



## **JCN**

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

**Held in Tallinn (Estonia), on 20.05.2013**

**In preparation of the 2<sup>nd</sup> Transnational Workshop**



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## AGENDA OF THE MEETING

1. Preparations for the 2<sup>nd</sup> workshop in Dublin
2. Preliminary information form sent by Irish 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 workshop.</u>  <ul style="list-style-type: none"> <li>• preparations for Estonian team presentation at the workshop</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation at the workshop in Dublin is to be prepared and presented by K. Savitš and T. Kruus.</li> <li>• Informational leaflet about projects in Estonia (V.</li> </ul>	Draft presentation 29.05.2013  Draft leaflet 29.05.2013



<ul style="list-style-type: none"> <li>• preparations for Estonian team attending the seminar.</li> </ul>	<p>Tinnuri)</p> <ul style="list-style-type: none"> <li>• Registration to the seminar (P. Tunger)</li> <li>• Hotel booking for Estonian team members (P. Tunger)</li> <li>• Other travel arrangements (eg flight tickets) (P. Tunger)</li> </ul>	<p>27.05.2013</p> <p>24.05.2013</p>
<p>2. Preliminary information form sent by Irish team</p>	<ul style="list-style-type: none"> <li>• Preliminary Information form is to be filled out (V. Tinnuri, K Savitš)</li> <li>• Filled out form is to be sent to Gerry McNally (P. Tunger)</li> </ul>	<p>20.05.2013</p> <p>20.05.2013</p>
<p>3. Financial management</p>	<ul style="list-style-type: none"> <li>• all time sheets recording the time spent on project activities are to be filled out. P. Tunger will send reminders to all team members.</li> </ul>	<p>24.05.2013</p>
<p>4. The article about JCN project will be released in internal magazine of Estonian prison service "Vangla Ekspress"</p>	<p>The draft article about JCN project will be prepared and sent to proofreading (P. Tunger)</p>	
<p>5. The next internal meeting will take place on May 29<sup>th</sup> 2013 in probation department of Tallinn Prison. The invitations will be send out</p>		

