

# INDEX ANNUAL REPORT 2014

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# **REPORT OF THE BOARD OF DIRECTORS**



## **1 EuroPris General**

In the third year of its existence EuroPris is still a relatively young organisation, yet it became already a well-known player in the field of prisons and corrections which is reflected in many different ways.

First of all there is the continued and increasing interest of Prison Services to be or to become a member of EuroPris. The stable membership since the foundation of EuroPris is a good indicator of the value that is attached to the existence of the organisation. And it is definitely encouraging that as much as six new Prison Services indicated their serious interest to become a member of the organisation in 2015.

Second, this is reflected in the interest and participation in the events that EuroPris is organizing. More and more experts are keen on joining our expert meetings. Workshops are attended by a bigger group of professionals from a growing number of jurisdictions each year. This indicates that we address the needs of these professionals. An important factor is the networking opportunity that EuroPris offers through these events. Practitioners get the chance to meet and exchange with colleagues from other European countries. The value of these contacts and exchange cannot be overemphasized.

Thirdly the network of EuroPris is growing inside and outside of Prison Services. We have established friendly cooperation and relations with many organisations and initiatives that are active in the correctional field. EuroPris representatives are increasingly invited to present our organisation, work and position at international conferences and events. Being a new organisation this presence at international fora is equally important to promote EuroPris, to promote who we are and what we do and to increase our network.

Fourth, the relations with the European Commission and the Council of Europe were stronger established. EuroPris is consulted for input from our network, is seen as a partner by the European Commission in supporting the work on their priority issues, such as the Framework Decision on the transfer of prisoners FD 909. EuroPris Board members provided input to the discussions during the meetings of the Council for Penological Cooperation of the Council of Europe.

Further, EuroPris started to participate in European multilateral cooperation projects that address issues of relevance to our members. An increasing number of requests to EuroPris for becoming a project partner reached the Secretariat. The added value of EuroPris lies mainly in the prevention of duplication of efforts, in the dissemination to a wider European network and in the support in sourcing experts and information.

Also, we launched the European Prison Information System (EPIS) and a number of Prison Services already uploaded their data into the system. It is our challenge for the coming years to get more data into the system and to keep them up-to-date. Linked to EPIS is the Knowledge Management System (KMS) that our members frequently used to find answers to pressing questions from other European jurisdictions.

Last and definitely not least we see a growing number of readers of the EuroPris website, bi-monthly digital newsletter and followers on LinkedIn and Twitter. EuroPris received many positive responses to our communication and regular sharing of updates on events and news in these media.

All in all we feel that EuroPris took in 2014 important steps in the direction of becoming THE recognized authority on prison policy and practice in Europe.

## **2 EuroPris objectives in 2014**

### **1) Strengthen EuroPris' Role as a 'Centre for Expertise' in European Prisons and Corrections**

A core objective of EuroPris is to advance the operational capabilities and professionalism of prison and correctional practitioners across Europe by generating relationships and exchanging information among European Prison Services and with other organisations working in the prisons and criminal justice arena with a view to developing effective practice in the field.

In 2014 EuroPris continued on the path that was set out in the strategic plan for the organisation for the four years 2013 – 2016. Being a practitioners organisation we provide services to the prison practitioners. And the most practical approach is to bring experts in different fields and from different jurisdictions together in smaller or larger groups to discuss and share their knowledge and good practices. EuroPris organizes and facilitates this exchange through the organisation of expert meetings, workshops and conferences. These events often are the starting point for future networking between the participating experts.

EuroPris continued in 2014 with the expert groups that had been established in the previous year. All of the groups met once in the year and had about 8-12 participants. Participants are selected from EuroPris members only. Presentations and reports from these meetings were shared on the EuroPris website and in our newsletter. A total of five meetings took place in 2014 on the topics: Staff training, Foreign National Prisoners, Use of ICT in Prisons, Research and Statistics and on Framework Decision 909 on the transfer of prisoners.

Workshops are another practical way of exchange that are much appreciated and increasingly attended by prison practitioners. In 2014 EuroPris organized three workshops. The workshops can also be attended by non-members. One workshop dealt with the use of ICT in prison settings and included a market place for private technology exhibitors. A second workshop was organized in cooperation with CEP and focused on the issue of Foreign Nationals in Prison. The last workshop was dealing with the topic of Forecasting prison capacities. This was an initiative originating from the North-West Roundtable of Correctional Excellence and will be a bi-annual activity of EuroPris.

Ahead of the Annual General Meeting EuroPris conducted a half day conference to discuss Restorative Justice Approaches in Prison and Family relations in prison settings during two panel discussions.

### **2) Position EuroPris in a network of related organisations and European bodies**

EuroPris is not the only organisation or body in Europe that is dealing with prison and correction related issues. Next to that there is a manifold of initiatives and shorter or longer term projects that address specific field of prison expertise. Considering the size of EuroPris we have no intention of taking over any of these well-functioning organisations or initiatives. The intention of EuroPris is rather to be in the center of prison activities in Europe. That means that we know which organisations are active, which projects take place, which initiatives are employed. As a result of that EuroPris is able to establish links between the

different players in the field and to connect different initiatives. And that will not only help to prevent duplication, but it also helps to make the implemented activities stronger and to reach a wider network of professionals.

In 2014 EuroPris took active part in the workshop of the European Prison Regime Forum, attended a meeting of the European Prison Training Academies, involved the European Judicial Network and the International Centre for Prison Studies in an expert meeting, participated at the meeting of the Benelux Penitentiary Committee and joined the Prison and Probation Working Group of the Radicalization Awareness Network to name just a few. The presence at these events is also a way to inform the participants about the activities EuroPris. For a young and relatively new organisation the aspect of promoting EuroPris in the European prison arena is still essential.

The increased awareness about the role and importance of EuroPris was also reflected in the increasing number of requests to participate in multilateral cooperation projects. 2014 was the first year that EuroPris engaged into the role of project partner, mainly for dissemination of project activities and results, for setting out questionnaires, for sourcing experts and supporting the organisation of international knowledge sharing events.

As a strong supporter and promoter of the European Prison Rules and Recommendations of the Council of Europe we obtained the observer status for the Council for Penological Cooperation (PC-CP) and the European Committee on Crime Problems (CDPC) and participated at their meetings. The input and network of EuroPris are valuable to the PC-CP and EuroPris was asked to deliver a presentation to the plenary meeting about our activities in 2014.

EuroPris also maintained regular contacts with the DG Justice of the European Commission and the Cabinet of the EU Justice Commissioner. Next to providing information about our activities and plans we supported the priority of the Commission with regard to the implementation of Framework Decision 909 with an expert meeting, the development of documents and provision of information on our website. EuroPris supports the agenda of the European Commission through the provision of advice from the practitioners point of view.

Since its foundation EuroPris has been part of the Criminal Justice Platform. In 2014 the Platform continued its work with three partners: EuroPris, Confederation of European Probation and European Forum for Restorative Justice. At the end of 2014 the Platform signed a partnership agreement with the Centre for Legal Studies in Barcelona for supporting the Platform and the joint organisation of events. The Platform is taking joint efforts to increase the visibility and strength of the three organisations at EU level. The focus in 2014 was on the implementation of the EU Victims Directive and a seminar in Brussels to introduce the Platform to EU officials and provide presentations on impact of detention and reduction of offending.

### **3) Consolidate EuroPris' position as European representative organisation in the field of Prison and Correctional Services**

EuroPris has a potential membership of some 35 full member jurisdictions (28 EU, 4 EEA and 3 devolved jurisdictions) and a further 15 affiliate members from the Council of Europe region. At the end of 2014 EuroPris had 19 members, which were 18 full members and one affiliate member (Montenegro). This is just a slight decrease compared to 2013. However, in times of economic crisis and budget cuts a stable membership is an achievement in itself. A positive signal was also the entry of Germany, one of the large jurisdictions in the center of Europe. EuroPris is keen on getting a more balanced geographical spread of countries since the South of Europe is still underrepresented. Expectations are that this will change in 2015 with the accession of more (Southern) countries to EuroPris. This growing interest of membership strengthens EuroPris' position as a representative organisation of European Prison Services.

No changes took place in the composition of the Board in the course of 2014. The Board met at three occasions and conducted two video conference meetings to discuss the progress of the organisation and set out strategic guidance for the EuroPris Secretariat. At the 2014 Annual General Meeting the Board presented the 2013 Annual Report, Financial Audit 2013, Planning and Budget for 2014. All documents were unanimously approved by the members. Members were also informed about the Guiding Principles on Private Sector Development that were adopted by the EuroPris Board in the course of 2014.

For the Secretariat 2014 was a year of stability. There had been no changes in staff which helped to keep continuity in the work and build on the experiences from the previous year. In the first half of the year the Secretariat was supported by one intern from a French university. The Secretariat has been established as a solid organizational foundation that is able to anchor the ambitions of EuroPris.

## **3 Activities and results in 2014**

### **1) Strengthen EuroPris' Role as a 'Centre for Expertise' in European Prisons and Corrections**

The work with experts from a range of different countries on a specific topic has been proven a successful approach. Participants highly appreciated the opportunity to exchange knowledge, best practices, recent developments and challenges with colleagues working in the same field in different countries. This does not only inspire them in their daily work, it also helps to provide practical support and solutions for addressing issues in their national administrations. Also, it is often the first step in building a professional network of contacts who continue to exchange information outside of the expert groups.

#### **Expert groups and workshops**

During 2014 EuroPris organized expert meetings and workshops on the following topics:

- Framework Decision 909 on the Transfer of Prisoners: expert meeting
- Research and Statistics: expert meeting
- Staff training and development (in cooperation with CEP): expert meeting
- Foreign Nationals in prison (in cooperation with CEP): expert meeting and workshop



- ICT in Prisons: expert meeting and workshop
- Forecasting Prison Capacity: workshop

### Framework Decision 909 (FD 909)

#### *Expert meeting*

The EU Framework Decision 2008/909/JHA on the transfer of prisoners was due for implementation at the end of 2011 and had to be transposed into national law by the end of 2014. Currently 21 out of 28 EU Member States have fulfilled this obligation.

EuroPris has been working on this topic from the very first year of our operations. We started in 2012 with two meetings providing general comments and recommendations with regard to the implementation of the Framework Decision 909. And we continued this work in 2013 with countries that already implemented the Framework Decision. In 2014 we again invited experts to discuss the implementation progress. At the meeting were participants from seven EU Member States (England, Belgium, Netherlands, Ireland, Romania, Germany, Estonia) that either already transposed the FD 909 into national law or that were still going through this process. Also present was a representative from the European Commission DG Justice and from the European Judicial Network (EJN).

Topics under discussion included: the state of play with regards to the implementation of the FD by the Member States present and an update from across the European Union. Experiences from delegates on practical issues and concerns such as, consent and legal challenges to this, practicalities for prisoners to challenge, certificates and timings, practical transfer arrangements, sentence adaptation and delivery. The group dealt with live transfers by discussing three case studies. Discussions took place surrounding the associations between the FD 909 and the European Arrest Warrant (the use of FD 909 in conjunction with the EAW). Also, preparations for FD 909 implementation and measuring effectiveness were discussed; and issues like, had countries done a scoping study as to numbers of Foreign National Prisoners in other Member States'; were countries prepared for a potential influx of prisoners; were numbers of transfers monitored.

Also, EuroPris still publishes information on the state of play of implementation for all three Framework Decisions and Competent Authorities on the EuroPris website. With the EJN representative it was agreed to exchange links and information to keep these tables up to date. Available on the EuroPris website is also the Prisoner Transfer Information Form that was developed with the support of the expert group.

With EuroPris' participation in the board of the EU funded project STEPS2Resettlement links between the work of the expert group and the project are established to support each other's activities.

### Research and Statistics

#### *Expert meeting*

The role of the Research and Statistics Expert Group is to work collaboratively to assist in the collection and dissemination of information that provides value to the National Prison Agencies of the European Union and EEA. Secondary stakeholders include the National Prison Agencies of the wider European area, the established media and the general public. The work undertaken by the group will look to share information that serves to enhance transparency, clarity and consistency.

From 1-2 September EuroPris held its second expert group meeting on Research and Statistics. This group was formed from the EuroPris Register of Experts and participants were selected to provide representation from a wide geographical area (Netherlands, Scotland, Finland, Romania, Croatia, Slovenia, Ireland). The group's composition remained as per the 2013 meeting with the addition of an expert from the Irish Prison Service and an observer from the International Centre for Prison Studies (ICPS). The meeting was held in Edinburgh, Scotland and hosted by the Scottish Prison Service.

With the European Prison Information System (EPIS) launched during the 2014 AGM, experts were given an overview and demonstration of the system from the user's perspective. EPIS is a modular system which comprises the Knowledge Management System (KMS), Projects Database and the Register of Experts. In order to refine and enhance EPIS it was of particular importance to remain cognizant of the user's experience during these discussions.

The key outcomes were a clear understanding of the EPIS concept, site features and functionality; to agree on the shared vision for the further development of EPIS; to undertake a review of all EPIS questions and note adjustments; to identify areas for the addition of any new questions or sections; to identify a shortlist of potential Knowledge Management System (KMS) questions which serve to enhance the EPIS questions; to list and prioritize potential improvements to the EPIS system, and to address feedback received from EPIS users.

The next area of focus would be to introduce a benchmarking component to the system. This had been discussed at the 2013 meeting of the group and it was agreed that it would require a robust and managed approach. This would be largely assisted with the input of the International Roundtable of Correctional Excellence, where they have been undertaking benchmarking initiatives with National Agencies for the past ten years.

A proposal had been formulated and was presented to the group for the introduction of a hybridized online benchmarking system. A hybridized approach is necessary as not only does EuroPris want to conduct its own benchmarking surveys in future, but it also wants to assist its partners in doing so. This initiative is inclusive of all organisations currently conducting or wishing to conduct benchmarking exercises with the National Prison Agencies in Europe. Through time it will serve to enhance future reporting, make statistical data more accessible and flexible, and provide a consistent reporting format. In essence it is an approach towards the unification of European Correctional Statistics – to achieve recognized standards and enhance inter-agency comparability. In order to achieve this EuroPris will work with its partners and the National Agencies to develop the approach in detail and to seek input and feedback in the development of its systems to support this.

### Staff training and development

#### *Expert meeting*

Staff training and development is one of the areas that CEP and EuroPris address jointly in their work program. At the joint workshop that took place at the end of 2013 both organisations decided in consultation with the participants to make these workshops bi-annual events.

In 2014 experts were gathered in Utrecht, Netherlands from six countries (Norway, France, Croatia, Romania, Belgium, Netherlands) and from both Prison and Probation Services, to evaluate the workshop and to start the planning process for the form and contents of the next workshop that will take place in 2015.

The first joint workshop mainly served the aim to learn about different dimensions of each other's staff training system and approaches. The second workshop is intended to deal with specific topics in greater detail and take

a practical approach. E-learning was recognized as an issue that is of interest to most countries. The workshop should therefore address issues such as: how can e-learning be developed; how can it be implemented; for which topics can it be used; how can it be combined with traditional learning and what are the benefits of e-learning.

The interaction between practitioners and academics was also seen as a useful part of the previous workshop. It was therefore decided to establish links with universities and academic research institutes to combine their experience with the input from trainers of Prison and Probation Services at the 2015 workshop.

### Foreign Nationals in Prison

#### *Expert meeting*

The second topic on which CEP and EuroPris cooperate is Foreign Nationals in Prison.

This expert groups builds on the in 2006 established Special Interest Group (SIG) that operated under the umbrella of CEP. In 2013 the first contacts were made, when EuroPris received the request from the SIG to cooperate on the topic of Foreign National Prisoners. An expert group was established with representatives from the SIG and experts from the Prison Service were added from Norway and Austria. Also, an academic from the university of Nottingham and from a Netherlands's ngo were added (both had worked on the drafting of the Council of Europe Recommendations on Foreign Prisoners).

The 2014 steering group meeting discussed the outcomes of the 2013 FNP meeting in Utrecht. With an average of more than 20% of Foreign National Prisoners in EU prisons there is a clear urgency to act. Everyone recognized the difficulty to get more attention for Foreign National Prisoners. The issue of Foreign National Prisoners seems not an urgent topic on the agenda of national probation and prison services. There is not much known about rehabilitation or resettlement of Foreign National Prisoners. Good contacts exist between organizations like Prison Reform International, the Foundation for Dutch Prisoners behind Bars and the UK Prisoners Abroad Foundation, but there is no structural exchange of knowledge and information. There is no European register of experts on Foreign National Prisoners. Good practices in Europe are hardly shared with other professionals.

The 2014 expert meeting took place on 20<sup>th</sup> May in Vienna and was hosted by the Austrian Prison Service. Aim of the meeting was to discuss a strategy (short term/long term) to get the issue of Foreign National Prisoners on the agenda of European Probation and Prison Services; to define results – all of them being tangible, manageable and achievable and to select a limited number of activities that can be realized by the work of the expert group in the coming year. Based on the 2013 initial strategy of 4 strategic objectives the steering group elaborated specific activities for the coming year to address these objectives; and the group developed the contents and agenda for the workshop on Foreign National Prisoners in London, October 2014.

#### *Workshop*

On 20-22 October the EuroPris/CEP workshop on Foreign Nationals in Prison took place at the National Probation Service in London. At the workshop participated 60 experts from Prison and Probation Services and from ngo's out of 14 different European jurisdictions. Participants were offered the opportunity to visit the 100% Foreign National Prison HMP Maidstone. Another possibility was the tour of the office of the ngo Prisoners Abroad.

The workshop was opened by Michael Spurr, CEO of NOMS and Pauline Crowe, member of the SIG Foreign Prisoners and Chief Executive of Prisoners Abroad. The workshop concentrated on three main topics: Comparison of Practices of Foreign Nationals (FN) in European Prisons – comparing FN-only prisons with prisons with a high proportion of FNs. The second round of discussion focused on release, resettlement and reintegration. And finally, the lack of information for FN prisoners was addressed by a wide variety of speakers. During the workshop all participants engaged in intensive small-scale round table discussions (World Café) and elaborated joint conclusions, comments and practice-oriented recommendations.

### Forecasting of prison capacities

#### *Workshop*

The first Forecasting workshop was organized as an initiative of the Roundtable for Correctional Excellence in Sweden in 2012. At this time it was decided to organize a second edition in 2014. Meanwhile, EuroPris was established and the Roundtable decided to transfer the responsibility for the next workshop to EuroPris. Therefore, EuroPris organized the second Forecasting workshop on 13-14 November 2014 in Oslo. The workshop was hosted by the Norwegian Correctional Training Academy (KRUS). Presentations included topics such as Prison Forecasting, Capacity Planning, Trend Breaks and Big data. The event was attended by 20 experts from 10 countries. On purpose the number of participants was kept low to enable in-depth discussions, ask questions and share experiences. The combination of statistical experts with experts having backgrounds in operations and management was seen as a good choice for having fruitful discussions. EuroPris was encouraged to continue its work in Forecasting and organize a follow-up workshop in 2016.

### ICT in Prisons

#### *Workshop*

EuroPris held its 2<sup>nd</sup> expert workshop on ICT on 3<sup>rd</sup> and 4<sup>th</sup> April 2014. The Irish Prison Service and Northern Ireland Prison Service hosted the event at the Irish Prison Service College in Portlaoise, Ireland. At the workshop participated 63 representatives from 23 jurisdictions. This workshop enables Prison Services to promote the advances they made within their own service by the use of ICT in their prisons and to exchange best practice with other Prison Services. Next to plenary presentations on future technology trends, STEPS2 and e-CODEX project presentations, Croatia/Romania and Lithuania presented their level of technological development. In smaller working groups presentations and discussions took place on biometrics, prisoner healthcare management systems, communication for inmates, mobility, prisoner information management systems, use of mobile devices in prison and family visits by video conferencing. At the workshop was also a market place set up, where 16 private companies used the opportunity to demonstrate their equipment to the participants during the workshop breaks.

#### *Expert group*

The expert group on the use of ICT in prisons is the second expert group that is active since the start of EuroPris in 2012. The third meeting of the EuroPris ICT expert group took place on 9-10th December in Luxembourg and was hosted by the Luxembourg Prison Administration. At the meeting participated representatives from 11

countries (Belgium, Catalonia, Croatia, Czech Republic, England, Ireland, Luxembourg, Northern Ireland, Norway, Romania, Sweden).

The agenda of the meeting included topics such as evaluation and follow up of the 2014 ICT workshop; the proposal for assessing the status and for making compilation of the digital technological advancement for each European country in order to define the gaps and needs of Prison Services in Europe; discussion of the survey results on a possible data model of exchange of FD 909 transfer of prisoner related information under the STEPS2 Resettlement project; and exchange of the ICT projects taking place in European prison administrations. Another focus of the meeting was the preparation of the EuroPris/ICPA/CEP Global Digital Technology in Corrections Conference in May 2015 in Barcelona and the annual ICT workshop that is planned for the second half of 2015.

#### Expert groups and workshops

Date / Place	Activity	EuroPris participants
3-4 April  Portlaoise, Ireland	Workshop Use of ICT in Prisons  63 participants from 23 jurisdictions	Steven van de Steene, Rodica Popa, Craig Georgiou, Kirsten Hawlitschek
20 May  Vienna, Austria	Expert meeting Foreign Nationals in Prison (with CEP)  Prison experts from Norway, Austria, University of Nottingham	Kirsten Hawlitschek
23 June  Utrecht, Netherlands	Expert meeting Staff training and development (with CEP)  Prison experts from Norway, Belgium, Croatia	Kirsten Hawlitschek
1-2 September Edinburgh, Scotland	Research and Statistics expert group with experts from Netherlands, Finland, Romania, Slovenia, Scotland, Croatia, Ireland, ICPS	Fraser Bryans  Rodica Popa
23-24 September Brussels, Belgium	Expert meeting FD 909 on transfer of prisoners  Experts from England, Belgium, Netherland, Estonia, Romania, Ireland, Germany, EC DG Justice, EJM	Craig Georgiou  Kirsten Hawlitschek
20-22 October  London, UK	Workshop Foreign Nationals in Prison (with CEP);  60 participants from 14 jurisdictions	Kirsten Hawlitschek  Rodica Popa
13-14 November  Oslo, Norway	Workshop Forecasting Prison Capacities  20 participants from 10 jurisdictions	Kirsten Hawlitschek  Rodica Popa

9-10 December	Expert meeting ICT in Prisons	Steven van de Steene
Luxembourg	Experts from Belgium, Catalonia, Croatia, Czech Republic, England, Ireland, Luxembourg, Northern Ireland, Norway, Romania, Sweden	Rodica Popa Kirsten Hawlitschek

### Databases

EuroPris will continue to work on two essential databases, being the general contacts database and the experts database. Each year a request to update the current information on experts is sent to the Prison Administrations.

In 2013 an effort was made to build a database on funded bilateral / multilateral cooperation projects in the field of prisons and corrections. Since there was insufficient response from the EuroPris members on repeated requests to complete the survey it was decided to not continue with the collection of this information.

Another important element of our work was the launch of the European Prison Information System (EPIS) during the AGM in June 2014. EPIS is a web-based digital map of Europe containing operational data of European Prison Services on the national and individual establishment level. EuroPris actively invites Prison Services to populate EPIS with data. By the end of 2014 the system contained the full data of 7 jurisdictions and 4 jurisdictions partly completed their data input.

Country	Name	EPIS Status
Belgium	Belgian Prison Service (BE)	Completed
Croatia	Ministry of Justice, Administration and Local Government: Prison Administration (HR)	Completed
Finland	Criminal Sanctions Agency (RISE)	Completed
Ireland	Irish Prison Service (IE)	Partially completed
Netherlands	Department of Correctional Institutions (DJI)	Partially completed
Norway	Directorate of Norwegian Correctional Services (NOR)	Partially completed
Romania	National Administration of Penitentiaries (RO)	Completed
Slovenia	Prison Administration of the Republic of Slovenia (SI)	Completed
Catalonia	General Directorate of Prison Regime and Resources (CAT)	Partially completed
Scotland, UK	Scottish Prison Service	Completed
England and Wales, UK	National Offender Management Service (NOMS)	Completed

Next to that the EuroPris Knowledge Management System (KMS) supports inter-agency collaboration and supports European Prison Services who want to put questions on specific topics to a wide network of European colleagues. EuroPris built a system that allows to digitally share these questions with their European network and to produce a structured report within a very short period that is accessible to all respondents. In 2014 EuroPris produced 21 KMS reports and received a response on each questionnaire from an average of 10 Prison Services. The data collected through KMS are also included in the EPIS for future reference. Both systems are accessible through the EuroPris website.

**Table: List of queries send out to EuroPris network in 2014**

When	Request of Information on:	Who requested
12 February	Entrance control staff	Ministry of Justice Austria
17 February	Honor-related violence and crimes	Swedish Prison and Probation Service
19 February	Halfway houses	Prison Department of the Republic of Lithuania
11 March	Precautionary measures in prisons	Finnish Ministry of Justice
19 March	Partner homicide	Prison Administration of Luxembourg
25 March	Multi-bed cells	Ministry of Justice, Denmark
28 March	Sports in prisons	Dutch Prison Service
01 April	Inmates with terminal cancer	National Administration of Penitentiaries, Romania
07 April	Security levels within prisons	Belgian Prison Service
14 April	Enforcing conditional release	Prison Department of the Republic of Lithuania
23 April	Right to strike	Belgian Prison Service
15 May	Inmates labor	National Administration of Penitentiaries, Romania
4 June	Alternative Pre-trial Detention	Finish Ministry of Justice

10 June	Mentally Ill Disabled Offenders	Federal Ministry of Justice Austria
4 September	Regulation and Status of Prison Administrations	Ministry of Justice of the Republic of Slovenia
23 September	Quality Certification	Ministry of Justice of Estonia
29 September	Prison Directors Status	National Administration of Penitentiaries Romania
7 October	Framework Decision 2008/909/JHA Implementation	EuroPris
14 October	Exercise Intervention for Prisoners with Mental Health problems	Irish Prison Service
27 October	Privilege Levels in Prison	Irish Prison Service
3 November	Judges Supervising Deprivation of Liberty	National Administration of Penitentiaries, Romania
7 November	Prison Staff Retirement	Ministry of Justice, Administration and Local Government: Prison Administration Croatia.
2 December	Electronic Monitoring	Prison Service of the Czech Republic

### Projects

Participation in multilateral cooperation projects offers a good opportunity for EuroPris to contribute to activities that are relevant to our members. Since our organisation is more and more known as an effective link to and between European Prison Services, EuroPris is frequently approached to join funded projects as partner. The role of EuroPris is mainly to source experts, to disseminate project results and activities to a wider European audience and to link projects to other activities or initiatives that are taking place on this specific topic in European Prisons and Corrections.

In 2014 EuroPris started to work on 5 projects.

EuroPris participates as Co-Beneficiary in the following Action Grant projects (EC DG Justice):

- STEPS 2 Resettlement: Support for Transfer European Prison Sentences towards Resettlement (applicant NOMS England)



- Prisons of the Future: Alternatives to imprisonment and innovative prison solutions (applicant DJI Netherlands)

EuroPris participates as Associate Partner in:

- Improving Conditions Related to Detention (applicant ERA Germany)

EuroPris participates as Partner in two Erasmus+ projects (EC DG Education):

- ECOPRIS Ecological Economics in Prison Work (applicant University of Beira Portugal)
- IDECOM Innovation, Development and Communication for a better staff training in Prison System (applicant Penitentiary Timisoara, Romania)

Also, EuroPris supported a new project application from ERA Germany as Associate partner. This project is a continuation of the current project 'Improving Conditions and Finding Alternatives to Detention' and will consist of seminars, each of them having a specific focus.

## **2) Position EuroPris in a network of related organisations and European bodies**

In Europe a multifold of activities are taking place that are linked to prisons and corrections. EuroPris does not want and cannot take over all that is being implemented in our field of work by other organisations or initiatives. But as a network organisation EuroPris wants to position itself in such a way that we are aware of other initiatives in our field of work. This is important to not only prevent duplication of actions taking place, but on the contrary to help making the implemented activities stronger by linking them wherever possible, by supporting the sourcing of experts and by informing a wider group of Prison Administrations about the results of their work. The presence of EuroPris at multilateral events has also helped to increase the visibility of the organisation among European prison professionals.

In 2014 EuroPris participated at the workshop of the European Prison Regime Forum (EPRF) and at the conference of the European Penitentiary Training Academies (EPTA). The aim was to learn how these networks function and to discuss possible future cooperation between EPRF and EPTA with EuroPris. Also, EuroPris gave a presentation at the Academy of European Law (ERA) in a seminar on detention conditions. Since 2014 EuroPris participates in the meetings of the EU (DG Home) Radicalization Awareness Network, Prison and Probation working group. A representative of the Dutch Custodial Institutions Agency gave on behalf of EuroPris a presentation at the Annual Conference of Victims Support Europe on the implementation of the EU Victims Directive. EuroPris participated at the Annual Conference of Children of Prisoners with whom we want to develop a project on the subject of children with incarcerated parents. A meeting with the International Center for Prison Studies was arranged to introduce the work of EuroPris on the European Prison Information System and obtain their support and engagement in the further development of the system and gathering of data. EuroPris participated at a number of final project conferences, such as the Active Inclusion project workshop, the Judicial Cooperation Network on the treatment of high risk offenders, on Strategic targeting of recidivism through evaluation and measurement and on Serious offending by mobile European criminals.

Participation in conferences / activities of partner organisations

<b>Date / Place</b>	<b>Activity</b>	<b>EuroPris participants</b>
13-14 February Trier, Germany	ERA, Presentation and moderation at Seminar on Detention conditions	Catalin Claudiu Bejan Kirsten Hawlitschek
20-21 March Lisbon, Portugal	European Prison Regime Forum, Presentation at annual workshop	Kirsten Hawlitschek
9-10 April London, England	Project event, Participation at Active Inclusion workshop	Rodica Popa
15-16 May Warsaw, Poland	Victims Support Europe, Presentation at Annual Conference	Jan Bouman (DJI)
16 May Edinburgh, Scotland	Children of Prisoners Europe, Participation at Annual Conference	Kirsten Hawlitschek
21 May London, England	International Centre for Prison Studies, Meeting to discuss cooperation	Fraser Bryans Kirsten Hawlitschek
26-27 June Barcelona, Catalonia	European Prison Training Academies, Presentation at Annual Conference	Kirsten Hawlitschek
4-5 September Rostock, Germany	European treatment and transition management, Presentation at JCN final project conference	Karin Dotter-Schiller Kirsten Hawlitschek
23-24 October Valetta, Malta	Strategic Targeting of Recidivism through Evaluation and Measurement, Participation at final project conference	Rodica Popa
6-7 November The Hague, Netherlands	Serious Offending by Mobile European Criminals, Participation at final project conference	Kirsten Hawlitschek
11-13 December Rome, Italy	Radicalization Awareness Network, Participation in Prison and Probation Working Group	Peter van der Sande

Participation at Penological Council and CDAP of Council of Europe

As official observer at the Council of Europe Council for Penological Cooperation (PC-CP) EuroPris participated at their expert panels and plenary meeting. At the 2014 plenary meeting EuroPris was invited to give a presentation about our activities and goals.

EuroPris also participated for the first time as observer at the European Committee on Crime Problems (CDPC).

In consultation with the Council of Europe the EuroPris Annual Conference and Annual General Meeting were again linked to the Council of Europe Conference of Directors of Prison and Probation Services (CDPPS).

EuroPris also gave presentations at two Council of Europe conferences, one in cooperation with the WHO on Health in Prison and one in cooperation with the European Partial Agreement on Sports (EPAS) on Sports in Prison.

<b>Date / Place</b>	<b>Activity</b>	<b>EuroPris participants</b>
31 March – 2 April Strasbourg, France	PC-CP (Penological Council), Participation at meeting	Esa Vesterbacka
26-27 May Strasbourg, France	COE / WHO, Presentation at Conference on Health in Prison	Catalin Claudiu Bejan
10-12 June Strasbourg, France	CDPC (European Committee on Crime Problems), Participation at meeting	Kirsten Hawlitschek
16-17 June Paris, France	COE / EPAS, Presentation at Conference on Sports in Prison	Vanessa Bury (EPI)
17-18 June Helsinki, Finland	CDPPS, Participation at Annual Conference	Kirsten Hawlitschek

#### Cooperation in Criminal Justice Platform (CJP)

In the Criminal Justice Platform collaboration continued in 2014 with EuroPris, the Confederation of European Probation (CEP) and the European Forum for Restorative Justice (EFRJ). Victims Support Europe (VSE) decided for internal reasons to no longer be an official partner of the Platform but is still open for ad-hoc cooperation on specific subjects.

The CJP met four times in 2014 to discuss and plan the strategic objectives and activities of the Platform for 2014, to jointly prepare and support each other in the application for the EU Framework Partner Agreement and consequently to draft a three-year plan for the Platform. The Platform continues to focus on the implementation of the EU Directive on 'Establishing minimum standards on the rights, support and protection of victims of crime'. One seminar was organized in Barcelona on this topic with presentations from representatives of all three organisations. To increase the visibility and awareness at the EU level and with Members of European Parliament the CJP organized a seminar at the Catalanian Delegation in Brussels to present the work of the Platform and to introduce the three organisations.

The Cabinet of the EU Justice Commissioner is strongly in favor of the cooperation between the three organisations in the Platform. This was expressed at a joint meeting of the CJP with EU officials of the Cabinet. The added value of the Platform is seen as a support in sharing the work of the EC with practitioners and in creating support for EU legislation.

The invitation of the Catalan Ministry of Justice / Centre for Legal Studies in Barcelona for being the host of and providing (administrative) support to the Platform was formalized in 2014 with the signing of a partnership agreement between the Centre and the Platform.

<b>Date / Place</b>	<b>Activity</b>	<b>EuroPris participants</b>
12-13 March Utrecht, Netherlands	CJP meeting	Kirsten Hawlitschek
9 April Brussels	Meeting with Cabinet EU Justice Commissioner Reding (Adrienne Kiraly, Telmo Balthazar, Olivier Tell)	Kirsten Hawlitschek
12-13 May Barcelona, Catalonia	CJP meeting and half-day seminar on Implementation of EU Victims Directive Expert from Dutch Prison Service on Victims issues	Peter van der Sande Kirsten Hawlitschek Jan Bouman (DJI)
18-19 September Brussels, Belgium	CJP meeting and half-day seminar for EU officials on What works in European Criminal Justice Expert from Netherlands Institute for Crime and Law Enforcement	Peter van der Sande Kirsten Hawlitschek Peter van der Laan (NSCR)
3-4 December Barcelona, Catalonia	CJP meeting	Peter van der Sande Kirsten Hawlitschek

#### Cooperation with Confederation of European Probation (CEP)

The good cooperation with CEP continued in the course of 2014 on the topics that we jointly chose in 2013. Experts in the field of Staff training and education were brought together to evaluate the 2013 workshop and to make a start with collecting ideas for the next workshop in 2015. The second topic of cooperation is Foreign Nationals in Prison (FNP). The Special Interest Group on FNP engaged into some strategic planning for the further work of the group and designed the agenda for the FNP workshop that took place later in the year.

<b>Date / Place</b>	<b>Activity</b>	<b>EuroPris participants</b>
20 May Vienna, Austria	Expert meeting Foreign Nationals in Prison Prison experts from Norway, Austria, University of Nottingham	Kirsten Hawlitschek
23 June Utrecht, Netherlands	Expert meeting Staff training and development Prison experts from Norway, Belgium, Croatia	Kirsten Hawlitschek
20-22 October London, England	Workshop Foreign Nationals in Prison 60 participants from 14 jurisdictions	Kirsten Hawlitschek Rodica Popa

### Cooperation with European Commission DG Justice

Unlike the two previous years EuroPris did not receive any financial support from the European Commission. Initially the Commission decided that there will be no tender in 2014 due to the late approval of the EC budget by the European Parliament. At the meeting with the representatives of the Cabinet of Justice Commissioner Reding EuroPris was informed about the upcoming launch of a tender for financial support from an Operating Grant for the last seven month in 2014. EuroPris submitted an application at the end of May. In July the EC send the information that EuroPris was not eligible to funding from an Operating Grant, because the conditions with regard to the minimum required number of members in the network were changed: an increase from 10 to 14 EU Member States (not counting UK and Denmark). According to this calculation EuroPris had only 12 eligible network members and could not be awarded the Operating Grant.

Nonetheless, close contacts have been kept with the European Commission to inform them about the work of EuroPris and the progress the organisation has made with regard to the implementation of activities and the attraction of new members. At two meetings alternative and project funding possibilities were explored.

The implementation of the Framework Decision 2008/909/JHA of 27 November 2008 on the application of the principle of mutual recognition to judgments in criminal matters imposing custodial sentences is equally important to the EC as to European Prison Services. The work of the expert group on this topic was continued and the publications on the implementation of all three Framework Decisions – 909, 947, 829 was kept up to date on the website of EuroPris.

Date / Place	Activity	EuroPris participants
9 April Brussels	Meeting of CJP representatives with Cabinet Justice Commissioner Reding: Telmo Balhtazar, Adrienne Kiraly, Olivier Tell	Kirsten Hawlitschek
1 September Brussels	Meeting with EC Horizon 2020 Funding programme	Kirsten Hawlitschek
17 September Brussels	Meeting with Olivier Tell; head unit B.1 DG Justice, Jesca Beneder, Tania Schroeter	Hans Meurisse Kirsten Hawlitschek
18 November Brussels	Meeting with Tania Schroeter, head programme management unit, DG Justice	Kirsten Hawlitschek

### **3) Consolidate EuroPris' position as European representative organisation in the field of Prison and Correctional Services**

#### Membership

2014 was again a stable year in terms of the total number of members, with an increase of one Full Member. The German Federal Ministry of Justice (Penitentiary Department) joined as new Full member and the Montenegro Institute for the Execution of Penal Sanctions as new Affiliated member. The Georgian Department of Penitentiaries did not prolong their Affiliate membership in 2014.

As per 31 December EuroPris had the following members:

<b>Member country</b>	<b>Membership type</b>
1- Austria – Federal Ministry of Justice	Full
2- Belgium – Belgian Prison Service (EPI)	Full
3- Catalonia – General Directorate of Prison Regimes and Resources	Full
4- Croatia – Ministry of Justice: Prison Administration	Full
5- Denmark – Department of Prisons and Probation	Full
6- England/Wales – HM Prison Service/National Offender Management Service (NOMS)	Full
7- Finland – Criminal Sanctions Agency (RISE)	Full
8- Montenegro – Institute for the Execution of Criminal Sanctions	Affiliate (new)
9- Latvia – Ministry of Justice: Prison Department	Full
10- Luxembourg – Ministry of Justice: Department of Prisons	Full
11- Netherlands – Dutch Custodial Institutions Agency (DJI)	Full
12- Northern Ireland – Northern Ireland Prison Service (NIPS)	Full
13- Norway – Directorate of Norwegian Correctional Services	Full
14- Ireland – Irish Prison Services	Full
15- Romania – National Administration of Penitentiaries	Full
16- Scotland – Scottish Prison Service	Full
17- Slovenia – Prison Administration of the Republic of Slovenia	Full
18- Sweden – Swedish Prison and Probation Administration	Full
19- Germany – Federal Ministry of Justice (Penitentiary Committee)	Full (new)

#### Board and Executive Committee meetings

Out of the Board that was elected at the 2012 November General Meeting 6 members stayed in 2014:

- Hans Meurisse - Belgium, President
- Marianne Volla - Norway, Vice-President

- Karin Dotter-Schiller – Austria, Vice-President
- Michael Spurr – England/Wales, Vice-President
- Peter van der Sande – Netherlands, Treasurer
- Esa Vesterbacka – Finland

And two members that were elected in 2013 stayed in the Board in 2014:

- Catalin Claudiu Bejan – Romania
- Ivica Simac - Croatia

The Executive Committee consists of 5 board members (President, 3 Vice-Presidents, Treasurer). There was no need to hold separate Executive Committee Meetings. Instead regular bi-monthly Board meetings were organized, half of them as videoconferences.

26 February Oslo	Board meeting
22 April Video conference	Board meeting
17 June Helsinki	Board meeting (linked to AGM)
8 October Bucharest	Board meeting
16 December Video conference	Board meeting

### Secretariat

EuroPris is registered in The Hague, Netherlands and has one staff member working in the EuroPris office at the Dutch Prison Service. Another staff member is working in the office of EuroPris at the Belgian Prison Service in Brussels. These two staff members are full time employed. All other staff members work part time. One staff member is working one day per week from the offices of NOMS in London. Two other part time staff support the organization from their own (organisations) offices in the Netherlands and Belgium. Due to this spread of offices EuroPris has direct links to the local Prison Services: Netherlands, Belgium, England or through the previous employers of the staff to Scotland and Romania. At the same time staff working from different locations requires good coordination through regular skype meetings and travel to Brussels, London and The Hague for team meetings. Whenever possible the staff meetings were linked to other events taking place in one of these locations.

The Secretariat benefited from a stable staff situation in 2014. There were no replacements or reductions in staff time. The contract of Rodica Popa was prolonged to 4 May 2016. From February until mid-June Sandra Mann worked as intern with EuroPris in the Brussels office for administrative support and communication.

The current employment structure of the Secretariat with a total of 2.5 FTE is the following:

<b>Name</b>	<b>Function</b>	<b>Employer</b>	<b>Contract</b>	<b>Employment</b>
Kirsten Hawlitsek	Executive Director	DJI, seconded	36 hours/week	01.01.13- 31.12.15
Fraser Bryans	IT & Statistics	Self employed	8 hours/week	01.04.14- 31.05.15
Rodica Popa	Office Manager	Self employed	36 hours/week	05.05.14- 04.05.16
Carla Huisman	Financial Manager	NHC, seconded	4 hours/week	01.01.14- 31.12.14
Craig Georgiou	Communication Manager	NOMS, seconded In-kind contribution	8 hours/week	01.10.13- 31.12.14

### AGM

On 16<sup>th</sup> June the third EuroPris Annual Conference and General meeting took place in Helsinki, hosted by the Criminal Sanctions Agency Finland. At the conference were 46 participants from 21 countries, being European Prison Services and partner organisations. Non-member countries that took part at the event were Germany, Azerbaijan, Cyprus, Greece, Moldova and Switzerland.

The Conference focused on two topics, which were presented and discussed in panel discussions:

- Restorative Justice Approach in Prison
  - presented by Belgian Prison Service and NOMS England & Wales
- Family relations in Prison Settings
  - presented by RISE Finland and National Administration of Penitentiaries Romania.

At the AGM the Board presented to the members the Annual Report 2013, the Financial Report 2013, the Work plan for 2014 & 2015 and the Budget for 2014 & 2015. All reports were approved unanimously by the EuroPris members. Further on the contents of the three multilateral EC funded cooperation projects (STEPS2, Prisons of the Future and ERA) in which EuroPris participates were introduced. The members were also informed about 'Guiding Principles on Private sector involvement' that had been adopted by the Board. A last important point was the launch of the European Prison Information System (EPIS). EPIS was presented and introduced and the participants were encouraged to access the system and populate it with the data of their national Prison Administrations.

### Communication

The website [www.euopris.org](http://www.euopris.org) undergoes constant updating and improving. Major change was the provision



of access to the Knowledge Management System (KMS) and the European Prison Information System (EPIS) through the website.

The digital bi-monthly newsletter continues to be well received by about 1000 subscribers. Next to fixed sections with contributions from Director Generals of Prison Services, Feature Articles, Information about EuroPris activities and projects the newsletter contains information on upcoming events, on relevant documents and news articles.

Through the LinkedIn Group news items from the correctional field are published several times a week. On Twitter EuroPris alerts frequently about activities and penitentiary news. The Yammer social network was mainly used by the members of the expert group on ICT.

EuroPris updates annually their flyers on membership and general information about the organisation and provides them during conferences, workshops and seminars to the participants.

## **4 Organization**

### Registration

On 14 December 2011 EuroPris had been registered in the Chamber of Commerce of The Hague, Netherlands as the European Organization of Prison And Correctional Services (EuroPris) under the CoC registration number 54119715.

### Board and Staff

EuroPris is headed by an international Board that was elected for a period of three years at the AGM in November 2012 with two additional appointments at the AGM of 2013. At the end of 2014 the following 8 jurisdictions were represented in the Board: Austria, Belgium, Croatia, England & Wales, Finland, Netherlands, Norway and Romania. 2 Board positions remain open until the next election in 2015.

The Executive Committee consists of the President, 3 Vice-presidents and the Treasurer.

The composition of the Board is the following:

Hans Meurisse, President, Belgium

Karin Dotter-Schiller, Vice-President, Austria

Marianne Vollan, Vice-President, Norway

Michael Spurr, Vice-President, England & Wales

Peter van der Sande, Treasurer, Netherlands

Esa Vesterbacka, Finland

Catalin Claudiu Bejan, Romania

Ivica Simac, Croatia

The staff of EuroPris works from several locations – The Hague, Brussels and London. The President of EuroPris, Hans Meurisse has an agreement with the Belgian Ministry of Justice to work 0.5 day per week for EuroPris in overtime. He is self-employed and paid for his work as President of the Board up to two days a month.

The Executive Director, Kirsten Hawlitschek is employed by the Dutch Custodial Institutions Agency and seconded to EuroPris for 36 hours/week.

Fraser Bryans works for EuroPris on the basis of a service contract. He provides IT support and leads the Statistics and Research expert group for maximum 1 day per week.

Rodica Popa started her work as Office Manager on the 5<sup>th</sup> of May 2013 for 32 hours/week as self-employed staff. Since 5<sup>th</sup> May 2014 she has a two year service contract for 36 hours/week.

Craig Georgiou, seconded from NOMS as an in-kind contribution to EuroPris started his work for EuroPris on the 1<sup>st</sup> of October 2013 for 1 day/week. He works on communication and the Framework Decision 909 expert group.

Carla Huisman is the Financial Manager and works 0.5 days/week for EuroPris. She is employed by the Netherlands Helsinki Committee and works on a service contract for EuroPris.

#### Finances

In 2014 EuroPris could not rely on financial support from the European Commission. This was due to the change in the Operating Grant conditions. EuroPris had only 12 eligible EU Member States in their network, while the EU required 14 EU Member States.

After discussions with the Netherlands Ministry of Justice the Dutch Custodial Institutions Agency agreed to support EuroPris financially in 2014. Funding has been approved to a maximum of 215.222,00 Euro. The first pre-financing of 89.675,00 was received on 2 July 2014. The second financing was received on 4 November 2014 amounting to 125.546,00 Euro.

EuroPris has been set up as a membership organization. There are two types of membership:

- Full members (Public institutions or organizations in the European Union – including devolved authorities – and also in Norway, Switzerland, Iceland and Lichtenstein, which provide prison and correctional services on a legal or statutory basis) and
- Affiliate members (Public institutions or organizations in the countries of the European Region, which provide prison or correctional services on a legal or statutory basis and do not fall not under the scope of Full membership).

At the Annual General Meeting (AGM) in November 2012 a new calculation model for the membership fee was adopted by the EuroPris members. The model is GDP based in order to take the varying financial strength of the member countries into consideration. Depending on the GDP of the country it is divided into three fee levels: 3.500 – 6.000 – 7.500 Euro. As agreed at the AGM the new membership fee calculation was applied starting in 2013.

## Financial administration and accountant

The financial administration is based at the Netherlands Helsinki Committee with the use of their accounting software (Accountview). Carla Huisman who is working under a service contract with EuroPris is responsible for carrying out financial administrative tasks such as booking of expenses and preparation of payments. She also provides EuroPris with advice on general financial matters and tax issues and established the annual financial report. The Executive Director and the Treasurer have both the final financial responsibility with regard to the execution and approval of payments.

The last financial audit of EuroPris took place in February 2014 by Dubois & Co. Registeraccountants. Dubois approved the financial statements for the year 2013 and the Operational Grant 2013 that were established by EuroPris.

## **5 Finance summary 2014**

EuroPris ended 2014 with a positive result of € 20.000.

This result has been added to the continuity reserve. EuroPris strives to build a financial reserve of € 100.000 in the years 2013-2017 as a contingency to ensure the functioning of the secretariat. (Decision of the Board 29 September 2012). At the end of 2014 the financial reserve is € 65.545.

The income for 2014 - € 323.886 - comprises funding from Dutch CIA 188.201 Euro (58 %), 102.496 Euro (31%) from membership fees, 30.880 Euro (9.5 %) from 'in-kind contributions' and 2.309 Euro (0.7 %) other income.

Most of the costs - € 303.886 - have been made on staffing arrangements – 57 %, travel costs - 20 % and Other direct costs – 8 %.

The staff costs consisted of

- President of the board
- Executive director
- Office manager
- Communication manager
- Operational management
- Finance manager

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Place              Date

H. Meurisse  
*Chairman*

P. van der Sande  
*Treasurer*



# **FINANCIAL REPORT 2014**



## BALANCE PER 31 DECEMBER 2013

ASSETS	31 dec 13	31 dec 12
<b>Fixed Assets</b>		
Fixed Assets	€ 1.520	€ 361
<b>Current Assets</b>		
Receivables & Accruals	€ 87.210	€ 5.249
Cash & cash equivalents	€ 66.031	€ 46.334
	€ 153.241	€ 51.583
<b>Total</b>	€ 154.760	€ 51.945
<b>RESERVES AND LIABILITIES</b>		
<b>Reserves</b>		
Continuity reserve	€ 45.545	€ 13.392
<b>Current Liabilities</b>		
Payables & Accruals	€ 109.215	€ 38.554
<b>Total</b>	€ 154.760	€ 51.945

## STATEMENT OF INCOME AND EXPENDITURES IN 2013

	Realisation 2013	Budget 2013	Realisation 2012
<b>Income</b>			
Membership fee	€ 95.000	€ 122.000	€ 72.500
Governmental grants	€ 197.256	€ 225.603	€ 190.163
Contribution In-kind	€ 12.000	€ 48.000	€ 7.700
Other income	€ 6.761		€ 193
<b>Total Income</b>	<b>€ 311.018</b>	<b>€ 395.603</b>	<b>€ 270.557</b>
<b>Expenditures</b>			
<b>Expenditures</b>			
A- Staff costs	€ 142.892	€ 157.240	€ 151.537
B- Travel	€ 52.126	€ 71.316	€ 54.412
C- Equipment	€ 484	€ 933	€ 46
D- Consumables	€ 4.096	€ 3.883	€ 4.795
E- Other direct costs	€ 47.034	€ 48.702	€ 26.974
	€ 246.632	€ 282.075	€ 237.764
<b>Spending In-Kind</b>	<b>€ 12.000</b>	<b>€ 48.000</b>	<b>€ 7.700</b>
<b>Other Spending</b>	<b>€ 20.232</b>	<b>€ 43.230</b>	<b>€ 11.701</b>
<b>Total Expenditures</b>	<b>€ 278.864</b>	<b>€ 373.305</b>	<b>€ 257.165</b>
<b>Result of operations</b>	<b>€ 32.154</b>	<b>€ 22.299</b>	<b>€ 13.392</b>

*Result of operations is added to the continuity reserve.*



## CASHFLOW STATEMENT

	2013		2012	
	€	€	€	€
Cash & cash equivalents 1 januari		€ 46.335		€ 0
Cashflow from operational activities				
Result of operations	€ 32.154		€ 13.392	
Increase in current assets	-€ 81.961		-€ 5.249	
Increase in current liabilities	€ 70.661		€ 38.554	
Depreciations	€ 484		€ 46	
Reserves	€ 0		€ 0	
Provisions	€ 0		€ 0	
		€ 21.338		€ 46.743
Cashflow from investment activities				
Fixed assets	-€ 1.642		-€ 408	
		-€ 1.642		-€ 408
Cash & cash equivalents 31 december		€ 66.031		€ 46.335

The cashflow statement has been prepared according to the indirect method.

## **EXPLANATORY NOTES**

### ***Accounting principles***

#### **General**

The annual accounts 2013 have been drawn up according to generally accepted accounting principles in the Netherlands. The bookyear is the same as a calenderyear.

#### **Principles of valuation**

Assets and liabilities are stated at face value unless indicated otherwise. Transactions in foreign currencies are recorded using the rate of the transaction.

#### **Reserves**

The result is added c.q. subtracted from the continuity reserve.

#### **Foundation of determining the result**

Income and expenditure are recorded in the period to which they relate- accrual accounting.

### ***General information***

#### **Registration Chamber of Commerce**

Europris is registered in the Chamber of Commerce of The Hague, Netherlands as European Organization of Prison And Correctional Services under number 54119715.

#### **Audit**

The administration of the financial year 2013, the yearreport and the EU operational grant are audited by Dubois & Co, . registeraccountants in Amsterdam. The independent auditors statement is added to this report.

#### **Salaries/fees**

The president of the board has been paid consultancy fee.

The other members of the staff are seconded from other organisations.

The amount of consultancy fee paid to the president of the board is € 16.050.

The gross salary costs of the executive director is € 86.561.

## EXPLANATORY NOTES TO THE BALANCE SHEET STATEMENT

<b>ASSETS</b>		<b>2013</b>	<b>2012</b>
<b>Fixed Assets</b>			
1st of January	investments	€ 408	0
	depreciation	-€ 46	0
Bookvalue 1st of January		€ 361	0
Investments during the year		€ 1.642	€ 408
Depreciation in the year		-€ 484	-€ 46
Mutations		€ 1.158	€ 361
31st of December	investments	€ 2.050	€ 408
	depreciation	-€ 530	-€ 46
Bookvalue 31st of December		€ 1.520	€ 361
<b>Current Assets</b>		<b>31 dec 13</b>	<b>31 dec 12</b>
<b>Receivables &amp; accruals</b>			
Debtors		€ 625	€ 3.343
EU operational grant		€ 84.455	€ 1.342
Other receivables		€ 2.130	€ 564
		€ 87.210	€ 5.249
<b>Cash &amp; cash equivalents</b>			
Rabo Verenigingspakket		€ 7.547	€ 41.334
Rabo Bedrijfsspaarrekening		€ 58.484	€ 5.000
		€ 66.031	€ 46.334
<b>RESERVES AND LIABILITIES</b>			
<b>Specification of reserves</b>		<b>31 dec 13</b>	<b>31 dec 12</b>
<b>Continuity reserve</b>			
Balance 1st of Januari		€ 13.392	€ 0
Result of operations		€ 32.154	€ 13.392
		€ 45.545	€ 13.392
<b>Current liabilities - payables &amp; accruals</b>			
Accounts payables		€ 16.271	€ 32.079
Other accruals		€ 92.944	€ 6.475
Total current liabilities		€ 109.215	€ 38.554

## EXPLANATORY NOTES TO THE STATEMENT OF INCOME AND EXPENDITURE

	Realisation 2013	Budget 2013	Realisation 2012
<b>Income</b>			
<b>Membership fee</b>			
Membership fee	€ 95.000		€ 47.500
Organisational fee			€ 25.000
	€ 95.000	€ 122.000	€ 72.500
<b>Governmental grants</b>			
European Commission	€ 197.256	€ 225.603	€ 190.163
<b>Contribution in-kind</b>			
Logistics Directorate General Penal Institutions Belgium	€ 12.000	€ 12.000	€ 7.700
Others		€ 36.000	
	€ 12.000	€ 48.000	€ 7.700
<b>Other income</b>			
Contribution NHC claim EC 2012 VAT	€ 6.143		
Interest	€ 619		€ 193
	€ 6.761		€ 193

## Expenditures

### A-Staff

President of the board	€ 16.050	€ 27.600	€ 20.730
Executive director	€ 86.561	€ 86.580	€ 20.700
Operational management	Seconded		€ 74.955
Finance	Seconded		€ 2.904
Secretariat	€ 30.079	€ 32.140	€ 27.208
Communications officer	€ 10.203	€ 10.920	
Supporting special interest group			€ 5.040
	€ 142.892	€ 157.240	€ 151.537

#### Underspending:

- President of the board: charged less working days to EuroPris than originally scheduled
- Secretariat: less days worked than originally planned

### B-Travel

€ 52.126	€ 71.316	€ 54.412
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#### Underspending:

- board meetings/ex-com meetings/staff travel

Ex Com meetings did not take place at all. Travel expenses for board meetings and staff meetings were slightly lower.

- Expert groups

Savings in flight tickets and hotel costs, a lower number of participants, not all experts claiming costs.

- Workshops

EP/CEP workshop took place in NL instead of Scotland. Less travel/hotel expenses claimed and needed

### Overspending

- Conferences

More conferences than originally planned have been attended - approved by EC.

- AGM

Originally AGM travel costs not included in Operating Grant. EC approval obtained.

	Realisation 2013	Budget 2013	Realisation 2012
<b>D- Consumables</b>	€ 4.096	€ 3.883	€ 4.795
Overspending due to purchase of bulk materials for conference and workshop purpose : pens			
<b>E- Other direct costs</b>			
Business manager on contract base	€ 6.213	€ 8.550	
Financial manager on contract base	€ 13.980	€ 13.800	
Moderator costs	€ 2.142	€ 1.742	
Other	€ 24.699	€ 24.610	€ 26.974
	€ 47.034	€ 48.702	€ 26.974
<b>Spending In-Kind</b>			
The expenditure in kind consists of:			
Office rent	€ 8.400	€ 14.400	€ 5.600
Use of office equipment	€ 3.600	€ 3.600	€ 2.100
AGM hotel participants		€ 30.000	
	€ 12.000	€ 48.000	€ 7.700
<b>Other Spending</b>			
These are spendings not eligible for the EU operational grant:			
Spendings in 2011 related to the foundation of Europris			€ 5.089
Travel costs			€ 6.320
AGM travel costs/hotel	€ 479	€ 10.800	
Expert support university/website		€ 22.920	
Europris workshop 2		€ 9.510	
Recovery order EC 2012	€ 10.750		
Other	€ 9.003		€ 291
	€ 20.232	€ 43.230	€ 11.701



## **OTHER INFORMATION**





## BUDGET & EXECUTION SUMMARY

Ref.	Budget heading	Estimated expenditure	%	Declared expenditure	Change %
A	Staff	157.240,00		142.892,44	-9,12%
B	Travel	71.316,00		52.126,43	-26,91%
C	Equipment	933,24		483,75	-48,16%
D	Consumables	3.883,00		4.095,56	5,47%
E	Other direct costs	48.702,40		47.034,00	-3,43%
	<b>Total Eligible Costs</b>	<b>282.074,64</b>		<b>246.632,18</b>	
G	Contribution in kind/non eligible	48.000,00		12.000,00	
	<b>Total Costs</b>	<b>330.074,64</b>		<b>258.632,18</b>	

Ref.	Budget heading	Estimated income	%	Declared income	%
I	Financial contributions specifically assigned by donors to the financing of the eligible costs & Income generated by the financed activities (not relevant at application stage)	0,00	0,00%	0,00	0,00
K	Other income, including own contribution from the beneficiary	56.471,34	20,02%	95.000,00	39%
	EU Contribution	225.603,30	79,98%		
	<b>Total</b>	<b>282.074,64</b>			
G	Contribution in kind/non eligible	48.000,00			
	<b>Total Income</b>	<b>330.074,64</b>			

FINAL PAYMENT CALCULATION		Beneficiary request
A (Total Eligible Costs x % EU Contribution)		197.256,42
B (Max. amount of EU Contribution)		225.603,30
<b>Base of final payment request (lowest amount of A/B)</b>		<b>197.256,42</b>

J	Pre-financing paid	112.801,65
	<b>Final payment requested by the beneficiary</b>	<b>84.454,77</b>

## **Independent Auditor's report**