



An tSeirbhís Phromhaidh
The Probation Service



JUST/2011-2012/JPEN/AG/2943

JCN

Minutes of the National Meeting

In preparation of the second Transnational Workshop in Dublin

Held in the Probation Service, Haymarket Dublin on 12noon on 24th April 2013



AGENDA OF THE MEETING

1. Minutes of previous meeting April
2. Information circulation
3. Project Management
4. Draft information Gathering Document
5. Preparation for Workshop Meeting June 2013
6. Date of next meeting

LIST OF PARTICIPANTS IN THE MEETING

Name and Surname	Role
Attendance: Brian Dack (PS), Gerry McNally (PS). Apologies: Ethel Gavin IPS and Tony Hickey IPS (Phone link up on the meeting)	

1. Minutes of previous meeting noted.
2. Project information Circulated again in IPS, PS and partner services in CJS. Circulation to potential attendees at Dublin workshop. Newsletter
3. Irish Newsletter 1 to be published and circulated during May 2014. Follow up Newsletter w2 Featuring Workshop 2 Report in late summer.
4. Project Management – working closely with PIXEL and German organising team to meet all requirements and expand knowledge base for the project.
5. Reviewed progress on the 'Information Gathering Document' which asks partner countries to outline existing transition management practice. Finalisation for issue will be at the next meeting on 2nd May
 - Reviewed workshop programme outline. Further discussion for final decision at May 2nd meeting. Draft to be circulated for feedback asap
 - Invitations from Ireland:- A master list of invitees to be drawn up for next meeting and finalised then.
6. Next Meeting on 2nd May at 11.30 in Haymarket.