

Twinning Manual 2017 - Update 2022

SYNOPSIS OF THE MOST IMPORTANT UPDATES

Section	Issue - Modification	Clarification	NEW
1.2 Twinning management modes and contracting authorities	Financing agreement - Twinning Grant Contracts are concluded by a Contracting Authority designated in a financing agreement or in a financing decision as long as the commitment of the Partner country is ensured in writing.		X
2.1.1 Key Elements of the Twinning Fiche	Inter-service consultation – For direct and indirect management: modified EU Delegation-led consultation procedure replacing the former Inter-service consultation managed by the HQ.		X
2.1.2 Twinning Consultation on draft Twinning Fiche	Modified inter-service consultation – Explanation of the modified consultation procedure.		X
2.2 Submission of proposals	Deadline for proposals – In principle Member States have 8 weeks to prepare their proposals; the Contracting Authority may consider setting a longer deadline in <u>operationally justified</u> cases.	X	
2.4 Selection of the Member State(s) – 2.4.1 General remarks	The selection committee – Under direct management two voting members could come from the EUD and one from the Beneficiary administration. Under direct management the selection meeting is chaired by an experienced EUD staff member and the secretarial function assumed by the EUD.	X	
2.4.2.2 Meeting of the selection committee (selection meeting)	Using video-conferencing tools – In circumstances accepted by the EU Delegation and the Contracting Authority, the selection meetings can take place by remote by using Video-conferencing tools.		X
2.4.3 Notification of results	Start of implementation – It should not be later than three months after the notification of the selection. The RTA should arrive in-country within one to maximum two months counting from the project start date.		X
3.1 Drafting of the Twinning Grant Contract – 3.1.1 General remarks and structure of the contract	Annex A3 (budget) – In case of no reaction from the Contracting Authority the budget is deemed approved after <u>15 days</u> .		X

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3.3 Notification and start of implementation of the Twinning Grant Contract	Start of implementation – the start date of the project can be disconnected from the date of the RTA arrival (see section 2.4.3 above for details).		X
4.1.4.3 Registration of mandated bodies	Registration of mandated bodies – The mandated body status can be registered at any point during the implementation of the project but before the staff of the mandated body are mobilised in the framework of the project.		X
4.1.6.6 Commission headquarters training	The Commission Headquarters training – It may take place as a hybrid event or as a fully virtual training.		X
4.1.6.7 (RTA) Duration and number of secondments	Limit to RTA number of assignments – This limit has been removed.		X
4.1.6.8 Replacement of the RTA	Medically certified reasons or exceptional circumstances – Two-month limit between the departure of a RTA and the arrival of a successor has been removed.		X
4.1.6.10 Assistant(s) of the RTA	RTA assistant selection – Interviewing the short-listed candidates is henceforth a recommendation. A short-list (of three candidates), however, remains mandatory.		X
4.1.7 Short-term experts	Remote work – <u>In operationally justified cases, and in agreement with the Contracting Authority</u> , there may be activities implemented by short-term experts from the Member State via videoconferencing tools.		X
4.2.5 The Contracting Authority in Partner Country	CFCU/PAO – Terminology update: the terms ‘Central Finance and Contracts Unit / the Programme Administration Office’ are being discontinued.	X	
4.2.5.2.1/4.2.5.2.2 Specific role of the Contracting Authority in indirect management with ex-ante/ex-post control Control	Role of the Contracting Authority – changes to the role in line with the modified inter-service consultation (see section 2.1.2 above).		X

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4.3.2 The Twinning Coordination Team	Role of the Twinning Coordination Team – The Twinning team receives and provides feedback on the Twinning fiche but does not consolidate the comments received from other EC services (see section 2.1.2 above concerning modified Inter-service consultation).		X
4.3.3.1/4.3.3.2 Role of the Commission (EUD) in direct management/in indirect management with ex-ante control	Role of the Contracting Authority – changes to the role in line with the modified inter-service consultation (see section 2.1.2 above).		X
Section 5: Project design and management – 5.3 Targets, time frames, duration, risks analysis – 5.3.3 Duration	Project implementation period – It starts with <u>the date of the taking up of duties by the RTA</u> and continues for the number of months indicated in Article 2.2 of the Special Conditions (see also section 3.3 above).		X
5.4.3 Exceptional contributions by other Member States or another Partner country	Participation of experts from another Partner country – is possible, under certain conditions, as mentioned in the Manual text.		X
5.5 Project reporting requirements	Entire section 5.5 deleted (duplication of information) – relevant information contained in section 5 of Annex 7.	X	
5.7 Visibility and communication of the Twinning project	Update regarding the applicable Communication and Visibility Manual for EU External Actions .	X	
5.9 Changes to the Twinning Grant Contract and work plan	Entire section 5.9 deleted (duplication of information) – relevant information contained in section 2 of Annex 7.	X	
5.11.2 Twinning review missions	Requesting a Twinning review mission – to be requested by the EUD at the following link: Application form (europa.eu) . It will be organised by DG NEAR HQ via the TAIEX instrument.	X	

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Section 6: The Twinning project budget	Entire section 6 deleted (duplication of information) – the same information is contained in the relevant sections of Annex 7.	X	
8.6 Changes to the Twinning Light work plan	Side letters – The changes are effective two days after reception of the side letter.	X	
ANNEX A: Twinning grant Contract - Special Conditions	Article 2.2 – The implementation period of the Action ismonths and shall begin on, being the <u>date of the taking up of duties</u> by the Resident Twinning Adviser (RTA). Number of originals and its recipients – addition of Partner Country NCP.		X
ANNEX A7: Financial Annex 1.2 Structure of the budget and 2 Changes to a Twinning Grant Contract	Changes to the unit costs and flat rates – As a general rule, unit costs and flat rates are set at the time of signature of the Twinning Grant Contract and cannot be subsequently increased. <u>Exceptions may be enabled for unit costs</u> where average real costs have changed in relation to the situation at the time of the signature of the Twinning Contract. Those exceptions should be duly justified and agreed with the Contracting Authority.		X
ANNEX A7: Financial Annex 3 Eligible costs	Remote work – <u>In operationally justified cases, and in agreement with the Contracting Authority</u> , there may be activities implemented by short-term experts from the Member State via videoconferencing tools.		X
ANNEX A7: Financial Annex 3.2 The Resident Twinning Adviser (RTA) related costs	Housing allowance – in case of the RTA moving with the family; the additional allowance for housing is capped at maximum EUR 1,000 per month. Travel allowance – in case of the RTA moving without household effects or family, travel costs can be compensated as a monthly (NEAR regions) or quarterly (INTPA regions) travel allowance to cover return fares with one registered luggage. Compulsory vaccination – is eligible as evidenced by a paid invoice, and in line with the national legislation of the Partner country. Study visit – the RTA may accompany the Beneficiary staff to a study visit in the Member State.		X X X X

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ANNEX A7: Financial Annex 3.3 Costs for short-term experts working in the Partner country	Short-term expert input definition – It is henceforth defined as “assignments for the benefit of the Partner country”.		X
	Definition of per diem – “Per diems are payable on the basis of the number of hours spent on the mission, i.e. outside the expert’s normal place of posting. Per diem may only be paid in full or in half (no other fractions are possible). A full per diem shall be paid for each 24-hour period spent on mission. Half of a per diem shall be paid in case of a period of at least 12 hours but less than 24 hours spent on mission. No per diem shall be paid for missions of less than 12 hours. Travelling time is to be regarded as part of the mission.”		X
	Travel in business class – Standard rule: economy class or equivalent. Exception in business class allowed if the outward or return journey includes at least one segment involving at least four hours’ continuous flying time (taking into account the times of meetings and/or special features of the mission).		X
ANNEX A7: Financial Annex 3.4 Costs for Assistants to the RTA	Additional costs for the RTA language assistant - the RTA language assistant may join a study visit to the Member State if his/her participation is cost-effective for the project, and leads to lower interpretation/translation costs for the activity.		X
ANNEX A7: Financial Annex 3.6 Costs for exceptional contribution from another Partner country staff in the Partner country	Eligible costs include travel, accommodation, per diem and a flat rate allowance, as defined in the Annex B.		X
ANNEX A7: Financial Annex 3.8 Other costs linked to activities in the Partner country	Costs for Beneficiary staff – subject to a derogation approved by the Contracting Authority, certain categories of costs (catering, office supplies, local transport) become eligible up to EUR 20 000 maximum.		X
	Increase in the ceiling for equipment and office supplies – new ceiling: EUR 20 000 (this concerns small items of essential supplies (e.g. small laboratory testing consumables or facilities, etc.)		X

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ANNEX C9: Standard Twinning – Publication of the Call for Proposals and ANNEX C9bis: Twinning Light - Publication of the Call for Proposals	Eligibility of UK applicants – updated templates	X	
ANNEX C10	Deleted – simplification of procedures		X
ANNEX C11	Deleted – simplification of procedures		X
ANNEX C12: Template for Addenda – Art 3: Cumulative modifications notified	Cumulative modifications notified – new table for notifying cumulative changes		X
ANNEX C20	Deleted – simplification of procedures		X