

General Information

Course venue

European Institute of Public Administration (EIPA)
O.L. Vrouweplein 22
6211 HE, Maastricht
the Netherlands

Fee

EIPA members' fee: € 1080,-
Regular fee: € 1200,-
The fee includes documentation and refreshments. Lunches, a reception or dinner are included if mentioned in the programme. Accommodation and travel costs are at the expense of the participants or their administration.

Discounts

EIPA offers a 10% discount to all civil servants working for one of EIPA's supporting countries, and civil servants working for an EU institution, body or agency.

Who are the supporting countries?

Civil servants coming from the following EIPA supporting countries are entitled to get the reduced fee: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Spain, Sweden, United Kingdom.
For all other participants, the regular fee applies.

Meals

Lunches and the reception will be served at a restaurant in town. Special dietary requirements (e.g. vegetarian, diabetic) can be indicated once you receive the confirmation of the seminar.

Hotel reservations

EIPA 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 upon checking out. At the time of booking, please mention in the requested field the EIPA project number for your course.

- Townhouse Hotel
- Hotel Derlon
- Designhotel Maastricht
- Bastion Hotel

Confirmation

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

Payment

Prior payment is a condition for participation.

Cancellation policy

For administrative reasons you will be charged €150 for cancellations received within 15 days before the activity begins. There is no charge for qualified substitute participants. EIPA reserves the right to cancel the activity up to 2 weeks before the starting date. In that case, registration fees received will be fully reimbursed. EIPA accepts no responsibility for any costs incurred (travel, accommodation, etc.).

Programme Organiser

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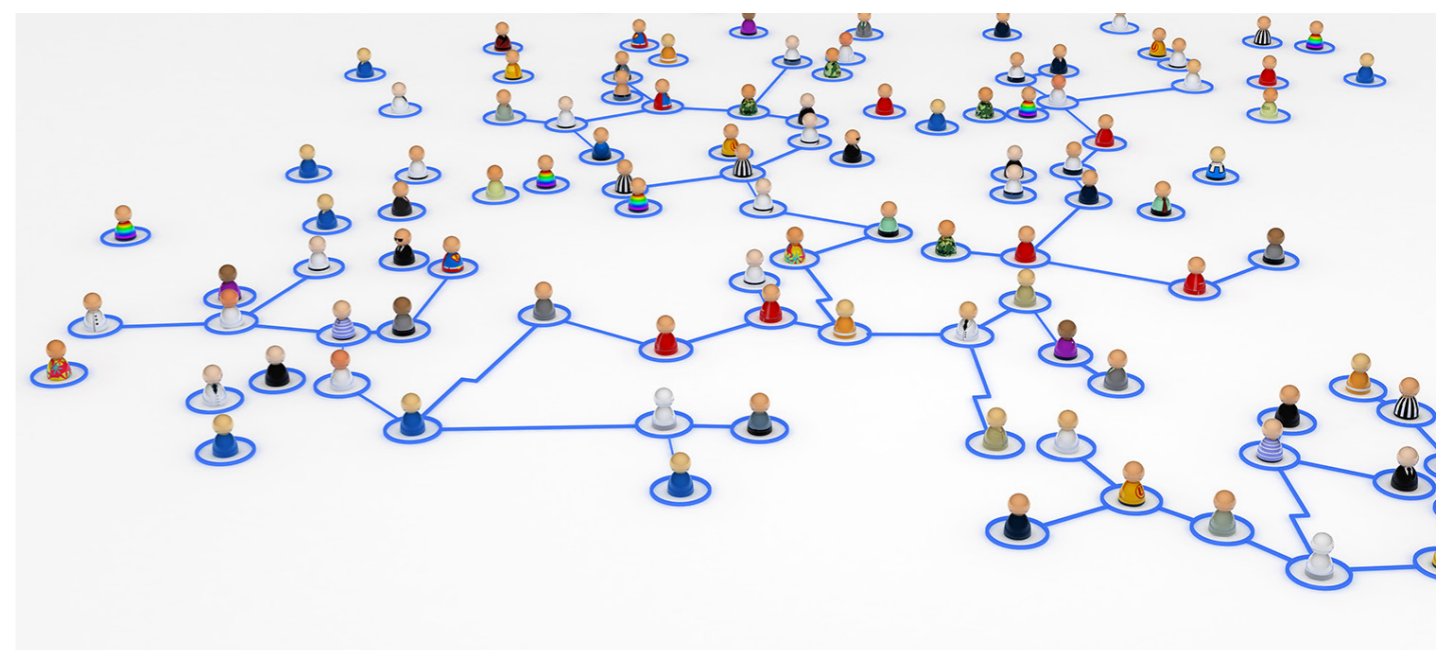
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Seminar

Effective Preparation and implementation of Twinning Projects (+ an introductory module)

Maastricht (NL), 19 - 21 September 2018



www.eipa.eu



Description and Programme

DESCRIPTION

From among the many cooperation mechanisms developed by the European Union, the Twinning programme has been one of the most extensively and successfully applied institution-building programmes over the past two decades. Through more than 2000 projects, civil servants from the EU Member States have assisted, on behalf of the European Commission, the candidates for EU accession and countries of the European Neighbourhood Policy to reform their administrative systems in order to bring them in line with EU norms and standards. Given the success of Twinning, the extension of the programme to other geographical areas is currently under discussion.

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 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.

The preliminary module will help you make the most of the intensive course and immerse yourself in the detailed exercises over the two following days. This module introduces the basic principles of the Twinning programme such as

- what is a Resident Twinning Advisor, a Mandated Body, a National Contact Point?
- how does Twinning differ from other forms of EU-sponsored capacity building measures (Technical Assistance/Service contracts, TA/EX, SIGMA...)?
- what is the role of the EC and EU Member States in Twinning?

If you do not feel that you need to participate in this preliminary module, you can sign up only for the main part of the seminar on 20-21 September.

Make your Twinning project a winning project!

PROGRAMME

WEDNESDAY 19 SEPTEMBER 2018

- 14.00 Welcome and short introduction to the seminar topic
- 14.15 **Introduction to Twinning**
A short history of the Twinning programme
- Who is eligible for Twinning? The main actors in the Twinning programme
 - The concept of “Mandated Bodies”
 - Introduction to the Twinning Manual
 - Short overview of IPA/ENI Project Cycle
Wolfgang Koeth, Senior Lecturer, EIPA, Maastricht (NL), former Twinning Project Manager at the European Commission
- 15.15 Coffee break
- 15.30 **The Twinning Philosophy**
- How does Twinning differ from other forms of capacity building (technical assistance/service contracts, TA/EX, SIGMA)
 - What is a “project fiche” and who drafts it?
 - What happens after a project fiche is circulated?
 - How is the selection of Twinning projects made? What is the “beauty contest”
 - Q/A on Twinning
Wolfgang Koeth, Senior Lecturer, EIPA, Maastricht (NL), former Twinning Project Manager at the European Commission
- 17.00 End of the preliminary module

THURSDAY 20 SEPTEMBER 2018

- 09.00 Welcome and short introduction to the seminar topic, tour de table
- 09.15 **Twinning in 2018: State of Play**
In this session, we will highlight recent development around the Twinning programme
Christophe Casillas, Twinning Coordination Team, DG NEAR, European Commission

PART I: Preparation of the Twinning Proposal

- 09.45 After the circulation: the Member State’s checklist before submitting a Twinning proposal
- Building a consortium or going alone?
 - How can the National Contact Point help us?
 - The geographic and linguistic factors
 - The role of your embassy
Christophe Casillas / Ioannis Kikkis, Resident Twinning Advisor at the Intellectual Property Department at the Turkish Ministry of Culture

Programme

- 10.30 Coffee break
- 10.45 **The Member States check list (cont.)**
- The Twinning fiche: the written and the unwritten
 - What you have to know about your potential beneficiaries
 - The RTA: expert, manager, diplomat ?
 - Introduction to the practical exercise
Ioannis Kikkis / Christophe Casillas
- 12.30 Joint lunch (included)
- 14.00 **Practical exercise I: preparing the Twinning Project (group work)**
- Analysis of a Twinning fiche: how to read between the lines?
 - Stakeholder and SWOT Analysis for a Twinning project
 - Preparation of the written proposal
Pawel Mlicki, former Resident Twinning Advisor from the Dutch Ministry of Justice
Wolfgang Koeth
- 15.15 Coffee break
- 15.30 **Practical exercise II: Simulation of an oral selection procedure (“beauty contest”)**
Based on the Twinning fiche analysed in the first exercise, Two groups of experts have to compete in an oral selection procedure for being chosen as a Twinning partner. A jury composed of Twinning practitioners will observe the exercise and give feedback to the participants
Christophe Casillas, Pawel Mlicki, Ioannis Kikkis, Wolfgang Koeth
- 16.30 Feedback, discussion
- 17.00 End of first day
- 19.30 Dinner at a local restaurant (included)

FRIDAY 21 SEPTEMBER 2018

- 09.00 **The 2017 Twinning Manual: what is new?**
A representative of the European Commission will give an oversight of the main changes induced by the 2017 revision of the Twinning Manual
Christophe Casillas
- PART II: Implementation**
- 10.00 **You have been selected: what now?**
Christophe Casillas

- 10.30 Coffee break
- 10.45 **Drafting the Twinning contract**
- Practical tips and tricks for preparing the Twinning contract
 - The main mistakes to be avoided
 - Analysis of a model contract
Ioannis Kikkis
- 12.30 Joint lunch (included)
- 14.00 **Practical exercise: drafting the Twinning budget**
Ioannis Kikkis
- 14.45 **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
Pawel Mlicki
- 15.30 Coffee break
- 15.45 **Practical exercise: Twinning trouble shooting**
In this “situation room” exercise, participants will be confronted with a number of scenarios and dilemmas that can occur during the implementation of a Twinning project. Participants will be asked to identify solutions and discuss the risks and opportunities of the different approaches.
Christophe Casillas, Pawel Mlicki, Ioannis Kikkis, Wolfgang Koeth
- 16.45 Evaluation, feedback, Q&A
- 17.00 End of the seminar