



REPORT on C2 and Action note October 22-26, 2018 – BARCELONA

The participants were welcomed by our partner as representative of Generalitat de Catalunya at FUNDESPLAI hostel in the town of EL PRAT (ES). Even if our travels in subways required around 10 hours to go to different places during that C2 week, the interest presented by this youth hostel was to offer, in a same place, accommodation at prices included in the ERASMUS + limited grants, the work room (with some exceptions like visits to prison and CEJFE conference), coffee-breaks and lunches too, while dinners were taken in Barcelona or El Prat in various pleasant places, chosen and booked by the hosting team.

After the welcome speech followed by some logistic and practical recommendations, and because we welcomed some new sport teachers from each country as well as the new representative of Maltese partner, we had a circular presentation of each attendee followed by a long review of READY... GO project as updated results, goals, pending points, ... During this feedback on READY... GO first impacts, partners updated for last time 3 slides (from "2018.10.22-26 C2 Activity in Barcelona" PPT) focusing on:

- READY... GO Contributions to the topic of Education through Physical Activities and Sports in Prison (slide n° 5)
- Pedagogy of Sport in prison (slide n° 6)
- Expectations from inmates (slide n° 7)

These 3 points started to be worked on during C1 (October 2017), were updated during M4 (June 2018) then achieved during C2 (October 2018) after more or less one-year implementations of READY... GO tool.

During M4 transnational seminar (June 2018), partners asked to provide two short reports on:

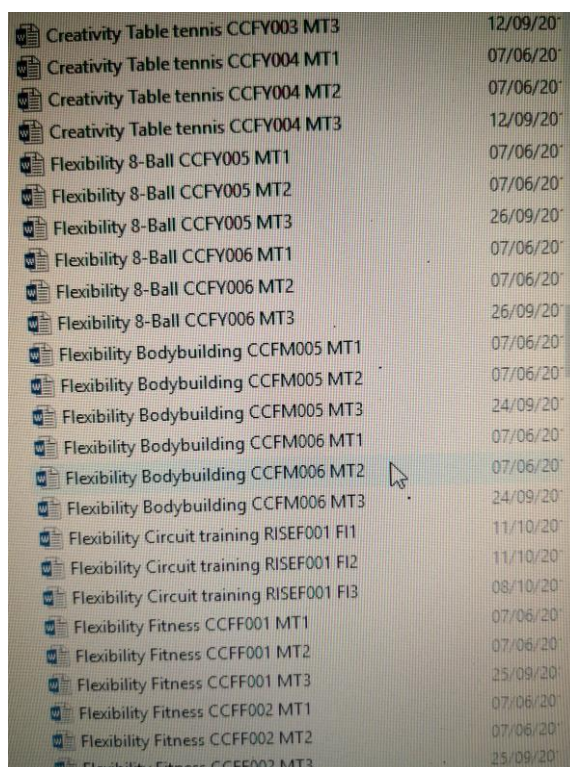
- positive/negative feedbacks from inmates who had taken part to READY... GO implementation with deadline on June 30, 2018 (as they didn't want to speak on behalf of inmates); only one country provided its report.
- organization and results of implementation (this was a substitution to monthly reports that were too heavy to report, even if it worked from November 2017 till June 2018); there too, only one country provided its report.

During this 1st part of morning 1, partners were asked to check and update the list of sport activities (slide n° 19) that have been used as supports for implementation of READY... GO tool in their institutions; this task is now ended. They also checked and adjusted last figures on inmates who tested the tool (slide n° 20).



Speaking about reporting on READY... GO three assessments (slide n° 22), it was explained that actually only 3 countries have been registered (DE-FI-MT) as all information were completed. The coordinator explained:

- The way assessments are registered for further quantitative surveys. As example,
 - ☞ **Flexibility Bodybuilding CCFM006 MT2** means that the CCC that was tested is FLEXIBILITY during Bodybuilding sport activity by CCF partner with Male n° 006 in Malta Assessment 2
 - ☞ **Flexibility Circuit training RISEF001 FI1** means that the CCC that was tested is FLEXIBILITY during Circuit training sport activity by RISE partner for Female n° 001 in Finland Assessment 1
 - ☞ **Conflict management Soccer ZWWYF012 DE3** means that the CCC that was tested is CONFLICT MANAGEMENT during Soccer sport activity by ZWW partner for Young Female n° 012 in Deutschland Assessment 3



Creativity Table tennis CCFY003 MT3	12/09/20
Creativity Table tennis CCFY004 MT1	07/06/20
Creativity Table tennis CCFY004 MT2	07/06/20
Creativity Table tennis CCFY004 MT3	12/09/20
Flexibility 8-Ball CCFY005 MT1	07/06/20
Flexibility 8-Ball CCFY005 MT2	07/06/20
Flexibility 8-Ball CCFY005 MT3	26/09/20
Flexibility 8-Ball CCFY006 MT1	07/06/20
Flexibility 8-Ball CCFY006 MT2	07/06/20
Flexibility 8-Ball CCFY006 MT3	26/09/20
Flexibility Bodybuilding CCFM005 MT1	07/06/20
Flexibility Bodybuilding CCFM005 MT2	07/06/20
Flexibility Bodybuilding CCFM005 MT3	24/09/20
Flexibility Bodybuilding CCFM006 MT1	07/06/20
Flexibility Bodybuilding CCFM006 MT2	07/06/20
Flexibility Bodybuilding CCFM006 MT3	24/09/20
Flexibility Circuit training RISEF001 FI1	11/10/20
Flexibility Circuit training RISEF001 FI2	11/10/20
Flexibility Circuit training RISEF001 FI3	08/10/20
Flexibility Fitness CCFF001 MT1	07/06/20
Flexibility Fitness CCFF001 MT2	07/06/20
Flexibility Fitness CCFF001 MT3	25/09/20
Flexibility Fitness CCFF002 MT1	07/06/20
Flexibility Fitness CCFF002 MT2	07/06/20
Flexibility Fitness CCFF002 MT3	25/09/20

- The reasons why other countries were not yet registered (2 countries did not send yet their assessments n° 3, one country has some errors in its CCC for assessment n°3 and one country needed to give some more explanations on the way they gave references to their work, added to the fact that they sent their document after deadline that was Sept. 30, 2018.



Workshop 1 / Day 1 A.M. - Which organization(s) change(s) / Authorization(s) / ... did the READY... GO experimentation require in each partner institution?

CY

They needed to ask for authorization from the prison authority to announce inmates they were going to implement this tool.

Also, authorization from sport's agency to propose them to get involved in the project and meet with the 6 sports instructors to explain the activity.

Also talked to security of prisons in order to introduce the sports' equipment (racquets, balls, nets, ... that were ordinary forbidden for security reasons) into the prison; we also asked for more space to practice some new PAS that required place.

They also needed to use a special yard for one hour to practice sports with sexual offenders (which cannot mix with the rest of inmates).

They also talked to the Ministry in order to invite them to the conference and videoconference.

They report on to the prison administration every meeting they attend as well as the next steps.

They also report on the focal point of the sports' association providing the sports' instructors.

They sometimes have to modify sport activities (like volleyball because of outside temperature during the summer).

They also involved a new group of inmates (10 Male) from the psychological unit and it's the psychiatrist who decided who can join.

We have formal intention to continue these new activities with also specific groups even after project will finish.

DE

Not so big differences from our "usual" work. Two instructors (among which our sports coordinator) were ill for a long time and it has been necessary to explain several times to the different instructors again and again because of the change of staff. The management agreed with the problem so starting from 2019, the vacant positions will be covered. There will be 6 monitors. As there have to be 4 per day (7/7) at the prison, if they are 6, there will be more continuity among shifts.

They got computer and a room for sports' instructors to work on the implementation of the READY...GO tool and these materials and place will stay in future.

Through the project, we developed new partnerships with federations (on more formal cooperation). They also had new cooperation with sports scientific institute, University of Saarbrücken: they conducted 3 workshops in order to help staff to become more professional and consider their activity as a rehabilitation measure (not only as a leisure activity). In this way there will be a more consistent philosophy in the implementation of sports in their organization. The cooperation with the scientific institution will continue also after the project.

The institution provided input on the specific objectives they were going to achieve to meet the objectives of the project as well as other aspects on how to implement sports' activities to support the rehabilitation process. They value this cooperation as very helpful as it provides insights from a scientific perspective into the prison. The cooperation allows for them to exchange with different professionals: prison staff and university staff.

About READY... GO, German partner have to report every 6 months to their ministry and every month to the head of their institution.



ES

Did not introduce any adjustment in the sports activities in place in order to implement the READY... GO research. No need to increase staff nor equipment. No change with learners, none with our institution too.

The sports' activity is part of an overall rehabilitation model which entail sports' facilities, equipment and 34 sports' instructors from 9 Catalan prisons on a 7-day basis. Binomial: sports equals health.

There are many sports already practiced on a daily basis in every prison establishment. Prior to implement the tool was to reflect on which sports would it be more suitable to implement READY... GO tool.

If you want to see a progression, in the second assessment it requires to adjust the activity so that you can actually assess the evolution of the inmate in particular competencies.

FI

In each prison they have their own sports' programme that did not bring so much changes in the organization as everybody was aware about READY... GO project. When the project will be finished, we will go to the central administration (Criminal Sanction Agency) and we will try to propose how to improve the sports programme with consistency across Finnish prisons.

The Hockey club got involved in the implementation of the PAS.

They have learned what sports bring competencies to inmates as they were more focused on knowing how the sport activity is being experienced by them during the observations.

The inmates are giving very positive feedback to the sports' instructors. So, once the project will be finished and with all the findings resulting from the implementation of READY... GO tool and the project in general, we will be able to talk to the Director and push things forward so that sports in prison becomes a priority in the prison management agenda (also thanks to the new prison that will start to be built in 2019). But at this point, sport activity is "normal" in the prison but still considered as a leisure activity, not educational or with part of the rehabilitation strategy of the prison.

FR

It was not so complicated to implement as we are small and boss and me are working in the same room so to make easy communication.

We needed to adapt internal organization so to involve the sport instructors and have them filling the observations.

Two types of sports instructors: 1st degree, you know how to teach a sport activity. 5 years degree, you have expertise in a sport activity.

They had to adjust the activities to be observed due to budget restrictions. They struggle to evaluate the Mentoring competence and decided to teach one young offender every week to lead the warm up and the stretching activity so that he will do it later with the rest of the group. Thus, the READY... GO project foster them to develop a different activity in order to promote mentoring with inmates. They will keep doing this way also after the project ends.

This is possible because we had two small group of 12 young offenders between 16 to 25 years old coming from care services. Each group of 12 implemented during a 5 months period of sports so to help them to define their professional future.



LV

Football was the main sport in the prison and thanks to the project, inmates could practice new sports' activities. It was also necessary to inform about new sport activities.

For the 1st time, long sentenced and sexual offenders were associated to this project. To do so, now they are located in a different wing of the prison where they can access to a sports' yard.

Thanks to the project, the number of EPPERA volunteers involved in prison activities have increased as they went around talking about the project and more people were more interested, including social workers and prison staffs.

Prison administration facilitated the entrance for more people because they were aware about READY... GO.

We also involved future lawyers to reflect about these goals and to come to prisons.

We made monthly reports to our correctional services so to make them aware of what was done.

MT

They have an issue with sex offenders who cannot share the same yard with the rest.

The implementation must not be developed only by one sport coordinator (too heavy to wear).

Workshop 2 / Day 1 P.M. - Positive and negative effects on Partners' institutions (outside), internal organizations (inside), staffs (wardens, sport instructors, trainers, ...) and learners.

CY

As positive points

New sport programmes for different kind of groups (sex offenders, psychologic unit) and new activities such as Self defense for 20/25 years old inmates that were victims of violence

Among the inmates that were assessed, some were not participating to the programme but we kept them too.

We decide to create OPEN DAY (Nov. or Dec. 2018) that will be reproduced every year by cooperation with mental care unit for new challenges with inmates (for example, using the international days against drugs).

As negative points

Too many indicators, we need to change the way to assess.

We miss one partner in this project that will care on academic research (like the German partner did by working with the university of sports from Saarbrücken).

DE



As positive points

They worked more specifically on women's football with young detainees whom they drove to a championship in Berlin (more than 700 km from their prison). Both the girls and the sports instructor grew up together to achieve this success. The girls' team created its own team song; the song is the symbol of their team cohesion.

The other very positive point is the new cooperation with partners like the university for the theorization of the teachings.

ES

As positive points

We were able to involve 14 sport instructors among a total of 34 in our 9 Catalan prisons.

We did not observe any differences with external partners

Some sport activities were easier for assessment than other ones.

FI

As positive points

We involved 30 inmates per day for one sport instructor.

We strongly encourage Team spirit (in general female are more individual; they don't like group activities)

We had more cooperation between wardens and sport instructor while BEFORE security was the 1st excuse not to do something.

We had less resistance from staff except perhaps when an inmate leaves her production workshop to join a sports class.

Our biggest goal is to convince the institutional hierarchy of the importance of the results (*and the Barcelona partner is surprised that it is difficult to convince the Finnish authorities*).

As negative points

Our fear is that our leaders do not fully realize the good impacts of sport in prison (how to make them readable?)

FR

As positive points

READY... GO helped us to improve our work and to find goals

READY...GO brought us one tool

As negative points

The tool is too heavy, not manageable



Our 2 sport instructors are not trained to do it

We have to reduce the indicators to make it more practical

LV

As positive points

We have also worked with street associations that work with ex-prisoners (not just young people).

We have signed new partnerships and we have invested in a program to combat addictions, particularly for young people (Latvia is the 2nd largest European country in terms of sentenced minors).

For the first time, we were able to work with a group of 12 prisoners sentenced for life (without the protection of bars but with a cautionary note on the part of the management as to the dangerousness of these prisoners.

And we also cooperated (another group of 12) with sex offenders.

MT

As positive points

READY... GO implementation was a very good experience and we appreciate to join this project.

We learnt to better know inmates by practicing sports and physical activities.

This project is helping us to gain more knowledge on how other countries implement sports activities which relates to this project, in view of methods, philosophy, learning curves, etc... The gained skills would help to re-integrate inmates back to the society.

As negative points

Time consuming, complicated tool, sub-divided groups (male, female, minors,) each group of offenders belong to a specific case (drugs, sex), too much for only one sport instructor.

Inmates were always volunteers, never have been forced.

Additional question to the whole group:

1 - What about medical certificate to practice sports in prison?

CY/DE/ES/FI/FR/MT asked for medical certificate; LV based information on the medical visit inmates pass when arriving into prisons (if there are counter-indications, doctors will say so).

2 – Where inmates aware that they were assessed?

CY: YES



LV: they were able to inform some sub-groups of inmates but not all as they don't have right to talk to all inmates (for some inmates, only social workers are able to talk to them).

FR: For the 1st group, we made the choice to inform them at the beginning but the behaviors were skewed, the youngest ones doing crazy. For the 2nd group, we informed them about our involvement in READY... GO and the evaluation, without ever saying when or what sport.

Workshop 3 / Day 2 A.M. - Conference and Videoconference (national draft programme with schedules, list of guests, speech for videoconference and topic, venue and ICT system, content of leaflet, chart for invitation, set for communication)

Partners were asked to present by mean of slides their individual presentation. At this point, we only got 2 in all.

ES/LV/CY partners decided to issue certificate of attendance. FR will only issue certificate of attendance if required by conference attendees. Other partners will not issue certificates.

CY / DE / ES / FI / LV found their IT system for videoconference (CISCO for CY / DE / FI, SKYPE for business for LV, and ?? for ES). Question is still opened for FR / MT due to a problem of organization.

Each partner will act as time keeper of his/her own speaker.

To organize the videoconference and pass interviews, one moderator will be decided (DE if FR is not able to find one). Every country has to prepare a 5-line writing on his/her speaker (Deadline Nov. 15, 2018).

All partners have been reminded not to forget their signature lists with logos (partner institution, READY... GO and ERASMUS+).

CY expects 60 to 70+ guests. Their venue is fixed and videoconference IT system is OK. Their speaker is the vice deputy of their prison and her topic will be "Why sports for reintegration of inmates?"

DE invited many different profiles such as Soccer German association, Referee association, public institutions, Handcrafts and Commerce/Industry chambers (e.g. future job employments for ex-inmates), prison council, Employment agency, Sport instructors from all prisons of Rhineland Palatinate, University of sports from Saarbrücken, EU project members, prison personnel.

They have the venue at local justice Court and the IT system for videoconference; they already sent invitations several weeks ago. The agenda is from 9:00 to after lunch time.

Their speaker will deliver an academic speech about Competence Development.

ES would like to be able to present the analysis of Questionnaires 1 and 2. The venue will be at INEFC and their videoconference IT system is OK. Their speaker will deliver a speech about how sports may involve prison organization; they will also have testimony from inmates.



FI will start at 9:00 and videoconference will be based on “How sport have effects on behaviors?”. There will be the interview of one inmate who was assessed during the implementation period. Several speakers will deliver communication during the conference. They will give lunch to around of 40/50 participants even if 60 persons are invited from Central administration, western region developers, ministries, probation service, local sport clubs, ... They have venue and IT system for videoconference.

LV has organized the time for conference and videoconference in a 22 Nov.-morning workshop of a wider conference that will be hold in RIGA on November 21-23, 2018 by Latvian probation services. Participants who will attend are sport instructors and probation services. The topic to be delivered during videoconference is “Probation and sports activities for resocialization of inmates”.

MT would like to present a short video on sports in prison. The new representative of MT organization presently faces problem with the IT system and connection as, during Finnish M4 meeting last June it was under their responsibility to contact the University of Malta to organize the connection and coordination with the 6 other countries. And it looks like if nothing has been done since last June by the previous local coordinator. They are still looking about IT system even in private companies, and they do not prepare yet any programme for their conference; their speaker is not sure too.

FR intends to start at 9:00 and we present our list of guests (public institutions, judges for minors, sport associations working in prison, prison managers and penal services, sport federations, teachers in prisons, ...). Conference will end after a short debate with participants who will have listened the videoconference speeches. Simultaneous translators are booked BUT because of Maltese uncertainties on videoconferences' coordination, we started some weeks ago to try to find in Bordeaux IT services able to coordinate the 7 EU countries for a one-hour-and-half videoconference with secured systems as we are working with ministries of justice and prisons. And there came the problems because all contacts are not able to manage with so many countries at the same time. The only one we found, after many refusals, was University of Bordeaux through its IT services but finally they refused as we are not linked to them by agreement. We sent also information requirement to our French ERASMUS+ National Agency to know if they have contacts in this matter (as settled in Bordeaux too) but we even do not receive any answer!

Actually, we are still looking for local IT service that will open solutions also for the venue so to make us able to send invitations to our guests (without venue, we are not able to send invitations even if our guest list is ready with more than 80 contacts).

Partners will need to have a pilot videoconference at least one week before so to test that the 7 countries can actually connect.

During Workshop 3 we also prepared the common invitation (from some basis already designed by CY associated with FR) then after the leaflet to be distributed during each conference.



(A5) INVITATION with common graphic Chart



(A5) LEAFLET with common graphic Chart



Group agrees on the information and the format for the invitation (to be sent to announce the conference) and on the leaflet (to inform about READY...GO project).

To write these invitation and leaflet, partners met in sub-groups with specific topics to address like:

- What is READY... GO?
- Who is behind READY... GO?
- Who is READY... GO for?
- What is the origin of READY... GO tool?

Finally, partners shared READY... GO set of communication that has been prepared, ordered and managed by CY with help of coordinating organization. Everyone will go back home with bags, pens, posters, blocks, USB keys to be distributed on READY... GO conference day.

On the afternoon of Day 2, partners took bus to reach the Catalan prison of Brian 2 where they had a specific agenda that was:

- ☞ Visit of the prison
- ☞ Sport activities that challenged inmates on one side with EU participants on the second one. Photos are uploaded on the restricted part of READY... GO digital platform for individual rights preservation.



Workshop 4 / Day 3 – Valorization of Assessments

Day started with a roleplay where FR hold the role of probation/reintegration officer and LV played inmate. This game was organized to explain how READY... GO tool has to be used but partners organizations stopped it after its 1st step concluding “it’s not possible in our prison” (because we saw a lot of differences on how was used the READY... GO tool, we thought useful to organize this roleplay. In fact, only LV (as probation service working with ex-inmates) thought that the way they did it was compatible with the way we show it. So, it was the occasion for each country to explain how they work in their own institution.

CY

It’s Welfare service and social workers that prepare documents (with contribution from prison staff + mental health unit). Sport field is not involved.

DE

Their task is to avoid recidivism. This means several services are involved right from the 1st day of inmate’ imprisonment. Probation service receive recommendation on each inmate, but there is no hierarchy.

ES

Within each prison, there is a so called “treatment team”. Outside the prison, there is another “treatment team” with social workers looking for employment, trying to recompose family ties, ...

FI

There is a supervisor as stakeholder that prepares the “release plan”; information is given to them by study instructor, health unit, ...

FR

In France, there are integration and probation counselors that prepare individual release plan. And it’s possible that these professionals work with sport instructors to assess CCC.

LV

Each inmate has his/her social worker as referent that meet him/her every day for any problems. A second social worker is preparing administrative documents, visiting the inmate once a month. Then risk assessment is filled by psychological unit. All these 3 staffs are following the sentence plan to prepare resocialization/probation plan.

MT

Inside prison, there is a care plan coordinator working with psychologist and social worker. Depending on difficulties to overpass, external service providers (housing, job employment,...) come inside to prepare the inmate’ release.



Workshop 5 / Day 4 A.M. – Manual for User and Train the trainer courses

To go through Workshop 5, partners decided to meet in 2 sub-groups:

- one with local project coordinators to start to write on Manual for user (we will have to go ahead with this task again during next seminar end of January 2019); this 1st draft can be uploaded from digital platform.
- the second sub-group being composed with sport instructors write their common observations as expertise. This sub-group produced a PPT that can be downloaded from the digital platform dedicated to READY... GO.

The sub-group with local project coordinators starts to work on Manual for User. It's not yet finished but the main part has already been reintroduced into leaflet.

The sub-group with sport instructors identified 6 main crossed-curricular competences (among 16) that have to be mandatory while assessing CCC through sport activities, added to some others of the 10 ones, if necessary.

These 6 recommended CCC are: Problem solving, Conflict management, Teamworking, Civic and social attitudes, Taking responsibility and Autonomy.

Unfortunately, and due to the **Day 4 P.M.** that was dedicated to the second visit in a prison for females within Barcelona, we were not able to discuss on "Train the Trainer course", this topic being postponed to next seminar.

Photos from female prison as well as meeting photos will be uploaded on digital platform in its Restricted part (as soon as the hosting organization will have sent it to READY... GO project coordinator).

On **Day 5 A.M.** project participants were kindly invited to join a local CoP AFiE conference with local sport instructors. Partners listen 2 important presentations that can be downloaded from our project' digital platform; Programme of CEJFE Conference can also be downloaded.



Workshop 6 / Day 5 P.M. – Recommendations to decision makers

Partners started to work on this topic already during C1 (October 2017 from Questionnaires 1 and 2) then in Finland (June 2018). In Workshop 6, they have interesting discussions that are summarized hereunder.

NEEDS in EQUIPMENTS

Who could be the beneficiaries /recipients of recommendations ensuing from READY... GO project?

Architects if the prison department or justice departments have their own architect team. Could partners try to collect names and addresses of these architects / justice building department so to be able in future to send them our recommendations.

Policy makers may have a decision-making roll when the prisons are designed so they also envisage the requirements for sports areas.

FI starts already to work on plans of a new prison while Malta thinks (at which term?) to have too a new prison.

FI explained that their architect is flexible and able to “listen” from others. It’s important that prison managers are included in building projects. As deputy director, our Finnish coordinator was able to insist about involving sport instructor in discussions. One of the two sport instructors from another Finnish prison who attended C2 was also involved 11 years ago when the prison he works was built.

CY is starting to plan a sports centre for their staff. In every unit there is already a sport centre each. The cooperation with Cyprus Sports’ Association also provides this month two new sports instructors for one new unit.

In DE they have a special agency that is the owner of prisons so that German Ministry of justice rents these places. In the last 5 years, 2 recently built prisons include sports area and sports yards. They already include sports areas and equipment.

FR: Since several years now, Ministry of justice rents prisons that are built by private companies.

ES: public service, public tender and the architect study will earn the tender and build the prison to meet the needs established by the Justice Department which in its turn, are based on what prison managers and DG managers propose. But the Catalan don’t build anymore prisons as the number of inmates decreased from 12 000 to 8 000.

EuroPris, EPEA, CEP, Council of Europe and ICPA could also publish information on the recommendations in their newsletter. Other networks could be explored and ask to disseminate the info. We also have to think about association of prison managers and probation services.



Some good ideas to recommend too are:

DE / their sport equipment and materials in prisons are also used by external practitioners like police department.

MT / external players come to play in prison with inmates.

FI / has the same idea but still has to be promoted.

We must not forget Human resources

Good investment on good quality training for sports' instructors, including university degrees.

Important also to include sports in the individual treatment plan of the inmate. Not in every country sport plays the same role in the prison daily live.

DE includes sport activities into treatment plan and sport instructors are involved in multidisciplinary team.

NEEDS of SPORTS INSTRUCTORS

Maybe some countries that cannot have more sports' instructors, can also train inmates who can become sports' instructors themselves for the rest of the inmates. Some sort of mentoring system more regularized to spread the good impact of sport practice in prisons.

CY said they are fully qualified for all the sports, a degree of 3 to 4 years. There are different certifications for teaching sports than for conditioning sports. You can study further than 3 years to be specialized (certificate for coaching). All the sports instructors of the Association of Sports in Cyprus have 3 qualifications.

DE explains that all sports' instructors are qualified but they should have a different mind-set in order to be aware and be proactive identifying specific needs for the inmates, and be creative planning and designing activities that meet the particular needs of the inmates. Hands off approach to be able to meet the specific needs of the population group that you are serving in prison at the specific time. Don't close sport activities while sport instructors are ill or in leave for holidays.

PSG Meeting / With local project coordinators

COMMUNICATION

All the dissemination and communication activities about our involvement on the READY... GO project already carried out.

We have to brainstorm as well on new communication activities.

To do: Team from Barcelona has published the information about the project on the department website as well as a news about the C2. We should make a screen shot and send it to coordinator.



We will make our best in order to publish news about the C2 activity and the conference in our intranet. Also, meetings with the directors to explain the project.

During the meeting in CY we will prepare the draft of final project report: two participants per country – one local coordinator and one sports instructor.

LAST TRANSNATIONAL MEETING IN CYPRUS Jan. 29 – Jan. 31, 2019. Flights back to home late on Jan. 31st are possible.

FINANCIAL REPORTING

Periodic financial feedback have to be reported as follow:

- Q7 1st of August to 30th September 2018
- Q8 from October 1st to December 31, 2018
- Q9 from January 1st till February 28, 2019

Q7 and Q8 need to be added to the same excel sheet and time sheets where the previous financial reports are included.

Board 1 – Individual timesheets

Board 2 – Staff cost based on Board 1: can only be done if board 1 is done.

Board 3 - Expenses, if no expense on the concerned period, board is not needed.

Board 4 - Annex IX of the individual contract with coordinating organization = overview of all the costs for staff, management and direct expenses. Usually 3 or 4 boards have to be sent every time.

The board that is most important is timesheets.

Next and last Meeting Dates

M5 - in Cyprus – Arrival on January 28, 2019 with late departure on January 31, 2019 if flights or on February 01, 2019.

Immediate Action notes

For Barcelona partner only

- ① Photos from female prison and from workshops in Fundesplai meeting room to be sent ASAP to coordinating organization



- ② Presentation on Day 5 / Conference speech from Sports medallist lady, also with copy of participant list have to be sent ASAP to coordinating organization

For all participants

- ③ Short final report (2 to 3 pages) describing how the implementation has been made and the outputs with the work carried out, how many inmates, which sports, sports instructors involvement, ... by mid-December 2018 to project coordinator.
 - ☞ CY partner already sent its report in July 2018
- ④ Short final report (1 to 2 pages) giving voice to inmates to explain positive and negative inputs they observed when practising new sport activities during READY... GO implementation by mid-December 2018 to project coordinator.
 - ☞ MT partner already sent its report beginning of October 2018
- ⑤ Every country has to prepare a 5-line writing on his/her speaker that will be sent **no later than November 15, 2018** to the videoconference moderator (FR/DE?).
- ⑥ Periodic financial reporting (in relation with PSG Meeting held in Barcelona)
- ⑦ To provide architects / prison building departments to make a list for recommendations

For German partner only

- ⑧ To write brief summaries for each documentation they sent in German to be posted on READY... GO platform, so to allow visitors to understand a little what the subject is. Deadline is by end of Nov. 2018 / mid-December 2018
- ⑨ German to confirm if they are able to coordinate videoconference with CY-ES-FI-LV (FR and MT trying to solve their problems in meantime).

For CY – DE – FI – LV – MT participants

- ⑩ To send to project coordinator their slides that were to be presented to introduce their national conference with profiles of their local guests.

For CY partner

- ⑪ To send photo of extra-weight for set of communication (to be provided in case of control, to prove the extra cost of 70 euros shared by all partners).