



JCN

MINUTES OF THE NATIONAL MEETING

Held in Helsinki, Finland on 4.6.2013

In preparation of the 2nd Transnational Workshop



AGENDA OF THE MEETING

1. Workshop in Dublin
2. Administrative issues
3. Workshop in Helsinki
4. Next meeting

LIST OF PARTICIPANTS IN THE MEETING

Name and Surname	Role
Kirsti Kuivajärvi	Chair
Tiina Vogt-Airaksinen	
Sanna Kohvakka	
Elina Ruuskanen	Secretary

MINUTES

<u>AGENDA ITEM</u>	<u>DEADLINES AND ACTIONS</u>
<p>1. Workshop in Dublin</p> <p>We discussed the presentations to be held in the Dublin workshop by the Finnish team. It was decided that Kirsti will present supervised probationary freedom, and Tiina and Sanna will present interaction between client and supervisor. The presentations should be 20 minutes long each. PowerPoint slides will be used in the presentations.</p> <p>Kirsti asked whether the team members have some matters or questions that she should bring to the attention of the Steering Group. The team expressed general concern about the project not sticking to its timetable and deadlines. Also, getting answers to administrative and general questions has been somewhat slow and unsatisfying.</p>	



<p>2. Administrative issues We went through the coming JCN deadlines: Internal newsletter</p> <p>Minutes of the national meetings</p> <p>Work in Progress report</p> <p>Report on Common understanding of terms and definition</p> <p>Financial report</p> <p>It was mentioned that the official role of the CSA in the project is still unclear which means that the Finnish team will prepare only one financial report at this stage. All monetary action has gone via the MoJ, and therefore it is not possible to make separate financial reports for the CSA and the MoJ. Furthermore, the accounting of 2012 has already been closed.</p> <p>Elina reminded everybody about the time cards. It was also mentioned that the team members who travel to Dublin should report their travel expenditures as soon as possible after the trip so that these expenditures can be inserted into the financial report.</p> <p>3. Workshop in Helsinki We discussed whether the Director General of the CSA (Esa Vesterbacka) or the Director General of the Department of Criminal Policy, MoJ (Arto Kujala) should be invited to open the workshop. It was decided that Elina will book the time from Mr Kujala's calendar and Kirsti will do the same with Mr Vesterbacka. It was also discussed that either one of the directors should host the official dinner of the workshop.</p> <p>A need for a questionnaire (similar to the ones used for the Tallinn and Dublin workshops) was discussed, and it was decided that it is probably the best way to prepare for the workshop. It was decided that a questionnaire will be sent to all partners during week 37 with a request to return it on week 40. Preliminary ideas for the questionnaire will be discussed in the next meeting.</p> <p>Other things that need to be discussed regarding the workshop:</p> <ul style="list-style-type: none"> - who will be asked to give presentations (it was agreed that good presenters are important and that we should keep the topics as concrete as possible) - who will be invited - should we invite the ambassadors - which hotel will we use 	<p>Tiina will prepare by 30 June.</p> <p>Finnish team has prepared and sent minutes of all internal meetings to Pixel on time</p> <p>Has been done by 31 May</p> <p>It was decided that the report will not be translated before a common understanding about the terms and definition has been reached (hopefully in Dublin)</p> <p>Elina will prepare by 30 June</p>
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It was decided that all these topics will be discussed in the next meeting.	
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4. The next meeting will be held on 3 rd July at the MoJ.	
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