



NOVA SCOTIA
PUBLIC PROSECUTION SERVICE

DOCUMENT TITLE:

**CROWN ATTORNEY CONTINUING EDUCATION
APPROVAL PROCESS**

NATURE OF DOCUMENT:

**PPS MANAGEMENT
DIRECTIVE**

FIRST ISSUED:

June 19, 2023

LAST SUBSTANTIVE REVISION:

June 19, 2023

EDITED / DISTRIBUTED:

June 19, 2023

It is critical that all Nova Scotia Public Prosecution Service training events for Crown Attorneys be of the highest quality and serve their educational needs. Oversight is required to ensure excellence in programming and appropriate expenditure of public funds. The primary vehicle for that oversight is the service's Education Committee, supported by the Director of Policy Development and Education, and the Executive Committee.

Any PPS education session will be subject to the following stipulations:

1. The Education Committee has primary responsibility for planning Crown Attorney education events;
2. Any sub-committee of the Education Committee or any other committee, sub-committee or individual¹ involved in the planning of a session in whole or in part must bring their plan for speakers and content to the Education Committee for approval. Advance agreement should be requested from the Education Committee as to an appropriate deadline for submitting such a plan. No plan should be submitted for Education Committee approval less than three months in advance of the proposed event;
3. Alternatively, depending on the nature of the training for which approval is being sought, a committee, sub-committee or individual involved in the planning of a session in whole or in part may bring their plan for speakers and content to the Director of Policy Development and Education for approval;
4. If non-PPS persons are involved in planning sessions for educational events, they must be approved by the Education Committee;
5. Non-Crown Attorney invited speakers should be vetted to determine both their qualifications to speak to the subject-matter as well as personal biases. Research may include speaking to other groups to whom they have presented, reviewing published papers, CV's, websites they host or social media accounts. What is required is due diligence, not an inquest. The person proposing the speaker shall undertake the research and report this information. In many cases, speakers will be known already to the Committee and this vetting will be relatively simple;
6. The Director of Policy Development and Education will bring approved agendas to Executive Committee to request and obtain its endorsement before agendas are circulated to Crown Attorneys;
7. Any fees or honorariums to be paid to speakers will be approved in advance by the DDPP/DPP.

¹ For example: Equity and Diversity Committee, Sexual Assault Working Group, New Crown Training sub-committee, Lunch and Learn sub-committee, Human Trafficking dedicated Crowns, etc.