

## Annual General Meeting

Krakow, Poland – 23 September 2025

Dear EuroPris member,

The Annual General Meeting is the event where Director Generals and their deputies/liaisons meet to discuss member needs and the development of the organisation. Under Article VII of the Statutes governing the European Organisation of Prison and Correctional Services, I want to invite you to the Annual General Meeting (AGM) on **Tuesday 23 September**, starting at 09:00 at the AC Hotel by Marriott Kraków.

The event is kindly hosted by The Polish Prison Service. On the evening of **Monday 22 September**, EuroPris and the hosts are inviting participants to a welcome reception, more details will follow.

Each EuroPris member will be able to send **2 delegates** to the AGM. The EuroPris event precedes the Council of Europe annual Conference of Directors of Prison and Probation Services (CDPPS), which takes place in Krakow on 24 – 25 September.

The programme will be shared on the EuroPris website, and AGM papers will be distributed three weeks ahead of the meeting. This year's AGM will emphasise knowledge and experience sharing among members through an interactive tactical decision-making game. Further details and instructions will be shared as the event approaches. On the agenda, we will also have discussions on expert groups, ongoing projects, and the annual report for 2024. EuroPris members will elect the winner of the 2025 Prison Achievement Award (see Annex 3).

Please register for the EuroPris AGM at your earliest convenience, no later than 5 September, using the joint AGM/CDPPS registration form by [clicking here](#). Please note that the designated hotel is advised to be booked by 25 July. Should you have any questions or require additional clarification, please do not hesitate to contact Aune Nuytens at [events@europris.org](mailto:events@europris.org).

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Gustav Tallving'.

Gustav Tallving, Executive Director

### Attachments:

[Annex 1 – Travel and hotel information](#)

[Annex 2 – Board nominations](#)

[Annex 3 – Prison Achievement Award](#)

## Annex 1 - Travel and hotel information

**Important: Participants book their own flight tickets and hotel rooms.**

### Flights: Krakow John Paul II International Airport (KRK)

- Transit from airport to the hotel
  - Public transport, bus and/or metro (30 – 40 min)
  - Taxi or ride-hailing services: 15-20 min, approximately 30-40 PLN (€7–€9)

### Hotel: AC Hotel by Marriott Krakow

- Book your hotel [here](#)
- Address: Al. 3 Maja 51, 30-062 Krakow
- Discounted price including breakfast: 545.40 PLN / night (approximately €128 / night)

You are advised to book accommodation before 25 July 2025, as room availability and the guaranteed rate may be limited after this date. AC Hotel by Marriott Krakow cancellation policy:

- Cancellation until 15.05.2025 is free of charge
- Cancellation from 16.05-15.06.2025 will result in a charge for the first night
- Cancellation from 16.06-31.08.2025 - will result in a charge for 50% of the booking
- Cancellation after 31.08.2025 will result in a charge for 100% of the booking

The hotel may pre-authorise the card to check its validity.

### EuroPris Travel Bursary

Starting from 2024, EuroPris is expanding its financial assistance program to cover a variety of events organised or co-organised by EuroPris. Each EuroPris member is entitled to reimbursement for three (3) events per year, including the AGM.

Reimbursement includes travel expenses, accommodation, and conference fees for one person **per event**. The maximum amount reimbursed per event and person is **€600**. For internal decisions about the usage of Travel Bursary, please contact the liaison officer of your member jurisdiction.

To apply for the travel bursary after the event, please send the [member bursary form](#) to [events@europris.org](mailto:events@europris.org), with your liaison officer in cc.



## Annex 2 – Board nominations

Due to changes in the Board composition, there are two Board position open for election during this year's AGM. Nominations for Board Member positions must be submitted to [gustavtalling@europris.org](mailto:gustavtalling@europris.org), latest by **22 August 2025**. A valid nomination must be duly signed by the candidate being nominated and include a short written statement about the candidate.

Candidates eligible for Board positions are Director Generals or Deputy Director Generals of the Prison Administration. Exceptionally, a high-level decision maker, having a mandate from the Director General to speak on behalf of the Prison Administration, can become a Board member.

If you have any questions about the work of the Board and its responsibilities, please contact Gustav Tallving, Executive Director.



### Annex 3 – Prison Achievement Award

At EuroPris, we want to annually highlight and celebrate developments, overcoming challenges, and initiatives that have been implemented in prisons across Europe. We know from our engagement with prisons that there are many excellent examples of practice and innovation which have been implemented in recent years. For this reason, we would like to award the next local European prison by giving it the 'Prison Achievement Award'. This is your chance to share your experience of your prison with the correctional arena in 2025!

#### Apply

We invite prison practitioners from the Council of Europe region to apply for 2025. The deadline for submissions is **18 May 2025**. You can apply [here](#).

#### Selection Process

All eligible candidates will be considered by a Selection Board that will make recommendations and shortlist candidates. The top candidates will be presented in video and writing to the members at the AGM. The Selection Board consists of 2-3 EuroPris Board Members and 1-2 international experts.

#### Winner

The winner will be selected by EuroPris members at the Annual General Meeting on 23 September 2025 in Krakow, Poland.

#### Presentation of Award

The Director General of the country of the awarded prison will receive the Prison Achievement Award at the AGM, as representative of the winner prison.