



# ANNUAL REPORT 2016

PROMOTING  
PROFESSIONAL  
PRISON  
PRACTICE

# Index Annual Report 2016

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# **REPORT OF THE BOARD OF DIRECTORS**



## 1. EuroPris General

With EuroPris being five years operational, 2016 marked the first anniversary of the organisation. A period of five years is a good moment to look back from where the organisation started.

At the end of 2011 EuroPris was founded with 18 jurisdictions being a Full member of the organisation. Five years later, the total membership increased to 30 with 26 of them being Full members. This marked a 40% increase in membership. Having more members means that the organisation has access to a wider range of experts that can share their expertise with other countries in Europe. Since the organisation was founded as an organisation of and for practitioners, this larger network provides for more and more varied influx of knowledge and information.

Looking at the development of events organized by EuroPris, a similar increase can be seen. In 2012 EuroPris organized meetings for two expert groups. And in 2016, seven expert group meetings took place. Further, one workshop was organized in 2012 compared to four workshops in 2016. EuroPris was not yet involved in projects at the beginning and has been contributing in 2016 to eight projects. Discussions about the establishment of the Criminal Justice Platform with CEP and EFRJ resulted in a long term cooperation of the network and the organisation of numerous events, two of them in 2016. A separate agreement was signed with CEP in 2013 to organize events (expert meetings and workshops) on two topics of mutual relevance each year. In 2016 an expert meeting and a workshop on Foreign National Offenders was organized. Also in 2013, EuroPris obtained the observer status at the PCCP of the Council of Europe and has since then been a regular and active participant to the meetings of this group.

EuroPris also built a large network with other organisations that are active in the prison field. From the beginning the organisation was a participant to the annual conference of the European Education Association (EPEA), the European Prison Regime Forum (EPRF) and the European Penitentiary Training Academies (EPTA). In 2016 the cooperation with EPEA was getting closer with the joint decision to establish an expert group on that topic. With EPTA a Memorandum of Understanding was signed to support EPTA to become a stronger and more visible network. And finally, with EPRF it was agreed that this network would function under the umbrella of EuroPris starting 2016.

But also with other partners a good cooperation was built. Just to mention Children of Prisoners Europe (COPE), Radicalisation Awareness Network (RAN), Academy of European Law (ERA), and Victims Support Europe (VSE).

And of course a close relationship developed with the European Commission DG Justice. In four out of the five years EuroPris received funding from the European Commission to progress its work and to align its activities with the priorities of the European Commission. EuroPris is increasingly in the role of a partner that can support the EC. For example the European Prison Information System that EuroPris developed was seen as a possible tool to feed information into the e-Justice network of the EC.

In 2014 EuroPris launched the Knowledge Management System (KMS) that allows Prison Services to benchmark developments based on short questionnaires that are sent to the EuroPris network. In 2016 alone EuroPris produced 33 reports with this tool.

Much has been achieved since the start of EuroPris. The organisation has become a stable actor in the European prison arena. An actor that is here to stay and to continue to promote professional prison practice and to make European prisons more human and European societies safer.

## 2. EuroPris objectives in 2016

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

Becoming the 'Centre of Expertise' for European Prison Services is not a goal in itself. Establishing EuroPris as a 'Centre of Expertise' means that it takes the role of a central contact point in Europe on all matters that relate to prisons. EuroPris takes also the role of a connector and facilitator in promoting professional prison practice in Europe. All of this aimed at contributing to an increase in public safety and security.

In practice, this means that EuroPris organizes a number of events throughout the year that provide for a meaningful exchange of knowledge and promising practices between European prison practitioners. Such events are the meetings of a small group of experts (around 10) from different jurisdictions. The number of expert groups increased largely throughout the years and in 2016 a total of seven expert group meetings took place. A new group on *Family relations* was started in 2016. These groups also produced 5 reports that were printed and published. With the cooperation of two of the expert groups a workshop was organized. One workshop on Foreign National Offenders (in cooperation with CEP) and one workshop on the *Use of ICT in prisons*.

A third workshop was organized under the name of the European Prison Regime Forum (EPRF). The EPRF is a network that existed for 20 years with an annual workshop focusing on prison work. In 2016 the EPRF Steering Committee requested EuroPris to organize the Forum under the EuroPris umbrella. After a successful event in 2016 it was agreed that EuroPris would continue with the organisation of the annual workshop.

EuroPris also organized two training events. One was a training on the European Prison Information System to stimulate jurisdictions to work with and provide their data to EPIS. The second training was co organized with and financed by the University of Nottingham and dealt with the Council of Europe Recommendation on Foreign Prisoners.

The Annual General Meeting and Conference was hosted by the Netherlands Custodial Institutions Agency. The specific topic addressed by the conference was Detention conditions and overcrowding.

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

Next to being a network organisation for European Prison Services in the Council of Europe region, EuroPris connects with other organisations and initiatives in the penitentiary field that are relevant for the EuroPris' membership. By having a wide knowledge and access to a variety of initiatives that are taking place in Europe in the prison arena, EuroPris can connect and link and consequently strengthen activities that are employed by various actors and that are beneficial to European Prison Services.

After participating several years at the annual meeting of the European Penitentiary Training Academies (EPTA) and continued discussions of cooperation, in 2016 a Memorandum of Understanding was signed with EPTA. EuroPris will support the functioning and communication of this network and appointed an EPTA liaison for taking this forward.



Close contacts were also kept with the Radicalisation Awareness Network (RAN). As a joint initiative of EuroPris and RAN a proposal was approved by the EU DG Home to finance the collection of European staff training practices in relation to radicalisation. A start with the collection was made at the annual EPTA meeting.

The Children of Prisoners Europe network became an external participant to the *Family relations* expert meeting and provides valuable input to this group. EuroPris and some of the experts participated at the annual COPE conference.

EuroPris continued its involvement in a number of multilateral EU financed cooperation projects. Two projects were finished in 2016 (*STEPS2Resettlement* and *Prisons of the Future*). And two new projects started. One is a series of seminars on Enhancing cross-border mutual legal assistance and recognition of decisions in countering terrorism and preventing radicalisation in prisons. The other is focusing on mental health, ageing and palliative care in prisons.

Having the observer status at the Council for Penological Cooperation (PCCP) of the Council of Europe, EuroPris provided input to the discussions at the PCCP meetings and to the development of the CDPPS agenda.

The priorities of the European Commission DG Justice determine, as the main funder of EuroPris, to a certain extent the work program of the organisation. EuroPris provides through its expert group on the *Framework Decision 909 on the transfer of prisoners*, at which all 28 EU Member States participate, an important contribution to the practical implementation of this instrument. One other priority, detention conditions / alternatives to detention, was addressed by the Annual conference and a seminar of the Criminal Justice Platform (CJP). The radicalisation priority was addressed by the EuroPris *Radicalisation* expert group and a conference on that topic that EuroPris organized with the CJP. In 2016 a meeting took place of the Criminal Justice Platform (EuroPris, CEP, and EFRJ) with the Justice Commissioner Vera Jourova.

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

The number of EuroPris members continued to grow in 2016. In 2016 the organisation had 26 Full Members and 4 Affiliate members. Compared to the previous year, when EuroPris had 26 members, this is an increase of 14 %. In 2016 the Annual General Meeting took the decision to eliminate, starting in 2017, the distinction between the two types of membership (Full and Affiliate) and to give all jurisdictions from the Council of Europe member countries an equal member status.

At the Annual General Meeting in 2016 Board elections took place; two were vacant positions and one was the re-election of the Romanian Board member Catalin Bejan. Two nominations were received from the Bulgarian Prison Service, Gergana Georgieva, and from the Czech Prison Service, Petr Dohnal. As the nominations equaled the number of open positions, all nominated Board members were elected at the Annual General Meeting.

With the increasing number of members, network partners and activities, the secretariat also needed additional support. A new staff member was hired for the Secretariat in The Hague. The Belgian Prison Service provided staff as in-kind contribution to the operational activities. And the Norwegian Correctional Service agreed to support with the EPTA liaison. The Secretariat has been established as a solid organisational foundation that is able to anchor the ambitions of EuroPris.

### 3. Activities and results in 2016

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

The role of EuroPris to be a central knowledge hub that supports practitioners in their work by facilitating the exchange of knowledge, best practices and information, continues to be the most important role of EuroPris. The preparation and organisation of expert meetings, workshops and conferences absorbs most of the time of the EuroPris staff. But, these are also the activities that get the highest appreciation from the Members in terms of enabling a fruitful exchange between the experts. The positive evaluation of these events very much justifies the amount of time spent on implementing them.

EuroPris continued the work with the expert groups that were set up in 2015 and started the work of a new group: *Family relations*. At the end of 2016 the Board decided to start a new group on *Prisoner Education* in 2017. Whenever possible, the meetings of the expert groups were combined with the attendance of a relevant conference or workshop. This gave the experts an opportunity to attend relevant events in a cost and time effective manner.

##### 3.1.1. Expert meetings, workshops and conferences

During 2016 EuroPris organized expert meetings and workshops on the following topics:

- Framework Decision 909 on the Transfer of Prisoners (all EU MS): expert meeting
- Research and Statistics: EPIS training
- Foreign Nationals in prison (in cooperation with CEP): workshop
- Council of Europe Convention on Foreign Prisoners (in cooperation with Nottingham university): Training
- ICT in Prisons: 2 expert meetings & workshop
- Radicalisation: expert meeting & workshop (in cooperation with CJP)
- Real estate & logistics: 2 expert meetings
- Family relations: expert meeting
- Alternatives to detention: workshop (in cooperation with CJP)
- European Prison Regime Forum: workshop

After each expert meeting, workshop and conference a report or minutes were produced and published together with the presentations on the EuroPris website and newsletter. Some of the expert groups produced reports on specific subjects. Those reports were published separately.

#### Foreign Nationals in Prison

##### *Expert meeting*

The expert group has its origins in the CEP Special Interest Group on Foreign Nationals. After the founding of EuroPris this expert group continued to be a joint initiative by EuroPris and CEP, with EuroPris taking the lead on that topic. In 2015 Nick Hammond, former expert group member, joined the EuroPris Secretariat as a volunteer coordinator of this expert group on behalf of EuroPris.

In 2016, it was an active year in the area of Foreign Nationals. In February, the expert group members were invited to the final conference of the '*STEPS2 Resettlement project*'. After the project conference,

the group met in Bucharest. Since there were new experts added to the group from both, prison and probation, much of the time was devoted to listening to each other's backgrounds and experiences. Also, the planned activities were discussed and input was collected from the members for the planned workshop later in the year.

A second short expert meeting took place after the workshop to evaluate and to make plans for the coming year. The group also decided to change the name of the group into Foreign Nationals in Prison and Probation (FNPP).

#### *Training*

Roisin Mulgrew, who is an expert of the group and assistant professor at Nottingham University applied jointly with EuroPris and the Belgian Prison Service for funding of a practice oriented prison staff training on the Council of Europe Recommendation. For this one-day training experts were invited that had either a function in development of staff trainings or were in a management function in a prison with a large portion of Foreign Nationals. After an introduction to the CoE Recommendation the participants were grouped in roundtable settings to discuss with each other best practices that had been developed in the various areas described by the Recommendation. The focus was on regime improvement, rehabilitation/reintegration and staff training. The event provided participants also with an opportunity to contribute to the development of a good practice manual and built a network with practitioners working in this field in other European countries.

#### *Workshop*

Foreign national offenders continue to pose particular challenges to those who are working with them in the custodial and community setting. Right after the training the joint EuroPris / CEP workshop was organized. Combining the events gave more experts the possibility to participate at both, the workshop and the training.

The purpose was to promote better national regulations and good practices for Foreign National Offenders in Europe, through presentations that were given on subjects such as: Management of Foreign National Offenders; trends and rates of foreigners in European Prisons from 2000-2016; interagency cooperation and cooperation with the Immigration Service, and working with expelled offenders in Albania and Romania. A world café session was organized to stimulate discussions on prison regime, resettlement, education, work and training and community involvement – all in relation to the specific needs of Foreign Nationals.

#### Framework Decision 909 (FD 909)

##### *Expert meeting*

EuroPris and the European Commission jointly hosted the expert group for the *Transfer of sentenced prisoners under Framework Decision 909*. Building on the previous EuroPris expert group meetings on the subject, all Member States were invited to attend for an EU-wide discussion on common issues, processes and practices in using the Framework Decision. In total 24 Member States were represented. EuroPris chaired the first day and the agenda included small group discussions between Member States focusing on experiences of working with one another as issuing/receiving state; overcoming practical problems; producing information sheets on prison processes within each country; and, how

Member States and Competent Authorities might use the European Prison Information System (EPIS) hosted by EuroPris to access and exchange information.

The second day was hosted and chaired by the European Commission. Topics discussed included the recent ECJ judgement on detention conditions, time limits, as well as, documents and communications required to enable transfer.

EuroPris also collected and provided through the expert group a number of relevant documents and data, such as:

- Prisoner information sheets containing country specific prison information in English and local language
- Information form to accompany prisoner transfer
- Information booklet for prisoners transferring under Framework Decision 909
- Number of EU prisoners in EU prisons
- Number of incoming and outgoing transfers under the Framework Decision 909

### Research and Statistics

#### *EPIS training*

EPIS (European Prison Information System) is the digital database on the EuroPris website containing data of European Prison Services. EuroPris held the 2016 EPIS Training workshop, at the Czech Prison Service Training Facility in Straz pod Ralskem. The group was comprised of representatives from 10 European National Agencies. The aim of the training was to support prison staff, who are in charge of completing the data for their jurisdiction, in understanding the value and functioning of EPIS. The training participants learned how the system works and started to complete the profiles for their Prison Service. The training gave the participants a clear understanding on how they can work with EPIS. The participants also provided valuable feedback for EuroPris and for the further improvement of the system. After the training, Luxembourg, Bulgaria, Slovakia, Montenegro and Austria fully completed the data and the other countries started working on it.

### Real estate & Logistics

#### *Expert meeting*

The Real estate & Logistics group met twice in 2016. For each meeting not the whole group was present, but only the members to whom the particular topic of the meeting was relevant.

At the first meeting of the subgroup in April in the Netherlands, discussions and in-depth investigations were done on the subject of *Public Private Partnership*. The meeting was co-hosted by the Dutch Custodial Institutions Agency. The meeting involved visits of two PPP constructed prisons. As a result of this meeting a report was drafted elaborating what, why, how and when PPP is used for cooperation between the government and the private sector in the construction of new prisons. The report also discussed the different types and phases of PPP, as well as lessons learned and conclusions.

The second meeting of the group was hosted by the Criminal Sanctions Agency in Helsinki in October. The main subject of the meeting was *Prison design*. Experts from Northern Ireland, England, Slovenia, Belgium, Czech Republic and Finland shared their current prison design projects. Discussions also

included: stakeholder involvement and reviews to assess needs and to define design requirements, design criteria and standards setting, tender evaluation, and long-term strategic planning. The group will draft a report on Prison design that will be published in 2017.

## Radicalisation

### *Expert meeting*

In April EuroPris was in the lead of organizing with the Criminal Justice Platform a one-day conference on *Radicalisation and Violent Extremism* in Barcelona. The Radicalisation Expert Group was invited to take part at the conference and to meet after that for a one day exchange. The meeting was attended by representatives from 11 European National Agencies. The level of experience and the needs of the group varied widely, which seemed to be a good reflection of the situation throughout Europe. The purpose of the meeting was to present and discuss the papers that the experts were developing on: *Prison Chaplaincy* and *Risk Assessment Tools*. The *Prison Chaplaincy* paper has been published on the EuroPris website and newsletter. The paper on *Risk Assessment Tools* will be published in 2017.

## ICT in Prisons

### *Expert meeting*

The ICT Expert Group had a first short meeting just ahead of the workshop in June in Sintra. The group discussed the workshop agenda, possible topics for the next Technology in Corrections Conference in 2017 and also the three papers to which the group committed: *Cloud and Data Protection*; *Telemedicine and Cooperation between the Police and Penal System*. These papers were published on the EuroPris website and newsletter.

The second meeting of the expert group took place in November in Prague. At this meeting, hosted by the Czech Prison Service, the group shared the latest ICT project developments in their prison system. The experts discussed in depth topics and decided to develop two papers in 2017: *Payment in Prisons* and *How can ICT make the offender more prepared for release?*. The group also discussed possible topics and speakers for the 2017 *Technology in Corrections* Conference.

### *Workshop*

The 3<sup>rd</sup> EuroPris *ICT in Prison* Workshop took place in June 2016 in Sintra, Portugal and was hosted by the Portuguese Prison and Probation Service. The event was attended by 68 participants from 22 countries. In a mixture of plenary presentations and smaller breakout sessions the participants had the opportunity to engage into in depth discussion on a variety of topics such as: Telemedicine; Connecting the inmate to the digital world; Looking into the future; Cloud and data protection and internet; Video-conferencing and Tender Management.

## Family relations

### *Expert meeting*

In May the first meeting of the *Family relations* expert group was organized in cooperation with the Croatian Prison Service in Zagreb. Besides the 10 prison experts, two representatives of Children of Prisoners Europe (COPE) participated and shared their experiences. The meeting was organised just ahead of the COPE annual conference to enable our experts to participate at both events. Inspired by the Irish model, the group decided to draft until the end of 2016 a collection of best practices around five main topics: Visiting facilities, physical structure; Community involvement; Communication;

Intervention programs and Staff training. This collection will be discussed at the next expert meeting in 2017 and after that published.

### European Prison Regime Forum (EPRF)

#### *Workshop*

The European Prison Regime Forum has been organised since 1996 on an annual basis. The focus of the EPRF has always been on work in prison and work for prisoners. EuroPris has been attending the EPRF annual events and stayed in close contact with the EPRF Steering group. In the beginning of 2016 a meeting took place with the Steering Group in which EuroPris was asked to organize the 2016 EPRF event. As a result, EuroPris organised, in cooperation with the EPRF Steering Group and the Bulgarian Prison Service, the European Prison Regime Forum workshop in December in Sofia, Bulgaria. The agenda addressed topics such as: How is work organised inside and outside of prisons?; Education and certification of prisoners; Own label production and marketing; Salary and conditions of employment; Cooperation with social enterprises. The workshop was a mixture of presentations and lively exchanges between the participants at roundtable sessions. The workshop also included a marketplace where 12 Prison Administration exhibited their prison made products. After the workshop the Steering Group decided that the EPRF will continue to operate under the EuroPris umbrella.

**Table: Expert meetings, workshops and conferences**

<b>Date / Place</b>	<b>Activity</b>	<b>EuroPris Secretariat</b>
5-6 February Bucharest, Romania	Expert meeting Foreign Nationals in Prison (with CEP)  Experts from prison (Croatia, Sweden, Belgium), probation and NGO sector	Kirsten Hawlitschek Nick Hammond
20-22 April Amsterdam, Netherlands	Real estate expert meeting  8 Experts from Netherlands, Belgium, England, Northern Ireland, Finland, Slovenia and Catalonia	Kirsten Hawlitschek
27 April Barcelona, Catalonia	Radicalisation expert meeting  11 Experts from Austria, England, Germany, Norway, Catalonia, Northern Ireland, Estonia, Bulgaria, Portugal, Sweden and Turkey	Kirsten Hawlitschek Rodica Popa Jofre Bosch Buch
9-10 May Brussels, Belgium	Transfer of Prisoners under FD909 expert meeting  Experts from 24 EU MS	Vikki Elliott Kirsten Hawlitschek Fraser Bryans
18-19 May Zagreb, Croatia	Family relations expert meeting  10 Experts from Czech Republic Ireland, Norway, Sweden, Slovenia, Romania, Austria, Croatia, Finland, Catalonia and 2 experts from COPE	Kirsten Hawlitschek Julia Ilyina
13 June Zaandam, Netherlands	Annual conference  95 participants from 30 European jurisdictions	All staff members

13 June Zaandam, Netherlands	Annual General Meeting  26 Full and Affiliate Members participated	All staff members
28 June  Sintra, Portugal	ICT expert meeting  9 Experts from Ireland, Netherland, Belgium, Romania, Denmark, Sweden, Austria, and Finland	Rodica Popa
29-30 June  Sintra, Portugal	Workshop ICT in Prisons  68 participants from 22 jurisdictions	Kirsten Hawlitschek Rodica Popa
30-31 August  Straz pod Ralskem, Czech Republic	EPIS Training  Experts from Albania, Austria, Bulgaria, Czech Republic, Georgia, Italy, Luxembourg, Montenegro, Slovakia, and Turkey	Rodica Popa Fraser Bryans
23 November  Brugge, Belgium	Training CoE Recommendation Foreign Nationals  41 participants from 17 jurisdictions	Kirsten Hawlitschek Julia Ilyina Nick Hammond Kathleen van de Vijver
24-25 November  Brugge, Belgium	Workshop Foreign National Offenders  60 participants from 21 jurisdictions	Kirsten Hawlitschek Julia Ilyina Nick Hammond Kathleen van de Vijver
29-30 November  Prague, Czech Republic	ICT expert meeting  9 Expert from Ireland, Sweden, Croatia, Portugal, Denmark, Belgium, Czech Republic, Turkey	Rodica Popa Kirsten Hawlitschek
14-15 December  Sofia, Bulgaria	European Prison Regime Forum  42 participants from 19 jurisdictions	Rodica Popa Kirsten Hawlitschek Kathleen van de Vijver

### Databases

EuroPris worked with two main databases, being the general contacts database and the expert's database. Since the response of the Prison Administration to the expert's database was rather limited and EuroPris already built a strong network of experts through its expert groups, it was decided to concentrate our efforts on keeping the contacts database up to date.

A different type of database is 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 level and on the individual establishment level. The accessibility of data is layered, with some data accessible to all website visitors and others only for registrants with a Ministry of Justice/Prison Service and EC



DG Justice mail address. The European Council working party on e-Law (e-Justice) / expert group on penitentiary establishments approached EuroPris in 2016 to discuss cooperation and support in providing a database of information on penitentiary establishments throughout Europe. Discussions with this expert group are ongoing.

EuroPris has been actively stimulating Prison Services to populate EPIS with data through presentations at events and the organisation of EPIS trainings in 2015 and 2016. By the end of 2016 the system contained the complete data of 19 jurisdictions and 5 jurisdictions completed it partially.

**Table: Status of completing data on EPIS**

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	Completed
Lithuania	Prisons Department	Completed
Netherlands	Department of Correctional Institutions (DJI)	Completed
Norway	Directorate of Norwegian Correctional Service (NOR)	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
Bulgaria	General Directorate Execution of Sentences (BG)	Completed
Albania	General Directorate of Prisons (AL)	Partially completed
Turkey	General Directorate of Prisons and Detention Houses (TR)	Partially completed
Slovakia	General Directorate of the Corps of Prison and Court Guard (SK)	Partially completed

Country	Name	EPIS Status
Austria	Federal Ministry of Justice Austria	Completed
Montenegro	Institute for the Execution of Criminal Sanctions (ME)	Completed
Latvia	Latvian Prison Administration (LV)	Completed
Georgia	Ministry of Corrections and Legal Assistance of Georgia: Department of Penitentiary (GE)	Partially completed
Luxembourg	Ministry of Justice: Department of Prisons (LU)	Partially completed

The EuroPris Knowledge Management System (KMS) supports inter-agency collaboration and supports European Prison Services who want to enquire or benchmark on specific topics with a wide network of European colleagues. EuroPris built a system that allows to digitally share such questions with their European network and to produce a structured report within a very short period that is accessible to all respondents.

The number of KMS reports is still increasing. In 2016 EuroPris produced 33 KMS reports and received a response on each questionnaire from an average of 14 Prison Services. The data collected through KMS were archived on the EuroPris website. Most of the responses were accessible for all website visitors. For the countries that required confidentiality for their response, the data access was limited to registrants with a Ministry of Justice/Prison Service and EC DG Justice mail address.

**Table: List of KMS reports in 2016**

Topic of the question	Requested by
Inmates' Evaluation of the Custodial Services	Prison Department of Lithuania
Cell Phone Blocking and Jamming	Department of the Prison and Probation Service Denmark
Ex-Offenders Employment	Prison Service of the Czech Republic
Using dogs to find mobile phones	Department of the Prison and Probation Service Denmark
Reception screening in prisons	Ministry of Justice of Mecklenburg-Western Pomerania
Family Days in Prison	Latvian Prison Administration
Health Protection of Prisoners	The Institute for execution of criminal sanctions Montenegro
UAVs in Prison Environment	Swedish Prison and Probation Administration
NGOs in Prisons	Latvian Prison Administration
Use of Social Media by Prisoners	National Offender Management Service (NOMS)
No-smoking legislation and Practices in Penal Establishment	Department of Penitentiary Administration Italy
Personal Identification Badges Prison Staff Clothing	Federal Ministry of Justice Austria
Construction of New Prisons	Directorate-General of Reintegration and Prison Service Portugal
Purchase Transportation of Prisoners	Directorate-General of Reintegration and Prison Service Portugal

Incapacitant sprays	National Offenders Management Service (NOMS)
Prison Security	General Directorate of Prisons and Detention Houses Turkey
Elderly Prisoners	Prison Administration of Republic of Slovenia
Resocialization in Prisons	Latvian Prison Administration
Women Resocialization in Prison	Latvian Prison Administration
Prevention of the use of mobile phones in prisons	Danish Prison Service
Number of Security Staff	The Institute for execution of criminal sanctions Montenegro
Assessment of Protection Prisoners	Irish Prison Service
Assaults on Prison Staff	National Offender Management Service
Internal Prison Inspection Mechanism	Irish Prison Service
Searches in Prisons	National Administration of Penitentiaries Romania
Staff Training Provision for Family Relations	Scottish Prison Service
Changing the Regime Decision	Latvian Prison Administration
Earned Release Scheme	National Offender Management Service
Visiting Facilities	Criminal Sanctions Agency (RISE)
Interventions on Family Relations	Prison System Directorate Croatia
Prison Regime	National Administration of Penitentiaries Romania
Steel Mesh Cell Windows	General Directorate of Prisons and Detention House Turkey
Deaths in Prison	General Directorate of Prisons and Detention House Turkey

## Projects

Being a partner in multilateral EU funded cooperation projects has proven to be of value for the projects, for the work of EuroPris and for our members. The role of EuroPris secretariat was mainly to source experts, to disseminate project results and activities to a wider European audience and to advise on and link to other activities or initiatives that are taking place in European Prisons and Corrections and specifically to the work of the expert groups and workshops organized by EuroPris. In 2016 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): the project was closed in the first half of the year with a final conference in Bucharest; EuroPris linked the project results to the EuroPris expert group on Transfer of Prisoner FD 909 and built the project website.
- *Prisons of the Future*: Alternatives to imprisonment and innovative prison solutions (applicant DJI Netherlands): the project was closed in the first half of the year with a final conference in The Hague; EuroPris supported the organisation of the conference.

EuroPris participated as Associate Partner in the following Academy of European Law (ERA) Action Grant projects (EC DG Justice):

- *Enhancing Cross-border Mutual Legal Assistance and Recognition of Decisions in Countering Terrorism and Preventing Radicalisation in Prisons*
- *Improving Conditions and Finding Alternatives to Detention*

Both projects consist of a series of seminars for which EuroPris frequently searched and proposed experts for presenting at the seminars.

EuroPris participated as Partner in four 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)
- *MENACE* Mental Health, Aging and palliative care in European prisons (applicant Hospice Casa Sperantei, Romania) – projected started in 2016

The EuroPris Secretariat participated in the Steering Committee meetings of these projects and the main task was the dissemination and communication about the projects. For the R2PRIS project a link was made with the EuroPris expert group on Radicalisation.

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

Many different organisations are active in the penitentiary field in Europe. And many of them focus on a specific topic or expertise that is related to penitentiaries. EuroPris, however, as a European network organisation, has the objective to connect European Prison Administrations and cooperate with other organisations that are active in this field on all issues that are relevant for the EuroPris network. After five years of operation, EuroPris has become a well-known actor in the penitentiary field and is regularly approached by a wide range of experts seeking support or information. And, EuroPris is often invited to present the organisation at events that are organized by related organisations or Prison Services. The central role that EuroPris plays in the European penitentiary arena is essential for mutual learning and exchange, for linking, and herewith strengthening activities, and for preventing duplication of efforts. To establish this central role EuroPris must be visible. As a network organisation, networking is an important aspect of the work: in order to be up-to-date on developments in Europe and to know the main actors and the other way around, that the main actors know EuroPris and the work of EuroPris.

Two developments are important to mention separately. The European Prison Regime Forum Steering Group and EuroPris met in the beginning of 2016 to discuss cooperation. It was decided that EuroPris would organize the 2016 EPRF conference in cooperation with the Steering Group. After the conference it was decided that the EPRF would continue to operate under the EuroPris umbrella and that EuroPris will continue to organize the EPRF conference.

Also with the European Penitentiary Training Academies discussions have been taken to a new level. At a meeting in Poland between the 2016 EPTA chair and EuroPris discussions took place about the cooperation between the two network organisations. At the annual EPTA conference in November a Memorandum of Understanding was signed. It was agreed that EuroPris would support EPTA in their communication and dissemination, and provide for a liaison that will contribute to the contents and organisation of their annual event.

**Table: Participation in conferences / activities of partner organisations**

<b>Date / Place</b>	<b>Activity</b>	<b>EuroPris secretariat / Board member /Expert</b>
22-27 January Louisiana, USA	American Correctional Association Winter Conference	Hans Meurisse
10-12 February Stuttgart, Germany	Final Conference <i>ECOR</i> Project (European Communities of Restoration in Prison)	Gabriela Slovakova (Czech expert)
12 February Brussels, Belgium	Meeting Steering Group European Prison Regime Forum	Hans Meurisse Kirsten Hawlitschek
19 May Zagreb, Croatia	Annual Conference Children of Prisoners Europe	Kirsten Hawlitschek Julia Ilyina
19-20 May Brussels, Belgium	European Commission, DG Justice Roundtable on De-Radicalisation & Training Needs	Harald Føsker
24-27 May Utrecht, NL	Annual Conference Victims Support Europe	Walter Burke (Irish expert)
2-3 June Edinburgh, Scotland	International Strategic Symposium of the Scottish Prison Service	Kirsten Hawlitschek
22 June Leiden, Netherlands	Annual Conference European Forum Restorative Justice	Kirsten Hawlitschek
23-24 June Warsaw, Poland	Meeting European Penitentiary Training Academies	Kirsten Hawlitschek Harald Føsker
26 October Brussels, Belgium	EC Working group on e-Law /penitentiary establishments expert group	Julia Ilyina
23-28 October Bucharest, Romania	Annual Conference International Corrections and Prisons Association	Kirsten Hawlitschek Rodica Popa
11 November Brussels, Belgium	EC Working group on e-Law /penitentiary establishments expert group	Fraser Bryans
14-17 November Kalisz, Poland	Annual Conference of European Penitentiary Training Academies	Kirsten Hawlitschek Harald Føsker
16-17 November Strasbourg, France	Council of Europe PCOC meeting (Discussion on Transfer of Sentenced Persons)	Vikki Elliott
22-24 November Strasbourg, France	Council of Europe Radicalisation Roundtable	Linda Edman (Swedish expert)

Participation at Penological Council and CDPPC of Council of Europe

Having the observer status at the Council of Europe Council for Penological Cooperation (PC-CP), EuroPris participates at their expert panels and annual plenary meeting. In 2016 the main work of the PCCP relevant to Prison Services was drafting the handbook on Radicalisation and Violent Extremism. EuroPris observed and provided comments in the drafting process of the Guidelines and supported the PCCP with regard to contents and speakers for the Council of Europe Conference of Directors of Prison

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

**Table: Council of Europe events**

<b>Date / Place</b>	<b>Activity</b>	<b>EuroPris secretariat / experts</b>
11-13 January Strasbourg, France	PC-CP (Penological Council), Participation at meeting	Kirsten Hawlitschek
11-13 May Strasbourg, France	PC-CP (Penological Council), Participation at meeting	Kirsten Hawlitschek
14-15 June Zaandam, Netherlands	Participation at Annual Conference CDPPS	Kirsten Hawlitschek
26-28 September Strasbourg, France	PC-CP (Penological Council), Participation at meeting	Kirsten Hawlitschek
19-21 October Strasbourg, France	PC-CP (Penological Council) Plenary meeting, Participation at meeting	Kirsten Hawlitschek

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

As in previous years the Criminal Justice Platform planned for 2016 to organize three events, being a collaborative effort between EuroPris, the Confederation of European Probation (CEP) and the European Forum for Restorative Justice (EFRJ). Each organisation was taking the lead in the organisation of one event. The main responsibility for EuroPris was the organisation of the *Radicalisation* conference in April. The second activity, with CEP in the lead, was the Alternatives to Detention seminar. The third one, a seminar on the implementation of the Victims Directive had to be delayed to 2017 by EFRJ because of unexpected staff changes. The two activities that took place, were hosted by the Catalanian Ministry of Justice according to the agreement that was made with the Centre for Legal Studies. The CJP events were combined with a half day meeting of the Platform members.

In February representatives of the Platform members met with European Justice Commissioner Vera Jourova. At the meeting, Commissioner Jourova expressed her concern about the influx of migrants in the EU and the impact this could have on the Justice area. Further, an open exchange took place about the work of the Platform members.

In 2016 discussions started to change the approach in 2017 and organize just one event, being a three-day summer course consisting of 3 workshops.

**Table: Criminal Justice Platform activities**

<b>Date / Place</b>	<b>Activity</b>	<b>EuroPris secretariat / Board / experts</b>
4 February Brussels, Belgium	Meeting with EC Justice Commissioner Jourova	Hans Meurisse
25-26 April Barcelona, Catalonia	CJP Radicalisation Conference and CJP meeting  78 participants from 17 jurisdictions	Kirsten Hawlitschek Rodica Popa Jofre Bosch Buch Peter van der Sande Steve Gorman (expert NOMS) Hans Kieserling (expert Germany)
3-4 November Barcelona, Catalonia	CJP conference on Alternatives to Detention  49 participants from 10 jurisdictions	Kirsten Hawlitschek Peter van der Sande Ana Voiculescu (expert Romania) Virna van der Elst (expert Belgium) Eric Nijman (expert Netherlands)

Cooperation with Confederation of European Probation (CEP)

As per the affiliation agreement that has been signed between EuroPris and CEP, the two organisations will cooperate each year on two subjects. *Foreign Nationals in Prison and Probation* (FNPP) has been taken up from the beginning and will continue with expert meetings and bi-annual workshops. The issue of *Staff training*, which was on the agenda until the end of 2015 has not continued in 2016. Main reason for that was the increasing involvement of EuroPris with the European Penitentiary Training Academies (EPTA). With CEP it was decided to plan for 2017 a workshop on mental health issues.

**Table: Activities with Confederation of European Probation**

<b>Date / Place</b>	<b>Activity</b>	<b>EuroPris secretariat / Board / experts</b>
5-6 February Bucharest, Romania	Expert meeting Foreign Nationals in Prison (with CEP)  Experts from prison (Croatia, Sweden, Belgium), probation and ngo sector	Kirsten Hawlitschek Nick Hammond
4-7 October Bucharest, Romania	CEP General Assembly  CEP Annual Conference	Kirsten Hawlitschek
24-25 November  Brugge, Belgium	Workshop Foreign National Offenders  60 participants from 21 jurisdictions	Kirsten Hawlitschek Julia Ilyina Nick Hammond Kathleen van de Vijver

## Cooperation with European Commission DG Justice

Within the 2015-2017 Framework Partnership Agreement of the Justice Program EuroPris received also in 2016 European Commission co-financing through the Operating Grant of the Justice Program. Being partly financed by the EC means that the work program of EuroPris is, at least partly, aligned with the priorities of the Justice Directorate. Therefore, the Secretariat keeps close contact with the Commission and provides them with reports and invitations to our events and has several meetings throughout the year with EC staff. The subjects related to prisons that were most relevant for the EC were the Transfer of Prisoners under FD 909, Alternatives to detention and Radicalisation. EuroPris has been implementing activities in all three areas.

One department of DG Justice that supported the European Judicial Training Network (EJTN) with a focus on judges and prosecutors, started in 2016 to extend their training focus also to prison and probation staff, especially in relation to training on radicalization issues. EuroPris supported DG Justice in the organisation of a Roundtable with the provision of contacts and was represented at this meeting by the EPTA liaison.

EuroPris also presented at two European Council working group meetings the possibilities to collect and publish information about prison establishments in the EuroPris EPIS system. The Council working group intended to collect similar information for the EC e-Justice portal. With the support of EuroPris a duplication of efforts could be prevented. Further discussions will take place in 2017.

**Table: Meetings with European Commission**

<b>Date / Place</b>	<b>Activity</b>	<b>EuroPris secretariat / Board</b>
22 January Brussels	Meeting with Jesca Beneder – Annual plan	Hans Meurisse Kirsten Hawlitschek
22 February	Meeting with Jesca Beneder - EPIS	Fraser Bryans
19-20 May Brussels, Belgium	European Commission, DG Justice Roundtable on De-Radicalisation Training Needs	Harald Føsker
26 October Brussels, Belgium	EC Working group on e-Law /penitentiary establishments expert group	Julia Ilyina
11 November Brussels, Belgium	EC Working group on e-Law /penitentiary establishments expert group	Fraser Bryans

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

#### Membership

EuroPris witnessed a further growth of its network and members. From 26 Full and Affiliate Members the organisation grew to a total of 30 Members. Next to the 26 Full Members, 4 Affiliates (Georgia, Montenegro, Turkey and Albania) became a member of EuroPris. The 26 Full Members represented 23 EU Member States.



At the Annual General Meeting in June 2016 the EuroPris Members decided to make, starting 2017, no longer a difference between Full and Affiliate Members. All Council of Europe jurisdictions will be accepted as Members and pay their Membership fee according to the GDP based calculation.

**Table: EuroPris Members**

<b>Member country</b> (as per 31 December 2015)	<b>Membership type</b>
1- Albania – General Directorate of Prisons	Affiliate (new)
2- Austria – Federal Ministry of Justice	Full
3- Belgium – Belgian Prison Service	Full
4- Bulgaria- General Directorate Execution of Sentences	Full
5- Catalonia – General Directorate of Prison Regimes and Resources	Full
6- Croatia – Ministry of Justice: Prison Administration	Full
7- Cyprus – Ministry of Justice and Public Order: Department of Prisons	Full
8- Czech Republic – Prison Service	Full
9- Denmark – Department of Prisons and Probation	Full
10- Estonia – Ministry of Justice: Department of Prison	Full
11- England/Wales – Her Majesty’s Prison and Probation Service	Full
12- Finland – Criminal Sanctions Agency	Full
13- Georgia – Ministry of Corrections and Legal Assistance: Department of Penitentiary	Affiliate
	Full
14- Germany – Federal Ministry of Justice (Penitentiary Committee)	Full (new)
15- Italy – Ministry of Justice: Department of Penitentiary Administration	Full
16- Ireland – Irish Prison Services	
17- Latvia – Prison Administration	Full
18- Lithuania – Ministry of Justice Prison Department	Full
19- Luxembourg – Ministry of Justice: Department of Prisons	Full
20- Montenegro – Institute for the Execution of Criminal Sanctions	Affiliate (new)

Member country (as per 31 December 2015)	Membership type
21- Netherlands – Dutch Custodial Institutions Agency	Full
22- Northern Ireland – Northern Ireland Prison Service	Full
23- Norway – Directorate of Norwegian Correctional Service	Full
24- Portugal – General Directorate of Prison and Probation Services	Full
25- Romania – National Administration of Penitentiaries	Full
26- Slovakia – General Directorate of the Corps of Prison and Court Guard	Full (new)
27- Scotland – Scottish Prison Service	Full
28- Slovenia – Prison Administration of the Republic of Slovenia	Full
29- Sweden – Swedish Prison and Probation Administration	Full
30- Turkey – General Directorate of Prisons and Detention Houses	Affiliate

#### Board and Executive Committee meetings

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

Until the election on 13<sup>th</sup> June at the Annual General Meeting the Board consisted of 8 Board members, as the Board members of Croatia and the Czech Republic had to leave after being no longer Head of the Prison Service. After the elections in June 2016 all 10 Board positions were occupied.

The Executive Committee consists of 5 board members (President, 3 Vice-Presidents, and Treasurer) and the Executive Director. There was no need to hold separate Executive Committee Meetings in 2016.

#### **Table: Board meetings**

11 March Lisbon, Portugal	Board meeting
2 April Teleconference	Board meeting
12 & 13 June Zaandam, Netherlands	Board meeting (linked to AGM)
16 September Vilnius, Lithuania	Board meeting

## Secretariat

EuroPris is registered in The Hague, Netherlands and has two offices: one in The Hague and one in Brussels. Both of them are located and provided as in-kind contribution by the Prison Service of the Netherlands and Belgium.

Based in The Hague were the Executive Director, (K. Hawlitschek) and since 2016 the Office manager (J. Ilyina). The Business manager (R. Popa) was based in the Brussels office. These three persons were the main staff of the Secretariat. In the first half of 2016 the Brussels office was supported by an intern (J. Bosch Buch).

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. The financial administration is handled on a contract basis with the Netherlands Helsinki Committee by (C. Huisman and K. Kastelijn). Another part time contract is concluded with F. Bryans for the EPIS and website development and for providing technical support to the staff. The FNP coordinator (N. Hammond) works from London on a voluntary basis. From the Belgian Prison Service K. Van de Vijver started to support the organisation of events in the second half of the year. For the cooperation with European Penitentiary Training Academies it was agreed to appoint a liaison (H. Føsker) to link and coordinate between EuroPris and EPTA from his office at the Norwegian Correctional Service.

Through its international staff EuroPris is well connected with the Prison Services in: the Netherlands, Belgium, England, Scotland, Norway and Romania.

With the growth of the number of EuroPris members and activities, there was also a need to grow in staff. This was partly managed through in-kind staff support from Norway and Belgium and partly through the employment of an office manager in the Netherlands.

**Table: Current employment structure of the Secretariat** (all staff contracts ending 31.12.16 have been renewed and extended for continuation in 2017):

<b>Name</b>	<b>Function</b>	<b>Employer</b>	<b>Contract</b>	<b>Employment</b>
Kirsten Hawlitschek	Executive Director	DJI, seconded	36 hours/week	01.01.13-31.12.18
Fraser Bryans	IT & Statistics	Self employed	8 hours/week	31.03.16-31.03.17
Rodica Popa	Business Manager	Self employed	36 hours/week	04.05.16-30.06.17
Julia Ilyina	Office Manager	Pay roll employment	24 hours/week	01.02.16-31.07.16
Julia Ilyina	Office Manager	Pay roll employment	32 hours/week	01.09.16-31.12.16

<b>Name</b>	<b>Function</b>	<b>Employer</b>	<b>Contract</b>	<b>Employment</b>
Carla Huisman	Financial Manager	NHC, seconded	4.5 days/year	01.01.16- 31.12.16
Kinga Kastelijjn	Financial Assistant	NHC, seconded	13.5 days/year	01.01.16- 31.12.16
Victoria Elliot	FD 909 Expert group Manager	NOMS, seconded In-kind contribution	8 hours/week	01.01.16- 31.12.16
Nick Hammond	FNP Expert group manager	Volunteer, retired	As needed	01.01.16- 31.12.16
Kathleen van de Vijver	Event organisation	EPI, seconded In-kind contribution	As needed	01.09.16- 31.12.16
Harald Føsker	EPTA liaison	KDI, seconded In-kind contribution	As needed	01.05.16- 31.12.16

#### Annual General Meeting (AGM)

The 2016 Annual Conference and General Meeting were hosted by the Dutch Custodial Institutions Agency in Zaandam on the 13<sup>th</sup> June. At the conference the EuroPris expert groups gave presentations about their work and the reports they produced in the past year. During the conference also a panel discussion was organized on the topic of prison overcrowding and detention conditions with presentations of Heads of Service, European Commission and CPT representatives. The conference was attended by 95 participants from 30 countries. 26 of the 30 EuroPris Full and Affiliate members were present.

At the AGM the Board presented to the members the Annual Report 2015, the Financial Report 2015, the Work plan for 2016 and the Budget for 2015 & 2016. The presentation of the new Strategic Plan 2017-2020 was combined with a discussion and feedback from the Members. All reports were approved unanimously by the EuroPris members.

Also, the Board (re-)election took place and all nominated candidates were approved and elected by the members.

The Board proposed to eliminate the current difference between Affiliate and Full Members and to introduce in 2017 only one type of membership for all Prison Services within the Council of Europe region. The proposal was adopted by the members.

The AGM was rounded up with a short introduction of the projects to which EuroPris is a partner.

## Communication

EuroPris uses several media to connect and communicate with their members and network. The first and most used way of communication is the e-mail and direct mailing to the Heads of Service, liaison and in some cases all contacts.

The organisations' website [www.europris.org](http://www.europris.org) is continuously updated and improved. The website had in 2016 on average 1000 visitors per month. Preparations have started in 2016 for launch of a new website in 2017.

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, expert groups 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 regularly. On Twitter EuroPris alerted followers frequently about activities and penitentiary news. Twitter has become a well-used medium during events. On LinkedIn the EuroPris network contained 397 members and on Twitter EuroPris had 438 followers.

EuroPris printed a number of reports from the expert groups:

- Transfer of Prisoners FD 909
- Public Private Partnership
- Cloud and Data Protection in Offender Digital Services
- Telemedicine
- Prison Chaplaincy and De-radicalisation

These reports were also published on the EuroPris website. Flyers with general information and on membership of EuroPris were printed and disseminated during conferences, workshops and seminars to the participants.

## 4. Organisation

### Registration

Since 14 December 2011 EuroPris is registered at the Chamber of Commerce The Hague, Netherlands as the European Organisation of Prison and Correctional Services (EuroPris) under the registration number 54119715.

### Board

EuroPris is headed by an international Board of a maximum of 10 European Director Generals that are elected by the AGM.

Before the AGM, on 12<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
- Catalin Claudiu Bejan – Romania
- Zivile Mikenaite – Lithuania, Board member
- Jorge Monteiro – Portugal, Board member

At the elections during the Annual General Meeting the Board member position of Catalin Bejan, whose first period of three years expired, was due for re-election and two Board positions were open after the Croatian (Ivica Simac) and Czech Board member (Pavel Ondrasek) had left their position in the Prison Service since the last AGM..

For the two vacant positions the Secretariat received exactly two nominations. The two nominated candidates (Gergana Georgieva and Petr Dohnal), as well as Catalin Bejan were all unanimously elected by the members. The term for these newly elected Board members is three years and they will be in this position until the Annual General Meeting in 2019. 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
- Catalin Claudiu Bejan – Romania, Board member
- Petr Dohnal – Czech Republic, Board member
- Zivile Mikenaite – Lithuania, Board member
- Jorge Monteiro – Portugal, Board member
- Gergana Georgieva – Bulgaria, Board member

## Staff

With the growing membership the number of activities that EuroPris developed increased and there was a need for an increase in staff time. The staff of EuroPris worked from several locations, mainly from the office in The Hague and Brussels.

The President of EuroPris, Hans Meurisse had an agreement with the Belgian Ministry of Justice to work 0.5 days per week for EuroPris in overtime. He was self-employed and received reimbursement for his work as President of the Board for a maximum of two days per 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 a second term of three years 2016-2018.

Fraser Bryans worked for EuroPris on the basis of a service contract. He provided IT and website support, lead the Statistics & 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. In July, a new one-year contract was concluded as Business Manager for 36 hours/week. She had to move her business registration from Romania to Belgium, resulting in a higher tax rate and consequently higher fee.

Julia Ilyina joined the The Hague EuroPris office as Office Manager in February 2016 for three days until the end of July. In September a new contract was concluded for 32 hours/week. Her contract is arranged through a payroll company.

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.

With the Netherlands Helsinki Committee a new Service Contract was concluded for the financial management and financial administration. Carla Huisman was contracted as Financial Manager for 1 day/month and Kinga Kastelijn as Financial Assistant for a maximum of 10 days/year.

Nick Hammond has started working for EuroPris on 1<sup>st</sup> July 2015. He is retired and worked as volunteer as coordinator of the expert group on Foreign Nationals in Prison and Probation.

Harald Føsker started in the course of 2016 as EuroPris liaison for the European Penitentiary Training Academies. He works on a volunteer basis and in-kind contribution from the Norwegian Correctional Service.

Kathleen van de Vijver started in September 2016 to support the organisation of EuroPris events. She works in Brussels under the contract of the Belgian Prison Service as in-kind contribution to EuroPris.

## Finances

EuroPris applied in 2016 successfully for an Operating Grant at the European Commission DG Justice. The grant was awarded within the EC Framework Partnership Agreement 2015-2017 for which EuroPris was selected in 2015.

Out of the total EuroPris Income in 2016 of € 419.147 EuroPris requested € 193.178 co-financing from the European Commission. The final amount awarded from the European Commission has not yet been determined.

EuroPris is a membership organisation. 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. The total membership fee income in 2016 was € 146.981.

## Financial administration and accountant

The financial administration was based at the Netherlands Helsinki Committee with the use of their accounting software (Account view). Carla Huisman and Kinga Kastelijn were 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. Register accountants. Dubois approved the financial statements for the year 2016 and for the Operating Grant 2016.



## 5. Finance summary 2016

EuroPris ended 2016 with a negative result of € -4.265.

The Board of EuroPris decided in the 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 2016 the continuity reserve is Euro 120.000.

The result of 2015, was added to a Special purpose reserve for the amount of € 43.518. The spending of this reserve was agreed by the Board and facilitated amongst other participation of representatives of the EuroPris member states in the activities organized by EuroPris.

In 2016, € 35.620 were spent from the Special purpose reserve on travel costs for workshop participants € 12.766, on the EPRF workshop hosting € 4.559 and on additional staff time € 19.294.

Since the 2016, the result is € -4.265, this will be deducted from the Special purpose reserve. The Special purpose reserve available for 2017 amounts to € 39.253. Spending of this reserve will again be on supporting travel costs for workshop participation of EuroPris members.


The income for 2016 - € 434.041 - comprises estimated funding from the European Commission € 193.178 (44,5 %), € 146.981 (33,9 %) from membership fees, € 48.960 (11,3 %) from 'in-kind contributions', € 29.355 (6,8 %) from projects and € 15.567 (3,5 %) other income.

Most of the costs - € 222.694 - have been made on staffing arrangements – 53 %, travel costs – 25,6 % and Other direct costs – 4,4 %.

The staff costs consisted of

- President of the board
- Executive director
- Business
- Office manager
- FD 909 manager
- IT & Statistics manager
- Finance manager & assistant
- FNP manager
- EPTA liaison
- intern

The Hague, 24 March 2017



H. Meurisse  
*Chairman*



P. van der Sande  
*Treasurer*

# **FINANCIAL REPORT 2016**



## Balance per 31 December 2016

<b>ASSETS</b>	<b>31 Dec 16</b>	<b>31 Dec 15</b>
<b>Fixed Assets</b>		
Fixed Assets	€ 751	€ 184
<b>Current Assets</b>		
Receivables & Accruals	€ 54.705	€ 32.481
Cash & cash equivalents	€ 146.315	€ 284.031
	<u>€ 201.020</u>	<u>€ 316.512</u>
<b>Total</b>	<u><u>€ 201.771</u></u>	<u><u>€ 316.696</u></u>
 <b>RESERVES AND LIABILITIES</b>		
<b>Reserves</b>		
Continuity reserve	€ 120.000	€ 120.000
Special-purpose reserve	€ 39.253	€ 43.518
	<u>€ 159.253</u>	<u>€ 163.518</u>
<b>Current Liabilities</b>		
Payables & Accruals	€ 42.518	€ 153.179
<b>Total</b>	<u><u>€ 201.771</u></u>	<u><u>€ 316.696</u></u>

## Statement of Income and Expenditures in 2016

	<b>Realisation 2016</b>	<b>Budget 2016</b>	<b>Realisation 2015</b>
<b>Income</b>			
Membership fee	€ 146.981	€ 135.000	€ 131.000
Governmental grants	€ 193.178	€ 197.861	€ 177.778
Contribution In-kind	€ 48.960	€ 48.960	€ 30.060
Project income	€ 29.355	€ 20.548	€ 23.994
Other income	€ 15.567	€ 0	€ 33.817
<b>Total Income</b>	<b>€ 434.041</b>	<b>€ 402.368</b>	<b>€ 396.649</b>
<b>Expenditures</b>			
Eligible according to EU Grant rules	€ 242.108	€ 247.977	€ 228.773
Spending In-Kind	€ 48.960	€ 48.960	€ 30.060
Expenditures on projects	€ 25.667	€ 20.548	€ 14.983
Other Spending	€ 85.951	€ 78.400	€ 24.862
<b>Total expenditures on ordinary activities</b>	<b>€ 402.685</b>	<b>€ 395.885</b>	<b>€ 298.678</b>
<b>Result on ordinary Income and Expenditures</b>	<b>€ 31.355</b>	<b>€ 6.484</b>	<b>€ 97.971</b>
Expenditures planned from Special Purpose Reserve	€ 35.620	€ 43.500	
<b>Result of operations</b>	<b>-€ 4.265</b>	<b>-€ 37.016</b>	<b>€ 97.971</b>

Appropriation of the result:

The amount of € 4.265 will be deducted from the special-purpose result.

## Cashflow Statement

	2016		2015	
	€	€	€	€
Cash & cash equivalents 1 januari		€ 284.031		€ 222.186
Cashflow from operational activities				
Result of operations	-€ 4.265		€ 97.972	
Decrease of current assets	-€ 22.224		-€ 31.351	
Decrease of current liabilities	-€ 110.661		-€ 5.430	
Depreciations	€ 399		€ 652	
Reserves				
Provisions				
		-€ 136.750		€ 61.844
Cashflow from investment activities				
Fixed assets	-€ 966		€ 0	
		-€ 966		€ 0
Cash & cash equivalents 31 december		€ 146.315		€ 284.031

## Explanatory Notes

### ***Accounting principles***

#### **General**

The annual accounts 2016 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**

According to the decision of the Board of EuroPris on 25 September 2015 the continuity reserves will be maximized at € 120.000.

The rest of the result is added into a special purpose reserve that will be used to facilitate the participation of EuroPris members in activities organised by EuroPris.

#### **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 Organisation of Prison And Correctional Services under number 54119715.

#### **Audit**

The administration of the financial year 2016 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 € 8.280. The gross salary costs of the executive director is € 100.341.

## Explanatory notes to the balance sheet statement

<b>ASSETS</b>	<b>2016</b>	<b>2015</b>
<b>Fixed Assets</b>		
1st of January	€ 2.050	€ 2.050
investments	-€ 1.866	-€ 1.213
depreciation	<u>€ 184</u>	<u>€ 837</u>
Bookvalue 1st of January	€ 966	€ 0
Investments during the year	-€ 399	-€ 652
Depreciation in the year	<u>€ 567</u>	<u>-€ 652</u>
Movements	€ 3.016	€ 2.050
31st of December	-€ 2.265	-€ 1.866
investments	<u>€ 751</u>	<u>€ 184</u>
depreciation		
Bookvalue 31st of December		
<b>Current Assets</b>		
	<b>31 dec 16</b>	<b>31 dec 15</b>
<b>Receivables &amp; accruals</b>		
Debtors	€ 15.971	€ 11.890
EU operational grant	€ 34.889	€ 16.554
Other receivables	€ 3.845	€ 4.037
	<u>€ 54.705</u>	<u>€ 32.481</u>
<b>Cash &amp; cash equivalents</b>		
Rabo Verenigingspakket	€ 3.471	€ 1.791
Rabo Bedrijfsspaarrekening	€ 142.844	€ 282.240
	<u>€ 146.315</u>	<u>€ 284.031</u>



**RESERVES AND LIABILITIES****Specification of reserves****Continuity reserve**

	31 dec 16	31 dec 15
Balance 1st of Januari	€ 120.000	€ 65.545
Result of operations	€ 0	€ 54.455
	<u>€ 120.000</u>	<u>€ 120.000</u>

**Special-purpose reserve**

Balance 1st of Januari	€ 43.518	€ 0
Expenditures from Special Purpose Reserve	-€ 35.620	
Result on ordinary income and expenditures	€ 31.355	€ 43.518
	<u>€ 39.253</u>	<u>€ 43.518</u>

**Current liabilities - payables & accruals**

DJI - secondment fee managing director		€ 97.221
Tax VAT		€ 6.201
Others	€ 7.199	€ 22.037
<i>Accounts payables</i>	<u>€ 7.199</u>	<u>€ 125.459</u>
Pre-financing on projects	€ 29.269	€ 16.745
Dubois auditors	€ 6.050	€ 6.050
Others		€ 4.925
<i>Other accruals</i>	<u>€ 35.319</u>	<u>€ 27.720</u>
Total current liabilities	<u>€ 42.518</u>	<u>€ 306.357</u>

## Explanatory notes to the statement of Income and Expenditures

	Realisation 2016	Budget 2016	Realisation 2015
<b>Income</b>			
<b>Membership fee</b>			
Membership fee	€ 146.981	€ 135.000	€ 131.000
	€ 146.981	€ 135.000	€ 131.000
<b>Governmental grants</b>			
European Commission	€ 193.178	€ 197.861	€ 177.778
	€ 193.178	€ 197.861	€ 177.778
<b>Contribution in-kind</b>			
Communication officer/coordinator NOMS	€ 34.560	€ 34.560	€ 15.660
Office rent Belgian Ministry of Justice	€ 8.400	€ 8.400	
Office rent Dienst Justitiele Inrichtingen	€ 6.000	€ 6.000	€ 14.400
	€ 48.960	€ 48.960	€ 30.060
<b>Project Income</b>			
See specification "Income and expenditure per project"	€ 29.355	€ 20.548	€ 23.994
<b>Other income</b>			
Training on CoE FNP Recommendation/ICT Conference	€ 14.894		€ 30.296
Interest	€ 469		€ 1.036
Other	€ 204		€ 2.485
	€ 15.567	€ 0	€ 33.817
<b>Expenditures</b>			
<b>Eligible according to EU Grant rules</b>			
<b>A-Staff</b>			
President of the board	€ 8.280	€ 10.800	€ 10.710
Executive director	€ 92.953	€ 87.400	€ 86.419
Secretariat	€ 16.169	€ 21.043	
Office management	€ 41.668	€ 38.962	€ 42.819
Intern	€ 900	€ 1.200	€ 1.050
	€ 159.970	€ 159.405	€ 140.998

	<b>Realisation 2016</b>	<b>Budget 2016</b>	<b>Realisation 2015</b>
<b>B- Travel</b>	€ 66.051	€ 72.430	€ 61.012
<b>C- Equipment</b>	€ 595	€ 900	€ 652
<b>D- Consumables</b>	€ 4.323	€ 3.732	€ 2.781
<b>E- Other direct costs</b>			
Operational manager on contract base			€ 5.215
Moderator costs			€ 1.936
Academic			€ 3.200
Publications	€ 2.076	€ 1.950	
Audit	€ 6.050	€ 5.800	€ 6.050
Other	€ 5.119	€ 3.760	€ 6.929
	<u>€ 11.169</u>	<u>€ 11.510</u>	<u>€ 23.330</u>
<b>Spending In-Kind</b>			
The expenditure in kind consists of:			
Office rent Brussels, The Hague	€ 14.400	€ 14.400	€ 14.400
Coordinator FD 909	€ 15.660	€ 15.660	
Coordinator FNP	€ 18.900	€ 18.900	€ 15.660
	<u>€ 48.960</u>	<u>€ 48.960</u>	<u>€ 30.060</u>
<b>Expenditures on projects</b>			
Staff costs	€ 22.433	€ 15.148	€ 12.192
Other costs	€ 3.234	€ 5.400	€ 2.791
	<u>€ 25.667</u>	<u>€ 20.548</u>	<u>€ 14.983</u>

	Realisation 2016	Budget 2016	Realisation 2015
<b>Other Spending</b>			
Staff costs	€ 20.997	€ 18.720	€ 13.541
<b>Activities</b>			
Travel cost outside EU (participation ACA/ICPA)	€ 4.156	€ 2.000	
AGM tickets/DSA members and staff	€ 21.841	€ 25.480	
Catering/meeting rooms EuroPris workshops	€ 11.678	€ 9.300	
Catering/meeting rooms EuroPris expert meeting	€ 4.559	€ 7.900	
<b>Other expenses</b>			
Training on CoE FNP Recommendation/ICT Conference	€ 13.853		€ 6.637
EPIS development/website development	€ 57	€ 4.000	
Board Meeting London			€ 3.930
Staff training	€ 2.012	€ 1.000	
Recovery order EC	€ 2.371		
Other	€ 4.426	€ 10.000	€ 754
	€ 85.951	€ 78.400	€ 24.862
<b>Spending Special Purpose Reserve</b>			
Secretariat additional staff time	€ 19.294	€ 10.000	
EPRF workshop hosting	€ 4.559	€ 5.000	
Travel volunteer liaison FNP/EPTA		€ 1.500	
Support travel costs ICT workshop	€ 5.372	€ 9.000	
Support travel costs FNP workshop	€ 2.169	€ 9.000	
Support travel costs EPRF workshop	€ 4.225	€ 9.000	
	€ 35.620	€ 43.500	



## **OTHER INFORMATION**



## Operating Grant Summary

### BUDGET & EXECUTION SUMMARY

Ref.	Budget heading	Estimated expenditure	%	Declared expenditure	Change %
A	Staff	159.405,13		159.970,05	0,35%
B	Travel	72.430,00		66.050,54	-8,81%
C	Equipment	900,00		595,37	-33,85%
D	Consumables	3.732,00		4.322,67	15,83%
E	Other direct costs	11.510,00		11.169,42	-2,96%
	<b>Total Eligible Costs</b>	<b>247.977,13</b>		<b>242.108,05</b>	
G	Contribution in kind/non eligible	48.960,00		0,00	
	<b>Total Costs</b>	<b>296.937,13</b>		<b>242.108,05</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	0,00	0,00%	0,00	0,00%
K	Other income, including own contribution from the beneficiary	50.116,18	20,21%	-50.000,00	-20,65%
	EU Contribution	197.860,95	79,79%		
	<b>Total</b>	<b>247.977,13</b>			
G	Contribution in kind/non eligible	48.960,00			
	<b>Total Income</b>	<b>296.937,13</b>			

FINAL PAYMENT CALCULATION		Beneficiary request
A	(Total Eligible Costs x % EU Contribution)	193.178,01
B	(Max. amount of EU Contribution)	197.860,95
	<b>Base of final payment request (lowest amount of A/B)</b>	<b>193.178,01</b>
	Profit = (Lowest amount of A/B + "I") - Total Eligible Costs	NA
	Reimbursement % of the total direct eligible costs adjusted for the non-profit rule	NA
	<b>Final EU Contribution after application of the no-profit rule =</b> (Lowest amount of A/B) - (Profit x Reimbursement % of the total direct eligible costs adjusted for the non-profit rule)	<b>193.178,01</b>
J	Pre-financing paid	158.288,76
	<b>Final payment</b>	<b>34.889,25</b>



## INDEPENDENT AUDITOR'S REPORT

To: the Management Board of Vereniging Europris.

### A. Report on the audit of the financial statements 2016 included in the annual report

#### Our opinion

We have audited the financial statements 2016 of Vereniging Europris based in Den Haag.

In our opinion the accompanying financial statements give a true and fair view of the financial position of Vereniging Europris as at 31 December 2016 and of its result for 2016 in accordance with the Guidelines for annual reporting 640 "Not-for-profit organisations" of the Dutch Accounting Standards Board.

The financial statements comprise:

1. the balance sheet as at 31 December 2016;
2. the income and expenditures for 2016; and
3. the notes comprising a summary of the accounting policies and other explanatory information.

#### Basis for our opinion

We conducted our audit in accordance with Dutch law, including the Dutch Standards on Auditing. Our responsibilities under those standards are further described in the 'Our responsibilities for the audit of the financial statements' section of our report.

We are independent of Vereniging Europris in accordance with the Verordening inzake de onafhankelijkheid van accountants bij assurance-opdrachten (ViO, Code of Ethics for Professional Accountants, a regulation with respect to independence) and other relevant independence regulations in the Netherlands. Furthermore we have complied with the Verordening gedrags- en beroepsregels accountants (VGBA, Dutch Code of Ethics).

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

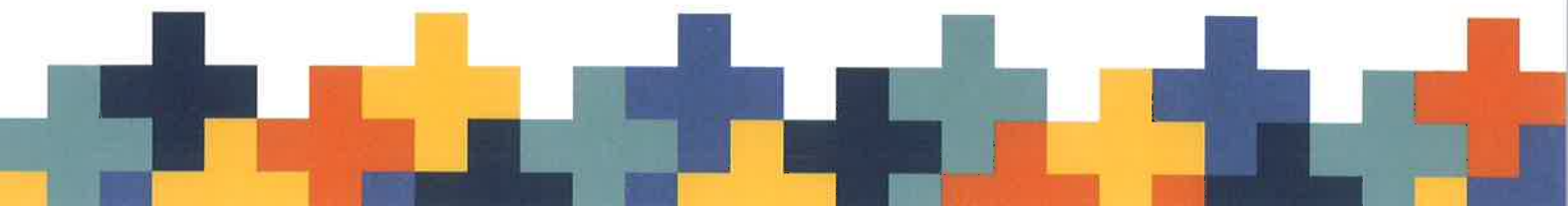
### B. Report on the other information included in the annual report

In addition to the financial statements and our auditor's report thereon, the annual report contains other information that consists of:

- the management board's report;
- operational grant summary;
- income and expenditure per project.

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Based on the following procedures performed, we conclude that the other information is consistent with the financial statements and does not contain material misstatements.

We have read the other information. Based on our knowledge and understanding obtained through our audit of the financial statements or otherwise, we have considered whether the other information contains material misstatements.

By performing these procedures, we comply with the requirements of the Dutch Standard 720. The scope of the procedures performed is substantially less than the scope of those performed in our audit of the financial statements. Management is responsible for the preparation of the other information, including the management board's report, in accordance with the Guidelines for annual reporting 640 "Not-for-profit organisations" of the Dutch Accounting Standards Board.

### **C. Description of responsibilities regarding the financial statements**

#### **Responsibilities of the Board for the financial statements**

The Board is responsible for the preparation and fair presentation of the financial statements, in accordance with the Guidelines for annual reporting 640 "Not-for-profit organisations" of the Dutch Accounting Standards Board. Furthermore, the Board is responsible for such internal control as the Board determines is necessary to enable the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

As part of the preparation of the financial statements, the Board is responsible for assessing the company's ability to continue as a going concern. Based on the financial reporting framework mentioned, the Board should prepare the financial statements using the going concern basis of accounting unless management either intends to liquidate the company or to cease operations, or has no realistic alternative but to do so.

The board should disclose events and circumstances that may cast significant doubt on the company's ability to continue as a going concern in the financial statements.

#### **Our responsibilities for the audit of the financial statements**

Our objective is to plan and perform the audit assignment in a manner that allows us to obtain sufficient and appropriate audit evidence for our opinion.

Our audit has been performed with a high, but not absolute, level of assurance, which means we may not detect all material errors and fraud during our audit.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. The materiality affects the nature, timing and extent of our audit procedures and the evaluation of the effect of identified misstatements on our opinion.

We have exercised professional judgement and have maintained professional skepticism throughout the audit, in accordance with Dutch Standards on Auditing, ethical requirements and independence requirements. Our audit included e.g.:

- identifying and assessing the risks of material misstatement of the financial statements, whether due to fraud or error, designing and performing audit procedures responsive to those risks, and obtaining audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control;
- obtaining an understanding of internal control relevant to the audit 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 company's internal control;
- evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board;
- concluding on the appropriateness of management's use of the going concern basis of accounting, and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause a company to cease to continue as a going concern;
- evaluating the overall presentation, structure and content of the financial statements, including the disclosures; and
- evaluating whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant findings in internal control that we identify during our audit.

Amsterdam, 24 May 2017

Dubois & Co. Registeraccountants

Signed on original by:  
A.P. Buteijn RA

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