

Preamble:

- On all sides: administrative authority, represented by, entrusted to

Article 1. Objective (guaranteed result)

- As stated in the Project Fiche.

Article 2. Acquis communautaire

- All relevant Acquis to be listed.

Article 3. Contents of the twinning project

- The general structure (project components, packages, phases) of the project plan to set down: what it takes to meet Art. 1, to be further refined and made concrete in Art. 6.
- Risk analysis + risk management

Article 4. Conditionality

- Use wording as in Annex C of the twinning manual: FM, not FG; number = number of your project code (e.g. CZ01.05.02, FM number is CZ0105)

Article 5. Human resources

- 5.1, CC: PL, staff counterparts involved (for the PAA and main STEs during different project components and for different MS involved); reporting structure
- 5.2, MS: PL, PAA, PAA assistant (profile + recruitment procedure), STEs; must be consistent with Article 9 !
- Project Steering Committee (members, frequency, contents)
- Working Language.

Article 6. Work schedule

- Start: no fixed date, but duration in months
- Refinement of Art. 3 (consistency!)
- Activities, benchmarks, work schedule

Article 7. Breakdown of activities and costs

- Consistency with Art.6
- Structure (see twinning manual section 5.1.4)
- Minimum lay-out standard
- Principles: cost-base + project-relation
- Use footnotes, annotations

Article 8. Recipients of funds granted by the EU programme

- One bank account for all project costs.
- If split requested, option must be agreed with the CFCU

Article 9. Staff list and CVs

- Staff list as per manual + mentioning the institution of the expert.
- CVs

Article 10. Member State bodies involved in the twinning project

10.1 Administrations, and bodies already mandated by the Commission

10.2 Non-administrative bodies not yet mandated by the Commission (request mandate via NCP in time!).

Article 11. Communication and Addresses

- As per manual

Article 12. Duration

- Text as per manual
- Duration (as per Art. 6) + 2-3 months

Article 13. Annexes

- Standard Annexes of Twinning Manual version June 2001
- All other Annexes (e.g. work schedule, budget, CVs) clearly named
- Consortia + mandates

Signatures

- On Czech as well as lead MS side: by administrative as well as implementing authority (can be the same person).