

RESPONSIBILITIES OF GOVERNMENT AUTHORITIES

❖ at the preparatory stage of the project:

- **approval** of the Twinning Fiche and the draft of the Twinning Contract;
- **determination** of the Project Leader from Ukraine and the Resident Twinning Advisor (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 government authority – beneficiary of the project in the Working Groups and in 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.

PRINCIPLES OF FUNCTIONING

- compliance with the **national development priorities** of the state;
- compliance with areas of cooperation under the **Association Agreement between the EU and Ukraine** as well as the priorities of the EU-Ukraine Association Agenda;
- compliance with the medium-term **priority of the state institution**, 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.



IMPLEMENTATION OF TWINNING AS THE EU INSTITUTION BUILDING INSTRUMENT



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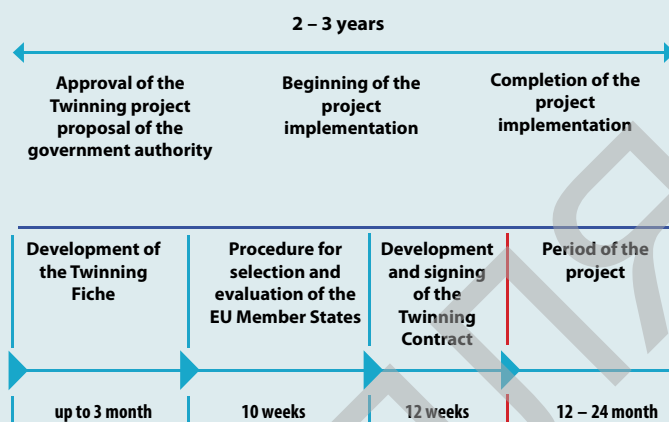
Twinning is an institutional building instrument in framework of which cooperation between civil servants of similar government authorities of the EU Member States and Ukraine is conducted in order to implement key elements of public administration, necessary for the adaptation of the national legislation, to the EU norms and standards.

The NAUCS is the coordinator of preparation and implementation of Twinning in Ukraine.

LEGAL FRAMEWORK

- ❖ Common Twinning Manual – 2017;
- ❖ 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;
- ❖ Order of the President of Ukraine “The Issue of Implementation of Twinning in Ukraine” as of October 6, 2005 No 1424/2005.

TIME FRAMES OF THE TWINNING PROJECT



STAGES OF PREPARATION AND IMPLEMENTATION OF TWINNING

1 INITIATION

1. Twinning Programme Administration Office in Ukraine (hereinafter – PAO) informs government authorities about the possibility of technical assistance under the Twinning instrument.
2. Government authority prepares and submits Twinning project proposal to PAO.
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 project proposal has been approved, acquires the beneficiary status.

2 PREPARATION

1. Beneficiary defines those, who are responsible for the preparation of the project (project leader, RTA counterpart) and **within 10 days** informs the PAO.
2. Twinning Fiche is to be developed by the beneficiary and sent for approval to the PAO and 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 EU future partners is carried out by the beneficiary in the composition of the evaluation committee after receiving the information about the outcome of the proceedings of Twinning Fiche.
5. Beneficiary approves the draft Twinning Contract, which is developed by the project executor in joint cooperation 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 Contract.

3 REALIZATION

1. Realization of the project starts after receiving a notification letter from the EU Delegation to Ukraine.
2. Beneficiary **within 1 month** after receiving a letter from the EU Delegation to Ukraine regarding the Twinning Contract sends:
 - a copy of the Twinning Contract to the Security Service of Ukraine and PAO;
 - documents for project registration and accreditation of the executor of the project to the Ministry of Economic Development and Trade of Ukraine;
3. RTA counterpart together with the RTA provides Twinning Contract implementation and the achievement of its results.

4 MONITORING

1. Beneficiary forms Steering Committee in order to monitor the project implementation.
2. Beneficiary and executor of the project prepare **quarterly and final reports** and **the week before** their consideration at the Steering Committee meeting approve them with the EU Delegation to Ukraine and PAO.
3. Quarterly and final reports are signed by the MS project leader and BC project leader in the original language of the Twinning Contract and are sent by the beneficiary to the PAO.
4. PAO monitors the status of the project implementation by participating in quarterly meetings of the Steering Committee as well as approves quarterly and final project reports.



Structure of the Steering Committee