



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 Irish Prison Service, Longford on 21st May 2013



AGENDA OF THE MEETING

- Minutes of previous meeting
- Project management and other issues
- Information gathering document - circulation
- Information newsletter, website and project promotion actions
- Project workplan and activities
- Preparation for Ireland workshop/meeting 12th-15th June 2013
- Programme
- Invitations to Workshop and Workshop Dinner
- Date of next meeting
- Any other business.

LIST OF PARTICIPANTS IN THE MEETING

| Name and Surname | Role |
|--|------|
| Attendance: Brian Dack (PS), Tony Hickey (IPS), Ethel Gavin (IPS) Gerry McNally (PS). | |
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1. Minutes of previous meeting noted.
2. Project management and other issues. No pressing issues. Current focus is on organisation and logistics for workshop 2 in Haymarket. No actions.
3. Information gathering document - has been issued and circulated to all registered attendees and additional copies will be available at the workshop



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4. Information newsletter, website and project promotion actions. All have been updated as planned and Newsletter 1 has been finalised.
5. Project work plan and activities. No actions for this meeting in addition to workshop preparation and implementation
6. Preparation for Ireland workshop/meeting 12th-15th June 2013
 - Programme circulated and relevant arrangements in place
 - Hotel, meals and logistic arrangements confirmed
 - Staffing and logistics in Haymarket in place
 - Attendance confirmations from Irish participants coming in as expected.
7. Next Meeting on in Haymarket.