

**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)

16:20-16:30 Questions and Answers. Wrap-up of the Day.

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.