



Justizministerium  
Mecklenburg-Vorpommern



JUST/2011/JPEN/AG2943

## JCN

*Minutes of the Internal Meeting*

**Held in Schwerin (Germany), on 21.08.2013**

**in preparation of the up coming project activities**

**Ministry of Justice Mecklenburg-Western Pomerania**

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Duration time: from 11:00 o'clock to 14:00 o'clock

### **Agenda of the Meeting**

	<b>Item of the Agenda item</b>	<b>Remarks</b>
1	Project and Finance management	Cost accounting- current status
2	Preparation Workshop in Helsinki (WS 3) 29.10.2013 to 02.11.2013	Preparation status What has to be done, by whom and until when?
3	Workshop in Germany (WS 4) 02.04.2014 to 05.04.2014	Current status of call to tender
4	Final conference 2014 03.09.2014 to 05.09.2014	Current status of Call to tender We need to determine the team members
5	Public Relation	Project Brochure Press articles Preparation status internal and external newsletters
6	Up coming internal meeting	Preparation of a schedule

### **List of Participants in the Meeting**

<b>Name and Surname</b>	<b>Role</b>
Mr. Jörg Jesse	Ministry of Justice M-V - Head of Department Project team member
Ms. Tanja Klee	Ministry of Justice M-V - Project team member
Ms. Grit-Christin Ladwig	Probation Service "LASTAR" – Project team member
Ms. Barbara Hansen	Prison Bützow - Project team member
Ms. Julia Müller	Prison Waldeck – Project team member

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## Minutes

<b><u>AGENDA ITEM</u></b>	<b><u>DEADLINES AND ACTIONS</u></b>
1. Project and Finance management	<p>Ms Klee and Ms Hansen informed the project team members about the status of project and finance management.</p> <p>Ms. Klee and Ms. Hansen continued the work on the project financial report. The last documents are prepared and will be send to Pixel by the end of the next week.</p> <p>The financial report has to be send to the European Commission by mid November 2013. The taxation of all cost is not finished yet.</p>
2. Preparation Workshop in Helsinki (WS 3) 29.10.2013 to 02.11.2013	<p>Task of Workshop 3 is to analyse best practice strategies and programmers' for dealing with high risk offenders.</p> <p>The participants discussed the existing best practice programmes, that are generally used in prison and probation (In Star and FOCUS) in Mecklenburg-Western Pomerania. During the Workshop in Dublin these programmes have been presented to the project team members. A power point presentation of the InStar program is available.</p> <p>The participants agreed, that soon as the draft of the Helsinki workshop agenda is produced (Finish project team), it will be send to all German project team members. In addition to that, again national experts shall be involved in the answering of the questionnaire provided by the Finnish project team.</p> <p>Flight connection was selected. The project team will depart at the 29.10.2013 from the airport in Berlin and arrive after the workshop at Berlin airport at the 02.11.2013. Flights will be booked next week.</p> <p>In preparation of the up coming workshops and the final conference, the JCN project will be presented to the Head of Police Department Mecklenburg-Western Pomerania on Thursday 22.08.2013.</p>
3. Workshop in Germany (WS 4) 02.04.2014 to 05.04.2014	<p>Status of call to tender:</p> <p>Three congress hotels, that are located in Schwerin, have been called to tender.</p>
4. Final conference	Mrs. Klee informed the team members about the status of call to tender

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2014	<p>(bid invitation). Five conference hotels in Mecklenburg-Western Pomerania were called upon the tender.</p> <p>During the meeting, the participants produced a draft list of national experts. The named colleagues should, regarding to there theoretical and practical background and expertise, support the German project team members in preparation and execution of Workshop 4 and of the Final conference.</p> <p>The list of additional national experts is enclosed to the minutes.</p>
5. Public Relation	<p>The internal and external newsletters will be finalized by the end of next. The Italian partner Pixel will receive the document by the end of August.</p> <p>The update of the project web site will be executed in September 2013.</p> <p>The first JCN project brochure is now available on the web site of "EuroPris" and on the web site of the "Council of Europe".</p> <p>Project information was also send to the "SOMEK Project".</p> <p>Mrs. Hansen informed the participants about the preparation of the German and English e-mail address lists. The mailing will be preformed at the end of September 2013 (link to the JCN-web site, first project brochure, 1 - 3 external newsletters).</p>
6. Next meeting	<p>The next internal project team meeting will take place in Schwerin in October 2013 (the date has to be appointed).</p>

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**First draft - List of national experts (assistance in preparation and execution of WS 4 and/or of the Final conference 2014)**

No.	Name and Surname	Name of Institution
1	Carolin Gürcke	Ministry of Justice M-V
2	Dr. Jörg-Uwe Schäfer	Head of Bützow Prison
3	Katja Ellenrieder	Bützow Prison
4	Svenja Hettling	Bützow Prison
5	Sandra Klingberg	Bützow Prison
6	Dr. Chathrin Chevalier	Head of Penal School, Güstrow
7	Dirk Manzewski	Head of Regional Office for Probation and Supervision (LaStar), Rostock
8	Stefan Pamperin	LaStar, Rostock
9	Anne Bruns-Gercken	LaStar, SD Rostock
10	Bernd Kammermeier	LaStar, Rostock
11	Norbert Werth	LaStar, S D Rostock
12	Jana Muche	LaStar, Rostock
13	Marko Frohriep	LaStar, Rostock
14	Michael Deppe	LaStar, SD Wismar
15	Frederike Krakow	LaStar, SD Rostock
16	Kathrin Busch	LaStar, SD Schwerin
17	Horst Sachsenröder	Head of Agency of Supervision of Conduct, Rostock
18	Jan Winkler	Agency of Supervision of Conduct, Rostock
19	Frank Grothjohann	Head of Waldeck Prison
20	Gloria Arndt	Waldeck Prison
21	Ulrike Schütt	Waldeck Prison
22	Wiebke Boberg	Waldeck Prison
23	Marie-Christin Lehm	Ministry of Justice M-V
24	Claudia Eckhard	Waldeck Prison
25	Alexander Kapps	Waldeck Prison
26	Carsten Soppa	Waldeck Prison
27	Ramona Ratschinski	Waldeck Prison
28	Yvonne Gretenkord	Forensic Ambulance, Rostock
29	Miriam Staack	Neustrelitz Prison
30	David Pielmann	Neustrelitz Prison
31	Kay Gau	Stralsund Prison
32	Volker Horstmann	Judge Rostock Court
33	Frank Niehörster	Head of Police Division Mecklenburg-Western Pomerania
34	Peter Grund	Head of Police Department Schwerin
35	Ingo Zchoche	Police Department Rostock
36	Frank Schäfer	National Criminal Police Office, Rostock
37	Ulf Theodor Claassen	Police Department Rostock

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