

Annex II

Overview of main changes in the Twinning Manual 2012

General (IPA and ENPI)

Drafting of the Contract: reduction from 6 months to 4 months (IPA)/5 months (ENPI); the same number of reimbursed trips to the BC maintained in order to facilitate joint drafting.

Clarification of rules concerning RTA assignments: an individual can act as RTA for a maximum of four assignments; precise requirements concerning reintegration in the home administration are set.

Clarification of the role of the Junior Project Leader: reference is introduced to his/her participation at the Project Steering Committees.

Clarification of the role of Ad Hoc Mandated bodies: their participation to Twinning projects can be only exceptional and for a much specialised contribution.

Project Visibility: introduction of a provision formalising the organisation of a kick-off and of a closure meeting, allowing for the budgeting of up to EUR 500 to cover some costs.

First request for pre-financing: no need to submit a specific request: the signature of the contract will trigger the first pre-financing.

Changes to the Twinning Contract: no need to prepare addenda for suspension or termination of contract. **Budgetary addenda:** a budgetary addendum resets to zero the total of the budgetary re-allocations operated via side-letters, with the subsequent possibility of issuing new budgetary side letters till the moment in which the cumulative changes reach again 15 % of the total budget.

Integration in the Manual of provisions/clarifications issued over the years with formal letters or otherwise: among others, fact-finding missions guidelines; possible role of Universities; calculation of the RTA remuneration; etc.

Operational guidelines for Twinning Review Missions.

Update of the General Conditions following the PRAG 2012 and, by way of consequence, of the **Special Conditions** and the **Verification report** template.

Alignment of the wording of the Manual and of the Annexes of the Twinning Contract where inconsistencies were present.

IPA Specific

Detailed work-plan (and budget) outside the contract: the work-plan and budget included in the contract only mention the title of the foreseen activities and their global cost. Details (breakdown by concept, number of experts, names and dates) are presented in Operative Side Letters that cover a 6 month period; the first operative side letter is signed at the same time as the contract; successive operative side letters are issued every three months following the quarterly Project Steering Committee.