



Project no. **001450**
Project acronym: **TwinBasin^{xn}**
Project: Title: **TWINBASIN^{xn} : Promoting Twinning of River Basins for
Developing Integrated Water Resources Management Practices**

Instrument: **Coordination Action**
Thematic Priority: **1.1.6.3 - Global Change and Ecosystems**

Deliverable no. **D 2**

SIG 2 Progress Report

Due date of deliverable: December 2005
Actual submission date: January 2007

Start date of the project: **January 5th, 2004**

Duration: **4 years**

Organisation name of lead contractor for this deliverable: **OIEau**

Revision [draft]

**Project co-funded by the European Commission within the Sixth Framework Programme
(2002-2006)**

Dissemination level: PU - Public

Special Interest Group – SIG 2 : Mobility

PROGRESS RECOMMENDATIONS

Scope Statement: *In close co-operation with SIG Twinning, this SIG defined the list of criteria to be fulfilled by Basin Organisations exchanges of personnel, in order to benefit from financial support of the project. This SIG organised this concrete financial support to mobility, by delivering allowances when all criteria are fulfilled.*

I. Definition of Mobility :

According to the project rules, mobility will concern missions to be realised by staff members from Basin Organizations (B.O.) or equivalent organisation involved in improving IWRM practises at river basin level, for developing exchanges of capacities and competences.

Mobility activities should avoid:

- Too short missions. Nevertheless, some Twinning experiences in recent Calls for Proposals have proved that with a serious preparation of the job by electronic means, a very good and constructive work can be developed on the field so that the missions result of great added value even with short duration of physical presence. Thus, the duration of one week or more as “minimum mission duration” will no be applied as strictly as previously, taking into account distance between structures and the seriousness of preparation.
- missions aiming to formalize and ratify agreements of twinning and partnership between Basin Organisations; Indeed, the whole political phase of approximation, even if obviously a key and necessary one, is not the one that brings the more added value for Twinbasin community.

The objectives and consequently the outcomes of the exchanges of personnel have to be clearly identified and related to the improvement of capacities within the B.Os. particularly in order to develop IWRM.

II. Recommendations for Mobility of Experts:

- Mobility of experts can only be successful if there is a strong motivation for visiting or hosting the partner at a specific date/project stage, both from individuals and from their respective organisations, and simultaneously from the various organisations involved.
- Taking into account the availability of the budget (€ 312 800), during the preparation of the project, it is important to think about the efficiency of the activity proposed in regard to the main goals and targets of the Twinbasin project. Mobility should be avoided in all cases where other working ways can replace it, as for instance preparation of joint documents or simple exchange of point of view.

- Because most of Basin Organisation agents are already heavily loaded with other professional tasks before embarking into a new twinning, each Basin Organisation preparing a proposal ought to estimate the amount of human resources that could realistically dedicate to the project , both on travelling and working abroad, and on welcoming and hosting partners staff : how many men.days or men.month could dedicate each year to the twinning over the duration of the project, on both exercises (travelling and hosting)? This exercise allows identifying the availability of staff and the name of people volunteers for this project. Experience is that for existing European Basin Organisations, finance is generally a smaller constraint than staff availability.
- As the short missions for preparing or ratifying Twinning agreements are not eligible, Basin Organisations must think about the funding of the expenses linked to those visits. Experience shows that those costs can be highly significant, and should therefore be recorded, for building a reliable budget database as well as for project report.
- Missions have to be well and precisely prepared, defined and planned, according to clear terms of reference, agenda, and timetable. Those TOR should notably set the priorities of the mission, list the people to be met, the initial expectations of both parts, and include a reporting system of the outcomes of the mission. All logistical and practical aspects of the mission (transport, accommodation, visas, etc...) should be detailed to avoid waste of time and resources.
- Specific targets of the mission have to be coherent with the broader framework of a twinning road map implementing the general objectives, technical priorities and work plan of the bilateral cooperation agreement supposed to be set between both partners. In fact, Mobility of experts has to be seen as a mean to foster cooperation in some areas between both Organisations.
- The mission should benchmark a major step of the twinning life, such as launching or renewing a bilateral cooperation agreement, entering into a technical phase of the twinning, starting transferring knowledge and building capacities in one of the various sectors of IWRM, etc...

III. Rules of Mobility of experts:

1. Types of eligible actions/missions

Two kind of missions will be eligible to the project:

- **“familiarization” missions** aiming at deepening the understanding of the peer organisations as a whole, or of one of its major activities (e.g.: the “polluters-pays” financial mechanism operated by a Basin Organisation for supporting water investments in the watershed). Those missions usually cover 1-2 weeks and rarely involve more than two visitors at a time. They are notably useful when signing or renewing a partnership agreement.

- ***training or capacity building*** aiming at intense training of one visitor at a time in a restricted field, usually technical (study or research department, etc...). Those training usually cover several weeks.

2. Nature of eligible staff

Any category of motivated staff and dedicated members of basin committee can participate in such missions, as long as:

1. Their mission is proposed/justified/welcomed by the executive management of involved BO.
2. Their profiles match with the twinning work plan and the targets of the mission.

3. Duration

The duration of the exchange project or mission has to be more than 7 days and less than 2 months. In some specific cases, as defined in Chapter I, duration may be even less.

4. Nature of missions

The main objective of the exchange is to develop capacities within the relevant Basin Organisations, in relation with IWRM approach. In particular, participatory, cross sectorial and multidisciplinary approach has to be reflected within the project of exchange.

The fields of expertise covered by the exchange of experts are very broad: legal and institutional frameworks, economic and financial issues, planning aspects, technical issues (information systems for instance), communication, awareness raising, public participation, capacity building and educational actions.

All these topics can be tackled with, as far as they are considered as a way towards IWRM at river basin level.

The project has to identify clearly those capacities to be improved and the outcomes related.

5. Existing Twinning Agreement:

To maximise the benefits of the exchange, this activity has to be developed in a broader context of cooperation between relevant Basin Organisations. Consequently, the relevant Basin Organisations have to be officially twinned through a formal agreement (See SIG 1 Progress Report on "Twinning").

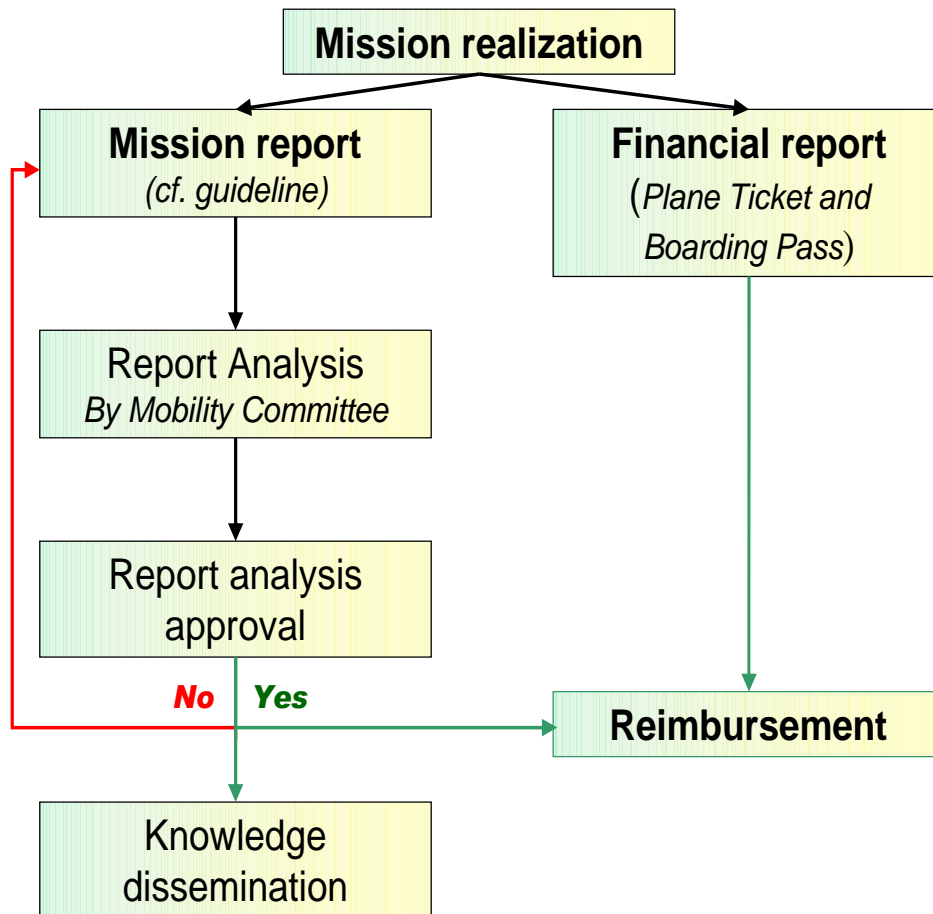
6. Financial modalities of the mobility

The financial support will be made in adequacy with Project finances availability. In average, TwinBasin will cover the costs of travel and per diem according to following rules : cost of travel limited to 1000 Euros (economy class) and the per diem to 70 Euros.
There will be no advance payment.

IV. Procedures :

The twinned Basin Organisations interested in this project have to fill a specific request form which will be made available on the website www.twinbasin.org . Any document which could precise the objectives and the context of the project of mobility can be added to the form.
As the Mobility concept concerns only the Basin Organisations twinned, copy of the Twinning Agreement must be provided.
Of course, all demanders should also have signed Twinbasin Memorandum of Understanding.

Following procedure has been agreed :



Mission reports will have to be in line with following guidelines:

REPORTING GUIDELINES

Mission reference
2006 C T M

Date:

Mission report

Expert Name and Function

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Wording of missions: *In short, objective or content of mission*

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1. CONTEXT

Place, location: *Country visited, Basin Organization concerned, other information about location*

Mission duration:

2. OBJECTIVES

	Initial objectives	Results	Results indicator <i>explain with some details how far the results have been achieved if compared to initial objectives</i>
1			
2			
3			

3. ACTIVITES DEVELOPED during the mission

Activity 1	Topic: <i>(legal aspect, Regulation, Institutional, Finance, Communication...)</i>
Description <i>(Exchange of experience or practice, increasing of knowledge and learning, Development of methodology, Training...)</i>	

Activity 2	Topic:
Description	

4. LESSON LEARNT during the mission

(what could be shared with other partners and/or introduced in guidelines, as far as IWRM is concerted)

- **About methodology:**

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- **About Practice:**

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5. DISSEMINATION (opportunities and difficulties)

In what measure these learnt lessons are applicable to:

- **The basin Organization the expert belongs to:**

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- **National IWRM practice:**

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- **Regional experience:**

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- **Worldwide:**

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6. IDENTIFIED TIPS

Identified tips which could be useful for colleagues

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7. PERSONAL COMMENTS

What does the missionary think about his mission?

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8. CONTACTS

Principal local contacts met

Name	Occupation	E-mail	Phone number

9. BIBLIOGRAPHY

Main documents, manuals or supports used during the mission which could be useful for colleagues

Name	Description / Notice
▪	
▪	
▪	

Websites		
Name	Description/ Notice	Adress

N.B. This framework provides necessary information for further capitalisation and dissemination, but should not prevent experts from making any other comments (as far as basins characterisation is concerned, for instance).

Mission reference
2006 C T M

Date:

Financial report

Expert Name:

Date of arrival	Date of departure	Number of days	days cost (€)	travel cost (€)	Total*

* We use the Oanda currency converter to exchange in euro at the date on the travel invoice.

Name and address of the Basin Organisation :
To: Bank's name: Bank's address: Account number: Bank Code: IBAN code **: SWIFT BIC CODE:

** IBAN CODE is only for European country.

Papers to join:

- Original justificatives : Plane Ticket and Boarding Pass**

Just keep one copy of due justificatives for yourself.

<p><u>Send due report to following address:</u></p> <p style="text-align: center;"> Techware c/o hydrocontrol Project TWINBASIN Strada 52 Poggio dei Pini 09012 CAPOTERRA. (CA) ITALY E-mail: info@techwarenet.org Fax: +39 070 725 478 </p>
