

PROGRESS REPORT

PROJECT INFORMATION	
1. Reference number of the project:	JUST/2011-2012
2. Title of the project:	European treatment and transition management of high risk offenders – Justice cooperation network (JCN)
3. Period covered by this report:	1 November 2012 – 30 October 2013
4. Co-ordinating organisation's name:	Ministry of Justice Mecklenburg-Western Pomerania
5. Contact person:	<p>Name: Tanja Klee</p> <p>Address:</p> <p>Postal code:</p> <p>City:</p> <p>Country: Germany</p> <p>E-mail: tanja.klee@jm.mv-regierung.de</p> <p>Phone:</p>
6. Co-beneficiary/ies and Associate Partners involved in the action during the lifetime of the project (Name + Country).	<p><i>Co-beneficiaries</i></p> <ol style="list-style-type: none"> 1. Prison of Tallin (Estonia) 2. Ministry of Justice of Finland (Finland) 3. The Probation Service (Ireland) 4. Pixel (Italy) 5. Universität Greifswald (Germany) 6. Criminal Sanction Agency (Finland) <p><i>Associated partners</i></p> <ol style="list-style-type: none"> 1. Directorate General Houses of Justice 2. German Federal Ministry of Justice 3. The European Organization for Probation (CEP) 4. Ministry of Justice of the Slovak Republic 5. Prison Administration of Republic of Slovenia <p>Web Site</p>
6. Project website(s) (if applicable)	http://jcn.pixel-online.org/index.php

1. Implementation of the project

- A. Please list per workstream and briefly describe the project activities implemented during the period covered by this progress report. Also list deliverables already finalised.
- B. Please confirm the involvement of the co-beneficiaries and associate partners as planned in Annex I to your Agreement and any communications sent to and acknowledged by the Commission on this subject.

A. Workstream and Deliverables

Workstream 0 – This workstream is related to all activities for the general management and coordination of the project. The project partners implemented the following activities during the period covered by this progress report:

- organisation of and participation in project partners' meetings;
- organisation of steering committee and evaluation meetings;
- organisation of the evaluation team meetings;
- organisation of national meetings;
- telephone conferences and Skype meetings.

The deliverables produced in the framework of Workstream 0 are:

- *Project Book*, which aims to provide information about the project (agenda of the project, project information, list of participants, partners' information, project application form, project summary, project presentation).
This deliverable is available on the JCN web site in the section: *Project Management >Download Area>First Meeting*: <http://jcn.pixel-online.org/info/download/meeting/01/01%20Project%20Book.pdf>;
- *Project Management Plan*, which aims to provide information about the management of the project (tools, templates and formats for carrying out the project activities).
This deliverable is available on the JCN web site in the section: *Project Management >Download Area>First Meeting*: <http://jcn.pixel-online.org/info/download/meeting/01/03%20Project%20Management%20Plan.pdf>;
- *Quality Plan*, which is intended to be an internal tool to assess the in progress results of the project according to quantitative and qualitative criteria.
This deliverable is available on the JCN web site in the section: Evaluation > Quality Plan: <http://jcn.pixel-online.org/files/evaluation/Quality%20Plan.pdf>
- *Project Work Plan*, which aims to provide information about the project timing and about the roles' distribution among the partners.
This deliverable is available on the JCN web site in the section: *Project Management >Download Area>First Meeting*: <http://jcn.pixel-online.org/info/download/meeting/01/02%20Project%20Workplan.pdf>;
- *Report of the kick off meeting*, including agenda of the meeting, list of participants, minutes of the meeting.
This deliverable is available on the JCN web site in the section: *Project Management >Download Area>First Meeting*: <http://jcn.pixel-online.org/info/download.php#>;
- *Report of the second meeting*, including agenda of the meeting, list of participants, minutes of the meeting.
This deliverable is available on the JCN web site in the section: *Project Management >Download Area>Second Meeting*: <http://jcn.pixel-online.org/info/download.php#>;

- *Report of the third meeting*, including agenda of the meeting, list of participants, minutes of the meeting.
This deliverable is available on the JCN web site in the section: *Project Management >Download Area>Third Meeting*: <http://jcn.pixel-online.org/info/download.php#>;
- *Manual for Financial Management*, which aims to support the partners in the financial administration of the project.
This deliverable is available on the JCN web site in the section: *Project Management >Download Area>Workstream 0 – Management*:
<http://jcn.pixel-online.org/info/download/meeting/01/04%20Manual%20for%20Financial%20Management.pdf>
- *Progress Evaluation Report*, which provide preliminary results of the evaluation of the JCN project.
This deliverable is available on the JCN web site in the section: *Evaluation >Progress Evaluation Report*: <http://jcn.pixel-online.org/files/evaluation/Progress%20Evaluation%20Report.pdf>
- *JCN Website*. This deliverable is available at: <http://jcn.pixel-online.org/index.php>;
- *Internal Newsletters*, intended to provide in progress information on the project in each of the partners' countries.
This deliverable is available on the JCN web site in the section: *Newsletters > Internal Newsletter*:
http://jcn.pixel-online.org/DSS_newsletter.php;
- *External Newsletters*, intended to spread information about the project.
This deliverable is available on the JCN web site in the section: *Newsletters > External Newsletters*:
http://jcn.pixel-online.org/DSS_newsletter.php;
- *Press Releases*, which collects the links to articles written to spread information about the project and its outcomes.
This deliverable is available on the JCN web site under the *Press Release* section:
http://jcn.pixel-online.org/DSS_press.php;
- *Participation in conferences*, describing all the events the project has been presented in. in particular, the JCN project has been presented in the framework of international events and conferences:
 - the SOMEK Launch Event (27th June 2013 in London, UK)
 - the “German Penal Committee Annual Meeting” (15 -16 May 2013 in Wiesbaden, Germany)
 - a radio broadcasting in Estonia (14 March 2013)
 - the “European-American Prison Project” (17-20 February in Schwerin, Germany)
 - a conference in the field of Justice broadcasted by the German TV station.
 The information is available on the JCN project under the *Events' section*:
http://jcn.pixel-online.org/DSS_events.php;
- *Dissemination material*, i.e. the information brochures translated in the 4 project languages.
This deliverable is available on the JCN web site in the section: *Information > Information Brochures*:
http://jcn.pixel-online.org/information_brochure.php

Workstream 1 – This workstream is intended to develop a common understanding of definitions in the field of high risk offenders ad transition management. The project partners implemented the following activities during the period covered by this progress report:

- Organisation of internal meetings;
- Organisation and delivery of preparatory National Meetings;
- Delivery of the workshop, held in Tallinn;
- Production of the Report entitled “Common Understanding of Terms and Definitions on the topic of high risk offenders and transition management”;
- Production of the Workshop Report

The **deliverables produced in the framework of Workstream 1** are:

- *Minutes of the preparatory National Meetings*, organised to prepare the material to be discussed in the framework of the transnational workshop.
This deliverable is available on the JCN web site in the section: Workshops > 1st Workshop > Minutes: http://jcn.pixel-online.org/workshop1_minutes.php;
- *Report of the workshop* including: introduction, experts involved, participants involved, materials produced, conclusions.
This deliverable is available on the JCN web site in the section: Workshops > 1st Workshop > Report: http://jcn.pixel-online.org/workshop1_reports.php;
- *Report entitled "Common Understanding of Terms and Definitions on the topic of high risk offenders and transition management"*.
This deliverable is available on the JCN web site under the *Reports'* section: <http://jcn.pixel-online.org/files/workshops/01/Report%20on%20Common%20Understanding.pdf>

Workstream 2 – This workstream is intended to compare existing systems of transition management. The project partners implemented the following activities during the period covered by this progress report:

- Organisation of internal meetings;
- Organisation and delivery of preparatory National Meetings;
- Delivery of the workshop, held in Dublin;
- Production of the Report entitled "Transnational Comparative Analysis of Transition Management Strategies";
- Production of the Workshop Report

The **deliverables produced in the framework of Workstream 2** are:

- *Minutes of the preparatory National Meetings*, organised to prepare the material to be discussed in the framework of the transnational workshop.
This deliverable is available on the JCN web site in the section: Workshops > 2nd Workshop > Minutes: http://jcn.pixel-online.org/workshop2_minutes.php
- *Report of the workshop* including: introduction, experts involved, participants involved, materials produced, conclusions.
This deliverable is available on the JCN web site in the section: Workshops > 2nd Workshop > Report: http://jcn.pixel-online.org/workshop2_reports.php;
- *Report entitled "Transnational Comparative Analysis of Transition Management Strategies"*.
This deliverable is available on the JCN web site under the *Reports'* section: <http://jcn.pixel-online.org/files/workshops/01/Report%20on%20Common%20Understanding.pdf>

Workstream 3 – This workstream is intended to compare existing systems of transition management. The project partners implemented the following activities during the period covered by this progress report:

- Organisation of internal meetings;
- Organisation and delivery of preparatory National Meetings;

The **deliverables produced in the framework of Workstream 3** are:

- *Minutes of the preparatory National Meetings*, organised to prepare the material to be discussed in the framework of the transnational workshop.
This deliverable is available on the JCN web site in the section: Workshops > 3rd Workshop > Minutes: http://jcn.pixel-online.org/workshop3_minutes.php

B. Co-beneficiaries and Associated Partners

The involvement of the co-beneficiaries has been carried out consistently with Annex I of the Agreement. One change was made in the partnership as a new co-beneficiary was added: the *Criminal Sanctions Agency*, in Finland.

An official communication on this subject was sent to the European Commission who acknowledged and approved it.

All co-beneficiaries were actively involved in the project activities, according to what was planned in Annex I.

The associated partners are 5 as planned in Annex I.

2. Timetable of the project

- A. Please report on the implementation of the project in terms of timing. Did the project start timely and is it running according to schedule?
- B. Please outline any activities that were planned during the period covered by the report but have not yet been implemented. Explain why they have not been implemented, when they will take place, as well as the impact of any delay on the implementation on the project.

A. Timing

The implementation of the project has respected the scheduled timing. The project started in November 2012.

The positive cooperation among the project partners allowed the consistency of the reached outcomes with the expected results and the respect of the scheduled timing. The activities carried out so far were implemented in the framework of Workstream 0, 1, 2 and 3.

Description of the timetable of activities of the first project year:

Workstream 0

Period: month 1-12
Project management

Period: month 1-12
Financial management

Period: month 1-12
Design, implementation, management and updating of the project website

Period: month 1
1st meeting in Florence

Period: month 4
2nd meeting in Tallinn

Period: month 7
3rd meeting: Dublin

Period: month 2-12
Evaluation

Period: month 2-12
Dissemination and exploitation

Workstream 1:

Period: month 2-4
National preparatory meetings

Period: month 4
1st Workshop in Estonia

Period month

Report "Working out the common basis development of common understanding"

Workstream 2:

Period: month 5-7

National preparatory meetings

Period: month 7

2nd Workshop in Ireland

Period: month 8

Report "Comparison of existing systems of transition management"

Workstream 3:

Period: month 9-11

National preparatory meetings

B. Not implemented activities

All the activities planned for the period covered by the report have been successfully implemented.

3. Scope of the project

- A. Please confirm that the activities are implemented exactly according to the description in Annex I to your Grant Agreement, apart from any specific minor changes which might have been requested and approved in writing by the Commission.
- B. Have unforeseen activities taken place? If yes, how did you cover any costs linked to these activities?

A. Activities' implementation

The activities carried out so far in the framework of the JCN project have been implemented according to the description in Annex I of the Grant Agreement.

One change was made in the partnership as a new co-beneficiary was added: the Criminal Sanctions Agency, in Finland.

An official communication on this subject was sent to the European Commission who acknowledged and approved it.

B. Unforeseen activities

Some unforeseen activities took place:

- As a parallel activity to the JCN project, a group of Estonian probation officers visited the Regional Office for Probation and Supervision (LaStar) and the Waldeck prison in Rostock (Mecklenburg-Western Pomerania) both based in Germany in March 2013. During the 3-days working visit, the guests were informed by their German colleagues about the casework with high-risk offenders. The German JCN-team members Grit Ladwig (probation officer, LaStar) and Julia Müller (psychologist, Waldeck prison) presented the guests some casework at their workplace. This activity was covered by internal resources of the visiting institution.
- **Other unforeseen activities carried out???? Please contribute!!!**

4. Overall assessment and difficulties encountered

- A. Overall assessment of the project to date. Which outcomes have been achieved so far?
- B. What were the main problems/difficulties encountered during the period covered by the report? How were they solved?
- C. Are there any aspects of the project objectives that you do not expect to be able to achieve within the duration of the project? If so, please explain.

A. Overall assessment

From the quantitative point of view, the project has produced the following results, consistently with what declared in the Annex 1 of the Agreement Grant:

- Project Book
- Project Management Plan
- Quality Plan
- Project Work Plan
- Report of the kick off meeting
- Report of the second meeting
- Manual for Financial Management
- Progress Evaluation Report
- Website
- Internal Newsletters
- External Newsletters
- Press Releases
- Participation in conferences
- Dissemination material
- Minutes of the preparatory National Meetings
- Report of the first workshop
- Report of the second workshop
- Report entitled "Common Understanding of Terms and Definitions on the topic of high risk offenders and transition management".
- Report entitled "Comparison of existing systems of transition management"

A more detailed description of the outcomes achieved so far is present in the first part of the current progress report (see pag. 2-4 of the present Progress Report).

From a qualitative point of view, the project has achieved the following results, consistently with what declared in the Annex 1 of the Agreement Grant:

- the management tools (project book, project management plan, project work plan, manual for financial management) allow a complete and in-depth organisation of the activities to be carried out, monitoring each partner' role and monitoring the deadlines to be respected;
- the informative tools (press releases, participation in conferences, dissemination material, internal newsletters, external newsletters) allows an effective dissemination of the information about the project and its outcomes;
- the website offers the possibility to use and discussed the tools produced in the framework of the project
- the evaluation tools (quality plan, evaluation report) is useful to assess the quality and relevance of the project' deliverables;
- the workshops' reports offer an in-depth overview about the discussions carried out and findings.
- the reports produced on: "Common Understanding of Terms and Definitions on the topic of high risk offenders and transition management" and on "Comparison of existing systems of transition

management” allow an effective comparison of approaches on the project’s topics.

The project has allowed a primary step towards its main objective, which is that of developing a European network for best practice of transition management of prisoners leaving custody with a focus on high risk offenders. The first year of the project has achieved the expected results, thanks to the active contribution of all project partners. The in progress results are available to all the end users on the project website.

B. Main problems

The only difficulty encountered during the period covered by the report is represented by the low number of partners (only 4 full partners) to respond the high number of activities to be carried out.

This difficulty has been addressed and solved through:

- a very active and committed role carried out by each of the involved partners
- the involvement of a new Finnish partner
- the fact that each partner, including the associated partners, is member of a widely spread national network of all cooperating professional handling high risk offenders. These networks also provide an external support to the project.

C. Objectives not achievable

There is no aspect of the project objectives that the partnership does not expect to achieve within the duration of the project.

5. Visibility

What visibility has been given to the EU financial support over the period covered by this report (project-related publications, press articles, websites, etc.)? Please confirm that the EU visibility guidelines are applied on your publications and website(s) (http://ec.europa.eu/justice/grants/index_en.htm).

Maximum 1/2 page

The visibility of EU financial support has always been ensured.

The EU logo is clearly displayed on all the project deliverables (for example website, brochures, reports etc.).

In order to ensure the visibility of EU financial support by all project’s partners, the EU logo and the disclaimer have been uploaded on the project website, so as to be easily downloaded and used (<http://jcn.pixel-online.org/info/download.php#>).

Furthermore, the “EU visibility guidelines” have been uploaded on the project website and are available in the “download area” (<http://jcn.pixel-online.org/info/download.php#>).

6. Financial Statement

Please report on the costs incurred so far annexing a copy of the *Budget & Execution Summary* sheet of Annex II to your Agreement.

Date:	Please fill in
Name and signature of the project manager/co-ordinator:	Please fill in

ANNEX - INDICATORS

On the basis of the results achieved by your project until now, please provide the quantitative information below. You can find more details on how to fill out this section at the end of this document.

1. Analytical activities

If the project includes analytical activities:

- 1.1. Indicate the number of finalised reports aiming at the collection of data and statistics, the development of common methodologies on data collection, the development of indicators, benchmarks, etc.:

Type of report	Number

- 1.2. Indicate the number of finalised reports aiming at providing research, analysis, evaluation and policy recommendations:

Type of report	Number
Research report entitled "Common Understanding of Terms and Definitions on the topic of high risk offenders and transition management".	1
Research report entitled "Transnational Comparative Analysis of Transition Management Strategies"	1

- 1.3. Indicate the number of finalised guides, manuals, handbooks, toolkits, educational material, etc. to be developed (Note: training material should not be included here):

Type of report	Number

2. Training activities

If the project includes training activities:

2.1. Indicate the number of training events organised until now:

2.2. Indicate the groups of professionals trained until now and the number of persons trained in each group:

Group of professionals	Number of persons

2.3. Indicate the number of training modules developed until now:

3. Mutual learning, exchange of good practices, cooperation

If the project includes activities on mutual learning, exchange of good practices and cooperation:

3.1. Indicate the number of events organised until now:

3.2. Indicate the groups of professionals participated in these activities and the number of persons of each group:

Group of professionals	Number of persons
Experts in the field of justice	39
Experts in the field of justice	60

3.3. Indicate the number of the eligible countries involved in these events:

3.4. Indicate the type and number of mechanisms/tools of cross-border cooperation established until now, including networks (if applicable):

Type of cooperation tool	Number

4. Awareness-raising, information and dissemination

If the project includes awareness-raising activities, such as information and awareness-raising campaigns, conferences and meetings aiming at dissemination, etc.:

4.1. Indicate the type and number of events organised until now (e.g. campaigns, conferences etc.)

Type of event	Number
Radio broadcasting	1
Presentations in the framework of International Conferences	3

4.2. Indicate the group of persons reached by these events and the number of persons in each group:

Group of persons	Number of persons

4.3. Indicate the type of materials used, including booklets, flyers, websites, apps, etc., and the number of copies produced per type of material:

Type of material	Number of copies
Brochures	

Instructions on filling out the Annex-Indicators

In this section the requested information is **mainly quantitative** and should focus on the outputs and deliverables of the project.

While filling out this section you should take into account the following:

- You should count only the outputs and deliverables of your project which are **already finalised at the time of submission of this report**. Do not count all outputs and deliverables that the project aims to produce.
- You should not include in this section reports and meetings of purely internal nature, i.e. those necessary for the management, coordination, monitoring and evaluation of the project (this information is relevant only for Workstream 0 of the Project Description and Implementation Form, but not for this section); interim and final reports requested by the Commission as part of the reporting on the implementation of your Grant Agreement should also not be included in this section.
- You should group your outputs and deliverables in the most appropriate way taking into account the objectives of the respective activities.
- You should count the results of each activity only once. If you consider that an output or deliverable meets the criteria of more than one categories, you should count it under the category that is most relevant to its objectives.

You may find more specific information on each category and sub-question below:

- Under 1.1, 1.2 and 1.3 you are asked to indicate the type of report and the number of reports produced per type. While identifying the *Type of report* you should take into account the requirements of each specific question (e.g. for 1.1 possible types of reports are: collection of data and statistics; development of common methodologies; development of indicators; development of benchmarks. This list is not exhaustive.). You may identify up to three different types of reports under each sub-question. The different stages of a report (inception report; draft report; final report) do not qualify as different types; only the final version should be counted. As already mentioned above, reports of purely internal nature, i.e. those necessary for the management, coordination, monitoring and evaluation of the project or interim and final reports requested by the Commission should not be counted here. Under *Number* you should count how many different reports you produced in terms of content: you should not count as separate reports the different language versions of the same report (unless the content of each language version is different), nor should you reflect here the number of copies of each report.
- Under 2 the requested information refers to every type of training you provided. You should differentiate 2 (*training*) from 3 (*mutual learning, exchange of good practices, cooperation*): Under 2 you should count formal training activities, where a trainer aims to provide the participants with one specific set of information (knowledge, working tools etc.). Under 3 you should count activities where the participants come together bringing their different practices and aim to learn from each other. These activities may include at the end a learning aspect for the participants, however you should count them only once under 3.
- Under 2.1 you should identify the *number of training events* organised (each event

addressing the same group of people with the same content should be counted as one, regardless of how many days this event may have lasted). Under 2.2 you should identify *the number of persons to be trained per group of professionals*. It is possible to identify up to three different groups of professionals for the whole project: if you provided training to more than three different sub-groups please identify three wider groups and count the number of participants accordingly. Under 2.3 you should count any handbook, guide or module that includes the information/tools/methods of your training and can be used as the basis to train others. You should count these training modules in terms of content: you should not count as separate training modules the different language versions of the same training module (unless the content of each language version is different), nor should you reflect here the number of copies of each training module.

- Under 3.1 you should identify the *number of events* organised (each event addressing the same group of people with the same content should be counted as one, regardless of how many days this event may have lasted).

- Under 3.2 you should identify *the number of participants per group of professionals*. It is possible to identify up to three different groups of professionals for the whole project: if you provided training to more than three different sub-groups please identify three wider groups and count the number of participants accordingly. Under 3.3 you should indicate the total number of eligible countries from which the participants come from. The eligible countries are identified in the relevant call notice. Under 3.4 you should reflect, if applicable, any result of the mutual learning/exchange of good practices/cooperation which will be maintained in the future. The term *mechanisms/tools of cross-border cooperation* is wide enough on purpose in order to allow for a wide range of outputs to be captured. An example of such a result is the development of a new network. Up to three such outputs may be reported.

- The events to be counted under 4 should focus on raising awareness, sensitising, providing and disseminating information, i.e. on spreading a specific message or piece of information to the wider public or to a specific group of persons (as appropriate). Events which focus on the exchange of views, on mutual learning, on development of cooperation should be counted under 3 and not under 4. In most cases the events to be counted under 3 would be more focused and more limited in terms of participants in comparison to the events to be counted under 4. A conference on the results of the project would usually qualify as an activity to be counted under 4.

- Under 4.1 you should identify the *number of awareness-raising/information and dissemination events* organised (each event with the same content should be counted as one, regardless of how many days this event may have lasted. If you organise an awareness raising campaign in many countries you should count each country campaign separately). Up to three different types of events may be reported. Please group them accordingly. Under 4.2 you should identify *the number of participants per group of persons*. It is possible to identify up to three different target groups for the whole project: if your activities have multiple target groups, please identify up to three wider target groups and count the number of participants accordingly. Under 4.3 you should count all types of awareness raising material that you produced. You should group them in up to three groups and count them accordingly.