



International trainings 

Twinning Work Plan

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Twinning Work Plan



Composition of the Work Plan

- Article 1. Background;
- Article 2. Acquis Communautaire;
- Article 3. Mandatory Results (Outputs);
- Article 4. Tasks (Inputs);
- Article 5. Risks;
- Article 6. Schedule;
- Article 7. Resources;
- Article 8. Management and Monitoring;
- Article 9. Twinning Review Missions.



Twinning Workplan

***The Administration of Lithuania (hereinafter referred to as the Beneficiary Country)
represented by Mr BPL, Project Leader, of the one part,***

***And the Administration of France (hereinafter referred to as the Member State)
represented by Mr PL, Project Leader,
of the other part***

***HAVE AGREED THE FOLLOWING WORK PLAN WHICH THEY
UNDERTAKE TO IMPLEMENT JOINTLY:***



Article 1. Background

1.1. BC policy developments in the sector

- Brief description of the project sector;
- Current situation;
- Reform programme;
- Special attention to gaps and needs



Article 1. Background

1.2. Beneficiary institutions and other parties involved

- The ministries and the agencies of the BC which will participate and benefit from the project;
- Indicate the contact person in each beneficiary institution.



Article 1. Background

1.3. Parallel or related projects in the field

- Indicate any parallel project which contribute to the same Overall Objective;
- Specify how co-ordination will be assured between the project and those actions.



Article 2. Acquis

Communautaire- Project Fiche

Field of Cooperation with the EU

- How the project field answers to one of the areas of cooperation with the EU;
- List of projects already implemented/under implementation;
- For ENPI: Relevant Field of Cooperation with EU.



Article 2. Acquis Communautaire- Project Fiche Field of Cooperation with the EU

- ***COMMISSION RECOMMENDATION No 504/2005/EC of 27.May.2005 concerning authentication of euro coins and handling of euro coins unfit for circulation (OJ L 373, 21.12.2004, p7***
- ***COUNCIL DECISION 2005/511/JHA of 12.July.2005 on protecting the euro against counterfeiting, by designating Europol as the Central Office for combating euro counterfeiting***



Article 3.Mandatory Results

	Intervention logic	Benchmarks	Sources of information	Assumptions (external to project)
Overall Objective				
Project Purpose				
Mandatory Results (Components)				
Activities				



Article 3. Mandatory Results Overall Objective, Project Purpose

- **OVERALL OBJECTIVE:** Objective beyond the immediate scope of the project, to which the project contributes;
- **PROJECT PURPOSE:** The immediate objective that will be entirely achieved through the implementation of the Twinning project.



Article 3.Mandatory Results

Overall Objective, Project Purpose

- OVERALL OBJECTIVE: Contribute to the strengthening of democracy and the rule of law in the Republic of Azerbaijan ;
- PROJECT PURPOSE: To improve tools and work methods in the Parliament and in the law-drafting procedures between the Parliament and the Executive bodies, in the Republic of Azerbaijan.



Article 3.Mandatory Results

	Intervention logic	Benchmarks	Sources of information	Assumptions (external to project)
Overall Objective				
Project Purpose				
Mandatory Results (Components)				
Activities				



Article 3.Mandatory Results

Mandatory Results, Activities

- **MANDATORY RESULTS:** Results that will be achieved as a result of groups of actions within the project (5-10 high-level results);
- **ACTIVITIES:** Each activity contribute to the achievement of one of the mandatory results



Article 3. Mandatory Results

Mandatory Results, Activities

- 1. Amendments to the regulatory base and procedural rules governing the Anti Corruption Department (ACD) are introduced to facilitate the efficient operation of the ACD.
- **Activity 1.1:** Conducting a study of administrative law and operational practices in ACD as compared with EU countries.
- **Activity 1.2 and 1.3:** Drafting of a set of consistent regulations and procedures covering all ACD activities; Study visits to other jurisdictions



Article 3.Mandatory Results

	Intervention logic	Benchmarks	Sources of information	Assumptions (external to project)
Overall Objective				
Project Purpose				
Mandatory Results (Components)				
Activities				



Article 3. Mandatory Results Benchmarks

The benchmarks always should define the following:

- *Quantity*
- *Quality*
- *Target Group*
- *Time*
- *Place*

- *3 of beneficiary lawyers trained on legal consulting point and evaluated at month 16 in Vilnius*



Article 3.Mandatory Results

	Intervention logic	Benchmarks	Sources of information	Assumptions (external to project)
Overall Objective				
Project Purpose				
Mandatory Results (Components)				
Activities				



Article 3.Mandatory Results

Sources of information

- How will the partners and the administrative office know that the benchmarks have been met?
- For every level, list sources of information (e.g.reports, surveys, Official Journal, Commission Regular Report)
- The sources should be specified for each mandatory result and activity



Article 3.Mandatory Results

Sources of information

- *EC Progress Report on Beneficiary country;*
- *Twinning Project Quarterly Reports and Final Report;*
- *Audit reports and working group conclusions;*
- *Review report;*
- *Training material.*



Article 3.Mandatory Results

	Intervention logic	Benchmarks	Sources of information	Assumptions (external to project)
Overall Objective				
Project Purpose				
Mandatory Results (Components)				
Activities				



Article 3.Mandatory Results Assumptions

- External conditions at each level related to the project that must be fulfilled in order to guarantee its success
- If these assumptions are fulfilled and the activities are carried out, then the relevant mandatory results will be achieved



Article 3. Mandatory Results Assumptions

- *Continued political support for the process of approximation to EU norms and standards;*
- *Willingness in BC Parliament and the Executive to continue the enhanced cooperation;*
- *Necessary amendments to legislation are adopted;*
- *No substantial increase in flight costs.*



Article 4. Tasks (Inputs)

- **Component**

Each Component corresponds to mandatory result

- **Activity**

Each Activity constitutes a separate unit in the project design and corresponds to one budget section



Article 4. Tasks

Method and Resources

Each activity should have indicated

- Method
- Resources



Article 4. Tasks

Method and Resources

Method description should have the following information:

- Brief description of activity (what will happen: MS STE mission, study visit, training, consultation, etc.);
- How will it be implemented;
- By whom (clear share of responsibility MS/BC);
- When it will be implemented.



Article 4. Tasks

Method and Resources

Resources

- MS Human resources needed. (Number of experts and man/days);
- Beneficiary Administration Human Resources.(No. of people and their home institutions);
- Other resources (translation, interpretation, training materials).



Component, Activity

COMPONENT 1:

Gap analysis of legal acts in force related to counterfeit money - conception of implementation of requirements of the International Convention of 20th April 1929 for the Suppression of Counterfeiting Currency and Protocol, as well as norms of EU provisions prepared

Activity 1.1 – 6 : functional audit: analyse conditions of synergies between paying actors

Method:

STE Mission to BC. Short term experts will proceed with the examination of the structure in charge of the fight against other counterfeited payment instruments, notably concerning the credit cards, in particular the current actors in the area of the fight against counterfeited payment instruments and the possible synergies between the existing structures and the new central office that must be set up.

Resources:

- 1 expert. Number of days: 5 (One week by one expert)
- Targeted public: the Criminal police and chief of relevant police units.
- One interpreter will be provided for this activity.

Expert: Mr Tribolet (French Police Counterfeit Money Fighting Central Office – OCRFM))



Article 5. Risks

- Specification of the internal conditions related to the project that must be fulfilled in order to guarantee its success



Article 5. Risks

- *The RTA and BC Project Leader offices are not in the same part of the city;*
- *The RTA assistant is not contracted;*
- *BC staff is not ready to attend trainings due to the overload of work;*
- *The equipment necessary for the project is not acquired.*



Article 6. Schedule

Project Month	Object	1	2	3	4	5	6	-	7	8	9	10	11	12	13	14	Experts
2007-2008		2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	
Component 1	Audits																
	Legal and functional audits																
Activity 1-1-1	legal audit and penal field		■														2 WE – Mrs Gosset-Bernard-
Activity 1-1-2	functional audit: analyze conditions of management of the interventions of first level and study of the current devices of formation			■													3 WE – Mrs Gosset-Sicard-Tribolet
Activity 1-1-3	functional audit: analyze conditions of control of investigations				■												3 WE – Mrs Gosset-Bernard-Perrier
Activity 1-1-4	legal and functional audit: analyze conditions of synergies between actors concerning the counterfeit bills					■											2 WE – Mrs Gosset-Bertrand
Activity 1-1-5	legal and functional audit: analyze conditions of synergies between actors concerning the false coins of currency						■										2 WE – Mrs Gosset-Bertrand
Activity 1-1-6	functional audit: analyze conditions of synergies between actors concerning other payment instruments							■									1 WE – Mr Tribolet
Activity 1-1-7	legal and functional audit: analyze statistical and operational data management systems - analyzes management of the contacts and exchanges with the foreign partners – assistance tender supply																4 WE – Mrs Gosset-Bernard-Mertes-Suel
Activity 1-1-8	Functional audit: analyze endogenous and exogenic criminal context related to the monetary counterfeit																1WE – Ms Maldonado



Article 7. Resources

- Human Resources
- Material Resources
- Indicative Budget



Article 7. Resources

Human Resources

Name	Present position	Employer	Years of experience	Nationality	Education	Specialist knowledge	BC experience	Languages



Article 7. Resources

Human Resources

7.1.1. Member State Human Resources

Description of MS institutions

Tasks in the project:

- MS Project Leader
- Junior MS Project Leader
- Resident Twinning Adviser (RTA)
- Component Leaders (Key Experts)
- Short Term Experts



Article 7. Resources

Human Resources

7.1.2. Beneficiary Country Human Resources

Tasks in the project:

- BC Project Leader;
- RTA Counterpart;
- Key Contacts.



Article 7. Resources

Human Resources

7.1.3. Curriculum Vitae

EU format CVs of the following persons:

MS Project Leader;

- BC Project Leader;
- RTA;
- RTA Counterpart in the BC;
- Key STEs from the MS (Component Leaders



Article 7. Resources

Material Resources (BC)

- Adequately equipped office space for RTA and RTA assistant;
- Adequate conditions for the STEs to perform their work while on mission to the BC;
- Training and conference venues, costs of catering (if any), as well as presentation and interpretation equipment;
- Travel costs for BC staff in the framework of study visits for IPA.



Article 7. Resources

Indicative Budget

- Provide the total budget here, as documented in the detailed breakdown of costs in Annex 3 to the Twinning Contract.



Article 8. Management and Monitoring

8.1. Language

- Official language will be English, French or German;
- All communication in the agreed language;
- Some of the STE inputs may be produced in any official EU language and translated into BC language.



Article 8. Management and Monitoring

8.2. Project Steering Committee

Meetings at quarterly intervals;

- Members: Project Leaders, RTA, EC Delegation/Administrative Office;
- Purpose to verify the achievement of mandatory results. Draft of Quarterly report



Article 8. Management and Monitoring

8.3. Reporting

Every three months MS PL will submit interim quarterly report;

- The report prepared and distributed two weeks in advance of the meetings;
- The first report will be due in the fourth month counting from the date of notification of endorsement;
- The final report to be submitted before the end of legal duration of the contract.



Article 9. Twinning Review Missions

- Assessment of the sustainability of the Project's (mandatory) results and the long term impact on the project's objectives;
- Lessons learned from the project, positive and negative;
- Dissemination of good practice.



Article 9. Twinning Review Missions

- Financed via TAIEX instrument;
- Between 6 and 12 months after closure of the project;
- Twinning Review Expert will carry out the mission;
- Both PL and RTA and his counterpart also will be involved;
- The mission will last 3-5 working days.



Signature of the Workplan

- For IPA, Work plan to be initialled by the both Project Leaders and Contracting Authority;
- For ENPI, work plan to be initialled by the Member State Project Leader and the Beneficiary Country Project Leader .



Thank you for your attention!

