

RESPONSIBILITIES OF GOVERNMENT AUTHORITIES

❖ at the preparatory stage of the project:

- **development** of the Twinning Fiche and the draft of the Twinning contrat;
- **determination** of the Project Leader from Ukraine and the Resident Twinning Advisor counterpart (RTA);
- **establishment** of the Working Group on Twinning project preparation and implementation;
- **determination** of employees, that are responsible for the project implementation as well as allocation of responsibilities between them.

❖ at the stage of the project implementation:

- **registration** of the project;
- **implementation of activities** envisaged by the Twinning Contract and the Work Plan;
- **informing** the Security Service of Ukraine on the residency of foreign people;
- **ensuring participation** of the beneficiary in the Steering Committee and in the project activities realization;
- **ensuring continuity of the project** in the case of changes (dismissal) of persons, that are involved in the project implementation;
- **preparation of quarterly and final reports** in joint cooperation with the project manager from the EU Member State;
- **providing comments and remarks** to the quarterly and final reports.

PRINCIPLES OF FUNCTIONING

- compliance with the **national development priorities** of the state;
- compliance with areas of cooperation under the Association Agreement between Ukraine, on the one hand, and the European Union, the European Atomic Energy Community and their Member States, on the other hand;
- compliance with the medium-term priority of the government authority, where the project will be implemented;
- approximation to the **acquis communautaire** (legislation of the EU).

MECHANISMS OF COOPERATION

- expert assessment of the relevant area of public administration;
- assistance in development and revision of the existing legislation;
- assistance in developing internal regulations, procedures, instructions, etc.;
- support to strengthening institutional capacity (organization of functional review and / or comparative analysis of the existing institutional structure of the government authority);
- professional development of the employees of government authorities (organization of seminars and trainings with foreign experts);
- study visits and internships to the EU Member States.



IMPLEMENTATION OF TWINNING AS THE EU INSTITUTION BUILDING INSTRUMENT



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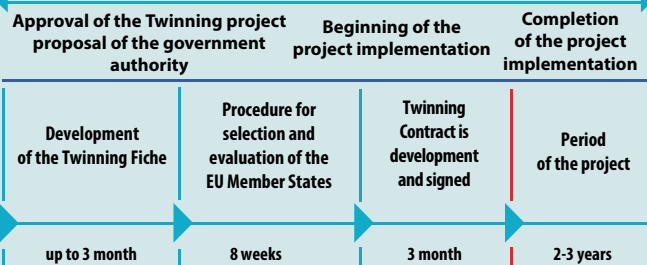


LEGAL FRAMEWORK

- ❖ Twinning Manual – 2017 (with amendments in 2018);
- ❖ Order of the President of Ukraine “The Issue of Implementation of Twinning in Ukraine” as of October 6, 2005 No 1424/2005;
- ❖ Resolution of the Cabinet of Ministers of Ukraine “On Approval of the Procedure for Initiating, Preparation and Implementation of the Twinning Projects” as of October 11, 2016 No 700 (with amendments approved by the Resolution of the Cabinet of Ministers of Ukraine on August 22, 2018 No 663);
- ❖ Order of the NAUCS as of November 15, 2018 No 269/18 “On Approval of the Regulation on the Twinning Programme Coordination Group”;
- ❖ Order of the NAUCS as of December 18, 2018 No 299/18 “On Approval of the Twinning Manual in Ukraine”;
- ❖ Order of the NAUCS as of April 1, 2019 No 58-19 the “On Approval of the Procedure for Keeping Records of Twinning Projects Implemented in Ukraine”;
- ❖ Order of the NAUCS as of April 1, 2019 No 60-19 the “On Approval of the Procedure for Conducting a Check on the Readiness of Initiators of Twinning Project for the Implementation of Twinning Projects” which was registered in the Ministry of Justice of Ukraine as of April 24, 2019 No 434/33405.

TIME FRAMES OF THE TWINNING PROJECT

2 – 3 years



STAGES OF PREPARATION AND IMPLEMENTATION OF TWINNING

1 INITIATION

1. Twinning Programme Administration Office (hereinafter – PAO) informs government authorities **till 15 of May** about the possibility of technical assistance under the Twinning instrument.
2. Government authority prepares and submits Twinning project proposal to PAO **till 15 of July**.
3. PAO **within 1 month** evaluates project proposal and, if requirements are complied, submits it for approval to the Twinning Programme Coordination Group Meeting.
4. Government authority, whose proposal has been approved, begins preparations for the implementation of the Twinning project.

2 PREPARATION

1. Initiator of the project prepares an order, which defines the persons, who are responsible for the preparation of the project and informs the PAO about this.
2. Twinning Fiche is to be developed by the initiator of the project jointly with the sector manager of the EU Delegation to Ukraine and with the support of the PAO with the participation of foreign experts (if necessary) and sent for approval to the EU Delegation to Ukraine.
3. Finalized Twinning Fiche is sent for approval to the European Commission and then it is officially posted at the website for getting proposals from the EU Member States.
4. Consideration of received proposals from the prospective EU partners is carried out by the initiator of the project in the composition of the evaluation committee after receiving the information about the outcome of the proceedings of Twinning Fiche.
5. Twinning contract is to be prepared by the initiator of the project jointly with the EU Delegation to Ukraine.
6. PAO makes suggestions and comments on the draft Twinning contract and carries out inspection of the beneficiary's readiness for the project implementation before signing the Twinning contract.
7. Initiator of the Twinning project acquires the beneficiary status after the signing of the Twinning contract.

3 REALIZATION

1. The date of the Twinning project launching is the date of the arrival of RTA to Ukraine.
2. Beneficiary no later than **two weeks** after receiving a letter from the EU Delegation to Ukraine regarding the Twinning contract sends:
 - PAO – a copy of the Twinning Contract;
 - Ministry of Economic Development and Trade of Ukraine – documents for project registration and accreditation of the partner project.
3. Member State Project Leader (MS Project Leader) and Beneficiary Project Leader (BC Project Leader), Resident Twinning Adviser and RTA counterpart provides Twinning contract implementation and work plan in order to achieve of its mandatory results.

4 MONITORING

1. Beneficiary forms the Steering Committee in order to monitor the project implementation.
2. Member State Project Leader prepare quarterly and final reports and approve its with the EU Delegation to Ukraine and PAO.
3. Quarterly and final reports are signed by the MS and BC Project Leaders in the original language of the Twinning contract.
4. PAO monitors the status of the project implementation by participating in the Steering Committee meetings as well as approving quarterly and final project reports.

Structure of the Steering Committee

