

CPMA
International
Twinning Training
Vilnius 2022



TITLE OF THE ONLINE TRAINING **EU TWINNING PROJECT: FROM PROPOSAL TO IMPLEMENTATION WITH SPECIAL FOCUS AND EXCHANGE OF EXPERIENCE ON REMOTE WORK ASPECTS**

DURATION **2 DAYS**

TRAINING DATES **3-4 May, 2022**

DESCRIPTION



The trainees will be introduced to the main concepts of the European Union (EU) Twinning instrument, history, principles, statistics, actors and their roles, differences between EU Twinning and Twinning light projects, proposal preparation and presentation procedures, finding Member State (MS) partners and forming consortiums, tips for preparation of written Twinning proposal and practicing its oral presentation, Twinning projects' implementation process, administration and visibility according to the Twinning Manual of 1st July 2017 version updated in 2020. Moreover, participants will have an opportunity to exchange experience on remote work aspects, getting familiar with the practices implemented during this period.

TARGET GROUP



- Member State institutions and mandated bodies preparing a proposal for Twinning competition and/or implementing EU Twinning Contract;
- National Contact Points of Member States, Candidate and Potential Candidate Countries to EU membership (IPA countries), European Neighborhood countries (ENI countries) and DG INTPA covered countries;
- Central Finance and Contracting Entity or Agency, Unit, Department in IPA countries;
- Programme Administration Offices (PAO) of ENI countries;
- European Commission, Delegations of European Union in ENI, IPA and DG INTPA covered countries;
- Other related institutions.

Training session is designed for approximately **8 - 16 participants**.

METHODS

The training consists of theoretical and practical parts. In order to capture practical aspects in the most effective way, case studies, practical experience will be shared. PowerPoint presentations will be used.

OBJECTIVES OF THE TRAINING

- To introduce participants to EU Twinning instrument;
- To develop skills necessary to write EU Twinning proposal and prepare for oral presentation;
- Introduce to skills necessary to assure a thorough Twinning projects' implementation process and administration;
- Share experience on preparing and implementing Twinning projects' visibility and communication actions;
- Share experience on remote work aspects.

LANGUAGE English

PLATFORM **Online (via Microsoft Teams)**



ONLINE TRAINING PROGRAMME

EU TWINNING PROJECT: FROM PROPOSAL TO IMPLEMENTATION WITH SPECIAL FOCUS AND EXCHANGE OF EXPERIENCE ON REMOTE WORK ASPECTS

Day one, 3 May 2022

09:00 – 10:30 Welcome of participants and introduction of training

Nida Dalmantaitė, National Contact point for Twinning and TAIEX

Ugnė Chmeliauskaitė, CPMA

Introduction of the EU Twinning instrument

- Twinning history and main facts
- Legal framework
- Geography and Statistics
- Latest developments and impact of COVID-19
- Q&A

10:30 – 10:45 *Virtual coffee break*

10:45 – 11:30 Main EU Twinning principles

Klemensas Mažeika, CPMA

- Key players (MS and Beneficiary Project Leaders, Resident Twinning Advisor (RTA), RTA Counterpart, Component Leaders, Short-Term Experts, etc.)
- Role of European Commission
- Role of National Contact Points
- Role of Contracting Authority
- Mandated bodies
- Twinning versus Twinning light
- Q&A

11:30 – 11:45 *Virtual coffee break*

11:45 – 13:00 Call for proposals

Ugnė Chmeliauskaitė/Klemensas Mažeika, CPMA

- Twinning Fiche and Call for Twinning and Twinning light proposals
- Member State Consortium
- Preparation of proposal
- Evaluation of proposal
- Q&A

13:00 – 14:30 *Virtual lunch break*

14:30 – 15:30 Tips for oral presentation

Ugnė Chmeliauskaitė, CPMA

- Preparation of oral presentation
- Roles of the project team (Ambassadors, Project Leader, RTA)
- Typical mistakes and how to avoid them
- Frequently asked questions
- Tips for remote presentations
- Q&A

15:30 – 15:45 *Virtual coffee break*

15:45-16:30 Preparing EU Twinning Project communication and visibility plan

Klemensas Mažeika, CPMA

- Overall purpose of communication activities, key target groups
- General rules and key elements of EU visual identity
- Planning communication activities, finances, human resources
- How to ensure communication and visibility during remote implementation
- CPMA experience
- Q&A

16:30 End of the first day

Day two, 4 May 2022

09:00-10:30 EU Twinning project implementation: Contract

Ugnė Chmeliauskaitė, CPMA

- Twinning Contract
- Special Conditions
- Annexes to the Twinning Contract
- Drafting Twinning Work Plan
- Changes to the Twinning Contract
- Project reporting
- Project Steering Committees
- Remote missions
- Q&A

10:30 – 10:45 *Virtual coffee break*

10:45 – 12:00 Financial management of EU Twinning contract

Gintaras Makštutis, CPMA

- Structure of the project budget
- Eligible Cost
- Financial Management and Control
- Eligible costs for remote missions due to COVID-19
- Q&A

12:00 – 13:30 *Virtual lunch break*

13:30 – 14:45 Panel Discussion: Twinning implementation using remote means and other aspects of effects on projects due to COVID-19 and other force major situations

Moderated by Ugnė Chmeliauskaitė, CPMA

Discussion with Lithuanian RTA(s), project coordinators and short term experts

- Proposal preparation and selection meetings
- Starting the project remotely
- Conduct of remote expert missions
- Advantages and shortages of the remote work: what we can learn for future
- Q&A

14:45 – 15:00 Evaluation and closing of the training and experience sharing session

LECTURERS



Mr. Gintaras Makštutis



Twinning Expert having more than 20 years of Twinning experience as an expert of Administrative Office of Lithuania as Beneficiary Country, as an expert of IPA and ENPI/ENI Twinning projects (when Lithuania is a Member State providing Twinning services for Beneficiary Countries), and as International Expert providing trainings for Beneficiary and Member State Countries:

- 8 years' experience in financial and administrative EU PHARE and Transition Facility Twinning project management and monitoring in Lithuania in Administrative Office of Twinning projects;
- 6 years' experience as a Chairman of Twinning Partner Selection Meetings in Lithuania. During his years as EU Twinning Project Manager he was responsible for 125 EU Twinning project administration in Lithuania;
- 12 years' experience in coordination and administration of many Twinning projects and preparation of Twinning proposals when Lithuania became a Member State Partner;
- participation in Partner Selection when Lithuania became Member State Partner;
- continuous participation in different missions as Twinning Expert, for example, in Bulgaria, Sweden, Azerbaijan, Hungary, Moldova;
- more than 10 years' experience in EU Twinning projects trainings (more than 400 Lithuanian Civil Servants trained and more than 200 international trainees trained).

Mr. Gintaras Makštutis has University Education in International Business Management and Master Degree in Business Management. He is fluent in English, Russian and Lithuanian.

Ms. Ugnė Chmeliauskaitė



Ms. Ugnė Chmeliauskaitė is a Deputy Head of International Development Cooperation Projects Division responsible for coordination of the preparation of the proposals, administration and implementation of International Development cooperation programmes. She has participated in preparation of more than 30 IPA and ENI Twinning project proposals together with Lithuanian and MS partners and is in charge of preparation of team for oral presentations. She is responsible for overall Twinning programme coordination, as well as Twinning training coordination on CPMA EU Twinning projects and is a lecturer of national and international EU Twinning trainings. As well, Ugnė is performing mandatory administrative functions of the Nacional Contact Point in the CPMA.

Ms. Ugnė Chmeliauskaitė has been in charge of overall coordination of more than 20 Twinning projects in Croatia, Ukraine, Turkey, North Macedonia, Azerbaijan, Georgia, Serbia and Palestine. As well she is responsible for assuring visibility plans, communication/visibility activities and material of EU Twinning projects in Croatia, Moldova, Azerbaijan, Georgia, Turkey,

Palestine, North Macedonia following Communication and Visibility Manual for European Union External Actions 2010 and 2018.

Ms. Ugnė Chmeliauskaitė has University Education in International Relations and Political Science and has a Master's Degree in International Communication. She is fluent in English and Lithuanian and can have a conversation in Russian and Spanish.

Mr. Klemensas Mažeika



Mr. Klemensas Mažeika is a Senior Project Manager responsible for administration and implementation of EU Twinning projects as well as indirect management projects. Twinning experience consists of numerous projects implemented in the both the IPA and ENI regions, including Georgia, Moldova, North Macedonia, Serbia, Ukraine and Jordan. The vast project experience allows him to tackle practical implementation issues of the Twinning programme, as well as coordination of visibility, administrative management and communication.

Mr. Mažeika is the administrator to the National Contact Point of Twinning in Lithuania. He is responsible for project proposals preparation and assistance to public institutions in taking the first steps to participate in the Twinning program. He successfully participated in numerous proposal preparations and presentations in the partner countries.

Mr. Mažeika has a University Degree in Economics from Vilnius University. Mr. Mažeika is also studying a Master's degree in the field of State Economic Policy, focusing on development aid, sustainable growth and cooperation. He is fluent in English and Lithuanian.

PRACTICAL INFORMATION

Registration

You are kindly invited to complete the [online](#) registration form as early as possible and not later than 10 days before the training.

Confirmation

After receiving your [online](#) registration form, we will send you the registration confirmation and a Pre-Invoice for advance payment of the training fee.

Payment

After the participant fills-in the online registration form, not later than 10 days before the training, the participant shall receive the registration confirmation and a Pre-Invoice for advance payment of the training fee. Please note, that registration fee is not refundable without official cancelation in prior 5 days of the Twinning training.

Cancellation/ postponement policy

CPMA reserves the right to cancel/postpone the training 10 days before the first training day in case it has not confirmed the training earlier.

Fee in EUR (per participant) - 575 EUR

The fee includes training material.

Online training platform

CPMA International Twinning online training session will be held via Microsoft Teams platform. 5 days before the training, registered participants will receive invitation link to join the training with the practical information.

For more information about CPMA Twinning training, please contact: training@cpva.it