2007 Twinning Light: Capacity Building for the Management of EU Funds and IPA within CFCD and NF

Twinning Training Programme

Short Term Expert Mission – Mr. Gintaras Makstutis
Lithuanian Twinning Expert

26th - 28th October 2010

Location: EUD premises

Day One - EU Info Centre at the EUD / 09:00-16:40 h
Day Two - First Floor Meeting Room at EUD / 09:30: 16:30 h
Day Three - EU Info Centre at the EUD / 09:30 - 17:00 h

Address: M.H.Jasmin 52v, 1000 Skopje
Day one - 26th October 2010

Twinning principles.

Project Fiche and Call for Proposals, Twinning Contract

09:00 – 09:30 Registration to training, training material handling

09:30 – 10:20 Introduction:
- Twinning history and main facts
- Legal framework
- What is Twinning?

Main Twinning principles:
- Key players (personal and institutional responsibilities)
- Role of Administrative office
- Roles of other relevant parties

Project Fiche and Call for Proposals
- Call for proposals
- Submission of Proposals
- Basic rules for the submission of Twinning proposals
- Selection of the Twinning partners
- Summary of Selection

10:20 - 10:30 Questions and Answers

11:00 – 12:20 Practical exercises on Project Fiche and Proposal (I group)
- Review of the TW project fiche
- Review of the presented Twinning proposals
- Selection Fact Sheets

13:40 – 14:30 Drafting the Twinning Contract
- Twinning Contract elements
- Timing contract elements
- Approval of Twinning Contract

15:00 – 16:20 Practical Exercise on Project Fiche and Proposal (II group)

16:20-16:30 Questions and Answers

16:30-16:40 Wrap-up of the Day
Day two - 27th October 2010

Twinning Work Plan and Budget

9:30 –10:20 Drafting the Twinning Work Plan
   - Benchmarks, Timeframes, duration
   - Project Leader, RTA and STE
   - Seminars, Training, Traineeships, Workshops

10:50 – 12:20 Practical Exercise on Twinning Work Plan (I group)

13:40 – 14:30 Twinning Project Budget:
   - Content of the Budget
   - Eligible costs
   - Structure of the budget
   - Resident Twinning Adviser’s costs
   - Staff Categories and rates of reimbursement
   - Travel, per diems
   - Training and seminars

15:00 – 16:20 Practical Exercise on Twinning Work Plan (II group)

Day three - 28th October 2010

Management of Twinning Projects

09:30 – 10:20 Financial Management
- General Principles
- Payment Procedure
- Endorsement by the Beneficiary
- Audit
- Private Sector input

10:50 – 12:20 Practical Exercise on Twinning Budget (I group)
- Budget
- Provision for changes in prices

13:40 – 14:30 Management of Twinning Projects
- Timing
- Management by the Project Leaders
- Monitoring
- Reporting
- Changes to the Twinning Contracts

15:00 – 16:20 Practical Exercise on Twinning Budget (II group)

16:20-16:30 Questions and Answers.

16:30-17:00 Wrap-up of the Training Course.