

**NATIONAL WORKSHOP ON THE RECOGNITION OF
PARALEGALS IN MALAWI**

(Mount Soche Hotel, Blantyre, Malawi)

21st – 23rd September, 2005

Workshop Report

Facilitated By

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1.0 INTRODUCTION

The Second National Workshop on the Recognition of Paralegals in Malawi took place from the 21st to 23rd of September 2005 at Mount Soche Hotel in Blantyre. This is a report of the proceedings that transpired during the meeting.

Participants to the workshop came from a cross section of the civil society organizations as well as the Government. There were participants from Church and Society (Livingstonia Synod), Youth Network and Counselling (YONECO), Civil Liberties Committee (CILIC), Malawi CARER, Catholic Commission for Justice and Peace (CCJP), Paralegal Advisory Services (PAS), Eye of the Child, Legal Aid Department, The High Court, Malawi Law Society and the Ministry of Justice just to mention a few. A complete list of the participants and the organizations they represent is attached as Appendix 2.

Mr. Peter Ngulube Chinoko from Catholic Commission for Justice and Peace who is a professional educationist and human rights activist facilitated the workshop.

The workshop enjoyed extensive media coverage both from the print and electronic including Television Malawi. There was a fantastic end to the workshop in that a press briefing was organized whose contents have been attached as Appendix 2.

Malawi CARER organized the workshop with funding from the Netherlands Institute of Southern Africa.

2.0 WORKSHOP METHODOLOGY

The workshop followed a participatory approach. Numerous experiences on the work done by paralegals were shared from the different institutions. For a detailed analysis of issues, focus group discussions, brainstorming, group exercises, plenary presentations and interactive theatre were used. The facilitator formulated questions on critical areas of the discussions centred on the recognition of paralegals in Malawi. It was again gratifying to note that the workshop attempted to come up with the definition of a paralegal in Malawi.

Overall Workshop Objective

From the discussions that transpired, the overall workshop objective was:

To clearly define a paralegal and working out the standards that can formalise the recognition of paralegals in Malawi.

3.0 WORKSHOP PROCEEDINGS

3.1 Opening Prayer

The meeting was opened with a prayer by Mrs. Munthali of Women's Voice.

3.2 Introductions

Participants to the workshop introduced themselves and the organizations they were representing. Also present were the members of the press from the various media houses and Television Malawi.

3.3 Welcoming Remarks

The Board Chairperson of Malawi Carer, Rev. J.J. Mphatso welcomed the participants to the second National Workshop on the Recognition of Paralegals in Malawi. He reiterated that the meeting was to review the progress made on the resolutions of the 2004 meeting. He also called upon the members to share the different experiences on the work of paralegals in Malawi. He concluded by saying that the fact that the initiative is also taking place in our neighbouring countries is proof enough on the importance of the subject. He urged the participants to come up with practicable recommendations on the way forward.

3.4 Opening Speech

Member of the Board of Trustees of Malawi Carer, Justice Jane Ansah of the High Court of Malawi delivered the opening address to the workshop. She began by thanking the organisers and welcoming the participants to the workshop. The Honourable judge highlighted a number of issues such as:

- a. The importance of continuous learning for paralegals in order to take a more strategic role;

- b. That the workshop was part of an advocacy campaign initiated by CARER with funding from Netherlands Institute of Southern Africa;
- c. That the last years workshop raised a number of issues such as the need to integrate the paralegals in the legal system and the right of appearance in the courts;
- d. Review of the existing law surrounding the Legal Education and Legal Practitioners Act;
- e. An acknowledgement of the different levels in the region at which the legal reforms are taking place;
- f. That central at recognising paralegals is the type of training they may undergo, the duration of the training, the qualification attained after the training and the entry qualification for the training;
- g. That it is important to work together with other stakeholders and interested organizations such as the Government, the Law Society of Malawi and the institutions which employ the paralegals;
- h. That there is a great need for the lawyers to work side by side with the paralegals at various levels without suspicion.

After the opening speech of the Honourable Judge, the members went to the gardens of Mount Soche Hotel for a group photograph.

3.5 HIGHLIGHTS OF THE 2004 NATIONAL MEETING

Peter Chisi started the presentation by giving the participants an overview of what was discussed during the first National Paralegal Workshop in Malawi based on the Mary Ndhovu Report. Apart from giving a general picture on the status of paralegals in the region, Peter again outlined the commonly agreed activities which were as follows:

- a. Standardized Training which was to be module based
- b. Formation of a Paralegal Association
- c. Networking and collaboration in the work of paralegalism
- d. Review of policies and laws relating to paralegal work and advocating for such changes
- e. Expansion of paralegals services to reach a wider community
- f. Broadening the funding base
- g. Undertaking exchange visits

Peter also hinted at the Critical Success factors such as:

- a. Availability of adequate funding
- b. Political will
- c. Effective coordination
- d. A sense of ownership
- e. Recognition of the work of Paralegals
- f. Media coverage and support
- g. Paralegal subscription
- h. The difference paralegal services make to the people's lives
- i. Reduction of dependence on donor funding

3.6 EXPERIENCES IN WORKING WITH PARALEGALS IN MALAWI

Different organizations gave their outline of the work the paralegals are performing.

3.6.1 The Legal Aid Experience

Jacob Nambiri, the Assistant Legal Officer gave a detailed analysis of the training, deployment and work experiences for paralegals working under the Ministry of Justice.

Nambiri went on to state that the Ministry of Justice and constitutional Affairs as one of the key public institutions in the promotion of rule of law, justice and good governance embarked on the implementation of paralegal training at the Staff Development Institute, Mpemba in Blantyre in order to ease the pressure on the few lawyers in the Ministry who conduct criminal prosecutions and represent people who qualify for legal aid.

The basic aim of the paralegal training programme offered by the ministry is to impart skills to the would-be paralegal officers in basic principles of law and procedure so that they are able to assist in the delivery of prosecution and legal aid services

Definition of a Paralegal

A Paralegal was defined as a person who assists lawyers in their day-to-day performance of their duties.

In Malawi paralegal training is based on the principle of the importance of the provision of adequate access to justice.

Training Curricula

The training content which was a modular approach had the following subjects: Introduction to law – Malawi's Legal Systems and Methods; Criminal procedure; Law of Evidence; Civil Law i.e. Law of Contract, Family Law, Succession Law, Wills and Inheritance, Civil Procedure, Constitutional Law, Community Education and Development, Legal Aid Skills, Communication Skills, Alternative Dispute Resolution Skills, Computer Skills, Access to Justice and Legal Remedies, Office Management and Practice and Human Rights.

Nambiri went on to say that the mandate of the Legal Aid Department is to provide legal services to those people who cannot afford to hire a private lawyer.

Challenges

The following challenges were highlighted:

- Lack of human and financial resources
- Pressure of work
- Frustrations due to uncompleted cases
- Need for proper registration
- Need for universal education for paralegals

3.6.2 CHURCH AND SOCIETY – LIVINGSTONIA SYNOD

Northe Kumwenda outlined a historical background to paralegal services at his organization. In brief he explained that the work of paralegal section includes:

- Carrying out of community education on human rights and legal rights
- Giving legal advice and making referrals where necessary
- Mediation to conflicting parties

Success Story

Northe hinted that so far, their organization has registered 225 cases of which 40% have been concluded through mediation. A detailed analysis of the case type, sex, concluded cases and the referral mechanism was given.

Challenges

Northe complained that the cases which need litigation take long because the department does not have a lawyer to take cases to the court. The Synod would wish to see paralegals handling minor cases instead of leaving them entirely to the lawyers.

3.6.3 DPP CHAMBERS

Mrs. Khobili started her presentation by defining a paralegal as an officer who helps people to access justice because of the shortage of lawyers.

Advantages

Khobili explained that the major advantage of paralegals is that they use the language which is user friendly as compared to the lawyers.

What they do

In the DPP Chambers, the paralegal perform the following tasks:

- Make legal opinions
- Prosecution of minor cases in the lower courts
- Preparation of affidavits
- Collaboration with the police
- Views on confirmation of cases
- Tracing of murder files
- Directing the clients to appropriate institutions

Training

The paralegals at the DPP Chambers just like those at the Legal Aid Department were trained at the Staff Development Institute at Mpemba in Blantyre and their training lasted for a year.

3.6.4 MALAWI CARER

Chimwemwe of Malawi CARER defined a paralegal as someone with a basic knowledge of the law to complement the work of the lawyers.

Trainings

Malawi CARER had had two intensive trainings of their paralegals in the years 2000 and 2002. These trainings lasted for a month. The resource persons were drawn from Lawyers from private firms, Judges, Lectures from the Law Faculty of Chancellor College and some staff of Malawi CARER. The curriculum used is the same as that which was used at the Staff Development Institute.

After a month's training the paralegals were deployed in district offices for practicals. In these offices, they carried out:

- Case work
- Civic education
- Meetings

Advantages

Malawi CARER has paralegals trained from the Staff Development Institute as well as those that are trained internal at the organization's level. These paralegals run the legal clinics and conduct civic education on various types of laws and rights.

Challenges

Chimwemwe highlighted the following challenges:

- The majority of the clients are the poor
- Increase in the number of cases (300/400 per month)
- Shortage of human resource

3.6.5 THE PARALEGAL ADVISORY SERVICES

To set further debate on the subject Clifford Msiska brought in the concept of non-lawyers as opposed to paralegals. The following issues were extensively debated:

- That if we want to win the fight in the recognition of paralegals in Malawi we have to ask for limited appearance and that the services which will be offered should be free
- That paralegals offer civil legal aid service and criminal legal aid service
- That there has to be a broadened understanding of legal services
- That legal literacy is one important area that paralegals should continually work in
- That as a control paralegals should be supervised by the lawyers
- That the present Legal Education and Legal Practitioners Act should be reviewed.

Chifundo explained that the Paralegal Advisory Services is an association of NGOs united in a common purpose and working in an agreement with the Malawi Prisons Service, Malawi police Service, Judiciary and Legal Aid Department to provide appropriate legal advice and assistance to anyone in conflict with the law.

PAS provides basic education, advice and assistance for free so that those caught up in the criminal justice system do not feel lost.

PAS is based on four cornerstones:

- a. Legal literacy to help prisoners understand the law
- b. Legal advice and assistance to provide those in conflict with the criminal law with appropriate advice and assistance in prison
- c. Linking the criminal justice system by improving communication, cooperation and coordination between the prisons, courts and police

- d. Informing policy makers by identifying problems in the criminal justice system

Working with the Police

They do cover three areas which are:

- a. Screening of juveniles
- b. Parent tracing
- c. Assisting juveniles at police interview

Working with the courts

They also cover the three areas which are:

- a. Advice and assistance
- b. Bail forms
- c. Screening of the juveniles for possible diversion

3.6.6 OBSERVATIONS

The following observations were made after the sharing of the experiences:

- There is an acknowledgement from the lawyers on the need for paralegals
- There should be a positive working relationship
- Purity motives must be paramount in the work of paralegalism (free services)
- Information sharing is crucial amongst the different stakeholders
- That paralegal is a critical component in the provision of legal services in Malawi
- That there is a need for paralegals to be supervised and regulated
- That there are problems associated with training
- The target group for the paralegals is crucial
- Social analysis is another important component that paralegals do

3.7 RESPONSES FROM GROUP WORK

Participants were split into four groups to discuss the following questions from Chapter 3:04 of the Laws of Malawi:

ADMISSION TO PRACTICE

(CAP 3:04 9(b); 11 1(a) Legal Education and Legal Practitioners Act)

Any person who –

- : has a degree or
- : diploma in law or
- : legal studies

from an educational institution prescribed in writing by the Minister ... may practise as a legal practitioner.

Questions

1. What challenges if any have the three categories of persons faced in being admitted to practise as legal practitioners in Malawi?
2. What flaws if any do you detect in this act? If yes, what changes would you propose to be incorporated into the act?
3. With special reference to a category of persons who have done legal studies, how would you define a paralegal?

3.7.1 CHALLENGES

Degree in Law

- a. Has to undergo tutelage for 1 year
- b. Admission procedure
- c. Be a member of the Law Society
- d. Those degrees obtained outside Malawi have problems in admission
- e. Discriminatory educational system
- f. Only one institution offering degrees

Diploma

- a. Has to undergo tutelage for 1 year
- b. Admission procedures
- c. Be a member of the Law Society

Legal Studies

- a. Has to undergo tutelage for 1 year
- b. Admission procedures
- c. Be a member of the Law Society

Flaws in the Act

- a. The Act is too limiting
- b. The Act has not defined the levels of practice
- c. No specification of what constitutes legal studies
- d. No recognition of the social needs
- e. A person with a certificate in law or legal studies should be allowed to practice

Definition of a Paralegal

The groups came up with the following working definitions of a paralegal in Malawi:

- a. A person with basic knowledge of the law and its procedures and has necessary motivation, attitude and skills
- b. A person with basic knowledge of the law that assists the accused before the magistrates in courts
- c. Someone who mediates between the population and various legal institutions.
- d. A person who is not a qualified lawyer but provides legal aid services

THE LEGAL FRAMEWORK REGULATING WORK OF PARALEGALS IN MALAWI

Using the Legal Education and Legal Practitioners Act, Fabiano went through the need for legal reform if at all the work of paralegal was to be recognized. He raised some of the following concerns:

- Need for a constitutional review of the supreme law of the country
- Issues of qualification of the paralegals
- The role of the Malawi Council of Legal Education
- The issue of the training institutions
- Whether the current Act should be amended or whether a complete new Act should be developed
- The issue of lay magistrates

In his conclusion, Fabiano reiterated that there is still a wide gap in the provision of legal services in Malawi.

REGIONAL EXPERIENCE : THE TANZANIAN CASE

Peter Chisi gave a detailed analysis on the development of paralegalism in neighbouring Tanzania. Faced with a staggering ratio of one lawyer to 44,000 persons, Tanzania immediately embarked upon an intensive Legal Sector Reform Programme in order to address the huge gap in the provision of legal services. The primary motive of the programme is to increase access to justice by the poor

Currently, Tanzania is working on some critical issues such as:

- Upgrading of the services
- Standardized Training
- Formation of an Association
- Ethical Standards

CLOSING PRAYER

Day one activities ended with a prayer conducted by Patrick Kulemeka of Catholic Commission for Justice and Peace.

DAY TWO

4.0 OPENING PRAYER

Northe from the Church and Society of Livingstonia Synod opened the meeting with a prayer.

5.0 RECAP OF DAY ONE ACTIVITIES

The facilitator went through all what was discussed during the first day of the workshop. Emphasis was on the opening address, sharing of experiences and the group discussions. At the end of the recap, members were asked to come up with a working definition of paralegal in Malawi.

6.0 DEFINITION OF PARALEGAL

WHO	WITH WHAT	IN WHAT	FOR WHAT
A person	With basic knowledge	In law	Assists lawyers in the delivery of legal services
		In legal studies	Assists people to access justice

A paralegal therefore in Malawi is defined as a person with basic knowledge in law who assists lawyers in the delivery of legal services as well as people to access justice.

7.0 WHAT WOULD BE THE MINIMUM EDUCATIONAL QUALIFICATIONS AND TRAINING REQUIREMENTS?

The participants were divided into four groups and came up with the following points:

	EDUCATIONAL QUALIFICATIONS	TRAINING REQUIREMENTS
GROUP 1	<ul style="list-style-type: none"> - For community paralegals local knowledge and experience on social and legal issues - For certified paralegals Malawi School Certificate of Education 	<ul style="list-style-type: none"> - Human rights law - Community Education Skills - Civil Law -Criminal Law - The Law of Evidence - ADR - Wills and Inheritance - Constitutional and Administrative Law - Introduction to Law - Communication Skills
GROUP 2	<ul style="list-style-type: none"> - MSCE - On the job training - personal qualities (confidence) 	<ul style="list-style-type: none"> - To be regulated by the Council
GROUP 3	<ul style="list-style-type: none"> - MSCE 	<ul style="list-style-type: none"> - Human rights law - Community Education Skills - Civil Law -Criminal Law - The Law of Evidence - ADR - Wills and Inheritance - Constitutional and Administrative Law - Introduction to Law - Communication Skills
GROUP 4	<ul style="list-style-type: none"> - MSCE with four credits including English 	<ul style="list-style-type: none"> - Certificate Course (1yr) - Diploma Course (1yr)

	obtained at one sitting	- To be determined by the Council for Legal Education and that SDI and Chancellor College can be used as training institutions
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8.0 SWOT ANALYSIS OF PARALEGAL WORK IN MALAWI

The participants had an open plenary on the SWOT analysis and came up with the following factors:

STRENGTHS

- Physical presence and numbers
- Basic knowledge in law
- Sensitive to local politics, customs and beliefs
- Spirit of volunteerism
- Source of knowledge and information to communities
- Institutional and administrative support
- Services offered are free
- Most paralegals are young men and women
- More paralegals can be trained within short periods of time using fewer resources
- Paralegal work supported by MPRSP
- Informal, flexible and accessible to people in communities

WEAKNESSES

- Lack of financial support for training
- Limited funding from donors
- Lack of motivation, e.g., low salaries
- Donor dependency
- Government does not prioritize paralegal work in its budget
- Urban based activities
- Institutional weaknesses
- Small number of paralegals
- Need based and lack of standardized training
- Poor coordination of paralegal services
- Lack of career path and advancement
- Lack of information sharing and networking
- Lack of identity

- Donor fatigue

OPPORTUNITIES

- Availability of a network
- Political will
- Diploma course at Chancellor College
- Ongoing constitutional review process
- Ongoing review of the Legal Education and Legal Practitioners Act
- Children and Young Persons Act
- Acceptance by the communities themselves
- High demand of services
- Availability of improved technology
- No competitors

THREATS

- Gender imbalance (there are more male paralegals compared to female)
- Effects of HIV and AIDS
- Lack of formal recognition
- Some instances of conflict with some lawyers
- Large geographical coverage
- Conservative nature of some communities
- Lack of sustainability
- High staff turn-over

9.0 PRIORITIES FOR THE RECOGNITION OF PARALEGALS

The participants broke into two groups to discuss in detail the priorities for the recognition of paralegals. They came up with the following points:

Group One

Right of appearance in lower courts

- No policy in place which bars the recognition of paralegals
- The Malawi Law Commission is in the process of reviewing The Legal Education and Legal Practitioners Act which has no provision for paralegals

Legal Reforms

- People with Diploma/Certificate should be given limited right of audience in the lower courts
- Act to recognise paralegals as part of the legal profession
- Establish a task force
- Right of appearance in the lower courts

Group Two

Advocacy and Lobbying

Issues

- Literature review of the laws that either promote or hinder paralegalism
- Identify target group
 - Law Commission
 - CLE
 - Malawi Law Society
 - Parliamentary Committees
 - The Judiciary
 - Law Enforcement Agencies
- Identify stakeholders
 - Donors
 - Ministry of Justice
 - Ministry of Gender, Children and Women Affairs
 - Faith Based Institutions
 - NGOs
 - Ombudsman
- Fundraising and Resource Mobilisation
- Strategies
 - Awareness meetings
 - Radio/TV Programmes
 - Lobbying meetings
 - Press Releases
 - Study Tours

Ethical Standards

- Professional Ethics for lawyers should generally apply for all.
- Professional ethics for social/community workers should also apply for all.

Networking and collaboration

- Create a national forum for paralegals
- National Association for paralegals
- Structured forums
- Set up a Secretariat
- Set up a website for the association
- Creation of e-groups or d-groups

10. WAY FORWARD

The members finished the day's activities by brainstorming on the most realistic tasks which they felt would be carried out based on the outcomes of the workshop. The participants settled for four activities:

WHAT	WHO	WHEN	RESOURCES
National Meeting	Malawi CARER	September 2006	Finance, Human
Literature Review	- YONECO - PAS (Clifford) - CCJP Lilongwe	Dec 2005	Copies of Acts (Reports to CARER)
Review of Training Manual	- Legal Aid - Malawi CARER - Eye of the Child - Women's Voice	Dec 2005	Copies of the manual (Reports to CARER)
Networking/Collaboration	- Malawi CARER - CCJP Lilongwe	On-going	e-mails, etc

11.0 CLOSING REMARKS

The Deputy Executive Director of Malawi CARER, Mr. Dzinza, expressed happiness that the expectations of the workshop had been achieved. He thanked the participants for their active participation and dedication to see the workshop through. He also expressed his thanks to the various organizations that had sent

their representatives to the workshop. He reiterated that the process still continues hence the need to start implementing some of the agreed resolutions right at the institutional level. Finally, he thanked the NIZA regional representative Francina Mhundwa for having made herself available at the workshop.

12.0 EVALUATION

There was an evaluation at the end of the workshop covering:

- workshop preparations;
- logistics and choice of venue;
- content;
- quality of facilitation.

It was gratifying to notice that 80% of the participants were of the idea that the workshop had managed to achieve its objective and that it was a real success. 15% of the participants complained about the delay in receiving last years report which was indeed delayed because of the facilitator's late submission. Only 5% of the participants expressed an average performance.

Appendix 1

NAMES OF PARTICIPANTS

	NAME OF PARTICIPANT	TEL	ORGANIZATION
1	Chifundo Harawa	08377725	Malawi Carer
2	James Kalimbuka	08524032	YONECO
3	Boniface Mandere	09222790	Eye of the Child
4	Martin Munthali	08549259	Malawi Carer
5	Gwen Munthali	08329042	Women's Voice
6	Francina Mhundwa	271232202943	NIZA
7	Northe Kumwenda	01330335	Livingstonia Synod
8	Patrick Kulemeka	09266897	CCJP Lilongwe
9	George Mahamba	09275705	Malawi Carer
10	Masauko Kanjirawayu	08323558	Malawi Carer
11	Linda Zakaza	09286506	Malawi Carer
12	Fred Yiwombe	08367102	Malawi Carer
13	Peter Ngulube Chinoko	09270660	CCJP Lilongwe
14	Daniel Videde	08363499	Judiciary
15	Baldwin Mkumbadzala	08860828	Malawi Carer
16	JMA Nambiri	08522270	Legal Aid
17	Magret Khobili	01620966	State Advocate
18	Rowland Mbvundula	01622642	Malawi Law Society
19	Dorothy Nyakaunda Kamanga	08205440	Judiciary
20	Emma Musinseneni	09371378	Legal Aid
21	Habiba Osman	0995597	CILIC
22	Yiwombe Banda	09389272	State Advocate
23	Dens Sandramu	08313684	MIJ FM
24	Edith Mkwaila	08346425	Joy Radio
25	Bernadetta Malikebu	01644374	Radio Maria
26	Deborah Nyangulu	09445436	Daily Times
27	Penelope Kakhobwe	09206719	Nation Publications
28	Antony Mkupira	01623365	Transworld Radio
29	Joseph Mathews	08892667	FM 101
30	George Malima	01670710	Malawi Carer
31	Sphiwe Nyirenda	01670710	Malawi Carer
32	Patrick Chikadza	01670710	Malawi Carer
33	Fabiano Mzumara	01670710	Malawi Carer
34	Jacob Mtambalika		Legal Aid
35	Albert Dzinza		Malawi Carer
37	Peter Chisi	08361434	Malawi Carer
38	Dr. Vera Chirwa		Malawi Carer

Appendix 2

PRESS BRIEFING

Definition and Type of Work

This forum has deliberated on the definition of paralegal: -

- Who are they?
- Whom do they serve?
- What is the nature of the service that they offer?
- Who supervises them?

Outline of points for The Press Briefing

Recognition

Paralegals want to be recognized in their own right for two major reasons: -

1. They would like to be recognized as a component of the legal system, whereby they should be allowed to assist clients in the communities. This will include the right to assist clients at traditional courts, police stations and any other primary justice forums.
2. Some paralegals would like to be given limited right of appearance before lower courts such as magistrates courts and labour tribunals. It is clear that many people that appear before magistrate's courts are not knowledgeable about their rights and are losing cases because of lack of legal advice which paralegals can easily give.

Training and Qualifications:

We have noted that variations in educational qualifications are making it difficult for paralegal practitioners to be recognized as such in society. Through this meeting it has been generally agreed that minimum educational qualifications should be specified for one to enter the paralegal profession.

The forum has also generally agreed on the need to set guidelines for training. In-order for the training to be nationally accepted there will be need to involve the Council for Legal Education to vet the curriculum.

This curriculum should cover basic knowledge of the law that every paralegal should have. Other specialized training will be provided by organizations in addition to the basic training. This will be on the job training or in-house.

The following are being recommended as educational qualifications for entry into paralegal work: -

- For community based paralegals they need to have experience in legal procedures in social and community work.
- The minimum education qualification for entry is at least a Malawi School Certificate of Education.
- The professional paralegal training will have to be approved and supervised by the Council for Legal Education in Malawi.

Training Duration and Methodology

- One year certificate level
- One year Diploma Level

All these will have to be spelt out in the Legal Education and Legal Practitioners Act.

The course content will include the following: -

- Criminal Law and Civil Law
- The Law of Evidence
- Alternative Dispute Resolution
- Constitutional and Administrative Law
- Introduction to Law
- Human rights
- Legal Systems
- Community Education
- Computer Skills
- Research and Information management
- Communication

A Paralegal will also need the following personal attributes: -

- Self Motivation
- Confidence
- Enthusiasm

Appendix 3

National Workshop on the Recognition of Paralegals in Malawi

21st to 23rd September 2005

Tentative Workshop Programme

20th September: Arrival

21st September 2005

8:00	Registration
8:15	Opening Prayer Introductions
8:30	Welcome Remarks by the Board Chairman. Rev JJ Mphatso
9:00	Opening Speech by Honourable Justice Jane Ansah Group Photograph Housekeeping announcements
9:30	Overview/highlights of the 2004 National Meeting (Peter Chisi)
10:00	BREAK
10:15	Sharing of Experiences on working with paralegals in Malawi
11:15	Group Work: Definition of Paralegal
12:00	Report back and feedback session
12:30	LUNCH BREAK
2:00	Nature of paralegal work (What paralegals do and what they do not do?)
3:00	Sharing Regional Experiences on paralegalism (Peter and Fred)
3:30	BREAK
3:45	The Legal Framework regulating work of paralegals in Malawi. By Fabiano Mzumara
4:15	Plenary Session
4:30	End of Day 1

22nd September 2005

- 08:30 Recap of Day One
09:00 Group Work: Educational qualifications and training requirements
09:30 Plenary
10:00 BREAK
10:15 SWOT Analysis of Paralegal Work in Malawi
11:15 Plenary Session
11:30 Group Work (Priorities for the Recognition of Paralegals)

Group 1.

- Training and standardisation
- Ethical standards

Group 2.

- Right of appearance in lower courts
- Legal reforms
- Policy Reforms

Group 3.

- Advocacy and lobbying
- Networking and collaboration

- 12:30 LUNCH BREAK**
2:00 Plenary Discussions
3:00 The Way Forward
Agreeing on what steps/advocacy processes to be taken
Identification of target groups
Sharing of roles and responsibilities
3:30 **BREAK**
3:45 Workshop Evaluation
4:00 Closing Session

