



Justizministerium
Mecklenburg-Vorpommern



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JCN

Minutes of the Internal Meeting

Held in Schwerin (Germany), on 29.05.2013

In preparation of the second Transnational Workshop in Dublin

Ministry of Justice Mecklenburg-Western Pomerania

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JUSTICE



Duration time: from 09:00 o'clock to 12:15 o'clock

Agenda of the Meeting

	Item of the Agenda item	Remarks
1	Project management	Information of the current work status: Associated partners Financial management Up coming deadlines
2	Preparation Workshop Ireland	Travel preparation Agenda of the WS Questionnaire WS 2
3	Public Relation	Status of work: Brochure Web site Speeches Newsletter
4	European Commission	Amendment status
5	Up coming internal meeting	11.06.2013

List of Participants in the Meeting

Name and Surname	Role
Mr. Jörg Jesse	Ministry of Justice M-V - Head of Department – Project team member
Ms. Tanja Klee	Ministry of Justice M-V - Project team member
Ms. Grit-Christin Ladwig	Probation Service "LASTAR" – Project team member
Ms. Barbara Hansen	Prison Bützow - Project team member
Ms. Julia Müller	Prison Waldeck – Project team member
Ms. Katja Ellenrieder	Prison Bützow – Deputy of Prison Bützow - National expert
Ms. Wiebke Boberg	Prison Waldeck –Diagnostic center – National external

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Mr. Dr. Ronny Werner	Ministry of Justice M-V – National expert
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Minutes

<u>AGENDA ITEM</u>	<u>DEADLINES AND ACTIONS</u>
1. Project management	<p>Ms Klee and Ms Hansen informed the project team members and the participating national experts about the current work status in project management. The project-management activities are documented in paper and by use of the new DOMEA data system. This work procedure causes more working time but enables a detailed and secure project documentation.</p> <p>The project brochure was sent to all associated partners. They are informed about the project timetable and the up coming tasks. As agreed in the Tallinn Workshop, the associated partners were asked to fill out the questionnaire. The University Greifswald received already the answers.</p> <p>Ms. Klee and Ms. Hansen will continue the work on the project financial report using the Annex 2 document and in addition, the cost incurred will be documented in the templates provided by the Italian partner Pixel.</p> <p>By the end of May and June 2013, some next project deadlines run out.</p> <p>The Report “Common Understanding of Terms and Definition on the Topic of High Risk Offenders” was translated into the German language. The document was approved by the German project team. The Italian partner Pixel will receive the document by the end of the week.</p> <p>The update of work in progress section of the project web site will be executed in time.</p>
2. Preparation Workshop in Ireland	<p>Flights and hotel rooms are booked. The project team will depart at the 12.05.2013 from the airport in Hamburg and arrives after the workshop at Hamburg airport at the 16.05.2013.</p> <p>The participants discussed the draft of the agenda produced by the Irish project team. Mr. Jesse will propose and discuss changes with the Irish project team on Friday in a telephone conference.</p> <p>The questions raised by the Irish team focus on the steps in the management process from legislation through the sentencing Court, assessment and sentence management, preparation for release and post-custody management.</p> <p>In preparation of the workshop in Dublin, national experts were involved in</p>

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	<p>the answering of the questionnaire provided by the Irish project team. The questionnaire was sent to all prisons and to the state office for probation and supervision. Like in preparation of the first workshop, the Institutions were formally invited to answer the questionnaire by the Ministry of Justice. The received responses have been compared with each other during the project team meeting. Ms. Klee merged the detailed answers together. The participants of the internal project meeting discussed the draft and introduced some changes. The final document was send to the Irish team on the 30.05.2013.</p> <p>The Irish team will assemble the received information in a briefing document that will be circulated to all partners and participants in advance of the workshop in Dublin.</p> <p>In the appendix of the minutes is the German document “WS 2 - Comparison - Existing systems of transition management practice in the partner countries“ attached.</p>
<p>3. Public Relation</p>	<p>The Italian partner Pixel updated the project web site. All participants agreed to continue to provide and collect relevant national and transnational news on the web site. During the steering group meeting all partners will be asked to send the concerning news to the German project team.</p> <p>Speeches: Mr. Jesse held a speech about the JCN-project at the German “Strafvollzugsausschuss” prison committee conference in Wiesbaden.</p>
<p>4. European Commission</p>	<p>The amendment is in progress. The explanatory letter and the revised budget were sent to Ms. Lesay on the 27.05.2013.</p> <p>Ms. Klee answered questions raised by the European commission after consultation with the partners .The European commission requested the original documents (legal entity and mandate). The documents will be sent to the Commission as soon as the missing documents are present. As a result of the major changes, a new grant agreement has to be repaired and signed by Mr. Jesse and the Head of Unit Mr. Mazeika.</p>
<p>5. Next meeting</p>	<p>The next internal national meeting will take place approximately by the end of August 2013 at the Ministry of Justice in Schwerin.</p> <p>Besides the project team members, again four up to six national experts will attend the meeting. The invitations will be sent out by the end of July 2013.</p>

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