



JCN

MINUTES OF THE NATIONAL MEETING

Held in Tallinn (Estonia), on 22.02.2013

In preparation of the 1st Transnational Workshop





AGENDA OF THE MEETING

- 1. The cost of staff
- 2. Preparations for the workshop in Tallinn
- 3. Rewiew and refinement of agenda of the meeting
- 4. Translation of the brochure text
- 5. AOB

LIST OF PARTICIPANTS IN THE MEETING

Name and Surname	Role
Rait Kuuse	Team leader
Taavi Kruus	Team member (prison)
Viola Läänerand	Team member (methodology)
Viktoria Tinnuri	Team member (probation)
Pille Tunger	Team member (administration)
Eneli Vensel	Head of the financial department
Anneli Nahk	assistant (additional staff for the seminar)
Svetlana Roštšupkina	assistant (additional staff for the seminar)
Epp Sepri	assistant (additional staff for the seminar)

ACTIONS

MINUTES

AGENDA ITEM

 Ms E. Vensel explained the method by which the cost of staff is calculated in the budget.

description of the responsibilities in project team in which each member has a clear role is to be prepared
 all time sheets recording the
 28.02.2013

project

time spent on

activities are to be filled out

DEADLINES







 Preparations for the 1st workshop Deadline of the registration to seminar is 25.02.2013 		
Rewiew and refinement of Agenda of workshop	Agenda is to be amended according to the following: • partner meeting (and steering committee meeting) will be held only on the first day • Saturday, 16th of March is to be marked as optional	(P. Tunger) 22.02.2013
Translation of the brochure text	The text of the brochure is to be translated (V. Tinnuri) and sent to the proofreading (P. Tunger)	28.02.2013
5. The next internal meeting will take place at 11.03.2013 in the Prison of Tallinn. The invitations will be send out		