers) to determine reportability.
4. The Editor does a final screening of the judgments to select those to be reported.
5. Distribution of selected judgments to Lawyers by Editor.
6. Preparation of headnotes by lawyers.
7. Supervision of work in progress by Assistant Editor and Editor.
8. Editing and correction of prepared headnotes and judgment by Editor.
9. Corrected headnotes and edited judgments sent to Court Reporters by Editor.
10. Court Reporters type set documents into the Council's house style, and convert hardcopies of judgments into soft copies where necessary.
11. In consultation with the Editor, the document is sent to proof readers to proof read for conformity with the Council's house style and for checking of grammar, references, etc. in relation to source documents.
12. Proof readers refer documents to Court Reporters to effect all amendments to document and merge all judgments into one manuscript.
13. Court Reporters refer manuscript to the Assistant Editors and Editor for final editing.
14. Editor refers manuscript to Court Reporters for extraction and arrangement of preliminaries and indexes.
15. Manuscript sent back to Proof Readers to proof read preliminaries, indexes and pagination.
16. Manuscript reverts to Court Reporters to effect necessary corrections
17. Manuscript sent to Editor for proof reading by lawyers and proof readers
18. Collation of all corrections and amendments by Editor.
19. Editor refers manuscript to Court Reporters to effect collated amendments.
20. Final proof reading by Assistant Editors and Editor.
21. Editor sends Manuscript to judges for comments and input on their respective judgments.
22. Editor effects amendments if any from the judges and sends manuscript to Court Reporters to effect amendments.
23. Manuscript reverts to Editor for checking and approval of final amendments.
24. Editor sends manuscript to Court Reporters for the preparation of the camera ready version.

The Process Flowchart of this SOP is depicted below:

2. Procedure for Preparation of Ghana Law Reports



THE COUNCIL FOR LAW REPORTING

INTERNAL LINKAGE

The internal linkages in the execution of the SOP for the preparation of the Ghana Law Reports include:

- The Editor/Assistant Editor s
- Proof Readers
- Law Reporters/Lawyers
- Court Reporters

EXTERNAL LINKAGES

External institutions and personnel that collaborate with the Council for Law Reporting in the preparation of the Ghana Law Reports include:

- Superior Court Registries (High Court, Court of Appeal and Supreme Courts).
- Judges of the Superior Courts (Supreme Courts, Court of Appeal and High Courts)

THE COUNCIL FOR LAW REPORTING

NAME OF INSTITUTION: MINISTRY OF JUSTICE AND ATTORNEY- GENERAL'S DEPARTMENT -COUNCIL FOR LAW REPORTING	NUMBER OF PAGES: 4
	SOP NUMBER: SOP-CLR03-16
	SOP REVISED NUMBER:
FUNCTION: OBTAINING MATERIAL FOR THE" REVIEW OF GHANA LAW"	REVIEWED DATE:
	APPROVED DATE:
	IMPLEMENTATION DATE:

PURPOSE

The Review of Ghana Law is a legal journal. It creates the forum for the critical analyses and discussion of relevant legal issues. It also contains well researched articles, comments, and critique on both academic and practical aspects of the Law. The purpose of this Standard Operating Procedure (SOP) is to establish the procedural guidelines for obtaining articles, comments, critiques and other relevant material for the Review of Ghana Law (RGL).

SCOPE

This SOP applies to staff of the Council for Law Reporting involved in obtaining articles, comments, and critiques for the 'Review of Ghana Law'.

PREREQUISITES

The information required prior to this SOP includes:

- Articles and materials from interested parties.
- Continuous Legal Education Documents from the Ghana Bar Association, Legal Seminars and Workshops.
- Other Documents related to the Judiciary and the Bar.
- Working papers.
- Personal Injury awards by the Courts.

RESPONSIBILITIES

The personnel and entities that have core roles in the SOP are as follows:

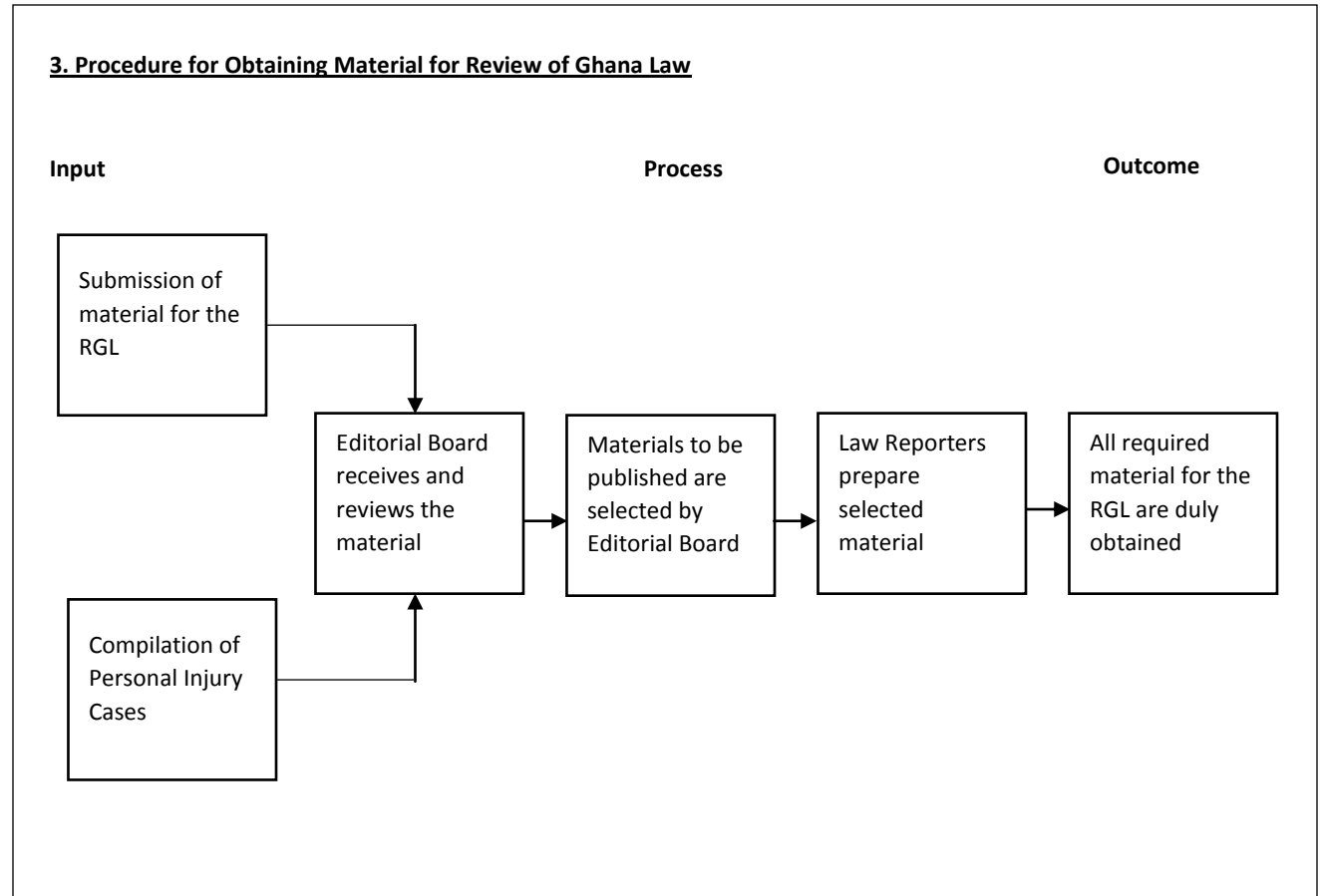
- Editor of the Council for law Reporting.
- Editorial Board which may include practitioners, lawyers in academia and judges.
- Assistant Editors and Law Reporters.
- Contributors of material.

PROCEDURE FOR OBTAINING MATERIAL FOR THE 'REVIEW OF GHANA LAW''

1. The Editor invites interested parties to submit material for the Review of Ghana Law.
2. The Editor receives material in hard or soft copy and acknowledges receipt of such material.
3. The Editor forwards the material to the Editorial Board.
4. The Editorial Board reviews and selects the material for publication.
5. The selected material is given to Editor who distributes to Law Reporters for preparation (proofreading content, presentation, style and referencing).
6. Compile Personal Injury awards from judgement records from the Courts.

The Process Flowchart of this SOP is depicted below:

3. Procedure for Obtaining Material for Review of Ghana Law



RELATED POLICIES, DOCUMENTS AND LEGISLATION

- Legal education documents.
- Other documents related to the judiciary and bar such as Bar Conference Speeches and Tributes of Deceased Lawyers.
- Other relevant documents.

INTERNAL LINKAGES

The internal linkages in the execution of the SOP for obtaining material for the 'Review of the Ghana Law' include:

- The Editor/Assistant Editors.
- Law Reporters.
- Editorial Board.
- Court Reporters.
- Proof readers.

EXTERNAL LINKAGES

External Institutions that collaborates with the Council for Law Reporting for obtaining articles, comments, and critiques for the 'Review of the Ghana Law' include:

- Ghana Bar Association.
- Judiciary.
- Academia.
- Lawyers.

THE COUNCIL FOR LAW REPORTING

NAME OF INSTITUTION: MINISTRY OF JUSTICE AND ATTORNEY- GENERAL'S DEPARTMENT -COUNCIL FOR LAW REPORTING	NUMBER OF PAGES:
	SOP NUMBER: SOP-CLR04-16
	SOP REVISED NUMBER:
FUNCTION: PREPARATION OF THE "REVIEW OF GHANA LAW"	REVIEWED DATE:
	APPROVED DATE:
	IMPLEMENTATION DATE:

PURPOSE

The Review of Ghana Law is a legal journal. It creates the forum for the critical analyses and discussion of relevant legal issues. It also contains well researched articles, comments, and critique of both academic and practical aspects of the Law. The purpose of this Standard Operating Procedure (SOP) is to establish the procedural guidelines for preparation of the Review of Ghana Law.

SCOPE

This SOP applies to all staff of the Council for Law Reporting involved in the preparation of the Review of Ghana Law Journal.

PREREQUISITES

The information required prior to this SOP includes:

- Articles and materials from interested parties.
- Continuous Legal Education Documents from the Ghana Bar Association, Legal Seminars and Workshops.
- Other Documents related to the Judiciary and the Bar.
- Working papers.
- Personal Injury awards by the Courts.

RESPONSIBILITIES

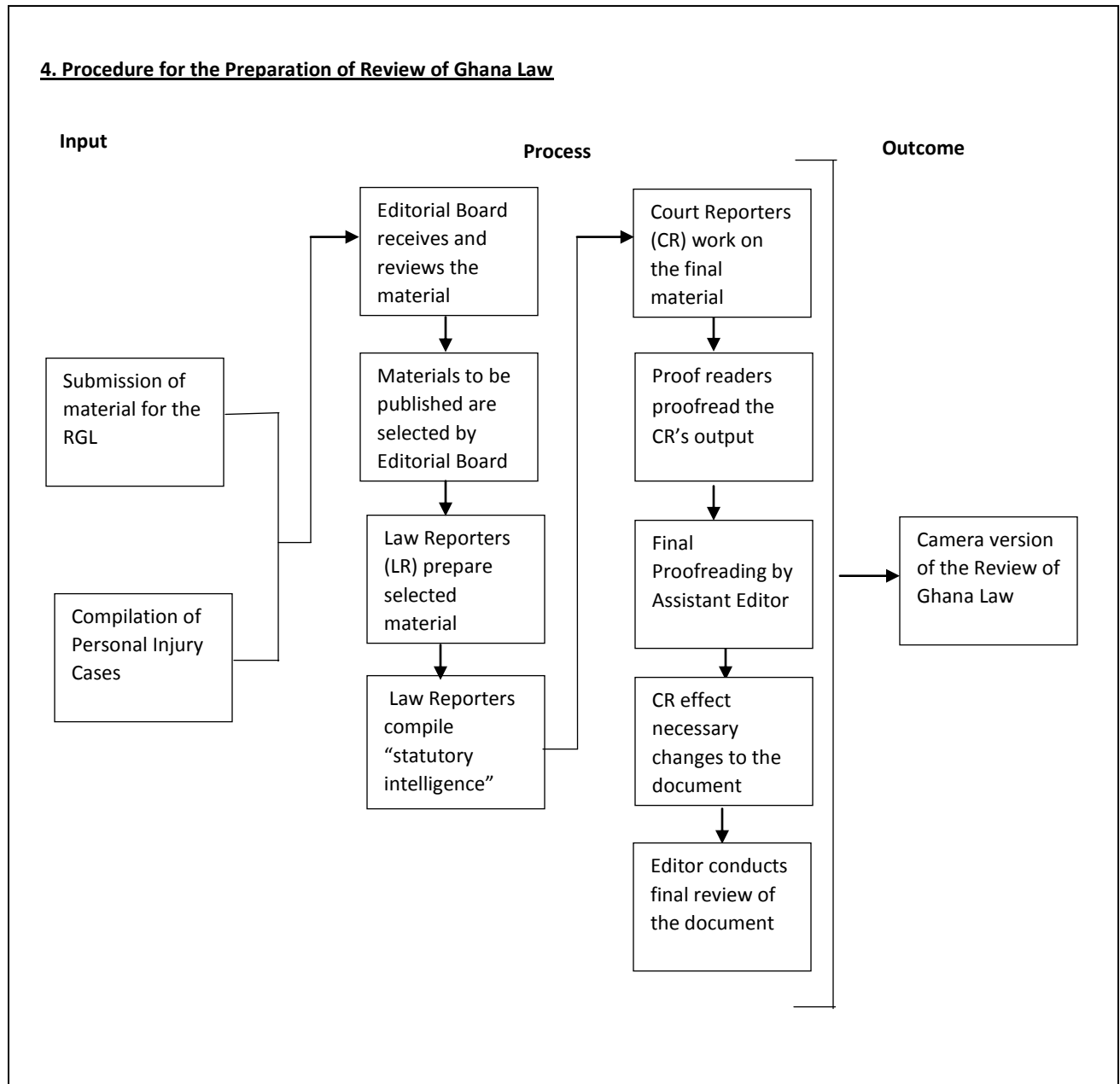
The personnel and entities that have core roles in the SOP are as follows:

- Editor of the Council for Law Reporting.
- Editorial Board which may include practitioners, lawyers in academia and judges.
- Assistant Editors and Law Reporters.
- Contributors of material.

PROCEDURE FOR PREPARATION OF THE "REVIEW OF GHANA LAW"

1. The Editor invites interested parties to submit material for the Review of Ghana Law.
2. The Editor receives material in hard or soft copy and acknowledges receipt of such material.
3. The Editor forwards the material to the Editorial Board.
4. The Editorial Board reviews and selects the material for publication.
5. The selected material is given to Editor who distributes to Law Reporters for preparation (proofreading content, presentation, style and referencing).
6. The personal injuries awards from the judgments received from the superior courts during the preparation of the Ghana Law Reports are compiled by the Law Reporters under the supervision of the Editor to be included in the Review of Ghana Law.
7. All new laws passed, repealed, amended etc generally (statutory intelligence) is also reviewed by the Law Reporters. This applies to Executive Instruments, Constitutional Instruments and Acts.
8. Court Reporters work on the final selected material (typesetting, house style, references, footnotes and headnotes).
9. Proof Readers proofread the material worked on by of the Court Reporters.
10. The Assistant Editor conducts final proof reading and sends the document to the court reporters to effect the necessary amendments.
11. The Editor does the final review of the document after which it is sent to the Court Reporters.
12. The Editor gives a final approval for printing and publishing of the report.

The Process Flowchart of this SOP is depicted below:



RELATED POLICIES, DOCUMENTS AND LEGISLATION

- Legal education documents
- Other documents related to the judiciary and bar such as Bar Conference Speeches and Tributes of Deceased Lawyers.
- Other relevant documents

INTERNAL LINKAGES

The internal linkages in the execution of the SOP for the preparation of the Review of the Ghana Law Journal include:

- The Editor/Assistant Editors
- Law Reporters
- Editorial Board
- Court Reporters
- Proof-readers

EXTERNAL LINKAGES

External Institutions that collaborates with the Council for Law Reporting for the preparation of the 'Review of the Ghana Law' include:

- Ghana Bar Association
- Judiciary
- Academia
- Lawyers

THE COUNCIL FOR LAW REPORTING

NAME OF INSTITUTION: MINISTRY OF JUSTICE AND ATTORNEY- GENERAL'S DEPARTMENT -COUNCIL FOR LAW REPORTING	NUMBER OF PAGES:4
	SOP NUMBER: SOP-CLR05-16
	SOP REVISED NUMBER:
FUNCTION: PUBLICATION OF THE GHANA LAW REPORTS AND REVIEW OF GHANA LAW.	REVIEWED DATE:
	APPROVED DATE:
	IMPLEMENTATION DATE:

PURPOSE

The Council for Law Reporting is responsible for the preparation and publication for the report known as “the Ghana Law Reports” as well as the publication of the “Review of Ghana Law”. This function is backed by the Council for Law Reporting Act, 1972 (NRCD 64) and amended by the Provisional National Defence Council Law (PNDC 194 and 234). The purpose of this Standard Operating Procedure (SOP) is to establish the procedural guidelines for the publication of the Ghana Law Reports and the Review of Ghana Law.

SCOPE

This SOP applies to staff of the Council for Law Reporting involved in the publication process of the Ghana Law Reports and the Review of Ghana Law. This includes staff serving under the Entity and Evaluation Committee, Internal Auditors, Bookshop keepers, Editors and Head of Administration.

PREREQUISITES

The information required prior to this SOP includes:

- The Final Manuscript of the Ghana Law Reports and the Review of Ghana Law.

RESPONSIBILITIES

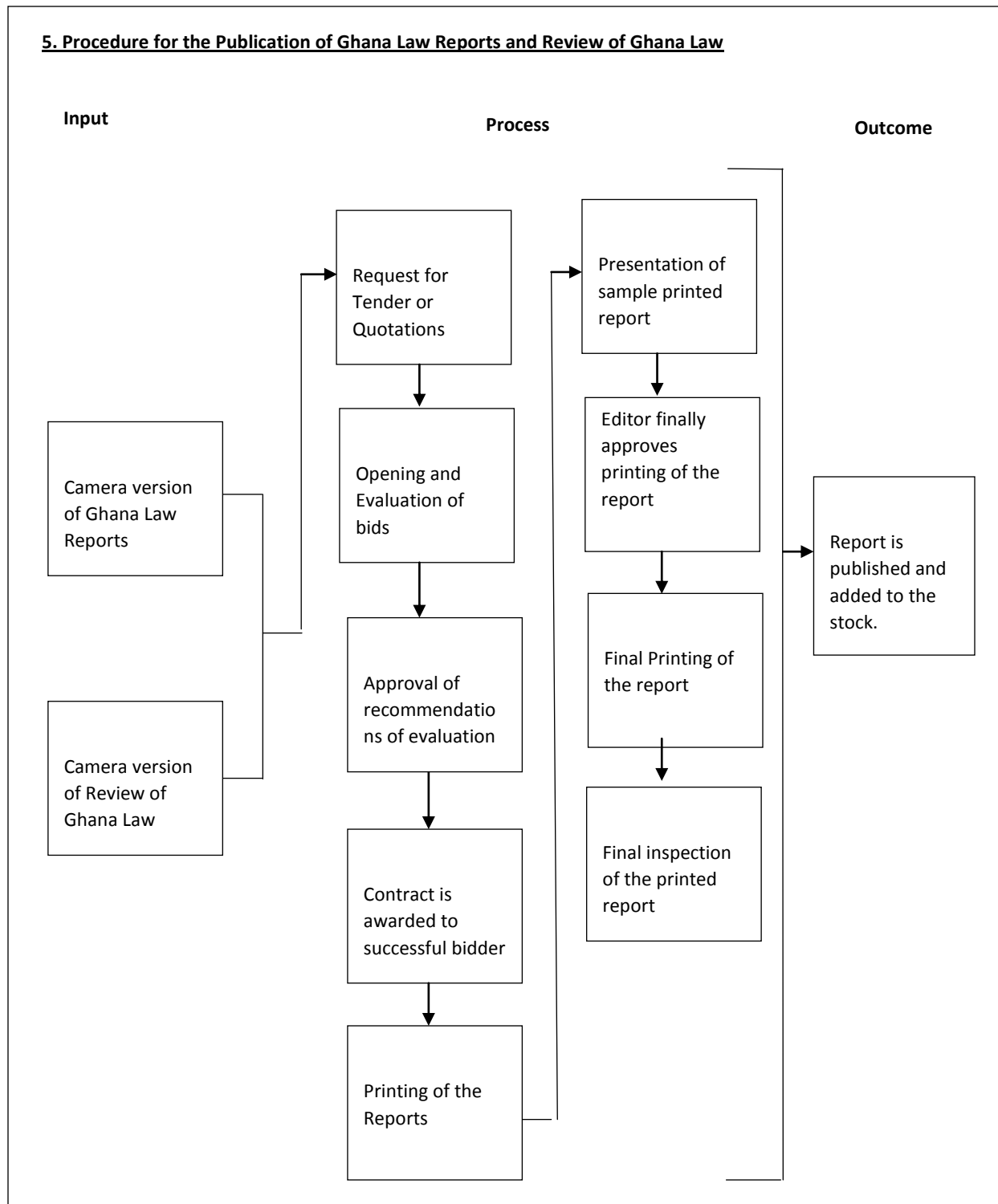
The personnel and entities that have core roles in the SOP are as follows:

- Tender Entity and Evaluation Committees
- Editors
- Head of Administration.
- Internal Auditors,
- Bookshop keepers.
- Printing Company

PROCEDURE FOR PUBLICATION OF GHANA LAW REPORTS AND REVIEW OF GHANA LAW

1. The Editor gives approval for the Ghana Law Report/Review of Ghana Law that has been prepared to be printed and published.
2. Request for Tender or Quotations in restricted bidding.
3. The Entity Tender Committee (ETC) of the Council for Law Reporting in accordance with Public Procurement Act 2003 (Act 663) opens bids received.
4. Evaluation Committee evaluates the received bids.
5. After the evaluation of the bids, the ETC approves the recommendations of the Evaluation Committee and awards the printing contract.
6. After securing the contract, the Printing Company prints and presents a sample Ghana Law Report /Review of Ghana Law for inspection by the Editor.
7. Upon inspection of the sample Ghana Law Report /Review of Ghana Law by the Editor, final instruction is given by the Editor for the printing of the report.
8. The printing is completed and delivered in accordance with the specified timeline usually between 60 to 90 days depending on the number of pages or need for reprint.
9. After the delivery of the reports, the Internal Auditors, Book shop keepers, Editor and Head of Administration conduct a final inspection of the Report.
10. Upon a successful inspection, the Book Store Keeper in consultation with the Internal Auditor takes stock of the Report.
11. The final payment is made per the contract for the publication.

The Process Flowchart of this SOP is depicted below:



RELATED POLICIES, DOCUMENTS AND LEGISLATION

Public Procurement Act 2003 (Act 663)

INTERNAL LINKAGES

The internal linkages in the execution of the SOP for the publication of the Ghana Law Reports include:

- The Editor/Assistant Editor
- Entity and Evaluation Committee
- Head of Administration
- Internal Auditor
- Bookshop keeper

EXTERNAL LINKAGES

External Institution that collaborates with the Council for Law Reporting for the publication of the Ghana Law Reports includes:

- Printing Company

SECTION 3

RECOMMENDATIONS FOR THIS ASSIGNMENT

THE COUNCIL FOR LAW REPORTING

SECTION 3: RECOMMENDATIONS FOR THIS ASSIGNMENT

Our recommendations were developed in cognizance of the findings, observations and gaps emerging out of this project.

The Recommendations are categorized under the thematic areas as follows:

- Obtaining Rulings, Judgments and Opinions from Superior Courts in districts and regions.
- Libraries and Resource Centers
- Human Resource
- Information, Communications and Technology

Obtaining Rulings, Judgments and Opinions from Superior Courts

The Council for Law Reporting is responsible for preparation and publication of the *Ghana Law Reports*. The Reports contain Judgments, Rulings and Opinions from Superior Courts in Ghana. The Judgments, Rulings and Opinions delivered could be transmitted to the Court registries in real-time, for submission to the Council for Law Reporting. Nonetheless, there is usually a time-lag in submission to the Council for Law Reporting. This places an onerous responsibility on the staff of the Council, as they have to engage in other modes of collecting Rulings, Judgment and Opinions from Superior Courts.

According to Section 15 of the Council for Law Reporting Act 1972, "Every judge of the Superior Court of Judicature shall as soon as practicable after delivering it, cause to be furnished to the Editor a certified true copy of every judgment, ruling or opinion delivered by him". In addition Section 16 of the Council for Law Reporting Act 1972 stipulates that 'Every registrar attached to any of the Superior Courts of Judicature shall at the end of every calendar month furnish the Editor with a list of all judgments, rulings or opinions delivered by a judge in the court in which he is the registrar'.

The Section 15 and 16 of the Council for Law Reporting Act 1972 is explicit on the role of the Judges and the Superior Courts in relation to the submission of rulings, judgments and opinions. Therefore, we recommend that Section 15 and 16 of the Council for Law Reporting Act 1972 are enforced to the effect that documentation is submitted a month in arrears.

Libraries and Resource Centers

We observed that the Council for Law Reporting Library was not well-resourced with books and reference material. Currently volumes of the various law reports in the library are not up to date and are woefully inadequate. Therefore, the Staff of the Council had to use other libraries for their research. While Electronic Reports could be a viable alternative, the benefits have not been explored comprehensively due to financial constraints.

Therefore, we recommend the following measures for the Council for Law Reporting:

- Take stock of materials currently in its library to assess resource optimal requirements;
- Identify library resources that are imperative for the work of the Division and initiate processes for procurement, using approved avenues;
- Adequate Funding should be provided to the Council for the resourcing of its library; and
- Use appropriate recruitment processes and approvals to recruit staff to perform Library duties.

Human Resource

We noted a backlog in the Preparation and Publication of the “Ghana Law Report”. The Human Resource challenges at the Council for Law Reporting was among other factors contributing to this lag. The engagement of an optimal number of Lawyers and administrative staff would ensure that the workload is managed within the capabilities of the Staff.

It is envisaged that a training needs assessment for the MoJAGD and its agencies would be further developed into a Training Plan that would adequately address Human Resource requirements. We recommend that Training Plan and the SOPs should be implemented in an integrated manner.

Information, Communications and Technology (ICT)

Information, Communications and Technology continues to be an enabler of business processes. Thus, the challenges of obtaining, storing and disseminating information in the Council for Law Reporting could be curtailed. ICT challenges at the Council for Law Reporting were among other factors attributed to the backlog in preparing and publishing the “Ghana Law Report”, as Rulings, Judgment and Opinions from the Superior Courts were not submitted in a timely manner.

We recommend the procurement of a networked environment with dedicated servers for storing Court documentation. This would eliminate the time lag in obtaining information required to prepare and publish mandated Reports.