ANNEX

Changes exposed in hereunder refer to the body of the Twinning Manual. Annexes must be considered modified accordingly.

1. Role of the Twinning Coordination Team at Headquarters

In the framework of the Reform the quality check performed at Headquarters will concentrate on the Action Document (the fiche). To prepare for this approach, section 3.2 (Specific cases) of the Manual is modified as follows:

“For ENI

Once the Delegation considers the Twinning project fiche of good quality, it shall forward it to the Twinning Coordination Team at Headquarters, which consults line DGs, especially with regard to the EU acquis and/or EU policies related to the project, and the concerned geographical focal point. Consulted Services have in principle ten working days to formulate their comments; in case no feed-back is received within the deadline, they are deemed to have no objections.

Possible comments, based also on the feed-back of this consultation, are communicated by Headquarters to the EU Delegation. The latter revises the project fiche, taking into account the comments received from Headquarters (centralised), or forwards those comments to PAO (decentralised) for revision of the fiche.

Once the fiche is ready for distribution and Annex C9 and the Twinning fiche are published on EuropeAid’s website, the AO (decentralised) or the Delegation (centralised) launches the call for proposals via the MS National Contact Points for Twinning with copy to the EU Delegation/AO and to Headquarters. The circulation note must specify the deadline for questions and answers, the deadline to receive proposals and the indicative date of the selection meetings.”

2. Notification of the results of the selection

Provisions concerning the notification to Member States of the results of the selection become identical under IPA and ENI. Within Sections 3.5.1 and 3.5.2 of the Manual, the part titled ‘Notification of results’ is modified as follows:
“Notification of results

The Contracting Authority notifies the results individually to the NCP of the successful and the unsuccessful MS, copying the applicant MS administration.

Where the Commission is not the Contracting Authority, the EU Delegation receives copy of notifications. Commission Headquarters always receive copy of all notifications.

The notification sent to the selected MS spells out rights and responsibilities and confirms to the administrations involved that they can swiftly proceed with the drafting of the Twinning Contract. The Commission publishes a summary of all final selections of each BC, once the selection process is completed.

On the same day of the dispatching of notifications, the Contracting Authority informs about the outcome of the selection the NCP of all MS (with copy to Commission Headquarters and, when appropriate, to the EU Delegation concerned).”

The final paragraph of Section 3.5.1 (titled ‘Decentralised management without ex-ante control’) is suppressed.

3. Regular information on results

Section 3.6 of the Manual is modified as follows:

"Regular information on results
Twice a year Commission Headquarters inform all MS NCP of the outcome of selections having taken place during the previous six months. On the same occasion information is also provided on fiches circulated and proposals received in the course of the same period (Standard Twinning and Twinning Light), as well as on the expected future circulation (pipeline)."

4. Signature of the contract

At the end of Section 3.10, the following two paragraphs are added:

"One signed original of the Twinning contract is required for each of the following:
1. Lead Member State
2. Contracting Authority
3. Beneficiary Administration
4. EU Delegation concerned, when it is not the Contracting Authority

Following signature, the Contracting Authority sends without delay copy of the signed contract to Commission Headquarters."
5. **Notification of the contract**

Section 3.11 of the Manual is modified as follows:

"*Notification of the Twinning Contract*

Once the Twinning Contract is signed by all parties, the Contracting Authority legally notifies partners, copying the notification to Commission Headquarters and to the EU Delegation concerned when it is not the Contracting Authority.

Please note that this notification constitutes a separate requirement which rests with the Contracting Authority. In other words, the signature of the Twinning Contract is not equivalent to notification.

The date of this notification is considered as the legal starting date as well as the first possible starting date for the implementation of the work plan of the project or reimbursement for the presence of the RTA. No costs incurred before that date will be covered out of project funds, except those related to costs incurred for its preparation, subject to the provisions under section 5.2 and Annex A7 to the Twinning Contract.

The RTA must arrive at the place of assignment within one month following the notification of the Twinning contract.

The Contracting Authority shall pay the first pre-financing to the Lead Member State within 30 days of this notification (please see section 7.2)."

6. **RTA Training**

The participation of Project Leaders from beneficiary administrations to the RTA training, already experienced for the IPA region, has proved particularly useful and appreciated. It was recently extended, in a pilot exercise, to ENI countries. To provide clear guidance on the issue, the fourth paragraph of Section 5.2.2 (*Training of RTAs*) of the Manual is replaced by the following:

"The BC Project Leader or the BC RTA Counterpart can attend the training together with the MS RTA of the same project. Costs for travel and per diems can be financed by the budget of the project as for the MS RTA. Attendance of the BC PL cannot be deputised to a third person, except the RTA Counterpart. The RTA Counterpart can replace the BC PL in case the latter is not fluent in the language or languages in which the training is given."

7. **Suspension or termination of a contract**

The exceptional decision to suspend or terminate a contract being already disciplined by the Special and General conditions, a formal opinion or endorsement by the Commission
(Headquarter or Delegation when this is not the Contracting Authority) does not provide any added value. Information is nevertheless useful in view of the possible evaluation of viable alternatives. The last two paragraphs of section 6.6 (Changes to a Twinning contract), point (1) (Changes in General), letter A (Addenda) of the Manual are replaced by the following text:

"In case the Contracting Authority intends to suspend or terminate a contract, it informs the Commission Headquarters (and the EU Delegation concerned when this is not the Contracting Authority) with sufficient notice to allow for a review of the situation."

8. Signature and notification of Twinning light contracts

In Section 8.5.3 (Contracting Authority, signatories of contract, order of signature), sub-sections 8.5.3.1 and 8.5.3.2 are suppressed and replaced by the following text:

Sections 3.10 and 3.11 of this Manual apply to the signature and notification of Twinning light contracts, with the exception of provisions referring to features not contemplated by Twinning light (in particular RTA; initialling of the work-plan; signature of an operative side letter; signature by Junior project leaders).