



Justizministerium
Mecklenburg-Vorpommern



JUST/2011/JPEN/AG2943

JCN

Minutes of the Internal Meeting

Held in Schwerin (Germany), on 23.10.2013

in preparation of the up coming project activities

Ministry of Justice Mecklenburg-Western Pomerania

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JUSTICE



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

Agenda of the Meeting

	Item of the Agenda	Remarks
1	Project management Finance management	Preparation of the first project report Cost accounting- current status Payment of travel and accommodation expenditure
2	Preparation Workshop in Helsinki (WS 3) 29.10.2013 to 02.11.2013	Preparation status Agenda of the Helsinki Workshop Answers of the WS 3 Questionnaire
3	Workshop in Germany (WS 4) 02.04.2014 to 05.04.2014	List of national experts: We need to determine the members of the preparation team We should fix a date for the first preparation meeting
4	Final conference 2014 03.09.2014 to 05.09.2014	We also should fix a date for the first preparation meeting
5	Public Relation	Web site Preparation status of the second internal newsletter Preparation status of the fourth external newsletter

List of Participants in the Meeting

Name and Surname	Role
Mr. Jörg Jesse	Ministry of Justice M-V - Head of Department Project team member

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Ms. Tanja Klee	Ministry of Justice M-V - Project team member
Ms. Grit-Christin Ladwig	Probation Service "LASTAR" – Project team member
Ms. Barbara Hansen	Ministry of Justice M-V - Project team member
Ms. Julia Arndt (former Müller)	Waldeck Prison – Project team member
Mr. Dr. Jörg-Uwe Schäfer	Prison Bützow – Head of Bützow Prison and a new -project team member

Minutes

<u>AGENDA ITEM</u>	<u>DEADLINES AND ACTIONS</u>
1. Project and Finance management	<p>Mr. Jörg Jesse introduced Mr. Dr. Jörg-Uwe Schäfer as a new JCN project team member to the participants. Mrs. Arndt (former Ms. Müller) will leave the project team by the mid of November 2013.</p> <p>Ms Klee and Ms Hansen informed the project team members about the status of project and finance management.</p> <p>Ms. Klee and Ms. Hansen are working on the progress report. All partners are integrated in the preparation of the report. During the Helsinki workshop the financial issues will be discussed with all project partners.</p>
2. Preparation Workshop in Helsinki (WS 3) 29.10.2013 to 02.11.2013	<p>Task of Workshop 3 is to analyse best practice strategies and programmers' for dealing with high risk offenders.</p> <p>The workshop agenda has been discussed during the meeting.</p> <p>The answering of the questionnaire is finalized. The answers will be send to the Finish team by the end of this week.</p> <p>Mr. Jesse, Mrs. Arndt and Mrs. Ladwig are going to present the best practice examples during the second workshop day.</p> <p>All project team members will participate in the workshop groups.</p>
3. Workshop in Germany (WS 4) 02.04.2014 to 05.04.2014	<p>Status of call to tender – conference hotels Schwerin: Mrs. Klee informed the participants about the current state of the call to tender. Some hotel replies are still missing.</p> <p>The draft list of national experts (date 21.08.2013) has been discussed and finalized during the internal project team meeting. As a result of that,</p>

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	<p>the members have been determined. Please see the attached document.</p> <p>The first meeting of the national experts shall take place at the 18th of December 2013.</p>
4. Final conference 2014	<p>Mrs. Klee informed the team members about the status of call to tender (bid invitation). The call can't be finalized because some hotel replies are still missing.</p>
5. Public Relation and Networking	<p>From 23.09.2013 to 25.09.2013 six probation officers from the Czech Republic visited their colleagues in Rostock. The colleagues from the Czech Republic gained insight into work and already achieved results of the European Project Justice Cooperation Network (JCN). Further, the guests experienced the practical work of their German colleagues and visited Waldeck Prison and the Forensic Clinic of the University Rostock. Lively discussions established a good basis for further professional exchanges and the cooperation between Mecklenburg-Western Pomerania and the Czech Republic.</p> <p>Mrs. Ladwig participated in the final SPORE conference in Riga, Latvia from 16.09.2013 to 17.09.2013. She informed the 80 participants about the ongoing JCN project work and the so far accomplished results. The first JCN project brochure has been distributed during the conference.</p>
6. Next meeting	<p>The next internal project team meeting will take place in Schwerin at the 13th of December 2013.</p>