

538856-LLP-1-2013-1-DE-GRUNDTVIG-GMP

Second FEFI-work seminar Izmir Women Prison, Turkey 29-30 January 2015

Meeting of the Project Steering Group (PSG)

Friday, 30.01.2015

Minutes

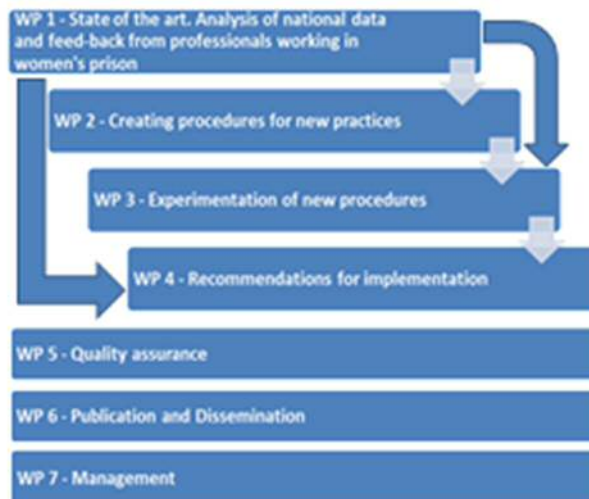
Participants: Turkey, France; Malta, Italy; Finland, Belgium – 1 Partner; Germany – 2 Partners, Belgium- 1 partner and Cyprus has been excused, they will be there at the next session

I. **Agenda** (Iris Thimm, Germany)

- Next FEFI steps - Overview
- Communication / Code of conduct / Deadlines
- Progress Report November 2014
- Final Report November 2015
- Meeting dates and preparations: Italy, Final National conferences

FEFI

FEFI Project Outline



II. Next FEFI steps - Overview

- **WP1: State of the art (Leader: Finland)**
 - Start Kick-off Meeting in Mainz
 - Questionnaire 1: „to give voice to female inmates“
 - Questionnaire 2: staff
 - Pretest / Test

Results: Finished, but the partners have to be careful of the days, which are still open and refer to WP1. Task: readjust the hours

- **WP2: Creating procedures and new practices (Leader: Malta)**
 - Analysis by Malta / Department of Criminology - **report and requests presentable for dissemination /publication**
 - Seminar Finland

Results:

Malta offers to summarize the national data's in comparison to the actual research
National Dates towards the actual situation and the provided measurements and first results must be described by the partners. Help will be given; if there will be problems "Give voice to female inmates".

- **WP3: Experimentation of new procedures (Leader: Malta)**
 - Seminar in Turkey:
 - Concreting the intended measurements: *what we intend to do as measurement and why?*
 - Testing of new procedures after our conference (**Timeline**)
 - Organisation of the final parallel national conferences
Final Video-Conference – 24 September 2015.

Results: **Timeline and all dates should be fixed**

- **WP4: Recommendations for implementation (Leader: Germany Mainz)**
 - Results will be analysed and presented
 - Seminar in Italy
 - The Conference should be 1 day longer (24-26.06.2015, arrival on 23.06.15)
 - Hotel is for a good price; check **Flight immediately!!! and give number of participants to Italy**
 - Organisation of the final parallel national conferences
 - Brochure
- **WP5 : Quality assurance (Leader: France) – in process; see Minutes of the Seminar IX**
- **WP6: Publication and Dissemination (Leader: Malta / France)**

This has to be better; the partners have to put more results on the Website/Homepages

- **WP7: Management (Leader: Germany Mainz)**

III. **Communication/ Code of conduct/Deadlines**

- > 50% have no access to Dropbox or moodle -due to the situation in prisons , The partners tried further facilities, which don` t work either; so Homepage; Dropbox and Emails have to be the instruments for Communication.
- To have a more dynamic exchange of ideas between the partners without overloading them by emails Iris Thimm will send a monthly overview, “Status and what is to do till when”; as well as all documents, links and Plans of Dissemination etc. and every partner can contribute (problems, going further etc.)-Start: **End of February**
- **Deadlines:** must be kept very strict, because the end of the project will be 31.10.2015 + 2 month;
next steps:
 - **February 15th for the costs WP1; 2;** Mainz, (up till now
 - **July 15, 2015** (up till then + planning till end) – directly
 - October 1, 2015 (Audit) - Confirmation: every will be fine!!

100 % must be proved, let us know of problems, not only the receipts
Travel costs, daily cost, day allowance, report, hand book to read; exchange rate.
3 Rates: 40 %; 30 %; 30%
Put the personal cost in the 1. Rates, individual feedback ; exchange tips,

- **Important documents:** mentioned in the application form

IV. **Progress Report November 2014**

Iris Thimm presents the report and the rating by the Education, Audiovisual and Culture Executive Agency (EACEA)

- Consisting of two parts: Public and Confidential Part
Weak points: Website; Internal Evaluation; good rates:

V. **Progress Report November 2015**

Iris Thimm will send the Interim Report, so that the partner can update the contents and see their Finances;

We need some more pictures of the previewed measurements

VI. **Meeting dates and preparations: Italy, Final National conferences**

- Italy (June, 24-26, 2015 – Conference in the Hotel, in Trapani) 1 week - number of persons, in one month perhaps early the name

- Final Conference September 24, 2015 in the whole Group (Dominique)
Planning section: February - - 24.09.2015 Further information see calendar
Dominique and mails.

Schedule:

09.00 h Official Conference in France

10.00 – 12.00 h: National Conferences in central European Partners

11.00-13.00 Finland; Turkey

10-12 **Video Conference** (Moderating by Fefi –Management)

12-13 Debates in the national Partner Countries (15 Min.) – Speakers in English:
General theme: “ Female education” –results from the actual situation and the
experiences made by the partners: who can we get for that? Germany got a
positive answer from Alan Smith

France: technical and organisational Requirements for the Video-conference_
Room (50-100 participants) – 8 connection points for the European video-
conference. France can't support this; Malta and Germany will take care of this.

Deadlines:

- **End of February:** - logistic must be fixed
8 Speakers – Alain Smith – Germany: a) academic, politicians, inmates (Finland)
for exactly 10 min.; and a back up
Speaker-List; Topics- List
- **End of March – all must be fixed (Room, technical problems)**
- **Middle of April:** Coffee – Break + Meal;
- **End of April:** Translation for the not English speaking nations- 2 translator

- **May/ June 25-06.2015 (Italy) :**
Communications points:
 - Poster ; Bookmarks- 24-09-2015; **Invitation cards**; guests- list and
reminding process later; Program
Till Sicily all documentations have to be layouted; not printed.

- **First week of July: Printing and Dissemination.**
Dominique will send a calendar – and will remind every 2 weeks.

- **From the FEFI – Group has to be decided: Who will come to the different
national conferences from the other partner (Who and where)**