



Support to prison staff training in Bosnia and Herzegovina



WORK PLAN							
Activities	July 2015	August 2015	September 2015	October 2015	November 2015	December 2015	
Component 1 Establishment of probation service(s) in BiH	WG drafting meetings to develop law(s) on probation			17-18th; 6 WG members + 1 IC; place: Mostar		12-13th; 6 WG members + 1 IC; place: Zenica	
	WG drafting meetings to develop Action Plan						
	WG meetings on pilot project evaluation			15-16th; 8 prison staff + 1IC; place: Mostar			
	Public debates on probation				16th; 2 ICs + 30 local participants; place: Mostar		
Component 2 Training on advanced competences and treatment programmes	Cascade training sessions on advanced competences	9-10th; 3 trainers + 14 trainees; place: Sarajevo			5-6th; 3 trainers + 14 trainees; place: Banja Luka		
	Cascade training sessions on treatment programmes						
	Trainers' meetings to evaluate trainers' skills	14-16th; 1 IC + 15 trainers; place: Sarajevo					
	High level expert meetings			23-25th; 4 trainers + 15 participants + 1 IC; place: Banja Luka		4-6th; 4 trainers + 15 participants + 1 IC; place: Zenica	
Component 3 Raising visibility and promoting project proceedings	Conference on promoting training programme					19-20th; 4 trainers + 2 ICs + 30 participants; place: Mostar	
	Conference on promoting treatment programme				22-23rd; 4 trainers + 2 ICs + 30 participants; place: Banja Luka		
	High level event to promote Options assessment paper on introduction of probation service(s) in BiH						
Final Conference	Final conference						
SC meetings	Steering Committee meetings					27th; SC: 3MoJ representatives, DEI representative, 6 JP partners representatives; place: Sarajevo	
Activities	January 2015	February 2015	March 2015	April 2015	May 2015	June 2015	
Preparatory activities							
Printing and publication							
Consolidation of the training programme							
Review of the training programme							
1 st expert assessment visit - core prisons							
Training on core competencies (July 2014 – May 2015; July 2015- April 2016)	Training sessions to deliver training programme - core prisons	12-16th; place: Zenica 1 SC hotel; Petty cash activity; 2 MOs; 1 SC rentacar; Contract letters for core trainers	9-13th; place: Foca 1 SC hotel; Petty cash activity; 2 MOs; 1 SC rentacar; Contract letters for core trainers	2-6th; place: Zenica 1 SC hotel; Petty cash activity; 2 MOs; 1 SC rentacar; Contract letters for core trainers 9-13th; place: Foca 1 SC hotel; Petty cash activity; 2 MOs; 1 SC rentacar; Contract letters for core trainers 16-20th; place: Zenica 1 SC hotel; Petty cash activity; 2 MOs; 1 SC rentacar; Contract letters for core trainers 23-27th; place: Foca 1 SC hotel; Petty cash activity; 2 MOs; 1 SC rentacar; Contract letters for core trainers			
	2 nd expert assessment visit - core prisons					18-22nd; place: Zenica and Foca 1 ISTE; 1 interpreter; 2 MOs; 1 SC rentacar	
	1 st expert assessment visit - follow up prisons						
	Training sessions to deliver training programme - follow up prisons						
	2 nd expert assessment visit - follow up prisons						
	Trainers' meetings with prison managers						
	1 st expert assessment visit - core prisons and follow up prisons						
Training on prison management (September 2014 – February 2015; April 2015 – October 2015; September 2014; March-April 2016)	Drafting sessions for the development of prison management manual		2-6th; place: Sarajevo 1 ISTE; 1 interpreter; 1 SC hotel; 1 SC lunch; Invitation letters for WG members; Contract letter for core trainers		13-17th; place: Sarajevo 1 ISTE; 1 interpreter; 1 SC hotel; 1 SC lunch; Invitation letters for WG members; Contract letter for core trainers		
	Printing and publication of the prison management manual						
	Trainers' preparatory meetings						13-14th; place: Sarajevo 1 SC hotel; Contract letter for core trainers; 1 ISTE; 1 interpreter/translation; 1 SC for lunch
	Training sessions						
2 nd expert assessment visit - core prisons and follow up prisons							
Final conference							
Final conference							
Coordination meetings	Coordination meetings				27th; place: Mostar 1 SC hotel; 3 MOs; 1 SC rentacar; 1 ISTE; 1 interpreter		
SC mtngs	Steering Committee meetings						