



Central project  
management  
agency

# Twinning Training 2025

**Duration:** 2 days

**Fee:** 650 €

**Location:** Vilnius, Lithuania

@CPVA Headquarters (S.Konarskis str. 13)

**Date:** 7-8 October 2025

## REGISTRATION

CPVA PERFORMS MANDATORY FUNCTIONS OF THE NATIONAL CONTACT POINT  
TOGETHER WITH MINISTRY OF FOREIGN AFFAIRS OF THE REPUBLIC OF LITHUANIA

## **TRAINING PROGRAMME**

### **EU TWINNING PROJECT: from proposal to implementation**

#### **Day ONE, 7 OCTOBER 2025**

#### **09:00 – 10:30 Welcome, Introduction and background of the Twinning instrument** *(Ugnė Chmeliauskaitė, CPVA)*

- Introduction of the EU Twinning instrument
- Lithuanian experience in Twinning
- Legal framework, Geography and Statistics
- Latest developments

*10:30 – 10:45 Coffee break*

#### **10:45 – 11:30 Main principles** *(Milda Stravinskė, CPVA)*

- Key players (Project Leaders, Resident Twinning Advisors, Component Leaders, Short-Term Experts, etc.)
- Role of National Contact Points
- Mandated bodies
- Twinning versus Twinning light

*11:30 – 13:00 Lunch*

#### **13:00 – 14:00 Call for proposals** *(Ugnė Chmeliauskaitė, CPVA)*

- Twinning Fiche and Call for Twinning and Twinning light proposals
- Member State Consortium
- Preparation of proposals
- Evaluation of proposals

*14:00 – 14:15 Coffee break*

#### **14:15 – 15:00 Evaluation and Selection of the proposals** *(Ugnė Chmeliauskaitė, CPVA)*

- Preparation of oral presentation
- Roles of the project team
- Typical mistakes and how to avoid them
- Questions and Answers session

#### **15:00 – 16:00 Preparing EU Twinning Project communication and visibility plan** *(Milda Stravinskė, CPVA)*

- Overall purpose of communication activities, key target groups
- General rules and key elements of EU visual identity
- Planning communication activities, finances, human resources
- CPVA experience

**16:00 End of the first day/ 17:00 Vilnius sightseeing tour / 19:00 Dinner**

## Day TWO, 8 OCTOBER 2025

### **09:00-10:30 EU Twinning project implementation: Contract (Gintaras Makštutis, CPVA)**

- Twinning Contract
- Special Conditions
- Annexes to the Twinning Contract
- Drafting Twinning Work Plan
- Changes to the Twinning Contract
- Project reporting
- Project Steering Committees
- Missions

*10:30 – 10:45 Coffee break*

### **10:45 – 12:00 Financial management of EU Twinning contracts (Gintaras Makštutis, CPVA)**

- Structure of the project budget
- Eligible Cost
- Financial Management and Control
- Audit procedures

*12:00 – 13:30 Lunch*

### **13:30-14:15 Resident Twinning Advisor: On site practicalities (Ugnė Chmeliauskaitė, CPVA)**

- Preparation for the Secondment
- Selection of the assistants
- Collaboration and cooperation with key partners

*14:15 – 14:30 Coffee break*

### **14:30 – 15:30 Twinning: Challenges and Opportunities (Ugnė Chmeliauskaitė, CPVA)**

- Twinning tendencies
- Experience sharing

### **15:30-16:00 Closing of the Twinning training**

## LECTURERS



**Ms Ugnė Chmeliauskaitė** – International Development Cooperation expert having more than 10 years' experience on the field. Ugnė is a Deputy Head of International Development Cooperation Projects Division at the Central Project Management Agency (CPVA). She is performing mandatory administrative functions of the National Contact Point in Lithuania and is responsible for overall Twinning programme coordination in Lithuania and CPVA. Ms Ugnė Chmeliauskaitė has been in charge of overall coordination of more than 30 Twinning projects. Moreover, she has more than 6 years experience in lecturing in various national and international Twinning trainings. Ms Ugnė Chmeliauskaitė has University Education in International Relations and Political Science and has a Master's Degree in International Communication. She is fluent in English and Lithuanian and can have a conversation in Russian and Spanish.



**Mr Gintaras Makštutis** - Twinning expert having more than 25 years of Twinning experience. Gintaras is a Senior Project Manager at the Central Project Management Agency. He has 8 years' financial and administrative EU PHARE and Transition Facility Twinning project management and monitoring in Lithuania in Administrative Office of Twinning projects experience and 6 years' experience as a Chairman of Twinning Partner Selection Meetings in Lithuania. During his years as EU Twinning Project Manager, he was responsible for 125 EU Twinning project administration in Lithuania. He participated in various missions as Twinning Expert (in Bulgaria, Sweden, Azerbaijan, Hungary, Moldova) and more than 10 years is lecturing in EU Twinning trainings. Mr Gintaras Makštutis has University Education in International Business Management and Master's Degree in Business Management. He is fluent in English, Russian and Lithuanian.



**Ms Milda Stravinske** – Senior project Manager at the Central Project Management Agency. Milda's Twinning experience started with on hands approach, as she participated as a Short-Term expert in Twinning and other international development cooperation projects. She successfully implemented Twinning projects in Azerbaijan, Jordan and Rwanda. The gained project experience allows her to tackle practical implementation issues of the Twinning program, as well as coordination of visibility, administrative management and communication. Currently, Milda is focusing on International Development Cooperation programmes financed via Indirect management instruments. Ms Milda Stravinske has Bachelor's and Master's Degrees in Public administration. She is fluent in English and Lithuanian, can also express herself in Russian, German, and French.

## PRACTICAL INFORMATION FOR TRAINING PARTICIPANTS

### [REGISTRATION LINK](#)

<b>Time of the training</b>	Please note that Twinning training session times are indicated in the local time of Vilnius, Lithuania.
<b>Training location</b>	The training will be conducted <b>in-person</b> at the CPVA headquarters, located on S. Konarskis str. 13 (in the 1 <sup>st</sup> floor Conference Room).
<b>Training material</b>	Power point presentations will be used to present relevant information. After the training, materials will be sent via e-mail to the training participants.
<b>Lunches, Dinner and Sightseeing tour in Vilnius</b>	<p>Please note that 2 lunches (on 7-8<sup>th</sup> October 2025), one dinner (on 7 October 2025) and a Sightseeing tour in Vilnius is covered by the training fee.</p> <p>Detailed information will be sent to registered participants and the trainers will accompany the participants.</p>
<b>Travel and accommodation</b>	Please note that the training fee doesn't include travel and accommodation expenses and you will be responsible for arranging it yourself. In case needed any support – please contact us <a href="mailto:training@cpva.lt">training@cpva.lt</a> .
<b>Climate</b>	The average temperature in Vilnius in October is 10 degrees.
<b>Electricity Supply</b>	Electric appliances must have European plugs, (i.e. round-tipped, two-pinned).
<b>Currency, Banking, Credit Cards and ATMs</b>	The official currency is Euro. Cash machines (ATMs) are available throughout the city, accepting major credit and bank cards, and instructions are often available in English.
<b>Country code</b>	The country code for Lithuania is 370. To make an international phone call, you will need to dial 00 + country code + phone number.
<b>Contact for assistance, technical support or other inquiries</b>	<p>Ms. Ugne Chmeliauskaite</p> <p><a href="mailto:training@cpva.lt">training@cpva.lt</a></p> <p>+37068567294</p>



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WE ARE LOOKING FORWARD TO SEEING YOU IN VILNIUS, LITHUANIA!