



Minute of the Meeting - Final Project Review

Project: 78185 - The return of former convicts to the labour market and their integration in society -
POSDRU/70/6.2/S/33488

<p>Date: 19 March 2014 11:00 – 12:00</p> <p>Location: UN House, Bucharest</p>	<p>Participants: <i>National Penitentiaries Administration</i> Mr. Cristi Plesa, Head of Programme, National Penitentiaries Administration <i>United Nations Development Programme</i> Ms. Monica Moldovan, Head of Programme Unit Mrs. Nicoleta Dumitru, Programme Associate Mr. Mihai Moia, Project Manager Mr. Adrian Ciuraru, Reporting Expert</p>
<p>Agenda:</p> <ol style="list-style-type: none"> 1. Final Project Review & Lessons Learned 2. Sustainability of the Project Outputs and Knowledge Products Management 3. Transfer/disposal of assets and transitioning of responsibilities to national counterparts 4. Effective date of project closure 5. Approval of Combined Delivery Report (CDR) 6. Outstanding activities & Follow-Up Actions 	

Main points of the discussion:

The Project Manager presented the Final Project Review Report focusing on the impact of the project and the sustainability of the results, success stories and reviewing the lessons learned and formulating a list of recommendations that might improve design and implementation of other UNDP projects, as follows:

- Enhancing the communication and visibility activities and a better dissemination of information at regional and local level ;
- Organize regular consultation among project partners in order to build trust and ensure a proper use of resources according to relevant project documents;
- Build up and maintain/monitor a realistic cash flow;

Among the afore mentioned lessons learned the Project Manager highlighted the importance of implementing a strong communication campaign at regional and local level in order to raise the interest of the potential stakeholders followed by the development of strategic partnerships (i.e. with associations, patronates, groups of institutions etc) aimed at ensuring a strong positive impact of the project activities to the target group of the project.

All the lessons learned and success stories were presented by the project team during the project's final conference, organised by the project on 20 February 2014 .

The Project Manager presented a situation of the Project Indicators according to ESF standards. Almost all indicators were reached and even exceeded as shown in the table below:

No	Indicators	Targeted	Achieved
1	Studies & recommendations regarding the creation of a social reintegration centers network	1	1
2	Conference and regional seminars to promote the project	9	9
3	Better informed social inclusion stakeholders	500	670
4	Training curricula and delivery for detainees and officers	9	9
5	Instruments for planning and implementation of legislative framework revision, offered to the Government of Romania	1	1
6	Promotional and information materials disseminated	2500	2500
7	Number of detainees trained	200	240
8	Printing the social inclusion study on recycled paper	3000	3000
9	Promotional billboards	200	200
10	Meetings organized with potential employers in 3 different locations	3	3
11	Small scale project promotion meetings	10	10
12	1 national conference at the end of the project	1	1
13	TV and radio spots	4	4
14	documentaries regarding the social reintegration of convicts	2	2
15	Number of participants to the vocational training sessions for detainees	120	120
16	Pilot training centre for detainees and training centre for officers	2	1
17	Estimated number of detainees and officers with improved skills after participation at training sessions	1200	1200

The three-year project has a total budget of approx. 4.3 million USD and its financed by the European Social Fund (ESF), through the Sectoral Operational Programme Human Resources Development 2007-2013. UNDP had a budget of 1,343,523 USD allocated for the implementation of the activities that were assigned to UNDP as follows:

- Activity 1. Establish a functional project team and organize project launch conference;
- Activity 2. Comparative analysis and prospects of developing an integrated inter-institutional mechanism to promote social inclusion;
- Activity 4.4. Develop and provide training package for prisoners" Education for reintegration in society";
- Activity 6 Promote social integration of former convicts;
- Activity 7 Organize procurement of goods and services;
- Activity 8 Project management;

During the project implementation 8 reimbursement requests were submitted to Managing Authority of the Human Resources Development Operational Programme. The last 2 Reimbursement Request will be aggregated and submitted by the main implementing partner by March 2014 and respectively April 2014.

Decisions:

The project board decided that the project had fulfil its objectives and consequently will be closed according to the initially established closing date (28 February 2014).

The project's assets¹ will be transferred to ANP by the end of April 2014, according to both ESF and UNDP Rules and regulations.

The remaining project team's employment contracts will be ended at the end of April 2014. The members of the project team will be responsible for submitting the last Reimbursement Requests (number 9 and 10) including all the necessary supporting documents to ANP by the above mentioned date.

Ms. Monica Moldovan, *Head of Programme Unit*
United Nations Development Programme



Mr. Mihai Moia, *Project Manager*
United Nations Development Programme



Mrs. Nicoleta Dumitru, *Programme Associate*
United Nations Development Programme



Mr. Adrian Ciuraru, *Reporting Expert*
United Nations Development Programme



Mr. Cristi Plesa, *Head of Programme,*
National Penitentiaries Administration



¹ List of Assest – Annex 1

Annex 1. List of Assets

PROJECT CODE	PROFILE	DESCRIPTION	TAG NUMBER	SERIAL NUMBER	MODEL	ACQUISITION DATE	COST	CURRENCY
33488/ 78158	IT EQUIPMENT	LAPTOP*	OINV 01	R9-D52K1 11/04	LENOVO E420	23.05.2011	3265.32	RON
33488/ 78158	IT EQUIPMENT	LAPTOP*	OINV 02	R9-D52HN 11/04	LENOVO E420	23.05.2011	3265.32	RON
33488/ 78158	IT EQUIPMENT	PRINTER	OINV 03	NBF474641	XEROX PHASER 3435	22.08.2011	951.77	RON
33488/ 78158	IT EQUIPMENT	LAPTOP*	OINV 04	R9-ERZH6 11/07	LENOVO E420	25.01.2012	3492.00	RON

*The laptops also have operating software installed, Windows 7 Pro and Microsoft Office 2010 Home & Business.