



## **JCN**

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

**Held in Tallinn (Estonia), on 03.09.2013**

**In preparation of the 3<sup>rd</sup> Transnational Workshop**



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## AGENDA OF THE MEETING

1. Financial report
2. Revision of the draft report of the workshop held in Dublin
3. AOB

## LIST OF PARTICIPANTS IN THE MEETING

Name and Surname	Role
Rait Kuuse	Team leader
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>
1. <u>Completing the Financial report</u> <ul style="list-style-type: none"> <li>• We have received the revised version of Financial Report form and the request of integrations, amendments and corrections</li> </ul>	<u>Amendments need to be done:</u> <ul style="list-style-type: none"> <li>• Each time card recording the time spent on project activities should be duly signed and stamped</li> <li>• Secondment letters should be provided</li> <li>• Some payslips are still missing</li> </ul>	16.10.2013



	(P. Tunger)	
2. <u>Discussion on management and financial issues</u>	<ul style="list-style-type: none"> <li>German project partners need to be asked about the next instalment of funding to cover the expenses related to workshop in Helsinki (travel and accomodation).</li> </ul> <p>(P. Tunger)</p>	
3. <u>Report of the workshop held in Dublin</u>	<ul style="list-style-type: none"> <li>Revision of the draft report sent by Gerry McNally</li> <li>Revised report of Dublin meeting is to be sent to Gerry McNally (P. Tunger)</li> </ul>	10.09.2013
4. The next internal meeting will take place on October 10 <sup>th</sup> 2013 in Tallinn Prison. The invitations will be send out		

