



JCN Project - N. JUST/2011/JPEN/AG/2943

Contract - Annex 2 – Calendar of Activities

JUST/2011/JPEN/AG2943

JCN Project

Justice Cooperation Network

European treatment and Transition management of High Risk Offenders

Project number: JUST/2011/JPEN/AG2943

CALENDAR OF ACTIVITIES

UPDATED ON 31 DECEMBER 2012

WORKSTREAM 0 - MANAGEMENT

Activities, Tools, Results	Partners Involved	Time schedule
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Workstream 0.A) Project Planning and Organization

<p>Activities WS 0.A.1) Planning of project activities, creation of workplan, management templates, formats and tools</p> <p>Expected results Deliverable 0.1) Project Book Deliverable 0.2) Management Plan Deliverable 0.4) Project WorkPlan</p>	Pixel, IT	<i>Deadline:</i> December 2012
<p>Activities 0.A.2) Participation in Partners Meetings 1st Project Meeting: Italy, 10 – 12 December 2012 2nd Project Meeting: Estonia, 13 March 2013 3rd Project Meeting: Ireland, 12 June 2013 4th Project Meeting: Finland, 30 October 2013 5th Project Meeting: Germany, 2 April 2014 6th Project Meeting: Germany, 3 September 2014</p> <p><i>Project Meetings (i.e. Meetings of the Steering Committee) will be held before every workshop and before the Final conference</i></p>	All Partners	
<p>Activities 0.A.3) Production of Reports of the steering committee meetings</p> <p>Expected results Deliverable 0.5) Reports of the steering committee meetings produced by Pixel, IT</p>	Pixel, IT	<i>Deadline:</i> January 2013 April 2013 July 2013 November 2013



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		May 2014 October 2014
Activities 0.A.4) Planning, creation and management of the project web site Expected results Deliverable 0.11) Project web site produced by Pixel, IT	Pixel, IT	24 months
Activities 0.A.5) In Progress reporting on activities and uploading it online on the project web Tools, Templates and Formats 0.A.5) Form for the production of in progress activities reports Expected results by each partner In progress Project Activities Report	All Partners	Every 3 months
Activities 0.A.6) Yearly reporting on national activities Tools, Templates and Formats 0.A.6) Guidelines for writing the Yearly Activity Report Expected results by each partner Yearly Activities Report	All Partners	<i>End Date for Year 1:</i> 15 September 2013 <i>End Date for Year 2:</i> 30 October 2014
Activities 0.A.7) Yearly Transnational Reporting Expected results Deliverable 0.7) Final Project Report produced by Pixel, IT	Pixel, IT	<i>End Date for Year 1:</i> 31 October 2013 <i>End Date for Year 2:</i> 31 December 2014

Workstream 0.B) Project Financial Management

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<p>Activities 0.B.1) Production of Manual for the Project Financial Management + Presentation on Financial Management</p> <p>Expected results Deliverable 0.6) Manual for the Project Financial Monitoring and Management produced by Pixel, IT</p>	Pixel, IT	<p><i>Deadline:</i> December 2012</p>
<p>Activities 0.B.2) Production of Project Financial Report</p> <p>Tools, Templates and Formats 0.B.2) Manual for the Project Financial Management</p> <p>Expected results by each partner Three Project Financial Reports</p>	All Partners	<p><i>First Report:</i> 30 June 2013</p> <p><i>Second Report</i> 30 September 2013</p> <p><i>Third Report:</i> 31 October 2014</p>
<p>Activities 0.B.3) Yearly Transnational Financial Report</p>	Pixel, IT	<p><i>End Date for year 1:</i> 31 October 2013</p> <p><i>End date for year 2:</i> 30 November 2014</p>

Workstream 0.C) Dissemination of Information about the Project

<p>Activities 0.C.0) Creation of project logo and of graphical layout of the project brochure</p>	Pixel, IT	<p><i>Deadline:</i> January 2013</p>
<p>Activities 0.C.1.1) Creation of brochure contents 0.C.1.2) Translation of brochure contents in 5 languages 0.C.1.3) Printing of project brochure</p> <p>Expected results</p>	JMMV, DE MJ, FI TP, EE IPS, IE	<p><i>Deadline:</i> February 2013</p>

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Deliverable 0.16) Project brochure printed in 5 languages (EN, EE, FI, FR, DE)		
<p>Activities 0.C.2) Uploading on the project web site of Reports on Workshop produced by the project partners in the framework of WS 1 to WS 5</p> <p>Expected results Deliverable 0.18) Availability on the project web site of Reports on Workshops produced in the framework of WS 1 to WS 5</p>	Pixel	<p><i>Deadline:</i> March 2013 June 2013 October 2013 April 2014 September 2014</p>
<p>Activities 0.C.3) Dissemination of information about the project: Internal Newsletters (to be produced every four months)</p> <p>Expected results by each partner Deliverable 0.12) Publication of the internal Newsletter Filling in of the dissemination form on the project web site</p>	JMMV, DE MJ, FI TP, EE IPS, IE	<p><i>Deadline:</i> February 2013 June 2013 October 2013 February 2014 June 2014 October 2014</p>
<p>Activities 0.C.4) Dissemination of information about the project: External Newsletters (to be produced every two months)</p> <p>Expected results by each partner Deliverable 0.13) Publication of the external Newsletter Filling in of the dissemination form on the project web site</p>	JMMV, DE MJ, FI TP, EE IPS, IE	<p><i>Deadline:</i> February 2013 April 2013 June 2013 August 2013 October 2013 December 2013 February 2014 April 2014 June 2014 August 2014 October 2014</p>
<p>Activities 0.C.5) Publication of press articles on relevant academic journals</p> <p>Expected results by each partner Deliverable 0.14) Publication of press articles</p>	JMMV, DE MJ, FI TP, EE IPS, IE	<p><i>Deadline:</i> September 2013 October 2014</p>
<p>Activities 0.C.6) Participation in relevant conferences</p>	JMMV, DE MJ, FI TP, EE	<p><i>Deadline:</i> September 2013 October 2014</p>

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<p>Expected results by each partner Deliverable 0.15) Lectures, speeches held at professional conferences</p>	IPS, IE	
<p>Activities 0.C.7) Production of Guidelines for writing the Yearly Dissemination Report</p>	Pixel, IT	<i>Deadline:</i> December 2012
<p>Activities 0.C.8) Uploading of information about the associated partners identified by JMMV on the project portal</p> <p>Expected results Availability of information about JCN associated partners</p>	Pixel	<i>Deadline</i> 30 September 2013
<p>Activities 0.C.9) Yearly Dissemination report Production of Yearly Dissemination report</p> <p>Tools, Templates and Formats 0.C.9) Guidelines for writing the Yearly Dissemination Report</p> <p>Expected results by each partner One interim and one final Dissemination Report</p>	JMMV, DE MJ, FI TP, EE IPS, IE	<i>End Date for Year 1:</i> 30 September 2013 <i>End Date for Year 2:</i> 31 October 2014
<p>Activities 0.C.10) Organization of the Final Conference</p>	JMMV, DE	3 – 5 September 2014
<p>Activities 0.C.11) Production of Report on the Final Conference</p> <p>Expected results Deliverable 0.17) Report on the Final Conference</p>	JMMV, DE	30 September 2014

Workstream 0.D) Project Evaluation



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<p>Activities 0.D.1) Production of Project Quality Plan</p> <p>Expected results Deliverable 0.3) Quality Plan</p>	EMAU, DE	<i>Deadline:</i> February 2013
<p>Activities 0.D.2) Production of Evaluation Templates</p> <p>Expected results Deliverable 0.8) Evaluation Templates</p>	EMAU, DE	<i>Deadline:</i> February 2013
<p>Activities 0.D.3) Progress Evaluation Reports</p> <p>Expected results Deliverable 0.9) Two Partial Evaluation Reports</p>	EMAU, DE	<i>Deadlines:</i> June 2013 October 2013
<p>Activities 0.D.4) Final Evaluation Report</p> <p>Expected results Deliverable 0.10) Final Evaluation Report</p>	EMAU, DE	<i>Deadline:</i> October 2014

WORKSTREAM 1 - WORKING OUT THE COMMON BASIS

Activities, Tools, Results	Partners Involved	Time schedule
<p>Activities 1.A) Organization of internal national meetings to prepare the Transnational workshop to be held in Estonia. National experts should attend each of the national meetings organized</p> <p>Tools, Templates and Formats 1.A) Guidelines for the production of the Minutes of the Meetings</p> <p>Expected results by each partner Minutes of the internal meetings</p>	<p>JMMV, DE MJ, FI TP, EE IPS, IE</p>	<p><i>Deadline:</i> 28 February 2013</p>
<p>Activities 1.B) Organization of transnational workshop to assess the state of the art on the existing national services (prison, probation, etc) in the field of high risk offenders and transition management. The workshop will be held in Tallin (Estonia). At least 40 experts will attend the workshop, representatives of the national ministries of Justice will also attend. Minutes and Report of the workshop are to be produced.</p> <p>1.C) Discussion for the preparation of the draft of a Report entitled “Common Understanding of Terms and Definitions” on the topic of high risk offenders and transition management.</p> <p><i>The Project Meeting (i.e. Meetings of the Steering Committee) will be held before the workshop</i></p> <p>Tools, Templates and Formats 1.B) Guidelines for the production of the Workshop Reports</p> <p>Expected results by Tallin Prison (Estonia) Deliverable 1.1) Minutes of the Workshop</p>	<p>TP, EE</p> <p><i>In coop with:</i> JMMV, DE MJ, FI IPS, IE</p>	<p><i>Dates:</i> 13 – 16 March 2013</p> <p>30 March: Report on the Transnational Workshop</p>

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<p>Deliverable 1.2) Report on the workshop including, list of participants, feedback by the participants, conclusions reached material distributed, evaluation, photos/videos</p>		
<p>Activities 1.D) Production, by Tallin Prison (Estonia), of the semi-final version of the Report entitled “Common Understanding of Terms and Definitions” on the topic of high risk offenders and transition management. 1.E) Sending of the Report to all partners for feedback. 1.F) Production of the final version of the Report.</p> <p>Tools, Templates and Formats 1.D) Template for the Production of the report from an editorial and content point of view</p> <p>Expected result by Tallin Prison: (Estonia) Report entitled “Common Understanding of Terms and Definitions” on the topic of high risk offenders and transition management.</p>	<p>TP, EE</p> <p><i>In coop with:</i> JMMV, DE MJ, FI IPS, IE</p>	<p><i>Deadline:</i> 30 April 2013</p>
<p>Activities 1.G) Translation into the national language of the Report entitled “Common Understanding of Terms and Definitions” on the topic of high risk offenders and transition management 1.H) The Irish partner will carry out a language check of the original version of the report (in English)</p> <p>Expected results by all partners Deliverable 1.3) Translation and language check of the Report entitled “Common Understanding of Terms and Definitions”</p>	<p>JMMV, DE MJ, FI TP, EE IPS, IE</p>	<p><i>Deadline:</i> 15 May 2013</p>
<p>Activities 1.I) Uploading of the Workshop Report and of the Report entitled “Common Understanding of Terms and Definitions” on the project web site</p> <p>Expected results by all partners Deliverable 1.4) Publication of the results on the web site</p>	<p>Pixel</p>	<p><i>Deadline:</i> 15 June 2013</p>

WORKSTREAM 2 - COMPARISON

Activities, Tools, Results	Partners Involved	Time schedule
<p>Activities 2.A) Organization of internal national meetings to prepare the Transnational workshop to be held in Ireland. National experts should attend each of the national meetings organized</p> <p>Expected results by each partner Minutes of the internal meetings</p>	<p>JMMV, DE MJ, FI TP, EE IPS, IE</p>	<p><i>Deadline:</i> 30 May 2013</p>
<p>Activities 2.B) Organization of transnational workshop to compare existing systems of transition management in the partner countries. The workshop will be held in Dublin (Ireland). At least 40 experts will attend the workshop. Minutes and Report of the workshop are to be produced.</p> <p>2.C) Discussion for the preparation of the draft of a Report entitled “Transnational Comparative Analysis of Transition Management Strategies”. The report will analyze similarities and difference.</p> <p><i>The Project Meeting (i.e. Meetings of the Steering Committee) will be held before the workshop</i></p> <p>Tools, Templates and Formats 1.B) Guidelines for the production of the Workshop Reports</p> <p>Expected results by Irish Probation Services (Ireland) Deliverable 2.1) Minutes of the Workshop Deliverable 2.2) Report on the workshop including, list of participants, feedback by the participants, conclusions reached material distributed, evaluation, photos/videos</p>	<p>IPS, IE</p> <p><i>In coop with:</i> JMMV, DE MJ, FI TP, EE</p>	<p><i>Dates:</i> 12 – 15 June 2013</p> <p>30 June: Report on the Transnational Workshop</p>
<p>Activities 2.D) Production, by the Irish Probation Service, of the semi-final version of Report entitled “Transnational Comparative Analysis of Transition Management</p>	<p>IPS, IE</p>	<p><i>Deadline:</i> 31 July 2013</p>

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<p>Strategies”. The report will analyze similarities and difference. 2.E) Sending of the paper to all partners for feedback. 2.F) Production of the final version of the Report.</p> <p>Tools, Templates and Formats 1.D) Template for the Production of the report from an editorial and content point of view</p> <p>Expected result by Irish Probation Services (Ireland) Report entitled “Transnational Comparative Analysis of Transition Management Strategies”.</p>	<p><i>In coop with:</i> JMMV, DE MJ, FI TP, EE</p>	
<p>Activities 2.H) Translation into the national language of the Report entitled “Transnational Comparative Analysis of Transition Management Strategies”.</p> <p>Expected results by all partners Deliverable 2.3) Translation of the Report entitled “Transnational Comparative Analysis of Transition Management Strategies”</p>	<p>JMMV, DE MJ, FI TP, EE IPS, IE</p>	<p><i>Deadline:</i> 15 September 2013</p>
<p>Activities 2.I) Uploading of the Workshop Report and of the Report entitled ““Transnational Comparative Analysis of Transition Management Strategies” on the project web site</p> <p>Expected results by all partners Deliverable 2.4) Publication of the results on the web site</p>	<p>Pixel</p>	<p><i>Deadline:</i> 15 October 2013</p>

WORKSTREAM 3 - ANALYSIS

Activities, Tools, Results	Partners Involved	Time schedule
<p>Activities 3.A) Organization of internal national meetings to prepare the Transnational workshop to be held in Helsinki. National experts should attend each of the national meetings organized</p> <p>Expected results by each partner Minutes of the internal meetings</p>	<p>JMMV, DE MJ, FI TP, EE IPS, IE</p>	<p><i>Deadline:</i> 30 September 2013</p>
<p>Activities 3.B) Organization of transnational workshop to identify best practice. The workshop will be held in Helsinki (Finland). At least 40 experts will attend the workshop. Minutes and Report of the workshop are to be produced.</p> <p>3.C) Discussion for the preparation of the draft of a Report entitled "Best Practice Strategies and Programmes for dealing with high risk offenders and for the desired continuity of treatment as well as for transition management". The report will identify and analyze best practice available in the partner countries and will list the best programmes and systems as well as their transnational transferability potential.</p> <p><i>The Project Meeting (i.e. Meetings of the Steering Committee) will be held before the workshop</i></p> <p>Tools, Templates and Formats 1.B) Guidelines for the production of the Workshop Reports</p> <p>Expected results by the Ministry of Justice (Finland) Deliverable 3.1) Minutes of the Workshop Deliverable 3.2) Report on the workshop including, list of participants, feedback by the participants, conclusions reached material distributed, evaluation, photos</p>	<p>MJ, FI</p> <p><i>In coop with:</i> JMMV, DE IPS, IE TP, EE</p>	<p><i>Dates:</i> 30 October - 2 November 2013</p> <p>30 November: Report on the Transnational Workshop</p>
<p>Activities</p>	<p>MJ, FI</p>	<p><i>Deadline:</i></p>

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<p>3.D) Production, by the Ministry of Justice of Finland, of the semi-final version of Report entitled “Best Practice Strategies and Programmes for dealing with high risk offenders and for the desired continuity of treatment as well as for transition management”. The report will identify and analyze best practice available in the partner countries and will list the best programmes and systems as well as their transnational transferability potential.</p> <p>3.E) Sending of the Report to all partners for feedback.</p> <p>3.F) Production of the final version of the Report.</p> <p>Tools, Templates and Formats</p> <p>1.D) Template for the Production of the report from an editorial and content point of view</p> <p>Expected result by the Ministry of Justice (Finland)</p> <p>Report entitled “Best Practice Strategies and Programmes for dealing with high risk offenders and for the desired continuity of treatment as well as for transition management”.</p>	<p><i>In coop with:</i> JMMV, DE IPS, IE TP, EE</p>	<p>31 December 2013</p>
<p>Activities</p> <p>3.G) Translation into the national language of the Report entitled “Best Practice Strategies and Programmes for dealing with high risk offenders and for the desired continuity of treatment as well as for transition management”.</p> <p>3.H) The Irish partner will carry out a language check of the original version of the report (in English)</p> <p>Expected results by all partners</p> <p>Deliverable 3.3) Translation and language check of the Report entitled “Best Practice Strategies and Programmes for dealing with high risk offenders and for the desired continuity of treatment as well as for transition management”.</p>	<p>JMMV, DE MJ, FI TP, EE IPS, IE</p>	<p><i>Deadline:</i> 31 January 2014</p>
<p>Activities</p> <p>3.I) Uploading of the Workshop Report and of the Report entitled “Best Practice Strategies and Programmes for dealing with high risk offenders and for the desired continuity of treatment as well as for transition management”.on the project web site</p> <p>Expected results by all partners</p> <p>Deliverable 3.4) Publication of the results on the web site</p>	<p>Pixel</p>	<p><i>Deadline:</i> 28 February 2014</p>

WORKSTREAM 4 - MODELS AND STANDARDS

Activities, Tools, Results	Partners Involved	Time schedule
<p>Activities 4.A) Organization of internal national meetings to prepare the Transnational workshop to be held in Germany. National experts should attend each of the national meetings organized</p> <p>Expected results by each partner Minutes of the internal meetings</p>	JMMV, DE MJ, FI TP, EE IPS, IE	<i>Deadline:</i> 28 February 2014
<p>Activities 4.B) Organization of transnational workshop to develop a model for handling high risk offenders, the model will take the form of a modular strategy. The workshop will be held in Germany. At least 40 experts will attend the workshop. Minutes and Report of the workshop are to be produced.</p> <p>4.C) Discussion for the preparation of the draft of a Model for handling high risk offenders. The model will be organized in a number of modules. 4.D) Discussion for the preparation of the draft of the document for the identification of Standards and indicators.</p> <p><i>The Project Meeting (i.e. Meetings of the Steering Committee) will be held before the workshop</i></p> <p>Tools, Templates and Formats 1.B) Guidelines for the production of the Workshop Reports</p> <p>Expected result by Ministry of Justice Mecklenburg Western Pomerania (Germany) Deliverable 4.1) Minutes of the Workshop Deliverable 4.2) Report on the workshop including, list of participants, feedback by the participants, conclusions reached material distributed, evaluation, photos/videos</p>	JMMV, DE <i>In coop with:</i> MJ, FI IPS, IE TP, EE	<i>Dates:</i> 2 – 5 April 2014 30 April: Report on the Transnational Workshop
<p>Activities 4.E) Production, by the Ministry of Justice of Germany, of the semi-final version of a Model for handling high risk offenders. The model will be organized in a</p>	JMMV, DE	<i>Deadline:</i> 15 May 2014

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<p>number of modules. 4.F) Production of the semi-final version of a document identifying Standards and indicators as an integration to the model developed. 4.G) Sending of the Model and Document related to Standards to all partners for feedback. 4.H) Production of the final version of the Model and Standard.</p> <p>Expected result by Ministry of Justice Mecklenburg Western Pomerania (Germany) Model for handling high risk offenders. The model will be organized in a number of modules. Document identifying Standards and indicators.</p>	<p><i>In coop with:</i> MJ, FI IPS, IE TP, EE</p>	
<p>Activities 4.I) Translation into the national language of the Model and related standards and indicators. 4.L) The Irish partner will carry out a language check of the original version of the documents (in English)</p> <p>Expected results by all partners Deliverable 4.3) Translation and language check of the Model and related standards and indicators.</p>	<p>JMMV, DE MJ, FI TP, EE IPS, IE</p>	<p><i>Deadline:</i> 30 June 2014</p>
<p>Activities 4.M) Uploading of the Workshop Report and of the Model and related standards and indicators on the project web site</p> <p>Expected results by all partners Deliverable 4.4) Publication of the results on the web site</p>	<p>Pixel</p>	<p><i>Deadline:</i> 30 July 2014</p>

WORKSTREAM 5 - FINAL CONFERENCE

Activities, Tools, Results	Partners Involved	Time schedule
<p>Activities 5.A) Organization of internal national meetings to prepare the Final Conference to be held in Germany. National experts should attend each of the national meetings organized 5.B) Development of the contents of the CDs to be distributed to the Conference participants</p> <p>Expected results by each partner Minutes of the internal meetings</p>	JMMV, DE MJ, FI TP, EE IPS, IE	<p style="text-align: right;"><i>Deadline:</i> 30 August 2014</p>
<p>Activities 5.C) Organization of Final Conference in Germany. At least 400 participants should attend. <i>The Project Meeting (i.e. Meetings of the Steering Committee) will be held before the Conference</i></p> <p>Expected result by Ministry of Justice Mecklenburg Western Pomerania (Germany) Deliverable 5.1) 400 CDs printed to be distributed to the Conference participants Publication of Report on the Conference including, list of participants, minutes, feedback by the participants, conclusions reached material distributed, evaluation, photos. Distribution of the CDs</p>	JMMV, DE <i>In coop with:</i> MJ, FI IPS, IE TP, EE	<p style="text-align: right;"><i>Dates:</i> 3 – 5 September 2014</p>

For the **Co-ordinator**,
 The legal representative
Jörg Jesse
Director General
Department of Prison and Probation Administration,
Petentions of Clemency

For the **Co-beneficiary**,
 The legal representative
NAME AND SURNAME
ROLE IN THE INSTITUTION
FULL NAME OF THE INSTITUTION
