



JCN

MINUTES OF THE NATIONAL MEETING

Held in Tallinn (Estonia), on 03.10.2013

In preparation of the 3rd Transnational Workshop



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AGENDA OF THE MEETING

1. Preparations for the 3rd workshop in Helsinki
2. Questionnaire sent by Finnish team
3. Financial management
4. 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>Discussion about the state of preparations for the 3rd workshop.</u> | <ul style="list-style-type: none"> • Completing the questionnaire sent by Finnish team (V. Tinnuri, K. Savitš, T. Kruus) • Filled out questionnaire is to be sent to Elina Ruuskanen (P. Tunger) | 04.10.2013 |
| 2. <u>preparations for Estonian team attending the workshop.</u> | <ul style="list-style-type: none"> • Registration to the workshop (P. Tunger) • Hotel booking for Estonian team members (P. Tunger) | 15.10.2013 15.10.2013 |



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|---|--|------------|
| | <ul style="list-style-type: none"> Other travel arrangements (eg tickets) (P. Tunger) | |
| <p>3. <u>Financial management</u></p> <ul style="list-style-type: none"> Financial Report has been completed but there are some issues that still are not fully clear or still need some further effort to produce the expected supporting documents. We also received the list of request of clarification and the updated version of report file | <p><u>Amendments need to be done:</u></p> <ul style="list-style-type: none"> provide a full explanation and motivation for the use of the Taxis (signed either by the person who is reporting the taxi cost or by the administrative office) the internal rule that we apply in order to determine the figure of the reimbursement to each person. evidence of the reductions applied considering that some of the meals were offered by the hosting organization. <p>(P. Tunger)</p> | 16.10.2013 |
| <p>4. The next internal meeting will take place after the meeting in Helsinki</p> | | |

