



JCN

MINUTES OF THE NATIONAL MEETING

The Probation Service, Haymarket 12.00pm Friday 27th September 2013

In preparation of the 3rd Transnational Workshop



The JCN project has been funded with the financial support of the Criminal Justice Programme of the European Commission. These contents are the sole responsibility of the JCN project partner institutions and can in no way be taken to reflect the views of the European Commission.

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Agenda

1. Minutes of previous meeting
2. Review of outstanding WS 2 workshop issues
3. Review of WS 2 workshop report and related documents
4. Financial claims and budget paperwork
5. Irish newsletter 2, website and project promotion actions
 - 2 Irish newsletters May and August
 - Activity Reports
6. Preparation for WS 3 - Helsinki
 - Travel and accommodation arrangements
 - Draft WS 3 programme
 - Questionnaire
 - Presentations
7. Project workplan and calendar of activities
8. Date of next meeting
9. Any other business.

Attendance

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



Gerry McNally (PS).	

Minutes of previous meeting Read

Review of outstanding WS 2 workshop issues

The event was a great success with excellent co-operation and support by Probation Service and Irish Prison Service personnel.

Review of WS 2 workshop report and related documents

All reports are completed and documented

Financial claims and budget paperwork

The team was reminded that all expenses claims should be submitted promptly to Valerie Callanan for inclusion in JCN accounts.

Irish newsletter 2, website and project promotion actions

Newsletter 2 features the workshop proceedings

Activity Reports – the Activity report will be updated by Gerry

Preparation for WS 3 - Helsinki

Travel and accommodation arrangements are in place. Brian Dack may be unable to travel but David Willamson SPO will be available in reserve to attend and present if the need arises

Draft WS 3 programme is well constructed and appropriate

Questionnaire to be finalised by Gerry McNally for submission

Project workplan and calendar of activities

Date of next meeting to be agreed later





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