



# **ANNUAL REPORT**

## **2015**

**IMPROVING COOPERATION AMONG  
EUROPEAN PRISON SERVICES AND  
ENHANCING PUBLIC SAFETY AND SECURITY**

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# **REPORT OF THE BOARD OF DIRECTORS**



## **1. EuroPris General**

2015 was the fourth year that EuroPris is up and running. There was a stable membership number for the past three years. During these past three years the Board and Secretariat were actively promoting the organization throughout Europe to interest more Prison Services to join the organization. In 2015 the organization experienced a steep rise and grew from 19 to 26 members, an increase of almost 40%. This demonstrates that the work of EuroPris is appreciated by European Prison Services and it is a motivation to continue on the chosen path.

EuroPris built further on the success of the expert group meetings and also started two new groups. Also, all of the existing groups were renewed in order to give the new members an opportunity to join them. And in order to allow for a wider sharing the expert groups all committed to produce good practice reports on selected subjects that will be shared with all EuroPris members and also presented at the Annual General Meeting. However, the networking opportunities that these meetings offer continue to be a very valuable aspect.

EuroPris is an inside and outside networking organization. Inside, meaning between our members and other European Prison Services. Outside, meaning with other related organizations. EuroPris demonstrated the ability to organize successful events and bring together experts from a wide variety of backgrounds and organizations. Other network organizations approached EuroPris to find ways of cooperation. With EuroPris becoming more known and visible we also receive an increasing number of requests, to support events with specific experts and with presentations about the work of EuroPris.

This also resulted in an increasing number of requests to participate in multilateral European funded cooperation projects. EuroPris started being a partner in such projects in 2014 and was active in six projects in 2015. Even if the role of EuroPris in such projects is limited, it requires good consideration before joining into these obligations. Projects should present in the first place an enhanced value for EuroPris members and they should have links with the EuroPris objectives and activities.

It is important that the European Prison Information System (EPIS) is populated with as many as possible up-to-date data. 15 jurisdictions provided at the end of 2015 their data. To further increase understanding of EPIS and stimulate the provision of data and use of EPIS a training was organized. The Knowledge Management System (KMS) proved to be an efficient tool to get answers on pressing issues. EuroPris received 29 requests from EuroPris members that were answered by an average of 14 Prison Services.

The European Commission selected EuroPris as one of their Framework Partners for 2015-2017 and to receive the Operating Grant in 2015. That also meant that EuroPris had to plan some of its work in accordance with the priorities of the European Commission. EuroPris participates at meetings of the Council of Europe Penological Council and contributed actively to their work at the meetings.

On the EuroPris website and in the bi-monthly newsletter EuroPris reported extensively about the work that EuroPris is doing and on other items or events that are relevant for the members and the network. The number of readers have been growing on the digital as well as followers on social media on Twitter and LinkedIn.

## **2. EuroPris objectives in 2015**

### **2.1 Strengthen EuroPris' Role as a 'Centre of Expertise' in European Prisons and Corrections**

The facilitation of the exchange of knowledge and good practice between prison practitioners was one of the main reasons for establishing EuroPris and is therefore one of the core objectives of EuroPris. It aims at the advancement of operational capabilities and professionalism of prison practitioners across Europe. The importance of networking and personal contact as a side effect of the events cannot be underestimated.

Main tool to work on this objective is the organization of expert meetings, workshops and conferences. Other important elements are the collection of operational information in a database (EPIS), the continue updating of the experts database and the possibility to consult other members on specific issues (KMS).

In the expert meetings a small group of experts can enter into a direct exchange on specific topics relevant for their jurisdictions. Since the number of EuroPris members largely increased in 2015 not all interested member jurisdictions could participate in each expert group. Therefore, expert groups started to work with Terms of Reference that can be shared with all EuroPris members. Each group presented their work at the Annual General Meeting.

The procedure for selecting experts for participation in these groups, ensuring a broad representation, was agreed by the Board and presented to the Annual General Meeting in Bucharest 2015.

Workshops were organized (often with the support of the concerned expert group) to share and discuss relevant topics with a wider group of prison experts. Workshops could also be attended by non-members, but were exclusively for public sector with some participation of universities and NGOs (depending on the topic). Such events were often the starting point for future networking between the participating experts. In 2015 one workshop was organized in cooperation with CEP on Staff Training with a focus on e-learning methods.

In 2015 EuroPris organized six expert group meetings. Two meetings were on the Framework Decision 909 and organized on request of the European Commission for all 28 EU Member States.

A new initiative introduced in 2015 was the organization of the Technology in Corrections conference in cooperation with ICPA and CEP. Aim of the conference was to challenge the private sector to present technological solutions to problems that the public sector is facing. As a result of the positive response from all participants it was decided to continue with the organization of this conference in 2017.

The EuroPris Annual General Meeting was preceded by a half day conference with presentations on radicalization and the outcomes of the EuroPris radicalization questionnaire (KMS). Next to that the EuroPris expert groups presented the outcome of their work in the previous year.

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

EuroPris aims to be the European network organization for Prison Services of the Council of Europe region. However, there are many other organizations and initiatives that are active in this field on a European level. Most of them focus on a specific subject in relation to prisons and prisoners. EuroPris is seeking to cooperate with these organizations and to establish links between the different prison related initiatives. This way EuroPris wants to strengthen its position as a central knowledge hub on European prison development and prison activities. Building this network with related organizations will help to prevent duplication of actions taken and provide for reaching out to a wider range of prison professionals.

In 2015 EuroPris participated in the annual conference of the European Prison Training Academies (EPTA) and the European Prison Education Association (EPEA). With EPTA discussions were continued about closer cooperation to increase the efficiency of the network. Similar discussions were ongoing with the European Prison Regime Forum (EPRF) since its last workshop in 2014. Close contacts were continued with Children of Prisoners Europe (COPE). EuroPris also kept contact with the Prison and Probation Working Group of the Radicalisation Awareness Network.

Another way of linking and cooperation was the participation in multilateral EU funded cooperation projects. In 2015 EuroPris participated in 6 projects. The role of EuroPris was mainly dissemination, sharing of the project outcomes and sourcing experts. Some of the projects activities were closely linked to the work of our expert groups, such as the FD 909 expert group and the STEPS 2 Resettlement project.

As a strong supporter and promoter of the European Prison Rules and Recommendations of the Council of Europe EuroPris participated as observer at the Council for Penological Cooperation (PCCP) and the Annual Conference of Prison and Probation Directors (CDPPS). EuroPris provided input to the discussions at the PCCP and to the agenda of the CDPPS. With the current focus of the Council of Europe on the implementation of the Recommendations, EuroPris presented a research to the plenary PCCP meeting on the implementation of the 2012 Recommendation on Foreign National Prisoners.

Having the European Commission as the main funder of EuroPris in 2015, the priorities of the European Commission were included into the annual work program of EuroPris. The implementation of the Framework Decision 909 on transfer of prisoners was one of the priorities that were supported with the organisation of two large expert meetings and a Criminal Justice Platform (CJP) seminar that discussed the implementation of FD 909 / 947 / 829. Based on the discussions of the FD 909 expert group a report was drafted on the FD 909 implementation that will be published in the beginning of 2016. Radicalisation was a sudden new high priority of the EC in 2015. EuroPris addressed this through the establishment of an expert group, through addressing this topic at the Annual EuroPris conference and through organizing a workshop on this subject with the CJP.

The Criminal Justice Platform (CJP) is the cooperation of three organizations: EuroPris, CEP and European Forum for Restorative Justice. The Platform is supported by the Ministry of Justice of Catalonia. The Platform organized three events in 2015: on the implementation of the EU Victims Directive, on Radicalisation and on the Framework Decisions 909/947/829.

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

EuroPris is a membership organization. Members can only be the Prison Service within a jurisdiction. Members can be Full (EU and EEA only) and Affiliate (whole Council of Europe region). 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 2015 EuroPris consisted of 26 members, which were 24 full members and two affiliate members (Georgia and Turkey). Compared to 2014, when EuroPris consisted of 19 members, this is a major increase (37%) in membership. This growing interest of membership strengthened EuroPris' position as a representative organisation of European Prison Services.

In 2015 most of the Board member positions were open for re-election. This election also opened the opportunity to increase the size of the Board to its maximum of 10 and to include representatives of some of the new regions and members in Europe. As the nominations equaled the number of positions, all nominated Board members were elected at the Annual General Meeting. The AGM also approved the reports, planning and budget of EuroPris as presented.

The Secretariat was able to get some additional support in 2015. NOMS supported the organization with one staff member for one day per week. In the beginning of 2015 Craig Georgiou was replaced by Victoria Elliott to work on the FD 909 expert group. Nick Hammond retired from NOMS and volunteered since July for managing the Foreign National Prisoner expert group, of which he was a founding member. The office in Brussels was supported by two interns in the course of the year. With the increasing number of members and activities it was beneficial for the Secretariat to involve part time staff that worked on specific subjects. The Secretariat has been established as a solid organizational foundation that is able to anchor the ambitions of EuroPris.

### **3. Activities and results in 2015**

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

In 2015 the Annual General Meeting decided upon the establishment of three new expert groups: radicalization, real estate & logistics and family relations. The first two started in 2015 and the third one will be launched in 2016. After a call for nominations of expert group members for ICT, Radicalisation, Real estate & logistics and FNP was launched the experts were chosen.

For each expert group Terms of Reference for a two year term were drafted. The tasks included in the Terms will provide for a wider sharing of the work of the expert group with the other members of EuroPris. It includes the production of reports on good practice and case studies or practical recommendations. The expert groups also give advice for the contents of the workshops that are organized on their specific subject.

##### **Expert groups, workshops and conferences**

During 2015 EuroPris organized expert meetings and workshops on the following topics:

- Framework Decision 909 on the Transfer of Prisoners: 2 expert meetings (all EU MS)
- Research and Statistics: EPIS training
- Staff training and development (in cooperation with CEP): workshop
- Foreign Nationals in prison (in cooperation with CEP): expert meeting
- ICT in Prisons: expert meeting
- Radicalisation: expert meeting
- Real estate & logistics: expert meeting

##### **Foreign Nationals in Prison**

###### ***Expert meeting***

The topic of Foreign Nationals was jointly taken up by CEP and EuroPris. The group met at the beginning of 2015 to discuss a follow up to the 2014 workshop. The expert meeting was linked with the 10th Anniversary conference of the organisation Education behind Foreign Bars. The next day the EuroPris/CEP expert group met in Amersfoort, Netherlands to plan their activities for 2015.

Building on the intentions of the Council of Europe to evaluate the implementation of their recommendations, the expert group came after the meeting to an agreement with the CoE to provide a presentation to the plenary session of the Council for Penological Cooperation (PCCP) on the implementation of the 2012 Recommendation on Foreign Nationals. This presentation was given to the plenary meeting of the PCCP in November 2015 by Roisin Mulgrew (Nottingham university) and based on a study of Foreign Nationals only prisons in Norway and the Netherlands.

Mulgrew applied later in the year for funding of a practice oriented prison staff training on the CoE recommendation at Nottingham University. The application was submitted in November.

Based on the nominations for the expert group new members were selected from prison services of Denmark, Sweden, Croatia and Belgium.

##### **Framework Decision 909 (FD 909)**

###### ***Expert meeting***

EuroPris has been supporting the implementation of the EU Framework Decision 2008/909/JHA on the transfer of prisoners from the very beginning of EuroPris. In the past years a limited number of experts were invited to these meetings. In 2015 – in consideration with the European Commission – a different approach was taken.

All EU Member States were invited to send one representative to the expert meeting. In order to keep the meeting manageable and provide for roundtable discussion the experts were divided in two groups. One meeting took place in Brussels and the other meeting two month later in The Hague. At both meetings experts from the STEPS 2 Resettlement project shared the project outcomes and collected input for the project. Amongst others, an e-learning module developed under STEPS2 was tested with all participants.

The experts discussed issues like obtaining consent, information provision to prisoners, sentence adaptation. A detailed report will be published in the beginning of 2016. The experts also agreed on EuroPris collecting numbers of in- and outgoing transfers under FD 909 and the numbers of EU citizens in all EU prisons. Next to the topical exchange the experts found it very valuable to meet their counterparts in person.

EuroPris continued to publish the Prisoner Transfer Information form on the website.

## Research and Statistics

### *EPIS training*

The European Prison Information System (EPIS) was officially launched at the 2014 AGM. Each jurisdiction needs to feed the data into the system themselves and update it once a year. In order to increase the understanding of EPIS and to motivate Prison Services to complete the data, EuroPris organized the European Prison Information System (EPIS) Training workshop at the Irish Prison Service College in Portlaoise, Ireland. The group was comprised of representatives from 10 European National Agencies (Bulgaria, Catalonia, Czech Republic, Ireland, Latvia, Lithuania, Norway, Turkey, Austria, and Germany). The training covered an introduction to EPIS, explanation of the different categories of data, practicalities and developments. Participants considered the training very useful, giving them a broader and better understanding on how to complete the data and how to use the system. Participants also provided input for the future improvements of the system.

## Real estate & Logistics

### *Expert group*

The initiative for the first meeting of this expert group was taken by the Netherlands and Belgian Prison Administration and was hosted in November 2015 by the Portuguese Prison and Probation Service. The group comprised of representatives from 11 European National Agencies (Belgium, Netherlands, Portugal, England, Czech Republic, Finland, Lithuania, Northern Ireland, Slovenia and Turkey). This first meeting was mainly intended to give the experts the opportunity to share details of their current work, current developments and best practices. The chairs from the Netherlands and Belgium decided to organize an additional meeting in the beginning of 2016 for in-depth discussions and the preparation of a paper on two selected topics:

- Public Private Partnership and contract management;
- influence of design and architecture on good prison management.

## Radicalisation

### *Expert group*

Radicalisation has been high on the agenda everywhere in Europe in 2015. Many initiatives were taken on bi- and multilateral level. And with the specific focus on prisons in relation to radicalization EuroPris decided to establish an expert group in order to elaborate what kind of support prison practitioners need. The first meeting was hosted in November in Vienna by the Austrian Ministry of Justice. The meeting was attended by representatives from 9 European National Agencies (Austria, Germany, Norway, Catalonia, Northern Ireland, Estonia, Bulgaria, and Turkey). The level of experience and the needs of the group varied widely, which seemed to be a good reflection of the situation throughout Europe. At the meeting participated also a representative from UNODC that started work on a 'Handbook on the management of violent extremist prisoners and the prevention of radicalization to violence in prisons'.

After sharing the situation in their jurisdictions and their challenges and needs, the experts decided to work on good practice papers that deal with risk assessment tools, identification of radicalised offenders and with the use of chaplaincy.

### Staff training and development

#### *Workshop*

EuroPris and CEP work jointly on the topic of staff training. At the 2013 workshop it was decided that this would become a bi-annual event and thus a second workshop was organized in December 2015 in cooperation with the Irish Prison and Probation Service in Dublin.

In consideration with the Staff training expert group it was decided that the workshop would focus on just one topic to allow for in-depth discussions. The use of e-learning methods was decided to be of interest to most of the jurisdictions. The 51 participants to the workshop came from 22 jurisdictions. The workshop offered a mixture of academic presentations and sharing of experiences of very experienced e-learning providers and staff training academies that just started to experiment with e-learning. This sharing at different levels made the workshop attractive for a wide range of staff training centers. At a 'market place' the participants were given the opportunity to showcase and practice their e-learning programs on computers. Participants rated the workshop as very useful and inspiring.

### ICT in Prisons

#### *TIC conference*

EuroPris in cooperation with ICPA and CEP organised in May 2015 the first Global Corrections Digital Technology Conference: 'Technology in Corrections: Challenges for the Future'. The conference was hosted by the Justice Department, Government of Catalonia. 200 participants (from prison and probation, universities and technology providers) from more than 34 countries joined in Barcelona to think and share their views on the future of prisons and probation and the increasing role of technology.

The purpose of this conference was to:

- Challenge the private sector to develop innovative digital solutions for use in corrections to address issues facing prisons and probation today;
- Provide networking opportunities for senior managers and technology experts in the corrections arena;
- To promote the use and implementation of advanced Digital Technology Solutions in corrections.

And the conference offered a platform for both public and private sectors to have discussions under three themes:

- Collaboration, knowledge and information management within the whole lifecycle of offender management
- Improve operational and security processes and the way we are working inside and outside prisons
- Collaboration and participation of the offender himself during this whole lifecycle.

11 companies presented their solution and entered into a dialogue the participants. Participants from public and private sector considered this conference a success that should be repeated in the future.

Next to the conference a sponsored market place was organized with were 12 private sector companies presented their equipment. The sponsor income of the event provided for an additional source of income for EuroPris in 2015.

#### *Expert group*

The 'old' expert group supported the organization of the TIC conference with advice on topics and speakers and in moderating sessions. After a call for nominations the new ICT expert group was selected. The new group met for the first time in December, hosted by the Swedish Prison and Probation Service in Malmö.

The meeting was attended by representatives from 8 European National Agencies (Ireland, Belgium, Czech Republic, Finland, Croatia, Sweden, Austria, Romania). During the meeting the experts decided to develop papers on 3 topics: case study on telemedicine; best practices and predictions on connecting the inmate to the digital world; and best

practices on internet, cloud and data protection. The group also developed a draft agenda for the EuroPris ICT in Prisons Workshop in 2016 and had a first brainstorm on topics for the 2017 TIC conference. Some experts of the group decided to support the Polish Prison Service in the organization of a technology conference for public and private sector in mainly Central and Eastern Europe.

#### Expert groups, workshops and conferences

Date / Place	Activity	EuroPris Secretariat
13 February	Expert meeting Foreign Nationals in Prison (with CEP)	Kirsten Hawlitschek
Amersfoort, Netherlands	Experts from prison (Norway, Austria) probation and ngo sector, University of Nottingham	Nick Hammond
27-29 May	Technology in Corrections Conference (with ICPA and CEP)	Kirsten Hawlitschek
Barcelona, Spain	200 participants from 32 countries public and private sector	Rodica Popa Charlotte Uderus
6-7 July	Expert meeting FD 909 on transfer of prisoners	Kirsten Hawlitschek
Brussels, Belgium	Experts from 13 EU Member States, EC, University of Ghent and NOMS (both STEPS2 project)	Victoria Elliott Nick Hammond
3-4 September	EPIS training	Fraser Bryans
Portlaoise, Ireland	Experts from Bulgaria, Catalonia, Czech Republic, Ireland, Latvia, Lithuania, Norway, Turkey, Austria and Germany	Rodica Popa
28-29 September	Expert meeting FD 909 on transfer of prisoners	Kirsten Hawlitschek
The Hague, Netherlands	Experts from 14 EU Member States	Victoria Elliott Nick Hammond
5-6 November	Expert meeting Real estate & Logistics	Kirsten Hawlitschek
Lisbon, Portugal	Experts from Belgium, Czech Republic, England & Wales, Finland, Lithuania, Netherlands, Northern Ireland, Portugal, Turkey	
24-25 November	Expert meeting Radicalisation	Rodica Popa
Vienna, Austria	Experts from Austria, Bulgaria, Catalonia, England & Wales, Estonia, Germany, Northern Ireland, Norway, Turkey; and UNODC	Kirsten Hawlitschek
10-11 December	Workshop Use of e-learning for Staff training (with CEP)	Kirsten Hawlitschek
Dublin, Ireland	51 participants from 22 jurisdictions	
14-15 December	Expert meeting ICT in Prisons	Rodica Popa
Malmo, Sweden	Experts from Austria, Belgium, Croatia, Czech Republic, Finland, Ireland, Romania, Sweden	Kirsten Hawlitschek

## Databases

EuroPris works with two main databases, being the general contacts database and the expert's database. Each year a request to update the current information on experts is sent to the Prison Administrations.

Much effort has been put into building the European Prison Information System (EPIS). EPIS is a web-based digital map of Europe containing operational data of European Prison Services on the national and individual establishment level. Data are accessible for everyone with a Ministry of Justice/Prison Service mail address. EPIS was officially launched at the AGM in June 2014. Since then EuroPris stimulates Prison Services to populate EPIS with data. Amongst others we organized an EPIS training in 2015. By the end of 2015 the system contained the data of 15 jurisdictions.

Country	Name	EPIS Status
Austria	Federal Ministry of Justice Austria	Completed
Belgium	Belgian Prison Service (BE)	Completed
Catalonia, Spain	General Directorate of Prison Regime and Resources	Completed
Croatia	Ministry of Justice, Administration and Local Government: Prison Administration (HR)	Completed
Czech Republic	Prison Service of the Czech Republic	Completed
Finland	Criminal Sanctions Agency (RISE)	Completed
Ireland	Irish Prison Service (IE)	Completed
Germany Mecklenburg- Western Pomerania	Ministry of Justice Mecklenburg-Western Pomerania, Department of Prison and Probation Service, Petitions of Clemency	Partially Completed
Lithuania	Prisons Department	Partially Completed
Netherlands	Department of Correctional Institutions (DJI)	Completed
Norway	Directorate of Norwegian Correctional Service (NOR)	Partially completed
Romania	National Administration of Penitentiaries (RO)	Completed
Slovenia	Prison Administration of the Republic of Slovenia (SI)	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 2015 EuroPris produced 29 KMS

reports and received a response on each questionnaire from an average of 14 Prison Services. The data collected through KMS were also included in the EPIS for future reference. Both systems are accessible through the EuroPris website.

**Table: List of queries sent out to EuroPris network in 2015**

Topic of the question	Requested by
Written Correspondence between inmates	Ministry of Justice, Administration and Local Government: Prison Administration Croatia
Rewards and Visit Rights for the Inmates	National Administration of Penitentiaries, Romania
Electronic Communication for Prisoners	Criminal Sanctions Agency, Finland
Social Media	Belgian Prison Service
Drug Testing	Ministry of Justice of the Republic of Lithuania
Drone Flights	Ministry of Justice, Administration and Local Government: Prison Administration Croatia
Pre-trial detainees	Belgian Prison Service
Incentives for Published Scientific Papers	National Administration of Penitentiaries, Romania
Psychological Counseling Social Work in Prisons	Ministry of Justice of Estonia
Suicide Self-inflicted Death Prevention	National Administration of Penitentiaries, Romania
Deferring and Interrupting a prison sentence	Prison Administration of the Republic of Slovenia
Telephone Terminals	National Administration of Penitentiaries, Romania
Workshops within the Prison	National Administration of Penitentiaries, Romania
Prison Staff Clothing and Protective Equipment	National Offender Management Service, England and Wales
Recall Process	National Offender Management Service, England and Wales
Amnesty	Ministry of Justice of the Republic of Lithuania
Compliance Oversight	Irish Prison Service

Topic of the question	Requested by
Inmates Education	Ministry of Justice of the Republic of Lithuania
Mentally Ill Disabled Offenders_2	Federal Ministry of Justice Austria
Home Kenneling	Irish Prison Service
Inmate Body Search	Ministry of Justice of the Republic of Lithuania
Control Activities at Night	Prison Administration of the Republic of Slovenia
Numbers of EU National Prisoners in EU MS Prisons	EuroPris
Material Conditions for Detainees	Prison Department of Lithuania
Inmates Labour_2	National Offender Management Service, England and Wales
Prison Chaplains	Swedish Prison and Probation Service
Immunity Unit	Prison Department of Lithuania
Specially Secured Cell without Dangerous Objects	Ministry of Justice, Administration and Local Government: Prison Administration Croatia
Radicalisation in Prisons	EuroPris

## Projects

Since 2014 EuroPris started to cooperate in multilateral EU funded cooperation projects. The projects provided for a good opportunity to contribute to activities that are relevant to EuroPris members. The role of EuroPris secretariat was 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 and specifically in the expert groups and workshops of EuroPris.

In 2015 EuroPris cooperated in 6 projects.

EuroPris participated 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 participated as Associate Partner in:

- Improving Conditions Related to Detention (applicant ERA Germany) – ended in 2015

- Improving Detention Conditions and Alternatives to Detentionv (applicant ERA Germany) – started in 2015

For this project EuroPris frequently selected and proposed experts that gave presentations at the ERA seminar.

EuroPris participated as Partner in three 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)
- R2PRIS Radicalisation Prevention in Prison (applicant University of Beira Portugal)

### 3.2 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 by other organisations or initiatives. But as a network organisation EuroPris wants to position itself in such a way that it is aware of other initiatives in the prison area. This is important, not only to 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. The presence of EuroPris at multilateral events has also helped to increase the visibility of the organisation among European prison professionals.

In 2015 EuroPris was invited to the meeting of all German heads of Prison Services to promote the work of EuroPris and EPIS. At the Victims Support Annual Conference EuroPris used the opportunity to present the work of Prison Services (specifically Scotland) with victims of crime in one workshop. At a roundtable of an American delegation visiting German prisons EuroPris was asked to present the role and importance of EuroPris for European Prison Services. At the anniversary of the Foreign Office of the Dutch Probation Service (one of the founding members of the Special Interest Group on Foreign Nationals in Prison) EuroPris was invited to give a presentation about the work of the FNP expert group. EuroPris participated at the Juvenile Justice Conference in Romania. EuroPris is in an open exchange with the European Prison Education Association (EPEA) and had a meeting with the new chair of EPEA. Participation at the conference in Poland provided for an opportunity to discuss with the Polish Prison Service possible future ways of cooperation. With the European Prison Training Academies (EPTA) discussions are taking place since 2014 about closer cooperation with EuroPris. The Italian chair of EPTA invited EuroPris to join the conference in Rome for further clarification how this cooperation could be established; no final decision was taken. Russia organized for the second time an international penitentiary Forum and invited EuroPris to present at this event. Also, a presentation of EuroPris was requested at the anniversary of the Turkish Probation Service. UNODC participated at the radicalization expert meeting in Vienna and invited in return EuroPris to participate at their expert meeting discussing the scoping document of a handbook.

#### Participation in conferences / activities of partner organisations

Date / Place	Activity	EuroPris secretariat / Board / member
11 February Utrecht, Netherlands	Meeting with delegation of Turkish Prison and Probation Service	Kirsten Hawlitschek
6-8 May Sellin, Germany	Presentation at the Annual Meeting of the German Lander Prison Services	Kirsten Hawlitschek
13-14 May Lisbon, Portugal	VSE Annual conference; Presentation Scottish Prison Service	Jim O'Neill

<b>Date / Place</b>	<b>Activity</b>	<b>EuroPris secretariat / Board / member</b>
19-20 June Germany	Roundtable with US delegation of Vera Institute and John Jay College	Kirsten Hawlitschek
22 September Utrecht, NL	Anniversary Foreign Office Dutch Probation Service	Kirsten Hawlitschek Nick Hammond
30 - 1 October Bucharest, Romania	Juvenile Justice Conference	Rodica Popa
30-3 October Antwerp, Belgium	European Prison Education Association Bi-Annual Conference	Hans Meurisse Kirsten Hawlitschek
21-22 October Kalisz, Poland	Norway grants final conference / Meeting Polish Director General	Kirsten Hawlitschek
4-6 November Rome, Italy	European Prison Training Academies Annual Conference	Hans Meurisse
25-26 November Ryazan, Russia	International Penitentiary Forum	Marianne Volla
8-12 December Istanbul, Turkey	10 <sup>th</sup> Anniversary Turkish Probation Service	Zivile Mikenaitė
17-18 December Vienna, Austria	UNODC expert meeting 'Handbook on the Management of Violent Extremist Prisoners and the Prevention of Radicalisation to Violence in Prisons	Kirsten Hawlitschek

#### Participation at Penological Council and CDPPC of Council of Europe

EuroPris has the observer status at the Council of Europe Council for Penological Cooperation (PC-CP) participates at their expert panels and annual plenary meeting. In 2015 the experts of the PCCP were asked to work on Guidelines for Prison and Probation Services facing Radicalisation and Violent Extremism. EuroPris observed and provided comments in the drafting process of the Guidelines.

At the 2015 plenary meeting EuroPris was invited to give a presentation about a research into the implementation of the 2012 Council of Europe Recommendation on the treatment of FNP.

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 supported the Council of Europe in defining topics and speakers for the conference.

<b>Date / Place</b>	<b>Activity</b>	<b>EuroPris secretariat / experts</b>
4-6 February Strasbourg, France	PC-CP (Penological Council), Participation at meeting	Kirsten Hawlitschek
22-24 April Strasbourg, France	PC-CP (Penological Council), Participation at meeting	Kirsten Hawlitschek
9-10 June Bucharest, Romania	Participation at meeting CDPPS, Participation at Annual Conference	Kirsten Hawlitschek Rodica Popa

<b>Date / Place</b>	<b>Activity</b>	<b>EuroPris secretariat / experts</b>
14-16 September Strasbourg, France	PC-CP (Penological Council), Participation at meeting	Kirsten Hawlitschek
16-18 November Strasbourg, France	PC-CP (Penological Council) Plenary meeting, Participation at meeting	Kirsten Hawlitschek Roisin Mulgrew

### Cooperation in Criminal Justice Platform (CJP)

The Criminal Justice Platform continued in 2015 collaboration with EuroPris, the Confederation of European Probation (CEP) and the European Forum for Restorative Justice (EFRJ).

The CJP met three times in 2015 and all Platform meetings were linked to an activity organized by the Platform. In March a roundtable on the implementation of the EC Victims Directive was organized with representatives of all three organizations and the policy officer of the European Commission. EuroPris was represented by two experts from Croatia and Scotland. With the sudden focus on Radicalisation the Platform decided to change the topic of the Barcelona conference from Drug treatment to Radicalisation. The one day conference with about 100 participants focused on the transfer of violent radical offenders from prison to society. In December the Platform held a seminar in Brussels aiming at EU policy staff to present the status of implementation of the EC Framework Decisions 909/947/829.

As suggested by the EC Cabinet of the Justice Commissioner the Platform approached the chair of the LIBE Committee, Claude Moraes to present the work of the Platform and explore joint interest. Upon his advice both radicalization rapporteurs of the Parliament were invited to the Barcelona conference.

The Platform was supported by the Catalan Ministry of Justice / Centre for Legal Studies in Barcelona by hosting events in their premises and by providing (administrative) support to the Platform through the Platform coordinator.

<b>Date / Place</b>	<b>Activity</b>	<b>EuroPris secretariat / experts</b>
11-12 March Barcelona, Catalonia	CJP round table on Victims Directive and CJP meeting	Kirsten Hawlitschek Jim O'Neill Nikica Hamar
15 April Brussels, Belgium	CJP meeting with chair LIBE committee	Kirsten Hawlitschek
13-15 October Barcelona, Catalonia	CJP conference on Radicalisation and Violent Extremism – Disengagement, Prevention and Monitoring and CJP meeting	Kirsten Hawlitschek Rodica Popa
2-3 December Brussels, Belgium	CJP seminar on EC Framework Decision 909/947/829 CJP meeting	Kirsten Hawlitschek Rodica Popa

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

The cooperation with CEP was formalized in an Affiliation Agreement. CEP and EuroPris cooperated on two subjects: staff training and Foreign Nationals in Prison (FNP). On both subjects expert meetings and bi-annual workshops were conducted. At the FNP an expert meeting in the beginning of 2015 it was decided to conduct a research on the implementation of the Council of Europe 2012 Recommendation on Foreign Nationals. On the issue of staff training a workshop was organized in December about the use of e-learning methods. The workshop was attended by 50 participants from about 20 countries.

Next to that CEP cooperated in the organization of the Technology in Corrections conference that was organized in cooperation with ICPA in May in Barcelona.

<b>Date / Place</b>	<b>Activity</b>	<b>EuroPris secretariat / Board / experts</b>
13 February	Expert meeting Foreign Nationals in Prison	Kirsten Hawlitschek
Amersfoort, Netherlands	Prison experts from Norway, Austria, University of Nottingham	Nick Hammond
27-29 May	TIC conference (with ICPA)	Hans Meurisse
Barcelona, Catalonia	200 participants from public and private sector	Kirsten Hawlitschek Rodica Popa Charlotte Ulstad
16-18 November	PC-CP (Penological Council) Plenary meeting	Kirsten Hawlitschek
Strasbourg, France	FNP presentations	Roisin Mulgrew
26-27 November	CEP Director Generals Meeting	Kirsten Hawlitschek
The Hague, Netherlands		Nick Hammond
10-11 December	Staff training workshop - use of e-learning methods	Kirsten Hawlitschek
Dublin, Ireland	51 participants, 22 countries	

### Cooperation with European Commission DG Justice

At the end of 2014 EuroPris submitted two applications to the European Commission. One for the 2015-2017 Framework Partnership Agreement of the Justice Program. The other for the 2015 Operating Grant of the Justice Program. Both applications were approved by the European Commission. In the Framework Agreement a limited number of organizations are selected that will be invited in the course of 3 years to submit an Operating Grant application. Becoming a Framework Partner does not guarantee financing but increases the probability.

In the course of the year EuroPris had some meetings with the European Commission to discuss practical issues and inform them about the work of the organization.

EuroPris kept working on one of the main Commission priorities: the implementation of the Framework Decision 2008/909/JHA on the transfer of prisoners. Another topic that became a top priority of the European Commission

was Radicalisation. Therefore, EuroPris adapted its workplan and established a Radicalisation expert group, organized a one day CJP conference in Barcelona on Radicalisation and Violent Extremism and made this the topic of the panel discussion at the conference preceding the EuroPris Annual General Meeting.

Date / Place	Activity	EuroPris secretariat / Board
18 March Brussels	Meeting with Cabinet Justice Commissioner Jourova: Isabelle Perignon, Jesca Beneder	Hans Meurisse Kirsten Hawlitschek
2 July Brussels	CEP / EuroPris meeting Renatas Mazeika; head Program management unit DG Justice and Lenka Zdrahalova, Hélène Lesay, Isabelle Louis	Hans Meurisse Kirsten Hawlitschek
19 October Brussels	High Level Ministerial Conference on Radicalisation	Kirsten Hawlitschek Rodica Popa

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

#### Membership

After three years of relatively stable membership numbers 2015 was a turning point with an increase of almost 40% in membership. 21 EU countries were represented within the 24 Full Members.

The two Affiliate members were the General Directorate of Prison and Detention Houses Turkey and the Ministry of Justice, Department of Penitentiary Georgia.

Only the Institute for the Execution of Criminal Sanctions of Montenegro did not prolong their Affiliate membership in 2015.

Member country (as per 31 December 2015)	Membership type
1- Austria – Federal Ministry of Justice	Full
2- Belgium – Belgian Prison Service (EPI)	Full
3- Bulgaria- General Directorate Execution of Sentences	Full (New)
4- Catalonia – General Directorate of Prison Regimes and Resources	Full
5- Croatia – Ministry of Justice: Prison Administration	Full
6- Cyprus – Ministry of Justice and Public Order: Department of Prisons	Full (New)
7- Czech Republic – Prison Service	Full (New)
8- Denmark – Department of Prisons and Probation	Full
9- Estonia – Ministry of Justice: Department of Prison	Full (New)
10- England/Wales – HM Prison Service/National Offender Management Service (NOMS)	Full
11- Finland – Criminal Sanctions Agency (RISE)	Full

<b>Member country</b> (as per 31 December 2015)	<b>Membership type</b>
12- Georgia – Ministry of Corrections and Legal Assistance: Department of Penitentiary	Affiliate (New)
13- Germany – Federal Ministry of Justice (Penitentiary Committee)	Full
14- Ireland – Irish Prison Services	Full
15- Latvia – Prison Administration	Full (New)
16- Lithuania – Ministry of Justice Prison Department	Full
17- Luxembourg – Ministry of Justice: Department of Prisons	Full
18- Netherlands – Dutch Custodial Institutions Agency (DJI)	Full
19- Northern Ireland – Northern Ireland Prison Service (NIPS)	Full
20- Norway – Directorate of Norwegian Correctional Service	Full
21- Portugal – General Directorate of Prison and Probation Services	Full (New)
22- Romania – National Administration of Penitentiaries	Full
23- Scotland – Scottish Prison Service	Full
24- Slovenia – Prison Administration of the Republic of Slovenia	Full
25- Sweden – Swedish Prison and Probation Administration	Full
26- Turkey – General Directorate of Prisons and Detention Houses	Affiliate (new)

#### Board and Executive Committee meetings

EuroPris is headed by an international Board that holds a maximum of 10 positions.

After the election on 8<sup>th</sup> June at the Annual General Meeting the Board increased from 8 to 10 members.

The Executive Committee consists of 5 board members (President, 3 Vice-Presidents, Treasurer). There was no need to hold separate Executive Committee Meetings in 2015. Instead regular Board meetings were organized, part of them as videoconferences.

20 March London, UK	Board meeting
7 & 9 June Bucharest	Board meeting (linked to AGM)
25 September Sibenik, Croatia	Board meeting
25 November Tele conference	Board meeting

#### Secretariat

EuroPris is registered in The Hague, Netherlands and had one staff member (K. Hawlitschek) working in the EuroPris office at the Dutch Prison Service. Another staff member (R. Popa) worked in the office of EuroPris at

the Belgian Prison Service in Brussels. These two staff members were full time employed. All other staff members worked part time from different locations. One staff member (V. Elliott) was working one day per week from the offices of NOMS in London to support the FD 909 expert group. Two other part time staff supported the organization from their own (organisations) offices in the Netherlands (C. Huisman - financial management) and Belgium (F. Bryans - EPIS and research and statistics). In the Brussels office two interns (C. Ulstad and R. Tarantelli) were working for some months in the course of 2015 to support the local staff member. Also, we started work with a volunteer (N. Hammond) who was a member of the FNP CEP Special Interest Group and who started in 2015 to coordinate the FNP expert group.

Due to this spread of offices and variety of staff EuroPris had direct links to the local Prison Services: Netherlands, Belgium, England, Scotland and Romania. At the same time staff working from different locations required 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 2015 and a slight increase in working force with the deployment of the interns and the volunteer.

The current employment structure of the Secretariat with is the following (all staff contracts ending 31.12.15 have been renewed and extended for continuation in 2016):

<b>Name</b>	<b>Function</b>	<b>Employer</b>	<b>Contract</b>	<b>Employment</b>
Kirsten Hawlitshchek	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- 31.03.16
Rodica Popa	Office Manager	Self employed	36 hours/week	05.05.14- 04.05.16
Carla Huisman	Financial Manager	NHC, seconded	4 hours/week	01.01.15- 31.12.15
Victoria Elliot	FD 909 Expert group Manager	NOMS, seconded In-kind	8 hours/week	20.06.15- 31.12.15
Nick Hammond	FNP Expert group manager	contribution Volunteer, retired	8 hours/week	01.07.15- 31.12.15

## **AGM**

The National Administration of Penitentiaries Romania co-hosted the fourth EuroPris Annual Conference and General Meeting on 8<sup>th</sup> June in Bucharest. The 78 participants to the conference came from 31 countries, most of them being representatives of European Prison Services. Other participants were from our partner organizations and Council of Europe.

During the conference part in the morning two main issues were addressed. Under the header of radicalization a presentation was given by RAN and the evaluation of a questionnaire (KMS) that was set out by EuroPris to European jurisdictions was presented by the EuroPris President jointly with the Belgian Prison Service. The second

half of the conference was used to present the work of the EuroPris expert groups (FD 909, ICT, FNP, Staff training, Research and Statistics).

At the AGM the Board presented to the members the Annual Report 2014, the Financial Report 2014, the Work plan for 2015 & 2016 and the Budget for 2015 & 2016. All reports were approved unanimously by the EuroPris members. Also, the Board election took place and all nominated candidates were approved and elected by the members.

The AGM was also used to introduce the participants into the work of the multilateral EC funded cooperation projects (STEPS2, Prisons of the Future, IDECOM, ECOPRIS and ERA) in which EuroPris participates. Further, the members were informed about 'Guiding Principles on Private sector involvement' that had been adopted by the Board.

### Communication

The website [www.euopris.org](http://www.euopris.org) is continuously updated and improved. In 2015 there were on average 700 website visitors per month.

The digital bi-monthly newsletter continued to be well received by about 1500 recipients. Next to fixed sections with contributions from Director Generals of Prison Services, Feature Articles, Information about EuroPris activities and projects the newsletter contained information on upcoming events, on relevant documents and news articles.

Through the LinkedIn Group news items from the correctional field were published several times a week. On Twitter EuroPris alerted frequently about activities and penitentiary news. On LinkedIn the EuroPris network contained 314 members and on Twitter EuroPris had 310 followers. The Yammer social network was not much in use in 2015.

EuroPris updated flyers on membership and EuroPris general information and disseminated 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

Until 8<sup>th</sup> June the Board consisted of the following members:

- Hans Meurisse - Belgium, President
- Marianne Vollan - Norway, Vice-President
- Karin Dotter-Schiller - Austria, Vice-President
- Michael Spurr - England/Wales, Vice-President
- Peter van der Sande - Netherlands, Treasurer
- Esa Vesterbacka - Finland
- Catalin Claudiu Bejan - Romania
- Ivica Simac - Croatia

At the Annual General Meeting in 2015 elections took place for the 6 Board member positions whose first period of three years expired and for two Board positions that were still open. The Finnish Board member Esa Vesterbacka decided to not being available for re-election.

For the 8 open spaces for election the Secretariat received exactly 8 nominations. All of these nominated candidates were unanimously elected by the members. The elected Board members will be in this position until the Annual General Meeting in 2018. The composition of the new Board is the following:

- Hans Meurisse - Belgium, President
- Marianne Vollan - Norway, Vice-President
- Karin Dotter-Schiller - Austria, Vice-President
- Michael Spurr - England/Wales, Vice-President
- Peter van der Sande - Netherlands, Treasurer
- Pavel Ondrasek - Czech Republic, Board member
- Zivile Mikenaitė - Lithuania, Board member
- Jorge Monteiro - Portugal, Board member

The two members that were elected in 2013 stayed in the Board in 2014 and will be due for re-election in 2016:

- Catalin Claudiu Bejan - Romania, Board member
- Ivica Simac - Croatia, Board member

### Staff

The staff of EuroPris worked from several locations - The Hague, Brussels and London.

The President of EuroPris, Hans Meurisse had an agreement with the Belgian Ministry of Justice to work 0.5 day per week for EuroPris in overtime. He was self-employed and paid for his work as President of the Board up to two days a month.

The Executive Director, Kirsten Hawlitschek was employed by the Dutch Custodial Institutions Agency and seconded to EuroPris for 36 hours/week. Her contract was prolonged for another three years 2016-2018.

Fraser Bryans worked for EuroPris on the basis of a service contract. He provided IT support and lead the Statistics and Research expert group and EPIS development 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.

Victoria Elliott replaced Craig Georgiou in the beginning of 2015, seconded from NOMS as an in-kind contribution to EuroPris for 1 day/week. She worked on the Framework Decision 909 expert group.

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

Nick Hammond has started working for EuroPris on 1<sup>st</sup> July 2015. He retired and worked as volunteer on the expert group on Foreign National Prisoners.

### Finances

EuroPris was awarded in 2015 an EC Framework Partner Agreement and a 2015 Operating Grant.

Out of the total EuroPris Income 2015 of € 396.649 EuroPris requested € 177.778 co-financing from the European Commission. The final amount awarded from the European Commission has not yet been determined.

EuroPris is a membership organization. Members pay a membership fee. The two types of membership have a different type of fee. For Full members the membership fee is calculated on a GDP based model. Depending on the GDP of the jurisdiction it is divided into three fee levels: 3.500 – 6.000 – 7.500 Euro. Affiliate members pay a flat rate of 2.500 Euro.

### Financial administration and accountant

The financial administration was based at the Netherlands Helsinki Committee with the use of their accounting software (Accountview). Carla Huisman was responsible for carrying out financial administrative tasks and provided EuroPris with financial and tax advice and established the annual financial report. The Executive Director and the Treasurer have both financial responsibility with regard to the execution and approval of payments. The last financial audit of EuroPris took place in February 2016 by Dubois & Co. Registeraccountants. Dubois approved the financial statements for the year 2015 and for the Operational Grant 2015.

## 5. Finance summary 2015

EuroPris ended 2015 with a positive result of € 97.972.

This result has been:

1. added to the continuity reserve for the amount of € 54.455. The Board of EuroPris decided in 2015 September meeting that the maximum reserve that the organisation should build is Euro 120.000. This amount is needed to ensure a further functioning of the organisation in the course of a year without financial support from the European Commission. Further income should be invested in the operation of the organisation. At the end of 2015 the continuity reserve is Euro 120.000.
2. added to a special-purpose reserve for the amount of € 43.518. This reserve will be used to facilitate the participation of representatives of the EuroPris memberstates in the activities organized by EuroPris.

The income for 2015 - € 396.649 - comprises estimated funding from the European Commission € 177.778 (44,8 %), € 131.000 (33%) from membership fees, € 30.060 (7,6 %) from 'in-kind contributions' and € 57.811 (14,6 %) other income.

Most of the costs - € 298.677 - have been made on staffing arrangements - 56,7 %, travel costs - 20,4 % and Other direct costs - 7,8 %.

The staff costs consisted of

- President of the board
- Executive director
- Office manager
- FD 909 manager
- IT & Statistics manager
- Finance manager
- FNP manager

The Hague, 28 April 2016

Place / Date



H. Meurisse  
*Chairman*



P. van der Sande  
*Treasurer*

# **FINANCIAL REPORT 2015**



**Balance per 31 December 2015**

ASSETS	31 dec 15	31 dec 14
<b>Fixed Assets</b>		
Fixed Assets	€ 184	€ 837
<b>Current Assets</b>		
Receivables & Accruals	€ 32,481	€ 1,131
Cash & cash equivalents	€ 284,031	€ 222,186
	<u>€ 316,512</u>	<u>€ 223,317</u>
<b>Total</b>	<u>€ 316,696</u>	<u>€ 224,153</u>
<b>RESERVES AND LIABILITIES</b>		
<b>Reserves</b>		
Continuity reserve	€ 120,000	€ 65,545
Special-purpose reserve	€ 43,518	€ 0
	<u>€ 163,518</u>	<u>€ 65,545</u>
<b>Current Liabilities</b>		
Payables & Accruals	€ 153,178	€ 158,608
	<u></u>	<u></u>
<b>Total</b>	<u>€ 316,696</u>	<u>€ 224,153</u>

## Statement of Income and Expenditures in 2015

	Realisation 2015	Budget 2015	Realisation 2014
<b>Income</b>			
Membership fee	€ 131,000	€ 125,000	€ 102,496
Governmental grants	€ 177,778	€ 201,530	€ 188,201
Contribution In-kind	€ 30,060		€ 30,880
Other income	€ 57,811	€ 45,166	€ 2,309
<b>Total Income</b>	<b>€ 396,649</b>	<b>€ 371,696</b>	<b>€ 323,886</b>
<b>Expenditures</b>			
<b>Expenditures</b>			
Eligible according to EU Grant			
A- Staff costs	€ 140,998	€ 151,864	€ 175,178
B- Travel	€ 61,012	€ 67,390	€ 61,006
C- Equipment	€ 652	€ 660	€ 2,241
D- Consumables	€ 2,781	€ 3,732	€ 6,402
E- Other direct costs	€ 23,330	€ 35,690	€ 24,217
	<u>€ 228,772</u>	<u>€ 259,336</u>	<u>€ 269,044</u>
<b>Spending In-Kind</b>	€ 30,060		€ 30,880
<b>Other Spending</b>	€ 39,844	€ 72,618	€ 3,961
<b>Total Expenditures</b>	<b>€ 298,677</b>	<b>€ 331,954</b>	<b>€ 303,886</b>
<b>Result of operations</b>	<u><b>€ 97,972</b></u>	<u><b>€ 39,742</b></u>	<u><b>€ 20,000</b></u>

### *Appropriation of the result:*

*According to the decision of the Board of EuroPris on 25 September 2015 the continuity reserves will be maximized at € 120.000, therefore € 54.455 will be added to the continuity reserve.*

*The amount of € 43.518 will be used to facilitate the participation of EuroPris members in activities organised by EuroPris.*

## Cashflow Statement

	2015		2014	
	€	€	€	€
Cash & cash equivalents 1 January		€ 222,186		€ 66,031
Cashflow from operational activities				
Result of operations	€ 97,972		€ 20,000	
Increase in current assets	-€ 31,351		€ 86,079	
Increase in current liabilities	-€ 5,430		€ 49,393	
Depreciations	€ 652		€ 683	
Reserves			€ 0	
Provisions			€ 0	
		€ 61,844		€ 156,155
Cashflow from investment activities				
Fixed assets	€ 0		€ 0	
				€ 0
Cash & cash equivalents 31 December		€ 284,030		€ 222,186

## **Explanatory Notes**

### ***Accounting principles***

#### **General**

The annual accounts 2015 have been drawn up according to generally accepted accounting principles in the Netherlands. The book year is the same as a calendar year.

#### **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 to 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**

Euopris 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 2015 and the year report are audited by Dubois & Co, register accountants in Amsterdam. The independent auditor's statement is added to this report.

#### **Salaries/fees**

The president of the board has been paid fee for implementing activities in his function in the board.

The other members of the staff are seconded from other organisations or self-employed.

The amount of consultancy fee paid to the president of the board is € 10.710.

The gross salary costs of the executive director is € 97 221.

## Explanatory Notes to the Balance Sheet Statement

ASSETS		2015	2014
<b>Fixed Assets</b>			
1st of January	investments	€ 2,050	€ 2,050
	depreciation	-€ 1,213	-€ 530
Bookvalue 1st of January		€ 837	€ 1,520
Investments during the year		€ 0	€ 0
Depreciation in the year		-€ 652	-€ 683
Movements		-€ 652	-€ 683
31st of December	investments	€ 2,050	€ 2,050
	depreciation	-€ 1,866	-€ 1,213
Bookvalue 31st of December		€ 184	€ 837
<b>Current Assets</b>		31 dec 15	31 dec 14
<b>Receivables &amp; accruals</b>			
Debtors		€ 11,890	€ 175
EU operational grant		€ 16,554	€ 0
Other receivables		€ 4,037	€ 956
		€ 32,481	€ 1,131
<b>Cash &amp; cash equivalents</b>			
Rabo Verenigingspakket		€ 1,791	€ 4,903
Rabo Bedrijfsspaarrekening		€ 282,240	€ 217,284
		€ 284,031	€ 222,186

## RESERVES AND LIABILITIES

Specification of reserves	31 dec 15	31 dec 14
<b>Continuity reserve</b>		
Balance 1st of January	€ 65,545	€ 45,545
Result of operations	€ 54,455	€ 20,000
	<u>€ 120,000</u>	<u>€ 65,545</u>
<b>Special-purpose reserve</b>		
Balance 1st of January	€ 0	€ 0
Result of operations	€ 43,518	€ 0
	<u>€ 43,518</u>	<u>€ 0</u>
<b>Current liabilities - payables &amp; accruals</b>		
Accounts payables	€ 125,459	€ 122,515
Other accruals	€ 27,720	€ 36,093
	<u>€ 153,178</u>	<u>€ 158,608</u>
<b>Total current liabilities</b>	<b>€ 153,178</b>	<b>€ 158,608</b>
<b>Specification accounts payable:</b>		
DJI - secondment fee managing director	€ 97,221	€ 93,069
Tuna web - enhancement website		€ 10,467
Tax VAT	€ 6,201	
Others	€ 28,237	€ 18,979
	<u>€ 125,459</u>	<u>€ 122,515</u>
<b>Specification other accruals:</b>		
Contribution CIA Netherlands	€ 0	€ 28,090
Pre-financing on projects	€ 16,745	
Dubois auditors	€ 6,050	€ 4,538
Tax VAT		€ 3,381
Others	€ 4,925	€ 84
	<u>€ 27,720</u>	<u>€ 36,093</u>

## Explanatory Notes to the Statement of Income and Expenditure

Income	Realisation 2015	Budget 2015	Realisation 2014
<b>Membership fee</b>			
Membership fee	€ 131,000	€ 125,000	€ 102,496
	€ 131,000	€ 125,000	€ 102,496
<b>Governmental grants</b>			
European Commission	€ 177,778	€ 201,530	
Contribution CIA Netherlands	€ 0		€ 187,131
Income other projects			€ 1,070
	€ 177,778	€ 201,530	€ 188,201
<b>Contribution in-kind</b>			
Communication officer	€ 15,660		€ 12,880
Others	€ 14,400		€ 18,000
	€ 30,060	€ 0	€ 30,880
<b>Other income</b>			
ICT Conference	€ 30,296	€ 25,000	
Project income	€ 23,994	€ 20,166	
Interest	€ 1,036		€ 956
Other	€ 2,485		€ 1,353
	€ 57,811	€ 45,166	€ 2,309

## Expenditures

### A-Staff

President of the board	€ 10,710	€ 9,600	€ 10,710
Executive director	€ 86,419	€ 92,059	€ 94,139
Operational management	Seconde		€ 6,127
Finance	Seconde		€ 14,469
Secretariat	42,819.37	€ 49,005	€ 49,733
Intern	€ 1,050	€ 1,200	
Communications officer	in kind	in kind	in kind
Supporting special interest group			
	€ 140,998	€ 151,864	€ 175,178

### Underspending:

- more staff costs charged to projects then budgeted

<b>B-Travel</b>	€ 61,012	€ 67,390	€ 61,006
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	Realisation 2015	Budget 2015	Realisation 2014
<b>D- Consumables</b>	€ 2,781	€ 3,732	€ 6,402
<b>E- Other direct costs</b>			
Operational manager on contract base	€ 5,215	€ 7,920	in A
Financial manager on contract base	outside operating		in A
Moderator costs	€ 1,936	€ 1,600	€ 726
Academic	€ 3,200	€ 3,600	
Meeting expert groups		€ 6,125	
Audit	€ 6,050	€ 5,800	€ 4,652
Other	€ 6,929	€ 10,645	€ 18,838
	€ 23,330	€ 35,690	€ 24,217

### Underspending

- less expenses on expert groups due to hosting by Member States  
- lower costs on website development and hosting of workshops

### Spending In-Kind

The expenditure in kind consists of:

Office rent Brussels, The Hague	€ 14,400		€ 14,400
Use of office equipment			€ 3,600
Communication officer	€ 15,660		€ 12,880
	€ 30,060	€ 0	€ 30,880

**Other Spending**

	Realisation 2015	Budget 2015	Realisation 2014
Expert Support	€ 13,541	€ 12,050	
ICT Conference	€ 6,637	€ 17,806	
Travel costs outside EU		€ 3,955	
Project expenses	€ 14,982	€ 13,789	
EPIS development		€ 4,800	
Board Meeting London	€ 3,930	€ 5,218	
Recovery order EC		€ 0	€ 3,440
Other	€ 754	€ 15,000	€ 521
	<u>€ 39,844</u>	<u>€ 72,618</u>	<u>€ 3,961</u>

**Underspensing:**

- ICT conference generated income; only expenses were staff costs secretariat (not covered by OG)
- no travel outside EU took place
- no further costs for EPIS development needed
- reservation for unforeseen costs (Other) not used

## **OTHER INFORMATION**

**BUDGET & EXECUTION SUMMARY**

Ref.	Budget heading	Estimated expenditure	%	Declared expenditure	Change %	Total eligible expenditure	Check % change max. + 20%
A	Staff	151.864,00		140.998,17	-7,15%	140.998,17	-7,15%
B	Travel	67.390,00		61.011,67	-9,46%	61.011,67	-9,46%
C	Equipment	660,00		652,37	-1,16%	652,37	-1,16%
D	Consumables	3.732,00		2.780,54	-25,49%	2.780,54	-25,49%
E	Other direct costs	35.690,00		23.328,38	-34,64%	23.328,38	-34,64%
	<b>Total Eligible Costs</b>	<b>259.336,00</b>		<b>228.771,13</b>		<b>228.771,13</b>	
G	Contribution in kind/non eligible	30.060,00		30.060,00		30.060,00	
	<b>Total Costs</b>	<b>289.396,00</b>		<b>258.831,13</b>		<b>258.831,13</b>	

Ref.	Budget heading	Estimated income	%	Declared income	%	Accepted income
I	Financial contributions specifically assigned by donors to the financing of the eligible costs & Income generated by the financed activities	0,00	0,00%	0,00	0,00%	0,00
K	Other income, including own contribution from the beneficiary	57.805,99	22,29%	133.496,00	58,35%	133.496,00
	EU Contribution	201.530,01	77,71%			
	<b>Total</b>	<b>259.336,00</b>				
G	Contribution in kind/non eligible	30.060,00				
	<b>Total Income</b>	<b>289.396,00</b>				

FINAL PAYMENT CALCULATION		Beneficiary request
A	(Total Eligible Costs x % EU Contribution)	177.778,04
B	(Max. amount of EU Contribution)	201.530,01
	<b>Base of final payment request (lowest amount of A/B)</b>	<b>177.778,04</b>

J	Pre-financing paid	161.224,01
	<b>Final payment requested by the beneficiary</b>	<b>16.554,03</b>

EC final decision	
	177.778,04
	201.530,01
	<b>177.778,04</b>
NA	Profit = (Lowest amount of A/B as per EC final decision + "I") - Total Eligible Costs as per EC final decision
	<b>Final EU Contribution after application of the no-profit rule = (Lowest amount of A/B as per EC final decision)</b>
177.778,04	<b>- (Profit x EU % as per EC final decision)</b>
161.224,01	
<b>16.554,03</b>	<b>Final payment</b>

## INDEPENDENT AUDITOR'S REPORT

To: the board of Vereniging Europris, The Hague.

We have audited the accompanying financial statements of Vereniging Europris, The Hague, which comprise the balance sheet as at 31 December 2015, the profit and loss account for the year then ended and the notes, comprising a summary of the accounting policies and other explanatory information.

### *Management's responsibility*

Management is responsible for the preparation and fair presentation of these financial statements and for the preparation of the management board report, both in accordance with the Guidelines for annual reporting of the Dutch Accounting Standard Board, especially Guideline 640 "Not-for-profit organizations". Furthermore management is responsible for such internal control as it determines is necessary to enable the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditor's responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Dutch law, including the Dutch Standards on Auditing. This requires that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error.

In making those risk assessments, the auditor considers internal control relevant to the association's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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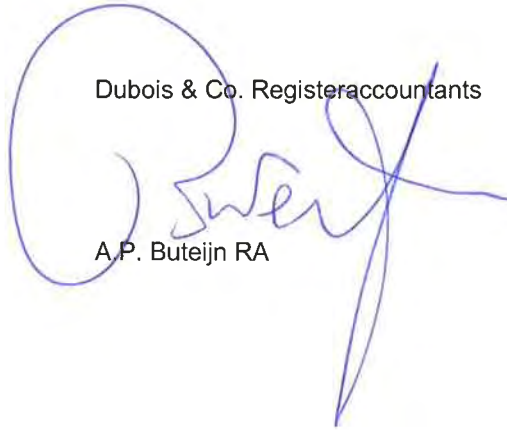
*Opinion*

In our opinion, the financial statements give a true and fair view of the financial position of Vereniging Europris as at December 31, 2015 and of its result for the year then ended in accordance with the Guidelines for annual reporting of the Dutch Accounting Standard Board, especially Guideline 640 "Not-for-profit organizations".

Amsterdam, 18 May 2016

Dubois & Co. Registeraccountants

A.P. Buteijn RA



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