




TITLE OF THE ONLINE TRAINING	EU TWINNING PROJECT: FROM PROPOSAL TO IMPLEMENTATION
DURATION	2 DAYS
TRAINING DATES	28-29 NOVEMBER, 2023
DESCRIPTION 	<p>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 2022. Participants will have the possibility to get practical information about the pilot Twinning projects implemented in DG INTPA covered countries.</p>
TARGET GROUP 	<ul style="list-style-type: none"> ⦿ 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, European Neighborhood countries, The Neighbourhood, Development and International Cooperation Instrument – Global Europe 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; ⦿ Other related institutions. <p>(Training session is designed for approximately 8 - 16 participants)</p>
METHODS	The training consists of theoretical and practical parts. PowerPoint presentations will be used.
OBJECTIVES OF THE TRAINING 	<ul style="list-style-type: none"> ⦿ 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 PLATFORM	English Online (via Microsoft Teams)
<u>REGISTRATION</u>	



ONLINE TRAINING PROGRAMME

EU TWINNING PROJECT: FROM PROPOSAL TO IMPLEMENTATION

Day one, 28 November 2023

09:00 – 10:30 Welcome of participants and introduction of training *(Ugnė Chmeliauskaitė, CPVA)*

- Introduction of the EU Twinning instrument
- CPVA experience in Twinning
- Legal framework
- Geography and Statistics
- Latest developments
- Q&A

10:30 – 10:45 Virtual coffee break

10:45 – 11:30 Main EU Twinning principles *(Milda Stravinskė, CPVA)*

- Key players (MS and PC 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, CPVA)*

- 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, CPVA)*

- 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
(Milda Stravinskė, CPVA)**

- 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
- CPVA experience
- Q&A

16:30 End of the first day

DAY TWO, 29 NOVEMBER 2023

**09:00-10:30 EU Twinning project implementation: Contract
(Gintaras Makštutis, CPVA)**

- 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, CPVA)**

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

12:00 – 13:30 *Virtual lunch break*

**13:30 – 14:45 Panel Discussion: 25 years of Twinning, Challenges and Opportunities
(Moderated by Ugnė Chmeliauskaitė, CPVA)**

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

LECTURERS



Mr. Gintaras Makštutis



Twinning Expert having more than 23 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 Partner countries 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;
- 15 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 CPVA 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 CPVA.

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, 2018, 2022.

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.



Ms. Milda Stravinskė

Ms. Milda Stravinskė is a Project Manager responsible for administration and implementation of EU Twinning projects as well as indirect management projects. Twinning experience consists of the projects implemented in Azerbaijan, Jordan, Rwanda. Milda has previous experience of working at public and business sector on different projects, including her participation as Short-term expert in Twinning and other International development cooperation projects, providing the series of international trainings.

The gained project experience allows her to tackle practical implementation issues of the Twinning program, as well as coordination of visibility, administrative management and communication. Ms. Milda Stravinskė is the administrator to the National Contact Point of Twinning in Lithuania. She is responsible for project proposals preparation and assistance to public institutions in taking the first steps to participate in the Twinning program.

Ms. Milda Stravinskė has a Bachelor's Degree in Public administration from Vytautas Magnus University Political Science and Diplomacy Institute. She also obtained a Master's Degree in Public administration from Mykolas Romeris University. She is fluent in English and Lithuanian, can also express herself in Russian, German, and French.
