



An tSeirbhís Phromhaidh
The Probation Service



The JCN programme was funded with the financial support of the Criminal Justice Programme of the European Commission. These contents are the sole responsibility of the JCN project partners and can not be used to refer to other than the work of the European Commission.



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JCN

Minutes of the National Meeting

In preparation of the second Transnational Workshop in Dublin

Held in the Irish Prison Service, Longford on 2nd May 2013



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AGENDA OF THE MEETING

1. Minutes of previous meeting April
2. External Newsletter
3. Irish Newsletter
4. Project Management
5. Workshop questionnaire/information Gathering Document
6. Preparation for Ireland Workshop Meeting June 2013
7. Date of next meeting

LIST OF PARTICIPANTS IN THE MEETING

Name and Surname	Role
Attendance: Brian Dack (PS), Tony Hickey (IPS), Ethel Gavin (IPS) Gerry McNally (PS).	

1. Minutes of previous meeting noted.
2. External Newsletter- Ethel and Tony to write and send Gerry a bio for the ‘Meet the Irish’ section of the external Newsletter. Photos available already.
3. Irish Newsletter to be available before 14th of June. Will use existing information but will need new material. To be put together at next meeting.
4. Project Management – meeting target timeframes
5. Reviewed and revised the ‘Information Gathering Document’ which asks partner countries to outline existing transition management practice. The intention is that the ‘Information Gathering Document’ will provide a substantial reservoir of information in advance of the conference.

Gerry will finalise, circulate and send out to partner countries on 3rd of May and request a reply by 20th of May. When the information is returned it will be collated into



to booklet which will be available for participants to read before the workshops at the Conference .

6. Preparation for Ireland Meeting June 2013

- Reviewed and amended the programme
- Key amendments relate to :- start up meeting time on 12th of June, structure of workshops and presentations on day 2.
- Gerry will circulate the revised programme for feedback
- Gerry to follow up on contact with Ian O' Donnell re speaking at conference
- Hotel bookings and Dinner reservations and are being made by Patricia Treacy, PS
- Tony to follow up on prison visits
- Prison Visits -Tony to follow up on prison visits in consultation with Corporate Services.
- Transport options for prison visits - Tony to explore options.
- Invitations from Ireland:- IPS and PS each need to come up with a list of 8- 10 names. Suggestions include Department of Justice, An Garda Síochána, Key personnel in-house in each agency, IASIO, PACE, Head teacher in Wheatfield. A master list to be drawn up for next meeting.
- Draft of invitation letter is near completion by Gerry

7. Next Meeting on 21st of May at 11.30 in Haymarket.