



JCN

MINUTES OF THE NATIONAL MEETING

Held in Longford (Ireland), on 6 November 2012

In preparation of the 1st Transnational Workshop



The JCN project has been funded with the financial support of the Criminal Justice Programme of the European Commission. These contents are the sole responsibility of the JCN project partner institutions and can in no way be taken to reflect the views of the European Commission.

AGENDA OF THE MEETING

1. Minutes of previous meeting (January)
2. Project management and other issues
3. Questionnaire completion (15 February 2013 deadline)
4. Information newsletter, website and project promotion actions
5. Project workplan and activities
6. Tallinn meeting 13th-16th March 2013
 - Attendance
 - Hotel booking forms deadline today
 - Flight bookings
7. Preparation for Ireland workshop/meeting 12th-15th June 2013
8. Date of next meeting
9. Any other business.

LIST OF PARTICIPANTS IN THE MEETING

Name and Surname
Tony Hickey (IPS),
Gov Ethel Gavin (IPS),
Gerry McNally (PS)
Apologies: Brian Dack (PS),

MINUTES

1. Minutes of previous meeting (January)

Noted.

2. Project management and other issues

Partner Declaration Form and other papers are to be revised to describe the Department of Justice and Equality as co-beneficiary partner with the Probation Service and the Irish Prison Service representing DJE interests in the project.



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Gerry to follow up in revising Partner Declaration Form with DJE and forwarding to Tanja Klee/Barbara Hansen asap.

3. Questionnaire completion (15 February 2013 deadline)

Final revision of draft questionnaire responses reviewed and discussed.

Gerry to amend and finalise draft and forward to Prof. Dr. Dünkel asap.

4. Information newsletter, website and project promotion actions

Noted that information on the project has been included in Probation Service website and newsletters as well as reported/presented at management meetings. Will be on IPS website at next update and reported at management meetings. Project website information to be reviewed and added to shortly. Brochure available in English.

5. Project workplan and activities

6. Tallinn meeting 13th-16th March 2013

- Attendance: Confirmed Tony Hickey (IPS), Gov Ethel Gavin (IPS), Gerry McNally (PS) and Brian Dack (PS) will attend
- Hotel booking forms deadline today: Noted
- Flight bookings: Will be managed through Probation Service air travel and advised.

7. Preparation for Ireland workshop/meeting 12th-15th June 2013

Discussion on event planning and management in Dublin area.

Possible external and internal speakers and structure of programme explored. Planning group and schedule for discussion on next agenda.

Invite Probation Service event management team to discuss options to that meeting.

8. Date of next meeting

To be arranged at the meeting in Tallinn with priority focus on planning for June workshop in Dublin area.

9. Any other business.



10. Project background and objectives

Project background and objectives discussed. Description document on JUST/2011-2012/JPEN/AG/2943 circulated and will be sent in electronic form with meeting minutes.

11. Project outline and timetable

Overall timetable for JUST/2011-2012/JPEN/AG/2943 discussed and key action points identified.

12. Ireland commitments as co-beneficiaries

Work streams 0-5 examined and commitments identified, including attendance at workshops. Preparation for Ireland workshop in May 2013 will commence following Florence meeting and confirmation of work stream 2 actions.

13. Budget outline and management processes

Budget and management processes outlined by Valerie Callanan. All project financial governance, budget actions and disbursements for Ireland will be managed through PS Corporate Affairs, Haymarket. Detailed accounting and work stream reports will be completed for the project leaders and EU funding requirements. Clarification awaited on budget details and payment.

14. Florence meeting (10th-12th December 2012)

Tony Hickey (PS), Brian Dack (PS) and Gerry McNally (PS) confirmed to attend kick-off meeting in Florence on 10th-12th December 2012, Willie Conlon (PS) availability to attend to be confirmed as soon as possible. Cityjet flights to be booked by PS Corporate Affairs.

15. Project management including data and information

Background materials to be prepared; one page briefing documents on prisoner assessment, ISM, pre-release preparation, release (temporary release included), post-custody supervision including Court mandated supervision, recall, liaison and partnership working with other authorities and any other relevant release issues.

16. Date of next meeting





Date in January 2013 will be agreed at the end of the Florence Meeting.



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