



# TWINNING NEWS No. 53



30 July 2014

**PER DIEMS** According to the Service which sets the per diems to be used in the framework of European Commission funded external aid, the next update of these rates will be released in August or September 2014. Until further notice the rates in force since July 2013 remain unchanged.

## The Institution Building Unit Activity report 2013 is now publicly available at:

[http://ec.europa.eu/enlargement/taix/publications/reports/index\\_en.htm](http://ec.europa.eu/enlargement/taix/publications/reports/index_en.htm)

## IPA II Regulations published!

The IPA II Regulation ([231/2014](#)) came into force on 16 March 2014 but is applicable from 1st January 2014. The same is valid for the Implementing Regulation ([477/2014](#)), published on 3 May 2014.

## 2014 IBD days

The next "Institution Building Days" are scheduled to take place in Brussels on 25-26 September.

As usual, the meeting will cover Twinning, TAIEX and SIGMA activities in the Enlargement and European Neighbourhood regions.

The meeting is jointly organised by Directorate-General for Enlargement and Directorate-General for Development and Cooperation - EuropeAid. Participation is restricted to National Contact Points in Member States and Beneficiary Countries, who will be personally invited.

An in-house training for IPA Twinning coordinators from EU Delegations/Office and Central Financial and Contracting Entities is foreseen to take place on 24 September, back to back with the IBD.

## 53rd RTA Training, October 2014

The next RTAs training is scheduled to take place in Brussels on 9-10 October 2014.

BC Project Leaders (or BC RTA Counterpart if the BC PL is not fluent in English) are welcome to participate, if the MS RTAs of the corresponding projects are attending. This participation can be budgeted only in Twinning contracts for which the Project Fiche was circulated after 1 January 2013. It must be agreed in advance with the Lead MS PL, who will be responsible for the logistical arrangements of such participation and will include the corresponding costs in the budget according to the same provisions applicable to the MS RTA.

## Twinning Manual - Clarification

A clarification seems useful concerning the inclusion of key experts' CVs in Twinning contracts.

Although art. 6 of the Special Conditions' template included in the Twinning Manual (Revision 2012 update 2013-2014) does not refer explicitly to an Annex containing CVs, these are supposed to be attached to the contract as indicated under point 7.1.3 of Annex A1. Only CVs of BC and MS Project Leaders, RTA, RTA Counterpart and component leaders are to be provided. CVs should be submitted according to the Europass model:

<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

## **Twinning Fiches: Excerpts from a note sent to NIPAC Offices**

On 16 July 2014, Mr Schumann-Hitzler, Director at DG Enlargement, sent a note to the NIPACs in order to clarify some issues related to the preparation of Twinning fiches. The note included also the following considerations:

*"The main purpose of the TF is to provide the Member States' administrations with the information necessary to develop a concrete and coherent proposal. Its essential components are therefore:*

- *a brief description of the situation with regard to the concerned acquis,*
- *a summary overview of the most relevant activities which are expected,*
- *the indication of the results to be achieved and*
- *the basic requirements for the key experts to be involved.*

*It is reminded that in the Twinning fiche (TF) any description of the suggested arrangements shall remain broad enough to offer Member States the possibility to elaborate proposals which put in due evidence the added value of their methodological approach and the comparative advantage of their offered input. Detailed lists of foreseen activities and disproportionate requirements for the key experts must therefore be avoided."*

*It is also reminded that the Twinning Manual states that the "Beneficiary Country (...) drafts Twinning Fiches". The services of the Commission in EU Delegations and at Headquarters remain nevertheless available for advice and support."*

## **Twinning Review Missions (TRM)**

The implementation of Twinning Review Missions is now common practice for all standard Twinning projects. It is the task of the competent EUD/EUO to submit to TAIEX the request for the organisation of a TRM.

## **Tips for MS RTAs and Project Leaders**

- Inform your Embassy of your presence in town and try to keep regular contacts with its officials. Often Embassies produce "media mirrors" with excerpts from the local press. Ask if you can have access to these products (sometimes meant for internal use only). They represent the easiest way to keep informed about local politics and policies, in your language.

- Standardise your daily work. In particular at the beginning of your assignment as a RTA, you may find it useful developing "standard procedures" to optimise workflow and keep track of all procedural steps.
- Prepare guidelines for short-term experts, defining duties and commitments, while providing tips and information on the local situation.
- Establish templates for the financial management of the projects as well as for the requested reports. Be clear on the distribution of responsibilities among PL, RTA, RTA assistant(s) and ST experts.
- Decide early how you intend to manage scheduling and monitoring of experts' commitments. Choose the tool which is most familiar to you (a wall calendar, a sophisticated software, an Excel table,...) but consider that it should be detailed enough to offer a permanent overview of different criteria (STE, time, activity, premises, target group, invitees, interpreters, etc.).
- Ensure you are familiar with your national public procurement rules and procedures since your Twinning project may require the procurement of services or small equipment for which you may choose to follow your national rules. The task manager in the Delegation or CFCE or your national contact point (NCP) may provide you with some advice/information in this regard.
- When a beneficiary administration has to procure directly with own funds equipment or services, the MS PL or RTA may act as an advisor, in particular with regard to technical aspects.

## **Conclusion of a Successful Project: an Overview in the Project Brief**

The project "Support to the capacity building of the Centre for Adult Education and development of programmes for adult education and programmes for literacy and fulfilment of elementary education for excluded persons» (MK 07 IB SO 05) was implemented by France, with Spain as junior partner. It provided institutional capacity building to the Adult Education Centre (AEC) in Skopje, by teaching the fundamentals of adult learning and concentrating on the design and testing of 12 training project throughout the country.



Closing event- July 2013, with RTA Jean-Luc Cellié, Stefano Sggoba Task Manager at European Union Delegation; Lindita Qazimi, head of the Center for Adult Education CAE, Skopje and beneficiary PL; Konstantin Hristovski, RTA counterpart both from (CAE).

Informative briefs about project were prepared both in English and French which can serve as a model for other Twinning projects.

English version:

[http://www.gip-international.fr/IMG/pdf/FYROM\\_-\\_Learning\\_by\\_doing\\_EN.pdf](http://www.gip-international.fr/IMG/pdf/FYROM_-_Learning_by_doing_EN.pdf)

French version:

[http://www.gip-international.fr/IMG/pdf/FYROM\\_-\\_Learning\\_by\\_doing.pdf](http://www.gip-international.fr/IMG/pdf/FYROM_-_Learning_by_doing.pdf)

## A Twinning song on Youtube!

Mr Cibrán Fernández Silva, RTA of Twinning project TR 10 IB TR 01 "Control Ship-Sourced Emissions in Turkey" devised a cheerful way to give visibility to the project, at no cost for its budget! He wrote and interpreted a song about his project and posted it on Youtube! The project team has also created project facebook and twitter accounts.



<https://www.youtube.com/watch?v=xAM9BkNOoUw> The whole Twinning community is grateful to Mr Cibrán Fernández Silva for making public and sharing his enthusiasm for the Twinning tool!

**More Twinning on Youtube: An Educational Video**

The Austrian NCP has shared with us an educational video prepared for training purposes in the framework of Twinning project HR 09 IB EN 01: "Strengthening the capacities for control of transboundary movement of waste". The video was produced under the control of the Austrian Environment Agency, in charge of the project, and subsequently posted on Youtube.

English version:

<https://www.youtube.com/watch?v=TPIYvehd534>

Croatian version:

<https://www.youtube.com/watch?v=mhyvI-y07h8>



"Stop illegal waste shipments!" - from EU-Twinning project HR/2...

## Good practices on Twinning fiche preparation: project title, KISS it!

When choosing a title for a Twinning project, please KISS it: *Keep It Short and Simple*. Avoid obscure acronyms and technical terms understood only by few insiders.

## Positive feed-back on Twinning News

We received a congratulation message by United Kingdom NCP on May 9 reading: "Finally, please may I also put a note of thanks for setting out some Good Practise guidance for those designing fiches on how to set out job descriptions for RTAs and Project Leaders, in your most recent newsletter. We very much welcome this initiative. The newsletter is most informative!" Thank you for this encouraging message which will certainly help us in trying to do even better in the future. In particular the following links to Projects' websites was much appreciated, which is why we reproduce it once more hereunder:

Twinning Project websites

<http://www.cta-twinning.eu/index.php/news>

<http://www.auv-ks.net/>

<http://twinningvet-ks.eu/>

<http://policedirectoratebih.wordpress.com/>  
<http://www.shipemission.org/index.php?dil=ing>  
<https://twitter.com/shipemissions>  
<https://www.facebook.com/pages/Control-of-Ship-Sourced-Emissions-in-Turkey/182665848530325>  
[www.kzk.gov.mk/sa](http://www.kzk.gov.mk/sa)  
<http://twinningvet-ks.eu/index.php>

#### **Other Twinning related links**

[http://www.bmelv.de/DE/Ministerium/IntZusammenarbeit/Twinning/twinning\\_node.html](http://www.bmelv.de/DE/Ministerium/IntZusammenarbeit/Twinning/twinning_node.html)  
<http://www.mrrfeu.hr/default.aspx?id=866>  
<http://www.youtube.com/watch?v=Cr0ZYJOJmG0>

### **Recommendation to NCPs**

We kindly request NCPs and MS Administrations (including Mandated Bodies) who have references to Twinning projects on their web-site, to ensure that EU funding is mentioned. A short notice *"Twinning projects are funded by the European Union"* would suffice, possibly accompanied by the EU logo.

Why not also include the link to our website?

[http://ec.europa.eu/enlargement/tenders/twinning/index\\_en.htm](http://ec.europa.eu/enlargement/tenders/twinning/index_en.htm)

### **Welcome to the new Twinning NCP who have joined the Twinning 'family'**

Many new Twinning National Contact Points have been appointed in the last few months. We take this opportunity to welcome them and to stress that we remain available to provide information and support.

Every time there is a change in the composition of an NCP office, please do not forget to contact Birgit Persson [Birgit.PERSSON@ec.europa.eu](mailto:Birgit.PERSSON@ec.europa.eu) who will immediately update the [list available on the Twinning website](#).

### **New TAIEX video released**

A new TAIEX video is available on the [TAIEX web-site](#) in six different language versions (English, Turkish, Arabic, French, Croatian and Russian).



### **DG Enlargement on Facebook**

<https://www.facebook.com/EUenlargement>

#### **Good Practices**

If you have examples of "good practices" used in your project to share, please send your contribution (maximum 300 words) to the functional mailbox [elarg-twinning@ec.europa.eu](mailto:elarg-twinning@ec.europa.eu).

#### **Twinning Community Tool**

The Twinning Community Tool (TCT) is based on Circa BC and provides a collaboration tool that allows users (from within and outside the Commission) to exchange files, comments and links on a unique platform.

The main purpose of TCT is to create a virtual network of Resident Twinning Advisers, National Contact Points, EU Delegations and other relevant stakeholders of Twinning.

If you belong to one of the above categories and wish to participate to the network, please send a mail with your name, role, organisation and a valid e-mail account to the address:

[ELARG-TWINNING@ec.europa.eu](mailto:ELARG-TWINNING@ec.europa.eu)

### **Frequently Asked Questions in Twinning Community Tool**

There is a Frequently Asked Questions document in Twinning Community Tool platform that aims to help Twinning stakeholders to clarify usual questions on most common topics.

A broad range of questions are included, like RTA salary, RTA Assistant situation or visibility costs among many others. The document is available in the Library of the TCT.

The Registration process to access TCT is always opened to all Twinning stakeholders for projects in the IPA region. (See box above).

## **DG Enlargement**

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**Twinning website:** [http://ec.europa.eu/enlargement/tenders/twinning/index\\_en.htm](http://ec.europa.eu/enlargement/tenders/twinning/index_en.htm)

#### **Functional e-mail boxes:**

[elarg-twinning@ec.europa.eu](mailto:elarg-twinning@ec.europa.eu) - for proposals sent by the National contact points for Twinning to the Twinning co-ordination team

[elarg-twinning-stc@ec.europa.eu](mailto:elarg-twinning-stc@ec.europa.eu) - for sending draft Twinning contracts and draft Twinning contract addenda to be examined by the Twinning steering committee

[elarg-twinning-reports@ec.europa.eu](mailto:elarg-twinning-reports@ec.europa.eu) - for sending all Twinning quarterly and final reports

**Website:** <http://ec.europa.eu/enlargement/twinning/>

**Fax numbers of the Twinning Team:**

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