



EUROPEAN COMMISSION

Directorate-General Enlargement / Unit D.2 / Institution Building
EuropeAid Co-operation Office/ Unit A.6 / Twinning Operations

The Heads of Unit

Brussels, **20 OCT. 2010** **724409**
ELARG & AIDCO ARES(2010)

**NOTE TO NATIONAL CONTACT POINTS FOR INSTITUTION BUILDING (TWINNING)
IN THE MEMBER STATES AND BENEFICIARY COUNTRIES**

Subject: Guidelines for Fact Finding Missions

During the last Institution Building Days (Brussels, 7-8 June 2010), a proposal by a Member State to allow for the organisation of Fact Finding Missions in the phase of preparation of offers for Twinning Projects was unanimously endorsed.

The Commission agreed to establish a framework for the execution of such Missions, with the aim of ensuring transparency, openness and fairness while avoiding heavy administrative procedures.

We are pleased to inform you that the "*Guidelines for Fact Finding Missions*" are now available. They are attached to this Note and applicable as of today.

We hope they will prove useful in gaining a better understanding of the beneficiaries' requirements and in tailoring Twinning proposals to actual needs.

Please do not hesitate to contact your respective Twinning Co-ordination team in Brussels (in DG Enlargement or EuropeAid) should you or your staff require additional information or assistance.

Yours sincerely

Jorge de la Caballería
Head of Unit, Multi-Country Programmes Unit
DG EuropeAid Cooperation Office

Andrew Rasbash
Head of Unit, Institution Building Unit
DG Enlargement

Encl.: Guidelines for Fact Finding Missions

c.c.: Heads of EU Delegation