



EUROPEAN COMMISSION
DG JUSTICE – DIRECTORATE B: CRIMINAL JUSTICE



UNIVERSITA' DEGLI STUDI DI SASSARI

***“Identification and dissemination of European best practices
about Restorative Justice and evaluation of the role
and application of meditation and alternative measures
in the EU member states
(FREEDOM WINGS)”***

**DELIVERABLE 1 –
Minutes of the
Kick-Off Meeting**
Sassari (IT), 26th January 2011



MINUTES

Participants

Attilio Mastino, Rector of Università degli Studi di Sassari (Main Applicant, IT)
Patrizia Patrizi, Università degli Studi di Sassari, President of the International Society of Psychology and Law, project Scientific Coordinator (IT)
Sergio Babudieri, Università degli Studi di Sassari, Technical Board Member (IT)
Anna Bussu, Università degli Studi di Sassari, Researcher (IT)
Caterina Dessole, Università degli Studi di Sassari, PhD student (IT)
Valentina Bussu, Università degli Studi di Sassari, Collaborator of the department of juridical psychology (IT)
Anna Hassapi, Lemba Community Council, Project Manager (CY)
Giannis Chrysostomou, Lemba Community Council, Researcher (CY)
Katerina Sotiropoulou, European Regional Framework for Co-operation - E.R.F.C., Project Manager (GR)
Ellie Petropoulou, European Regional Framework for Co-operation - E.R.F.C., Researcher (GR)
Dolores Forgione, ISES, Project Manager (IT)
Carmine Falanga, ISES, Financial Manager (IT)
Mara Alacqua, ISES, Researcher (IT)
Andrea Ferrari, ISES, Researcher (IT)
Gian Luigi Lepri, External Expert (IT)
Francesca Vitale, Juridical psychologist (IT)



1. Welcome address and introduction

Prof. Attilio Mastino (UNISS), the Rector of the Università degli Studi di Sassari, opened FREEDOM WINGS's kick-off meeting. He introduced himself and welcomed the partners in the city of Sassari and at the University. He expressed his desire to start a fruitful and long term collaboration with the partners and wished success to the project.

The Rector presented his apologies for not being able to participate in the entire meeting due to his institutional agenda.

Prof. Patrizia Patrizi (UNISS – Scientific Coordinator of FREEDOM WINGS) introduced herself and welcomed the partner's representatives.

Prof. Sergio Babudieri (UNISS) introduced himself and welcomed the representatives of the associated partners.

Ms. Dolores Forgione (ISES - Project Manager) introduced herself and gave start to the meeting with a round table of personal presentations of the participants.

2. Presentation of the Specific Programme “Criminal Justice” (2007-2013) and of the project

Ms. Dolores Forgione (ISES) introduced the EC Specific Programme Criminal Justice 2007-2013 and the priorities of the Call for proposals 2009 by which FREEDOM WINGS has being co-financed. Then, Mrs. Forgione offered an overview of FREEDOM WINGS objectives and activities.

3. Presentation of the partners and of the local context

Ms. Dolores Forgione (ISES) introduced the session “Presentations of the Partners” asking the partners to present their organization and the context of Restorative Justice in their countries.

Ms. Katerina Sotiropoulou (ERFC) presented to the partners the organization's location, mission, vision, activities, staff involved in FREEDOM WINGS project and the expertise and experiences in the field of Restorative Justice and Mediation.

After presenting ERFC, Mrs. Sotiropoulou introduced to the partners the local context of Greece referring to the experience of Restorative Justice and of Mediation and Alternative Measures.

Ms. Anna Hassapi (Lemba) presented to the partners the organization's location, mission, vision, main activities in FREEDOM WINGS and the expertise of the staff involved in the project.

Furthermore, Mrs. Hassapi introduced to the partners the local context of Cyprus regarding the experiences of Restorative Justice, Alternatives Measures for Juveniles, Prison Programs of Rehabilitation and Mediation.

Ms. Mara Alacqua (ISES) presented to the partners the organization's location, mission, vision, activities and the staff involved in FREEDOM WINGS project.



Ms. Anna Bussu (UNISS) presented the University location, history, mission, vision, activities and the staff involved in FREEDOM WINGS project.

Ms. Francesca Vitale (UNISS) introduced to the partners the local context of Italy regarding the practices of Restorative Justice, the related laws and regulation, its lacks and the references that the University of Sassari takes into consideration in its studies on the subject.

4. Set up of the FREEDOM WINGS Steering Committee

Ms. Dolores Forgione (ISES) introduced the importance and tasks of the Steering Committee and asked to all the partners to appoint one member for its setting up.

FREEDOM WINGS steering committee will be composed as follows:

	PARTNER	APPOINTED RESPONSIBLE	CONTACT
P1	Università degli Studi di Sassari (UNISS) - Italy	ANNA BUSSU FRANCESCA VITALE	abussu@uniss.it (skype: anna.bussu1978) francesca.vitale@hotmail.it (skype: vitale.f)
P2	European Regional Framework for Co-operation (ERFC) - Greece	NIKOLAS PETROPOULOS	petropoulos@otenet.gr erfc@otenet.gr (skype: petropoulos9600)
P3	Communal Board of Lemba (LEMBA) - Cyprus	GIANNIS CHRYSOSTOMOU	gc@interfusionservices.com (skype: giannis. Chrysostomou)
P4	Istituto Europeo per lo Sviluppo Socio Economico (ISES) - Italy	DOLORES FORGIONE	dolores.forgione@associazioneises.org (skype: doloresforgione)

5. Presentation of the Administrative and Financial Rules of the project

Mr. Carmine Falanga (ISES – Financial manager) outlined the main rules of FREEDOM WINGS in the field of its administrative and financial management. In particular, **Mr. Falanga** presented the basic referral documents, when the partners will receive the EC funds, which are the eligible costs (specially referring to staff and travels), models for time sheets and per diem sheet, and the not eligible costs.

Q: Both ERFC and LEMBA asked clarifications about the eligible costs for the project meetings given that it can occur that staff not mentioned in the Grant Agreement could participate in the project meetings.

A: Mr. Falanga explained that only staff members indicated in the Grant Agreement can participate in the project meetings. However, participants not belonging to the official project staff



can participate in the project meetings if requested by the partners with an official letter to be addressed to UNISS.

Q: Both ERFC and LEMBA asked clarifications about eventual staff changes.

A: Mr. Falanga replied that staff changes are possible sending an official letter to the Commission explaining the reasons for the changes and eventually the new daily cost of the staff that however, cannot affect the total staff costs mentioned in the Grant Agreement.

Q: Ms. Sotiropoulou (ERFC) asked whether it is possible to pay staff members with invoices.

A: Mr. Falanga explained that the staff employed for the project must be hired with a specific job contract and that staff cannot be subcontracted.

Q: Mr. Chrysostomou (LEMBA) clarified that Lemba's President of the Communal Board is directly paid from the Cypriot Government and not by the Communal Board of Cyprus. He asked if this situation can cause some problems to the project financial management.

A: Mr. Falanga replied that it would have been better to write an official letter to ask to the EC if this situation could affect the project financial management.

Q: Both ERFC and LEMBA asked clarifications about the PER DIEM: how to calculate it, what does it cover and how to get the reimbursement.

A: Mr. Falanga explained that per diem covers meals, accommodation and local transports costs and that the reimbursement has to be in line with the partners internal usual practices on travel costs (flat rate or real costs reimbursement). Mr. Falanga asked the partners to send a copy of the partners internal rule attesting their usual practice on travel costs.

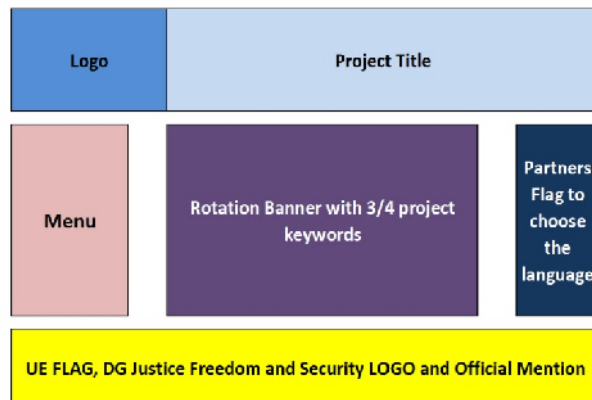
Q: Ms. Sotiropoulou asked some clarifications on ERFC budget and if it is possible to move costs from one budget heading to another one.

A: Mr. Falanga explained that under the same budget heading it is possible to change the budget up to 10% without requesting a Grant Agreement amendment but only informing the European Commission with an official letter.

6. Presentation of the EU visibility guidelines and project website

Ms. Mara Alacqua (ISES) presented the information required by the EC to give visibility to the communitarian funding to FREEDOM WINGS implementation and explained to the partners how to apply these requirements in visibility actions as events, publications, signs and posters.

Mr. Alacqua presented to the partners ISES proposal of the project website layout. She illustrated the proposal to insert in the Menu the following sections: partners, project abstract, activities, results, project deliverables. Then Mrs. Alacqua asked them to make their suggestions.



The partners agreed with these sections.

Q: Ms. Sotiropoulou (ERFC) asked whether the website will include a private section only for partners.

A: Mr. Falanga (ISES) suggested to have only public sections.

Q: Mr. Lepri (UNISS) asked to include also a section “Useful Links” in the main menu.

A: All the partners accepted the proposal.

Q: Mr. Lepri (UNISS) asked also if the inscription fee to the Restorative Justice Forum is an eligible cost.

A: Mr. Falanga (ISES) replied that the Project Manager will ask the Project Officer.

Finally, **Ms. Alacqua** presented ISES proposal of project logo, which has been successfully accepted by all the partners.



7. Presentation of Restorative Justice and International Research Perspectives

After lunch, **Mr. Gian Luigi Lepri (UNISS)** introduced to the participants the concept of Restorative Justice (RJ), its objectives in the field of Criminal Justice, the eight point plan for a more restorative society, some dimension of Restorative Justice and some perspectives for the future.

All the partners were asked to adopt the concept presented by **Mr. Lepri** of Restorative Justice in FREEDOM WINGS project. The concept referred by Mr. Lepri is original of Martin Wright, a recognised international researcher in this issue.



8. Definition of the FREEDOM WINGS local context analysis: research methodology, criteria and indicators

Ms. Anna Bussu and **Ms. Francesca Vitale**, with the collaboration of **Mr. Gian Luigi Lepri** (UNISS), introduced to the partners the criteria to be applied to the research on the local context.

UNISS suggested to divide the project analysis in three phases.

PHASE I – Analysis of the local context

Before the meeting, UNISS already prepared and submitted to the partners a list of criteria/indicators to carry on the analysis of the local context (please, find it enclosed). The presentation saw the partners really active in the debate expressing their ideas and opinion and making questions.

Firstly, the partners debated on the European situation of Restorative Justice and on the feasibility to gather/evaluate information and data about RJ in their countries.

UNISS team explained point by point how to perform the analysis and how to manage the lack of information. In addition, Ms. Bussu and Ms. Vitale completed the research scheme with some Italian information to ease the partners in their analysis giving them some examples on how to properly carry on the research.

Back to the research scheme, the partners agreed with **points 1,2,3 and 4**.

UNISS proposed, and the partners agreed, to identify at least 5-7 projects/experiences of RJ to give evidence to the project analysis.

Concerning **point 4a**. Mr. Lepri underlined the need to be very precise in the presentation of the analysis results explaining, for example, who carried out the projects (eg: Judicial operators but explaining what we mean with this category in each participating country system).

Concerning **point 4b**. UNISS team underlined the importance to specify what kind of “training” is on practice (eg. Duration of the course: 1 day, 1 week, 2 weeks...). LEMBA delegates claimed lack of information in this field due to a limited number of training courses.

Concerning **point 4d**. Mr. Chrysostomou (LEMBA) referred that there is not the penal mediator system in Cyprus. UNISS team, however, stressed the importance to refer in the analysis report also to lacking data because lacking data/not available data can help the partners to approach relevant stakeholders in their country to better address the issue of RJ.

Finally, UNISS team will prepare the index to the report on the analysis of the local context to be shared by the project partners.

PHASE II – Analysis of the trials/penitentiary folders

UNISS focused on the importance to create strong relations with relevant stakeholders and institutions in the participating countries to have access to the folders.

Ms. Sotiropoulou (ERFC) referred that in Greece trials folders are very sensitive data and as a consequence, they are protected and maybe for ERFC could be difficult to access them. Ms. Sotiropoulou asked also the number of folders to be analysed to carry on a relevant and valid analysis. UNISS team replied that there is not yet a fixed valid number of folders to be analysed because this number will be defined by the external expert that UNISS will select in the next weeks and who will support the project partnership in the second phase of analysis.

UNISS team asked the partners whether for them it would be possible to create an official relation with the Ministry of Justice. LEMBA and ERFC replied positively.



Finally, UNISS team announced that during the meeting in Naples (January 2012) some folders will be showed and analysed in order to ease this analysis phase for the partners to create common criteria/indicators.

PHASE III – Organisation of focus groups

The organisation of the interprofessional and multiagency focus groups is envisaged further in the project lifetime. However, UNISS explained that all the partners will have to record the focus groups (that will be carried out in their own languages and so, they will have to translate into English the material produced) and will prepare a report about the focus groups results (according to a scheme prepared by UNISS). Then, UNISS will analyse the groups' results thanks to the ATLAS TI software.

9. Presentation of the next six months project activities

Ms. Dolores Forgione (ISES) presented the next months of the project activities, underlying the deadlines and the role of each partner (including the WP leaders). Moreover, she distributed to all the partners the GANNTT diagram (please, find it enclosed) for all the duration of FREEDOM WINGS project focusing in particular on the next six months project activities.

10. Meeting closure and Greetings

Prof. Patrizia Patrizi (UNISS) thanked all the participants on behalf of the University of Sassari and closed the meeting with the aim of a strong and committed work by all the partners.

Ms. Dolores Forgione (ISES) offered her support via internet and telephone any time for all the partners in quality of FREEDOM WINGS Project Manager. She committed herself to send to the partners all the information produced during this meeting and the agreement taken.

Finally the partners greeted each other and arranged to meet in Naples in January 2012.

CONCLUSIONS

From the very interesting debate about the definition of the research methodology, criteria and indicators emerged the need of the partners to deepen what proposed by UNISS, to discuss it also with their local authorities – especially for the folders analysis – in order to have the best methodology and tools possible. All the partners will send their comments and feedback to UNISS research team that will then revise and finalise the methodology and tools.

ANNEXES

- Meeting agenda
- Analysis of the local context criteria/indicators
- GANNTT



Agenda

FREEDOM WINGS KICK-OFF MEETING

Sassari (IT), 26th January 2011

09.30 – 09.45 Registration

09.45 – 10.00

Welcome address and introduction:

Prof. Attilio Mastino, Rector of the Università degli Studi di Sassari

Prof. Patrizia Patrizi – Scientific Coordinator – Università degli Studi di Sassari, President of the International Society of Psychology and Law

Prof. Sergio Babudieri – Università degli Studi di Sassari, President of the Italian Society of Prison Medicine and Healthcare SIMPSE ONLUS

Dolores Forgione – Project Manager – Associazione ISES

10.00 – 10.15

Presentation of the SPECIFIC PROGRAMME "CRIMINAL JUSTICE" (2007-2013) and of the project

Dolores Forgione – Associazione ISES

10.15 – 10.45

Presentation of the partners and of the local contexts (Cyprus, Greece and Italy)

10.45 – 11.15

Coffee break

11.15 – 11.30

Set-up of the FREEDOM WINGS Steering Committee (Representatives, Communication tools and Meetings Planning)

11.30 – 12.00

Administrative and Financial rules of the project

Carmine Falanga – Associazione ISES

12.00 – 12.45

Presentation of the EU visibility guidelines and project website

Mara Alacqua – Associazione ISES

12.45 – 13.00

Q&A



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13.00 – 14.30

Lunch

14.30 – 15.30

Restorative Justice. International Research Perspectives.

Patrizia Patrizi, Gian Luigi Lepri - Università degli Studi di Sassari

15.30 – 16.30

Definition of the research methodology, criteria and indicators

Patrizia Patrizi, Anna Bussu, Francesca Vitale - Università degli Studi di Sassari

16.30 – 16.45

Coffee break

16.45 – 17.30

Presentation of the next six months project activities

Anna Bussu – Università degli Studi di Sassari

Dolores Forgione – Associazione ISES

17.30 – 18.00

A.O.B.

18.00

Meeting closure and Greetings