



An tSeirbhís Phromhaidh  
The Probation Service



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JUST/2011-2012/JPEN/AG/2943

**JCN**

**Minutes of the National Meeting**

**In preparation of the second Transnational Workshop in Dublin**

**Meeting in Haymarket, Dublin 10.30am 15th April 2013**



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Attendance: Tony Hickey (IPS), Gov Ethel Gavin (IPS), Gerry McNally (PS), Brian Dack (PS).

#### AGENDA OF THE MEETING

1. Minutes of previous meeting (February)
2. Project management and other issues arising from Tallinn meeting
3. Information newsletter, website and project promotion actions
  - Information circulation in Ireland
4. Preparation for Ireland workshop/meeting 12<sup>th</sup>-15<sup>th</sup> June 2013
  - Draft Programme to be revised
  - Invited guests/speakers/experts (Ireland)
  - Presentations who, what and in what form?
  - Group work?
  - Proposed invitations to associate partners
  - Pre workshop 'homework' for partners
  - Event management preparation (Checklist)
  - Workshop Dinner guests?
  - Other issues and points to be addressed
5. Date of next meeting
6. Any other business.

#### MINUTES

<u>AGENDA ITEM</u>	<u>DEADLINES AND ACTIONS</u>
Minutes of previous meeting (February)	Reviewed and noted



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Project management and other issues arising from Tallinn meeting

Revision of definition noted.

Suggestions for Dublin work shop noted

Activities report 1 discussed and agreed

Partner documentation revision discussed

Information newsletter, website and project promotion actions

Co-operation on JCN Newsletter noted

- Information circulation in Ireland

Project information published on Probation Service website and internal portal and in internal newsletter. Briefing to PS management. Project information published on Prison Service internal system and portal and distributed.

Preparation for Ireland workshop/meeting 12<sup>th</sup>-15<sup>th</sup> June 2013

Reviewed and revised again

- Draft Programme to be revised
- Invited guests/speakers/experts (Ireland)
- Presentations who, what and in what form?
- Group work?
- 
- Proposed invitations to associate partners
- Pre workshop 'homework' for partners
- Event management preparation (Checklist)

Detailed discussion and review of possible speakers and presentations in context of project and workshop objectives

Format reviewed. Further external consultation and discuss at next

Meeting

Members to identify invitees for next meeting

Draft Questionnaire reviewed

Logistics co-ordination with PS personnel on hotels, bookings and site work

Members to identify invitees for next



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<ul style="list-style-type: none"> <li>- Workshop Dinner guests?</li>   <li>- Other issues and points to be addressed</li>   <li>-</li> </ul> <p>Date of next meeting</p> <p>Any other business</p>	<p>meeting</p> <p>Translation facilities will not be needed.</p> <p>Lunch, coffee and meal arrangements to be confirmed for next meeting</p>
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