*Most typical mistakes:*

* *Too broad topic vs limited funding*
* *Confusion of outcomes and outputs*
* *Confusion of objective and outcomes (results)*
* *No innovation*
* *Donor driven areas*

|  |  |  |
| --- | --- | --- |
| **Project framework** | | |
| **Activity** | **Output** | **Outcome (results)** |
| Fostering effective implementation of the applicable framework | Clients who received free legal advice and assistance on procedural and substantive aspects of the applicable laws and applicable international fair and human rights standards to the population in the regions | Better access to the justice by the population in the regions. |
| Building capacities of judiciary and legal professionals | Number of training programs aimed to strengthen the professional capacity of lawyers, defence counsel, judges and prosecutors in the regions both with regard to applicable national criminal and civil laws, litigation procedures, as well as compliance with international legal standards. | Enhanced professional level of the justice system actors (state employees and independent lawyers) |
| Analysis | Analysis of the areas of the clients’ complaints of and the state of affairs with access to justice in Azerbaijan. | Better understanding of the deficiencies of the rule of law in Azerbaijan |

***Project work plan***

*Project name*

*Project beneficiaries*

*Project general objective (purpose) and specific objectives (goals/aims)*

*Activities and outputs*

*Project impact and outcomes (results)*

***Activity 1.*** *Fostering effective implementation of the applicable framework* will be achieved through implementation of the following tasks:

*1. Toll Free Hotline*: by which citizens can receive initial advice about their rights from the centres and, where prima facie evidence of violation of their rights exist, referral for further legal counselling.

*2. Legal Advice*: by which citizens are given verbal or written legal advice on the legal issues of interest to them, for eg., advised on various legal procures or norms.

*3.* *Addressing complaints*: by which citizens are helped articulate, develop, file and pursue their complaints with various public institutions with the assistance of legal professionals employed by the centres.

*4. Litigation assistance*: by which clients will be helped to prepare the necessary set of documents to file their complaints with courts, provided that complaints filed with public institutions proved to yield no results and/or represent clients in court in civil cases.

5. *On-site legal aid sessions:* project lawyers will take a pro-active stance and visit remote villages to offer on-site legal assistance. These visits will be coordinated with local authorities and supported by TI Az from Baku, if need be, thus reinforcing cooperation between the civil society and the government and giving better visibility to the centre.

*6. Public outreach and awareness raising activities:* this activity implies organization of various public outreach and education events for various segments, such as civil society and public officials, population at large independently or jointly with other actors

7. *Education:* by arranging project media coverage of the project results and success stories.

8. *Future civil society leaders*: train volunteers in legal matters, social engagement, administrative skills, and project proposal preparation, Basic English and computer skills.

**Activity 2**. *Building capacities of judiciary and legal professionals* will be achieved through implementation of the following tasks:

*1. Capacity Building*: by providing support to authorities, especially within the judicial system, to strengthen their capacity to process complaints, including by encouraging increased responsiveness to complaints.

*2. Resource centre:* by providing access to legal and other related materials, including Ti AZ produced materials, and periodicals, as well as computer/internet facilities to legal professionals and citizens interested in improving their legal knowledge in the regions.

**Activity 3.** *Better understanding of the**deficiencies of the access to justice in Azerbaijan* will be achieved through implementation of the following tasks:

1. *Analysis of the areas of complaints:* project lawyers will analyse the areas clients complain of and design a diagram which will help both the TI Az and donors shape their policies and strategies aimed to enhance the rule of law in the long term perspective

2. *Analysis of the state of affairs with access to justice:* project lawyers will analyse the situation with access to justice in the region, collect empirical data on the availability of legal services and their quality, assess performance of courts, etc.

Timeline table

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Activity | Jan 16 | Feb 16 | March 16 | April 16 | May 16 | June 16 | July 16 | Aug 16 | Sept 16 | Oct 16 | Nov 16 | Dec 16 |
| ***Activity 1*** |  |  |  |  |  |  |  |  |  |  |  |  |
| *Toll Free Hotline*: | x | x | x | x | x | x | x | x | x | x | x | x |
| *Legal Advice*: | x | x | x | x | x | x | x | x | x | x | x | x |
| *Addressing complaints*: | x | x | x | x | x | x | x | x | x | x | x | x |
| *Litigation assistance* | x | x | x | x | x | x | x | x | x | x | x | x |
| *On-site legal aid sessions* | x |  | x |  | x |  | x |  | x |  | x |  |
| *Public outreach and awareness raising activities:* |  | x |  | x |  | x |  | x |  | x |  | x |
| *Education:* | x | x | x | x | x | x | x | x | x | x | x | x |
| *Future civil society leaders* | x | x | x | x | x | x | x | x | x | x | x | x |
| **Activity 2**. |  |  |  |  |  |  |  |  |  |  |  |  |
| *Building capacities of judiciary and legal professionals* | x | x | x | x | x | x | x | x | x | x | x | x |
| *Resource centre:* | x | x | x | x | x | x | x | x | x | x | x | x |
| **Activity 3.** |  |  |  |  |  |  |  |  |  |  |  |  |
| *Analysis of the areas of complaints* | x |  |  | x |  |  | x |  |  | x |  |  |
| *Analysis of the state of affairs with access to justice* |  |  |  |  |  | x |  |  |  |  |  | x |