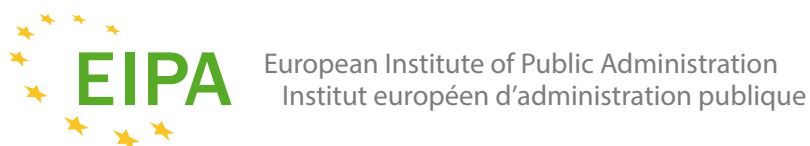


Successful Preparation and Implementation of Twinning Projects

Maastricht (NL), 21-22 September 2017



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From among the many cooperation mechanisms developed by the European Union, Twinning has been one of the most extensively and successfully applied institution-building programmes over the past years. It has assisted the new Member States and the (potential) candidates in preparing for EU accession, and in the full adoption of the acquis. Since 2005, Twinning has also been applied in the countries of the European Neighbourhood Policy (ENP).

The new Twinning manual which will be applicable as of 1 July 2017 has brought a number of significant changes, which will be explained in detail.

How will it help you?

This seminar will help you to plan and implement successful Twinning projects. In particular, you will be able to:

- deepen your knowledge about the Twinning instrument and share practical experiences with colleagues from other countries;
- be informed in detail about the changes in the 2017 Twinning manual;
- get all the relevant tools and insights for analysing Twinning fiches and become more aware of the risks and opportunities associated with any given Twinning project;
- acquire practical skills to prepare both a written proposal as well as the oral selection procedure (the 'beauty contest'), thus enhancing your chances of winning a Twinning project;
- strengthen your capacities to manage and implement a Twinning project.

Who will benefit the most?

The seminar is intended for civil servants of the EU Member States and of the beneficiary countries, including representatives of the 'mandated bodies', involved into the preparation and implementation of Twinning projects.

Programme

FACILITATORS

Christophe Casillas, Twinning Coordination Team, DG NEAR, European Commission

Wolfgang Koeth, Senior Lecturer EIPA Maastricht, former Twinning Project Manager at the European Commission

Stefan Meingast, Agency for Economic Cooperation and Development, Vienna

Pawel Mlicki, former Resident Twinning Advisor from the Dutch Ministry of Justice

THURSDAY 21 SEPTEMBER 2017

09.00 **Welcome and short introduction to the seminar topic, tour de table**

09.30 **Twinning in the framework of Enlargement and Neighbourhood Policy**

- The 'Twinning philosophy', main stakeholders, basic mechanisms, explanation of acronyms
- Differences between Twinning in Enlargement and in the Neighbourhood zones.
- The concept of 'Mandated Bodies'
- What happens after the circulation of a Twinning fiche to the Member States?
- Short overview of IPA/ENI Project Cycle

10.45 Coffee break

11.00 **The 2017 Twinning Manual: what is new?**

In this session, we will explain in detail the changes that are brought about by the new Twinning manual which will be applicable as of 1 July 2017

12.30 Lunch

14.00 **After the circulation: the Member State's checklist before submitting a Twinning proposal**

- The role of the National Contact Point (NCP)
- Building a consortium
- The geographic and linguistic factors
- Getting the RTA right: required professional and personal qualities, competencies and other characteristics. What counts for more: formal experience or right personality?

15.00 Coffee break

15.15 **Preparation of the Twinning proposal**

- The Twinning fiche: reading between the lines
- What you have to know about your potential beneficiaries
- To lobby or not to lobby? The role of your embassy

16.15 **Preparations for the practical exercise: preparing your Twinning project**

17.00 **End of first day**

19.30 Dinner at Restaurant Petit Bonheur
Achter de Molens 2, tel.: +31 43 321 51 09

FRIDAY 22 SEPTEMBER 2017

09.00 **Practical exercises: Preparing your Twinning project**

Working group I (Member States)

Participants will jointly analyse a Twinning project fiche and assess the risks and opportunities linked to the project

Working group II (Partner States)

Participants will draft a Project Synopsis and a Logical Framework for a Twinning Project to be submitted to the (P)AO/the EU Delegation

10.30 Coffee break

10.45 **Preparing your Twinning project – debriefing; preparation of the oral presentation ('beauty contest')**

- Tips and tricks for preparing the written proposal
- Tips and tricks for preparing the oral presentation

12.30 Lunch

14.00 **Practical exercise: The 'beauty contest'**

The selection meeting during which the Member States present their proposals before the beneficiary administration and the EU Delegation (the 'beauty contest') is a crucial element for the success of a Twinning project.

Participants will have the opportunity to simulate an oral Twinning presentation and will get feedback on both the form and the content

15.30 Coffee break

15.45 **Drafting the Twinning contract and budget**

- Practical tips and tricks for preparing the Twinning contract
- The main mistakes to be avoided
- Analysis of a model contract

16.20 **Preparation for the project implementation & day-to-day project management**

- Division of key roles and assignment of responsibilities
- Securing high-level political support for and commitment to the Twinning project
- Creating project ownership

17.00 **Evaluation and end of the seminar**

General Information

Programme

The programme will commence on Thursday at 09.00 and will finish on Friday at 17.00.

Seminar venue

European Institute of Public Administration
O.L. Vrouweplein 22
6211 HE Maastricht
The Netherlands
Tel.: +31 43 32 96 222
www.eipa.eu

Language

The seminar will be conducted in English.

Fee

EIPA members' fee*: €900
Regular fee: €1000

The participation fee includes documentation, two lunches, one dinner and refreshments. Accommodation and travel costs are at the expense of the participants or their administration. Note that reductions cannot be accumulated. For more information: <http://seminars.eipa.eu> (Training courses - Discount policy)

* EIPA members can take advantage of a reduced fee; this is available to all civil servants working for one of EIPA's member countries (i.e. AT, BE, BG, CY, CZ, DE, DK, ES, FI, FR, GR, HU, IE, IT, LT, LU, MT, NL, NO, PL, SE, UK), and civil servants working for an EU institution, body or agency.

Hotel

The European Institute of Public Administration has special price arrangements with a number of hotels. All hotels are within 10 minutes walking distance from EIPA.

Should you wish to make use of this possibility, please book directly via the links below. Payment is to be made directly and personally to the hotel on checking out. At the time of booking, please mention in the requested field, the EIPA project number **1734101**.

- **Townhouse Hotel**
www.townhousehotels.nl/eipa
- **Hotel Derlon**
www.derlon.com/eipa
- **Designhotel Maastricht – Hampshire Eden**
www.hampshire-hotels.com/eipa
- **Bastion Hotel**
www.bastionhotels.nl/en/eipa.html

Meals

Lunches and dinner will be served at a restaurant in town. Should you require a special menu (e.g. vegetarian, diabetic), please inform the Programme Organiser so that this can be arranged.

Registration

Kindly complete the online registration form which can be found on EIPA's website <http://seminars.eipa.eu> before **5 September 2017**.

Programme Organiser

Ms Danielle Jacobs
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Your name and address will be part of EIPA's database for our mailing purpose only. If you do not want to be included in our mailing database, please tick the box on the registration form.

Confirmation

Confirmation of registration will be forwarded to participants on receipt of the completed registration form.

Payment

Prior payment is a condition for participation. Please indicate the method of payment on the registration form. For cancellations received within 15 days before the activity begins, we will have to charge an administration fee of €150 unless a replacement participant is found.

Cancellation policy

EIPA reserves the right to cancel the seminar up to two weeks before the starting date. EIPA accepts no responsibility for any costs incurred (travel, hotel, etc.). For more information: <http://seminars.eipa.eu> (Training courses - Cancellation policy).

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