



## **JCN**

### **MINUTES OF THE NATIONAL MEETING**

**Held in Tallinn (Estonia), on 29.05.2013**

**In preparation of the 1<sup>st</sup> Transnational Workshop**



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## AGENDA OF THE MEETING

1. Preparations for the workshop will be held in Dublin
2. Publishing the 2<sup>nd</sup> internal newsletter
3. Financial management
4. AOB

## LIST OF PARTICIPANTS IN THE MEETING

Name and Surname	Role
Taavi Kruus	Team member (prison)
Katriin Savitš	Team member (methodology)
Viktoria Tinnuri	Team member (probation)
Pille Tunger	Team member (administration)

## MINUTES

<u>AGENDA ITEM</u>	<u>ACTIONS</u>	<u>DEADLINES</u>
<ul style="list-style-type: none"> <li>K.Savitš introduced the draft presentation for Dublin workshop.</li> </ul>	<ul style="list-style-type: none"> <li>Amendments to the presentation will be made by K. Savitš</li> </ul>	10.06.2013
<ul style="list-style-type: none"> <li>V.Tinnuri introduced the informational leaflet about projects held in Estonia.</li> </ul>	<ul style="list-style-type: none"> <li>P.Tunger will prepare the layout of the leaflet</li> </ul>	10.06.2013
<ul style="list-style-type: none"> <li>Registration to the workshop in Dublin</li> </ul>		



and all the travel arrangements were made (P. Tunger)		
2. Publishing the 2 <sup>nd</sup> internal newsletter	<ul style="list-style-type: none"> <li>The 2<sup>nd</sup> Internal newsletter will be prepared and published in the intranet of the Prison of Tallinn</li> </ul>	June 2013
3. Preparations for the financial report	<ul style="list-style-type: none"> <li>Collecting certified copies of the necessary supporting documents ( eg.timesheets, invoices) Filling out the financial report form (P. Tunger)</li> </ul>	Next internal meeting in June
4. The next internal meeting will take place after the 2 <sup>nd</sup> workshop in Dublin		

