Workshop on legal drafting skills from July 29 - August 9, 2002 in Hanoi, Vietnam

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Boston University
EVALUATION FORM
Ha Noi, July 27-August 8, 2002

Please use this evaluation to provide feedback so that the workshop organizers can improve the learning-by-doing process to equip future workshop participants with legislative theory, methodology and techniques. We would appreciate your comments, criticisms and suggestions for making the learning process more effective. In particular, please make suggestions for improving the learning process in Vietnam.

We have requested information about your own background in order to assess the extent to which the workshop proves useful for people with differing experiences. Because some people feel they may speak more freely if they remain anonymous, please do NOT sign the form.

The questions aim to enable you to grade the relative utility of specific aspects of the workshop as

Very poor____; poor____; good____; very good____; excellent____

In the section provided for comments, we would appreciate it if you would make suggestions for ways to improve any and all aspects of the workshop. We hope especially that you will consider changes required to facilitate the institutionalization of an on-going legislative drafting learning process in Vietnam.

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Background questions:

1. Are you participating in this workshop as

   a university lecturer.......................  
   a government official.....................  
   a member of a mass organization.......  
   key person..................................  
   other.......................................
2. Are you female....
   male......

3. Did you take the Distance Course in Legislative Drafting for Democratic Social Change by e-mail this year?
   
   Yes...
   No....

(If yes, please be sure to fill in the part of this evaluation form relating to that Course, below).

Questions relating to the workshop's contribution to your understanding of legislative theory, methodology, and techniques:

4. Legislative theory and methodology should function as a guide for you to organize the available information in a research report that demonstrates that the bill's details will: a) ensure its effective implementation; and b) help resolve the social problem that the bill addresses. Do you assess the learning-by-doing process for enable you to use the methodology as a guide as

   Very poor____; poor____; good____; very good_____excellent_____

Comments and suggestions:
- We highly appreciate the foreign consultants knowledge and information relating to legislative technique and methodology
- Methodology is very usefull. It helps me good learning and pratice – quickly and effectively.
- Roccipi is very useful.
- Methodology and Roccipi rule are very good. Very effective to legislative drafters.
- When giving lecture, there needs teaching curriculum and follow it up.
- The learning by doing process is a wonderful chance for us to master and be skilled in the legal drafting work.
- For me a person with not many chances for legal drafting methodology, this workshop is very helpful for my job and help me understand a lot about the effectiveness of the law.
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- Generally, it is suitable.

5. For helping you to ground the detailed measures of your bill in the facts of Vietnam’s unique circumstances, would you rate the proposed structure of the research report

Very poor____; poor____; good____; very good____; excellent____

Comments and suggestions:
- Already have a methodology to solve a problem. Topics of research report should be more concrete and practical.
- Structure of research report is quite appropriate for us in drafting bills.
- Clear & scientific outline, good formula for many issues (Roccipi)
- The structures stated in the reports are very helpful for us to reassess all the social problems, causes of the problematic behaviors. As a result, the legal drafting work is implemented more seriously.
- Criteria given for analyzing social problems, related behaviors and explanations for these behaviors according to ROCCIPI is not sufficient. In some area such as culture, factors like tradition and customs are very important.

6. How would you rate the discussion of how to structure your bill’s detailed measures as a way of thinking through how to ensure clarity, unambiguity, accessibility, and usability?

Very poor____; poor____; good____; very good____; excellent____

Comments and suggestions:
- We should have such workshops to improve situation in Vietnam. Bring into training (teaching) curriculum, draw experiences
- I am very impressed with the method, very clear, not ambiguous structure is in line with Vietnamese style. Very good.
- For me, it is a hard work in drafting. Through the brief, understandable principles, the experts have helped me absorb them in an interesting way and I can apply them at work.
- Because the relation between the structure and the content of a bill is very close a common structure should not be introduced.

7. Did you find that the review of rules for writing the bill’s detailed sentences helped you to understand how to inform the bill’s users as to Who may, must, or may not do What?

Very poor_____; poor_____; good_____; very good_____excellent____

Comments and suggestions (in particular, note rules that did not seem useful for drafting bills in the Vietnamese language):
- Different in cultural and language traditions, therefore it’s impossible synonymous with Vietnamese.
- Vietnamese language is more diversified, therefore some rules don’t work.
- This rule is very suitable to lawmaking process in Vietnam.
- Passive voice, weak tenses, singular-plural.
- This is an important issue which helps us identify the role occupants immediately.
- This part has been taught in an easy way so that learners can obtain it well and can apply it at work.
- The avoidance of using passive voice while drafting bills sometimes causes difficulties in expressing drafter’s ideas.
- Not using passive voice sounds reasonable but it is used frequently in Vietnamese legal documents.
- In a legal document when a problem has been regulated in many articles it is not necessary to repeat who can or can not do what.

8. To facilitate learning how to draft effectively implemented legislation, how do you assess working in small groups on a bill and a research report?

Very poor_____; poor_____; good_____; very good_____excellent____

Comments and suggestions:
- Sometimes not focus as required. Non sense debate.
- Keypersons should be selected from those who already participated in distance course with good experiences and
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methods. Bills should be submitted to functioning agencies which help drafters more responsible.

- It's good to learn from one another but not too crowded to give on comments. We need to brainstorm, not depend on others.
- At the group discussion, unclear problem should be raised and discussed (of course, if time is possible).
- In the discussion about the report and the bill, the quality of the group discussion will be higher if each group has 5 or 10 min for feedback.
- Sometimes a clear issues but difficult to reach mutual agreement because of having different backgrounds.
- Concrete instructions should be provided to solve the problem of not consistent choices.
- Group discussion is very necessary and very helpful. But groups should be swapped for diversifying ideas and to do that the output of each group must be sent to others.

9. To help you to understand how to do a better job on your own group’s task, did you find discussing other groups’ reports on the tasks undertaken (eg writing the difficulty section of the research report, or outlining the bill’s structure) seem

Very poor____; poor____; good____; very good____; excellent____

Comments and suggestions:
- Chairman and guide are needed during discussions
- It is good to continue this work after workshop. So far we only focus on our own report a bill, not enough time for other groups reports and bills.
- However, I think the floor plan for each group should stay unchanged in the whole duration of the workshop.
- Making comments and critiques other groups’ work is good chance to look again at what we have done.
10. As a way of helping you to learn to assess other groups’ bills and reports, as well as to improve your own, did the critique sessions seem

Very poor____; poor_____; good_____; very good_____ excellent_____

Comments and suggestions:
- On this basis we can withdraw experiences to have a correct approach.
- It helps us a lot in terms of comments and evaluation of bills. It also deepens the theory that we learned.
- Each group should be allowed to introduce about their research report and the bill so that we can have an idea about them and make comments.
- Each group should have about 10 min to introduce about their reports and bills then evaluation by other groups.
- People don’t have knowledge of other groups’ topics.
- Without explanation about the feedbacks made by each group, other groups can not understand them.
- All groups work very seriously and effectively which partly reflect the success of the workshop but I don’t have knowledge of each group’s topic.
- The evaluation of the report and the bill between different groups should be short (10 to 15 min) for explanation for unclear point from these groups.

11. Overall, how would you assess the workshop’s learning-by-doing process?

Very poor____; poor_____; good_____; very good_____ excellent_____

Comments and suggestions:
- It is good that we can apply a method of learning by doing.
- I wish to join in the learning by doing courses like this.
- The workshop should be divided into different sessions. Each focusing on one specific topic. However, I highly appreciate the learning by doing of JOPSO.
- Need have more time for reading materials. Members of each group can be assigned to read a specific part and summarize for others.
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- Such a workshop should be help more.
- Many problems have been solved. However, 2 week is not enough for such big workload, especially the research report – very time and energy consuming and a bit beyond ability. If possible, more time.
- The workshop should be longer because participants do not have enough time to read and listen to the materials.
- The learning by doing process is very interesting. However, some parts of the theory should be combined into one then time for practice. E.g. the part for using words, building sentence delivered in two afternoons while groups were at the stage of completing the bill already.

Additional questions:


a. Did you know that evaluation meetings were held at 5:00 pm in the Press Club’s library? Yes.....
No.....

b. Did you attend the evaluation meetings at 5:00 pm in the Press Club’s library? Yes.....
No.....

If Yes, please comment on the usefulness of the meetings. If you raised any issues, did you feel that they were dealt with adequately? Please suggest any ways to improve the evaluation sessions.
- Through meeting, foreign consultants and key person understand the situation to adjust more reasonably.
- It’s very good.
- Good
- It can help evaluate daily done work and make plan for the next day. As a result, the working quality of the following days have been better.
If No, can you think of other ways of structuring an on-going evaluation system to enable you to contribute to improving the workshop?

- Key persons should collect evaluation and situation of the previous day for the next day workshop.
- After evaluation meeting every day, any decisions need to be typed and circulated to everyone before the next day. Those who have comments can meet organization committee or via key person.
- We can suggest participants to write on papers their proposals or recommendations for improvement in case they are not able to join in evaluation meeting.
- Main issues should be informed the participants next day.
- Report of evaluation meeting should be collected and distributed to all participants.
- It should be a plenary assessment session for all and not late than 5.30 pm.
- Daily work Evaluation should be given to each participants for their comments.
- The output of the late afternoon evaluation should be informed to everybody for information.
- The beginning of morning session should be spent for informing the evaluation of previous day's output of each group.


a. Did you read the Manual before or during the workshop?
   - Yes, all of it........
   - Yes, some of it....
   - No, none of it.....
   - The organizer should send the book to participants two weeks earlier in order that the participants have more time for carefully and detailed reading the book.
   - Only some of it, because the time is limited.
   - Many words have been translated unprecisely partly leading to limitation of understanding.
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- The translation should be more Vietnamized, more condensed.

b. If you read the Manual in Vietnamese, please specify the page and paragraphs where you found difficulties with particular concepts or problems with the translation.

Comments or suggestions for improving the Manual.

- Roccipi needs to be explained more clearly (conception in each part)
- We need to read thoroughly because it is a new method for Vietnamese learners. If we read carefully, we can understand.
- Good book, but need improving in Vietnamese for better understanding and attraction.
- Translation in Vietnamese is not exact and correct to the Vietnamese language.
- Many words in translated book are not precise or correct as used by lawyers that caused difficulty for readers.
- Some difficulty to understand some parts are not precise or not consistent.
- No comments
- Maybe limited by time, so the language is not vietnamized – we need to look at English version for better understanding.
- Good
- If possible, translate more accurately and logically.
- Translated version is not vietnamized.
- do not understand completely all parts of the books. The purpose, how to do exercises?
- Page 22, box 1.6 etc
- The translation should be more Vietnamese.
- the format should be clearer for easier reference. Boxes should be only for conclusions not for exercises or examples causing difficulties in referring. The translation should be more Vietnamese.
14. Workshop organization.

a. Did you have any problems with the time schedule. This includes the breakdown of the day into report-backs, plenary session and group discussion in the afternoon. If so, please list them below.

- Time spent on exercises is too little
- Reasonable timing
- Too short, therefore, limitations on workshop and comments
- It is reasonable, ok
- Good
- Rather good, rational
- Rational
- Good
- Rational
- It should start at 8.30 and end 11.30
- The starting time for morning should be 8.30 and ending time 11.30
- Working time should be more appropriate. It should be from 8.30 – 11.30, 1.30 – 5.00.
- Suitable
- In the morning the starting time should be from 8.30 – 11.30
- Workshop period is strained.
- The organizers have made a very good preparation for the workshop, i.e. the venue, reading materials, the organization for discussions
- Workshop should be held followed the Vietnamese working time
- Plenary session should be in the first half of the morning
- It will be more suitable if morning from 8 to 11 and afternoon from 1.30 to 5
- From 9 to 10.30 should be for reading the manual
- Time for lectures were too short.
- The program is OK, but time should be 8.30 – 11.30 and 1.30 to 4.30
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b  Was the location of the workshop convenient. If not, do you have any suggestions about a better location and why.
   - Convenient
   - Very convenient
   - It is not unique good place
   - Good
   - Very good and convenient place
   - Good
   - Very convenient
   - Convenient
   - Convenient
   - Convenient
   - Good
   - Convenient
   - Very good
   - Convenient
   - Next time the workshop should be organized far from Hanoi in order for the participants can focus more.
   - Good
   - Good
   - Good
   - Good
   - Good
   - Convenient
   - The parking lot is not convenient
   - Convenient and suitable
   - If possible, workshop at a place far from Hanoi

c. Do you feel that you were well prepared for the workshop by the organizers? During the workshop, did you feel adequately informed about what was going on or any changes that were made?
   - Very good
   - Good
   - Good
Comments and suggestions on the organization of the workshop.
- Good
- Very good
- Good
- Very good
- Workshop organization is very good
- Very good
- Reasonable timetable, group discussion is good, good organization and convenience, organization committee has prepared well for the participants.
- We should have a common place for group documents and some reference materials in workshop.
- Organization of workshop is to good. Participants feel comfortable and provided with a lot of information.
- Good
- I am well prepared by organizing committee. I have understood and learnt a lot during workshop.
- Very good organization facilitating us to access information. We need to have a separate telephone during workshop.
- Good organization.
- Very good and thoughtful from organizers committee. We are all kept up about latest information about what’s going on during workshop.
- Very good preparation and being thoughtful from organization committee.
- Learn a lot of information
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- Working time is not appropriate with Vietnamese staff. Workshop period is quite long, thus it affect on participants work.
- Good organization, good studying conditions, good studying content, material enough, the lecturers are enthusiastic.
- The evaluation form should be provided to participants earlier.
- Good
- Good
- Good and considerate organizers
- Very well – prepared
- good
- If materials are read in advance the information gained will be more

15. The consultants.

Evaluate the use of consultants in the workshop, with reference to:

a. Their knowledge of the problems discussed.

Very poor _____; poor _____; good _____; very good _____ excellent _____

b. Their ability to help the group apply the four-steps of the problem solving methodology to the particular problem in light of their foreign knowledge and experience.

Very poor _____; poor _____; good _____; very good _____ excellent _____

Comments and suggestions for improvement:

- Experiences and knowledge of foreign consultants help us improve quickly and effectively. Through interpreters consultants understand very quickly and precisely on ideas
- Although time is short, we were able to make the best use of consultants knowledge and experiences.
16. Evaluate the key-person's work in assisting your group's members to draft their research report and bill.

Very poor____; poor____; good____; very good______excellent____

Comments and suggestions for improvement:
- Don't include their own comments but should encourage others to contribute their ideas.

17. Assess the translation process:

Very poor____; poor____; good____; very good______excellent____

Comments and suggestions for improvement:
- First interpreter has no law background (criminals)
- Sometimes, the translation by interpreters not clear enough

If you were a key person in this workshop:

18. Did the two day session before the full workshop seem adequate to enable you to assist your group to complete its tasks for drafting the research report and bill?

Very poor____; poor____; good____; very good______excellent____

Comments and suggestions for improvement:
- 2 day is enough
- 2 days is not enough because of commitments of office work therefore the quality of the pre-workshop is not high. No chance to apply in practice.

19. Please list your suggestions for improving the work of the groups in the workshop:

- Should every participant produce his paper on results of workshop in accordance with concrete requirements.
- Given the fact that the work of the facilitator, keyperson, interpreter is hard, they should not be workshop participants.
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If you participated in the Distance Course,

20. When you took the distance course, were you a:
   Facilitator (the designated person who helped to organize group discussions of the course materials) .....
   Group member ..........................................

   - Keyperson

21. Please evaluate and comment specifically on the usefulness of:

   a. The recorded tapes for the A and B streams:

      Very poor____; poor____; good____; very good_____excellent____

      Comments and suggestions for improvement:
      - Not good quality of tape. Difficult to understand.
      - Not good quality tape, a lot of background noises
      - It should be clearer

   b. The A and B study guides:

      Very poor____; poor____; good____; very good_____excellent____

      Comments and suggestions for improvement:
      - We need guide in Vietnamese
      - Guidance via tape, so it’s not quick and easy as from teachers.
      - Concrete instructions sent by email should be provided
c. The Manual:
Very poor ____; poor ____; good ____; very good ____  excellent ____
Comments and suggestions for improvement:


d. Your group's editor's comments on your draft research report and bill:
Very poor ____; poor ____; good ____; very good ____  excellent ____
Comments and suggestions for improvement:
- Bills are not available
- I haven't got report and bill to send, therefore no feedback from editors.
- Editors comments is very slow, influence on groups psychology


e. The bulletin board <ld2group-listbu.edu> discussions:
Very poor ____; poor ____; good ____; very good ____  excellent ____
Comments and suggestions for improvement:
- Discussions in bulletin is very important. Just like small groups discussion during workshop.


f. The Distance Course, as a way of learning legislative drafting theory, methods and techniques, compared to this two week workshop:
Very poor ____; poor ____; good ____; very good ____  excellent ____
Comments and suggestions for improvement:
- 2 week workshop is better than distance course as we haven't got used to distance course and too busy in work.
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- Two week workshop is very useful as we learn experiences and specialty from many people. This helps participants more confidence.
- It is far better to have workshop than distance course as we can interact more.
- If we attend both the distance course and workshop – that’s the best.

g. Please make detailed suggestions for improving the Distance Course as a way of strengthening drafting capacity in Vietnam:
- Support for finance to use internet, clear responsibility, incentives for key person
- Twice a month we need group meeting to encourage communication in study.
- This is a training course on law making skills with Vietnamese vocabulary. There should be Vietnamese guide besides English one as majority of participants has not sufficient English skills on law. Every week, tests should be conducted to check participants knowledge.
- Key persons role is important, therefore we need to enhance it to encourage every participant to study.
- Editors role should be paid attention. We need a push from JOPSO.
- The questions from groups should be published for all participants discussion.
- A detailed bill should be used as an example for analyzing requirement of principles of the legislative theory.

22. Because use of e-mail seems crucial to the functioning of the Distance Course, please answer the following questions on your internet access.

a. How did you access the web:
   At home..................
   At work................
   At an internet cafe....
   Other..................

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b. Did you experience any difficulty using email to work on the Distance Course?
   
   Yes.....
   No.....

c. If yes,

   Describe the difficulties:
   
   - Finance
   - We need to have chances to learn more about how to use internet, email, so far we can deal with very simple.
   - It is not convenient to go to internet café.
   - Very slow in Vietnam, it is not convenient to go to internet café for checking information.
   - Very slow, sometimes out of order.
   - Time
   - It is difficult to connect because of Vietnamese Internet infrastructure.
   - Travel a long distance therefore costly and hard

   How did these affect your ability to participate in the course?
   
   - We can learn more by internet access
   - I haven't been able to comment on others or get others for me. We need to learn more about internet.
   - Yes, because of inconvenience.
   - Without contact therefore no exchange in scientific matters

   Thank you for helping us with this evaluation. Please use the space below to include any other thoughts that you wish to share with us about the workshop.

   - Purpose, content and organization of workshop are very good. More workshops should be conducted. Lectures and exercises practice should be arranged more rational. Allowance should be increased for participants.
   - We hope that after this workshop there would be many support programs for legislative drafting to help law students, justice staff who need such skills. Thank you all consultants for being so enthusiastic to help us.
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- Is wish to participate in many more workshops like this. Thank you Mr. and Mrs. Seidman and JOPSO project and organizers.

- The workshop is very useful in gathering many foreign consultants in working with groups. Vietnamese participants are able to learn new methods, very effective.

- If possible, organize more workshops like this one.

- I find myself very lucky to participate this Workshop because it can help my job a lot. Hopefully, such a workshop will be help more, especially at universities

- It is difficult to organize such a big workshop but the organizers have fulfilled their tasks. The workshop is fruitful and helpful.

- This is a very fruitful workshop in both the contents, the organization. I am very moved when I heard the lectures, worked under the very good and devoting instructions from Ann and Bob, Huong, Huyen and Peter. Hopefully, this is not the last chance to work together in the frame of a workshop. Good health to all organizers.

Good luck with ... in the future: Drafting to infinity and beyond!