



RIGHTS OF THE OFFICIALS OF THE INITIATOR OF THE PROJECT DURING THE CONDUCTING CHECKING

- require justification of the grounds for conducting checking;
- give oral and written explanations on the subject of the checking.

RESPONSIBILITIES OF THE OFFICIALS OF THE INITIATOR OF THE PROJECT DURING THE CONDUCTING CHECKING



- allow members of the Working Group to conduct checking;
- determine the person responsible for the checking;
- provide the conditions necessary for the checking;
- provide documents, materials, premises, material and technical equipment for the checking;
- eliminate the violations of the requirements of the preparation and implementation of Twinning projects that were revealed during the checking.

RIGHTS OF THE PARTICIPANTS OF THE WORKING GROUP DURING THE CONDUCTING CHECKING



- receive and get acquainted with the information and documents on organizational and other events taken by the initiators of the project on the preparation of projects;
- receive oral and written explanations from the officials of the initiators of the projects regarding the subject of the checking.



RESPONSIBILITIES OF THE MEMBERS OF THE WORKING GROUP DURING THE CONDUCTING CHECKING

- comply with the requirements of legislation, completeness, objectivity, reliability of the checking results;
- do not interfere with the activities of the initiators of projects;
- indicate the violations of the requirements of normative legal acts relating to the preparation of the projects in the expert conclusion that were revealed during the checking;
- get acquainted the management of the initiator of the project with the checking results and report on them to the management of the NAUCS.

National Agency of Ukraine for Civil Service
Center for Adaptation of the Civil Service to the Standards of the European Union
Twinning Programme Administration Office

15, Prorizna str., Kyiv, Ukraine
pao@center.gov.ua
+38 (044) 278 36 44

www.nads.gov.ua
www.center.gov.ua



TWINNING

CHECKING ON THE READINESS OF INITIATORS OF TWINNING PROJECTS FOR THE IMPLEMENTATION OF TWINNING PROJECTS



LEGAL FRAMEWORK

- Twinning Manual – 2017 (with amendments in 2018);
- 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 December 18, 2018 No 299/18 “On Approval of the Twinning Manual 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.

PURPOSE OF THE CHECKING



- conducting the checking on the readiness of initiators of Twinning projects) (hereinafter – projects) for the implementation of events envisaged by the Twinning contract;
- control over observance of requirements of normative legal acts relating to the preparation of the project;
- development and provision of practical recommendations for improving the efficiency of the preparation and implementation of the project.



SUBJECT OF THE CHECKING

Organizational and administrative documents

- appointment of the Beneficiary Project Leader;
- appointment of the officials who will cooperate on a permanent basis with the Resident Twinning Adviser (RTA);
- identification of responsible officials involved to the implementation of the project and the division of responsibilities between them;
- formation of a working group for the implementation of the Twinning project in accordance with its separate components.

Organizational events of the initiator of project which are aimed to the performance of responsibilities and obligations envisaged by the Twinning contract



- provision of office space to the RTA on the day of his arrival to Ukraine;
- establishing of proper conditions for the work of the assistant (s) of the RTA, experts of the project in the premises of government authorities;
- availability of premises for conducting trainings, seminars, conferences and other events within the framework of the project implementation.



TIME FRAMES OF THE CONDUCTING CHECKING

Checking is to be conducted no later than 2 months prior to the signing of the Twinning contract.

PREPARATION FOR THE CONDUCTING CHECKING

Working Group for conducting the checking on the readiness of initiators of projects for the implementation (hereinafter - the Working Group) is to be established by the order of the NAUCS.



Center for Adaptation of the Civil Service to the Standards of the European Union informs the initiators of project about the date, purpose and programme of the checking within 10 working days prior to the conducting checking.

Initiators of Twinning project provides the Center for Adaptation of the Civil Service to the Standards of the European Union written consent for the conducting checking.



MEMBERS OF THE WORKING GROUP

- representatives of the Center for Adaptation of the Civil Service to the Standards of the European Union;
- officials of the NAUCS (in some cases);
- specialists or experts from other institutions and organizations (with their consent).

CHECKING RESULTS

Members of the Working Group prepare an expert conclusion, which is to be signed by all members of the Working Group and is to be available for review to the official of the initiator of project.

