

SSVP



INTERNATIONAL TWINNING COMMISSION /COUNCIL GENERAL

INTERNATIONAL

TWINNING

**Policies & Procedures
Manual**

2015

Preface

These Policies and Procedures are the standard for all countries and are to be used in their Twinning Procedures. Accommodation can be made for procedures for each country. Note that Twinning should be, and is mostly, Conference to Conference or Council to Council. Some countries are not Twinned this way.

Conferences and Councils help others in need, both at the National and International levels. This is one of the activities most cherished by the Society. The awareness of acute poverty in a great number of countries and the Vincentian preferential option for the poor spurs Conferences and Councils to assist others with less resources or in particular situations.

This direct link between two Conferences or Councils, consisting of: sharing prayers, a profound friendship and material resources, is called "Twinning". The activity of Twinning contributes to world peace through understanding and cultural exchange among peoples, therefore, the most vital and essential part of the Twinning partnership is communication between Twinned Conferences and Councils at least three times per year.

When drafting their own Policies and Procedures, National Councils must follow and adopt these Policies and Procedures into their own document.

No part of these Policies and Procedures may be amended, or otherwise altered, without the written permission of the International Twinning Commission (ITC).

VISION

That all Conferences and Councils be Twinned. Thus, creating a unique worldwide community of love and solidarity; dedicated to sharing the necessities of life with as many of Christ's poor as possible.

AIMS

Twining has three aims:

1. To help spiritually, morally and materially Conferences and Councils so as to:
 - Continue to alleviate misery and hunger
 - Promote social justice throughout the world
 - Animate solidarity within the Society worldwide
 - Be a witness of Christian charity
2. To facilitate communication between Conferences and Councils around the world, promoting a spirit of understanding, friendship and solidarity among all Vincentians.
3. To promote the establishment of new Conferences and Councils by helping them in their formation, training and expansion.

PHILOSOPHY

In the understanding of solidarity our philosophy within the Society is to work within our Rule.

Accordingly, all disbursements of Society funds for overseas aid or development including, but not limited to, projects, disaster relief and relief programmes, must be disbursed through the Society via National Councils.

It is the responsibility of all National Councils to ensure that this policy is observed.

Contents

<u>Part</u>	<u>Description</u>	<u>Page</u>
	Glossary of Terms	5
1	Introduction	6
	1 A Historical Background	6
	1 B International Twinning Commission	6
	1 C Role of the International Twinning Commission Coordinator	6-7
	1 D Role of the Commission Members for International Twinning/International Twinning Coordinators	7
2	International Twinning Procedures	8
	2 A Twinning Regions	8
	2 B Authority of National Councils	8
	2 C The Twinning Coordinator	8
	2 D Aggregation & Institution	9
	2E Communication Between Twins	9
	2F Surrender of Twins	9
	2G Inactive/Closed Conference	10
	2H Suspension of Council or Conference Twinning	10
	2I Reporting	10
	2J Society Funds for Society Work	11
	2 K Frequencies and Amount of Twinning	11
	2L Types of Twinning	11
	2M Distribution of Funds	12
	2N Receipt of Funds Received	12
	2O Use of Funds	12
	2P Internal Twinning	12
3	Projects	13
4	SSVP Partnerships	14
	4 A Other Sources	14
	4 B Council to Council Partnerships	14
	4 C Country to Country Contacts	14
	4 D Disaster Relief	14
5	Appendices	15
	Appendix A Twinning Chart	16-17
	Appendix B Projects Chart	18
	Appendix C Donor/Receiver List	19-21
	Appendix D Regional Twinning Maps	22-24
	Appendix E Role of the National Twinning Coordinator	25
	Appendix F Visiting Policy	26-27
6	Report and Application Templates	28-39
	International Twinning Commission Donor Country Twinning Report	
	International Twinning Commission Receiver Country Twinning Report	
	SSVP National Twinning Application for use by all National Councils	
	SSVP National Twinning Communication Form for use by all National Councils	
	SSVP National Project Application for use by Receiving Country	
	SSVP National Project Progress Report for use by Receiving Country	
	SSVP National Project Completion Report for use by Receiving Country	
	International Twinning Commission Donor Country Project Report	

Glossary of Terms

SOCIETY

The Society of St Vincent de Paul as defined by the Rule.

COUNCIL GENERAL INTERNATIONAL (CGI)

The International “*supreme and democratic body*” of the Society as defined by the Rule of the Society.

Throughout this document the Council General International may be referred to as “CGI”.

NATIONAL COUNCIL (NC)

The Council that represents a nation or large region as defined by the Rule and is known in some countries as the “Superior Council.” The term “National Council” will be used throughout this document.

COUNCIL

Any District, Central, Regional, Particular, Diocesan, State or other named Council of the Society.

CONFERENCE

The basic unit of the Society of St Vincent de Paul as defined by the Rule of the Society.

AGGREGATION AND INSTITUTION

The formal recognition of any Conference (Aggregation) or Council (Institution) by Council General as defined by the Rule of the Society.

TWINNING

Twining is “*The awareness of acute poverty in a great number of countries and the Vincentian preferential option for the poor, spur Conferences and Councils to assist others with fewer resources. The activity between two Conferences, Councils, or a fundamental activity of the Society, is the expression of Vincentian fraternity and solidarity.*”

Part 1 - Introduction

1 A HISTORICAL BACKGROUND

The concept of mutual assistance dates back to the beginning of the Society in 1833. The Council General International (CGI) officially launched Twinning, as a formal program, in 1954. In 1979, Twinning was reinforced at the International level when those present at the 'Plenary Meeting' of the CGI declared that, **“all monies collected in the name of the Society anywhere, belong in principle, to the poor of world.”**

1 B INTERNATIONAL TWINNING COMMISSION

The Twinning Commission is the governing body of Twinning created by the President General in 2011 to foster and enhance Twinning worldwide.

The ITC is composed of the International Twinning Commission Coordinator, the International Twinning Commission Vice-Coordinator, with Coordinators from the Americas, Europe, Africa and the Asia-Pacific.

All of the above are appointed by the President General for a two year term.

1 C ROLE OF THE INTERNATIONAL TWINNING COMMISSION COORDINATOR

The International Twinning Commission Coordinator (ITCC) reports to the CGI through the Vice President of CGI (Structure), as well as, attends CGI Structure Meetings.

The duties of the ITCC include, but are not limited to, the following:

1. Continually update the International Twinning Policies and Procedures Manual to ensure that the contents are relevant and current to reflect changing needs.
2. Promote and monitor the progress of International Twinning in general.
3. Provide advice to National Councils and Conferences on International Twinning together with the International Structure.
4. Establish and maintain a database on International Twinning.
5. Initiate and draft a set of guidelines/procedures for the safe transfer of funds between donor and recipient countries.
6. Support, through International Twinning, all aspects of the Structure where appropriate with the support of the International Twinning Commission Members.

7. All expenses to be approved by the Vice President of CGI (Structure).
8. Attend all meetings of the CGI Permanent Section/International Executive Committee.
9. Report regularly to the Vice President of CGI (Structure).
10. All other appropriate matters as may be advised by the Vice President of CGI (Structure).

1 D ROLE OF THE COMMISSION MEMBERS FOR INTERNATIONAL TWINNING/INTERNATIONAL TWINNING COORDINATORS

The International Twinning Coordinators from each region report to the ITCC.

1. To assist the ITCC to continually update the International Twinning Policies and Procedures Manual to ensure the contents are relevant and current to reflect changing needs.
2. To work with ITVPs, Coordinators, National Councils on the issues of Twinning in the areas for which they are responsible.
3. To promote and monitor the progress of International Twinning in their area of responsibility.
4. To provide reports and advice to the ITCC on needs of National Councils or Conferences when required.
5. Establish and maintain a database of all Twinning in their area of responsibility and report to the ITCC as required.
6. Assist the ITCC to draft a set of guidelines/procedures for safe transfer of funds between donor and receiving countries.
7. Provide updates and support to the ITCC in all aspects of Twinning.
8. Attend International Meetings as required. All expenses are to be approved by the ITCC.
9. All other appropriate matters as may be advised and requested by the ITCC.

Part 2 – International Twinning Procedures

2 A TWINNING REGIONS

Council General International (CGI) designates certain donor National Councils to be the Twin in specified countries because of the language, proximity, cultural and historic relationships and other appropriate reasons.

Councils and Conferences (including historic relationships) who wish to Twin outside these arrangements can only do so with the approval of the donor and receiving National Councils and after consultation with the International Twinning Commission Coordinators of the respective regions.

Historic relationships (that is relationships that existed prior to establishment of the new regional boundaries) outside the designated regions may be maintained, however, the International Twinning Coordinator for the donor country must be consulted to ensure that there is no duplication of support given to individual Conferences.

Designated Twinning Regions are:

- North, Central and South America
- Europe, Middle East and Africa
- Asia and Australia/New Zealand

(See Appendix D, *Regional Twinning Maps*)

2 B AUTHORITY OF NATIONAL COUNCILS

All requests for Twinning must be directed through the Twinning Coordinator of the National Council.

Receiving Conferences can only have one Donor Twin. However, because of the large number of Conferences and/or Councils in need, Donor Conferences and/or Councils are encouraged to support more than one Twin.

Receiving countries may receive support from more than one Donor country within their designated regions.

2 C THE TWINNING COORDINATOR

Every National Council involved in International Twinning must appoint a Twinning Coordinator (see Appendix E, *Role of the National Twinning Coordinator*) and inform the appropriate International Twinning Commission Member, as soon as possible, of that appointment including contact details. The Twinning Coordinator must not be the President or hold any other executive position of the National Council.

All registers and records are to be forwarded to the International Twinning Commission annually and/or upon request.

National Councils should have an active committee that is responsible for Twinning. Such committees must keep a register of all Twins, Twinning activities and other appropriate records.

2 D AGGREGATION & INSTITUTION

All Councils and Conferences involved in Twinning must be instituted and aggregated respectively.

Councils and Conference seeking Twins must provide full details of their contact address and the full name of their correspondent.

2 E COMMUNICATION BETWEEN TWINS

Communication must take place between the donor and receiving Councils or Conferences on a regular basis to share activities, build bonds of friendship and to acknowledge receipt of Twinning funds (See *Communication Form* in *Section 6, Report and Application Templates*).

Communication must be both sent and received to avoid fears that a Twin has gone into abeyance when no response is received.

A Conference/Council must advise its Twin when its correspondent and/or address have changed. Where it is not possible for a Conference to communicate regularly, the appropriate Council should contact their Twin at least three times a year.

Posted letters have generally been the main method of communication but, where the possibility exists, e-mail communications should be encouraged. Some countries have adopted a central mailing address, so that all incoming correspondence goes to a National Office, or a Central Council Office, for disbursement. Twins could also be encouraged to exchange greetings, particularly on Feast Days, or other significant dates, by text message.

2 F SURRENDER OF TWINS

Whenever possible, receiving Conferences/Councils should strive to become self-sufficient.

Financial support should therefore be reviewed jointly by the Twinning Coordinators of the donor and receiving countries every 3 years to ensure that financial support is being channelled to Conferences in the greatest need.

When, in the opinion of the receiving National Council, a Council or Conference has become financially self-sufficient, it should surrender the monetary assistance part of their Twinning relationship. Other established fraternal links may continue with the Twinning partners.

Other than in the case of Surrender of Twins, the receiving National Council may not change the receiving Council or Conference without prior consultation and agreement of the donor National Council.

2 G INACTIVE/CLOSED CONFERENCE

In the event that a Conference, which is in receipt of Twinning funds, ceases to function effectively or closes, the receiving National Council must inform the donor country and the International Twinning Commission immediately. In turn, the International Twinning Commission will report to the Secretariat of Council General.

2 H SUSPENSION OF COUNCIL OR CONFERENCE TWINNING (not National)

When, in the opinion of the donor National Council, a receiving Council or Conference has repeatedly failed to comply with the provisions of the Policies and Procedures, or for some other serious cause, the Twinning Coordinator of the donor country will suspend Twinning.

Such suspension of Twinning will only be as a last resort and after every attempt towards resolving any problems, by the Twinning Coordinators and ITVPs, with the receiving National Council has occurred.

Any receiving Council/Conference, who wishes to appeal any such suspension, may do so through its National Council to the Twinning Coordinator of the donor National Council. If the issue is not resolved at this level, the International Twinning Commission may arbitrate on the matter.

Local Councils/Conferences are not to suspend a Twinning relationship without approval from their National Council.

Suspension of a National Council's Twinning, should major concerns arise, must be referred to the International Twinning Commission/Coordinator in consultation with the International Council General Board. The higher body within the Society may then recommend suspension of the Twinning relationship.

2 I REPORTING

Every National Council (Donor and Receiver) involved with Twinning must prepare a report on their Twinning and Project activities, including statistical and financial information, **by February 28th** every year (See *International Twinning Commission Donor Country Report* and *International Twinning Commission Receiver Country Report* in Part 6, *Report and Application Templates*).

A copy of this report will be sent to the International Twinning Commission.

2 J SOCIETY FUNDS FOR SOCIETY WORK

Twinning can occur only between Society Councils and Conferences.

Twinning funds cannot be given to other organisations or third parties for distribution for work outside of the Society.

No Vincentian can personally benefit from Twinning.

All receiving Conferences/Councils are responsible to their National Councils for the proper distribution and utilisation of Twinning funds.

2 K FREQUENCY AND AMOUNT OF TWINNING

Both the donating and receiving National Councils of the countries concerned, in a spirit of charity, solidarity and dialogue, will determine the amount, type and frequency of Twinning assistance given by a Council or Conference.

Any such decision must preserve equity in the receiving country. In any one receiving country the maximum number of Councils and Conferences should be Twinned and receive the same amount of funding.

Sums in excess of 500 Euros or Dollars intended for an individual Conference must only be sent for a Project (refer pg. 17).

Frequency of funding for regular Twinning may be quarterly or annually.

2 L TYPES OF TWINNING

Financial

Twinning should be, and is mostly, Conference-to-Conference or Council-to-Council; however, there are cases where Twinning links have been developed between National Councils. In these cases funds are sent for general support or specific purposes.

Non-financial

Non-financial Twinning may also be entered into. A Twinning relationship based on the exchange of correspondence and linkage by prayer is also encouraged.

The Spiritual aspect of Twinning should be recognized by each Twin, praying for its Twin at their meetings and by offering a special mass for its Twin on their Twin's Feast Day.

2 M DISTRIBUTION OF FUNDS

All contributions to Councils and Conferences must be forwarded through the National Councils in order to ensure security and accountability. The receiving National Twinning Coordinator must also be advised of the transfer.

All funds transfers should be to a Twinning bank account of the receiving National Council and whenever possible completed electronically. Such accounts shall have at least three signatories, of which at least two must sign. Where possible, the National Twinning Coordinator should be a signatory.

In extraordinary cases, where a National Council is not operating or Twinning has been suspended, the International Twinning Commission may authorise alternative arrangements for the timely assistance of those in need.

Countries with less than ten (10) Conferences may have funds transferred to a designated, secure bank account. Countries with more than ten (10) Conferences must form a National/Superior/Coordinating Council in order to continue Twinning. In both circumstances there must be reporting on an annual basis of all expenditure.

2 N RECEIPT OF FUNDS

On each occasion, when funds are given, the receiving National Council through the National Twinning Coordinator shall give evidence of receipt of the contributions to the donating National Council within 30 days.

The receiving Conference should receive the Twinning funds within 90 days from the higher Council.

2 O USE OF FUNDS

Receiving National Council must not use any part of any contribution for its own use; such as handling or administrative charges. If any such claim of funds is to be made, it requires the prior consultation and agreement with the Donating National Council through the National Twinning Coordinator. Those receiving Twinning assistance should have a clear understanding that the contributions from their Twinning brothers and sisters are not intended to cover all financial needs, but are to supplement their own efforts. The intention is for the receiving Conference/ Council to strive to become self-sufficient so that the Twinning funds can be passed onto a more needy Conference.

2 P INTERNAL TWINNING

When there is opportunity for Conferences under the same National Council to assist each other, they should be encouraged to do so.

While these Policies and Procedures may be used to guide such Internal Twinning, the ultimate governance and operation of these arrangements lies with their own National Councils through the National Twinning Coordinator.

Part 3 – Projects

Projects are identified as either Development or Welfare as defined below:

Development projects are those that create sustainable and meaningful change by supporting the long term community development and prosperity. These are projects in which the local community is empowered and educated to be independently sustainable in the long term without the continued support of the donating Conferences or Councils.

Welfare projects are those that provide for the basic needs of an individual or community and may require ongoing support from the donating Conferences or Councils.

Projects are proposed by Conferences/Councils to their National Council for approval and should encourage community self-help, compliment the developmental needs of the receiving country, provide resources to the Conferences/Councils in need and encourage accountability and good management.

Sums required by a receiving Conference or Council in excess of 500Euros or Dollars must be requested in the form of a Project Application.

Approved projects are submitted to the donor country's National Council with a request for funding.

One-time development projects need to demonstrate to the Donating National Council that they are sustainable for the life of the project.

Ongoing development projects need to demonstrate to the Donating National Council that they will eventually become self-sustaining.

Conferences/Councils receiving welfare projects must provide an agreed (by donor and receiver Conferences/Councils) annual budget and must not retain excess funds (see *SSVP National Project Application in Part 6, Report and Application Templates*).

When project funds are used to purchase substantial goods or properties, such as hostels or farms, etc, such purchases shall be legally certified in the Society's name. When this is not possible, for example due to the laws of a particular country, the Catholic Diocese would be asked to hold Society assets in trust subject to an agreed legal arrangement. CGI should retain a copy of Title of these properties.

Project Reports of the amount of funds received and how funds were used for the project must be sent to the Donating National Council within 12 months of receipt of project funds (see *SSVP National Project Completion Report in Part 6, Report and Application Templates*).

Part 4 – SSVP Partnerships

4 A OTHER SOURCES OF FUNDING

Twinning Commission collaborates with International Territorial Vice Presidents (ITVPs).

The ITVP will decide where to source all possible alternative funding, for example, **CIAD and other NGOs**.

4 B COUNCIL TO COUNCIL PARTNERSHIPS

All Councils need resources for the effective operation and administration of the Society in their countries.

When National Councils have Twins these Councils should develop a partnership with the relevant National Council in the receiving country.

Such Council-to-Council partnerships can provide funds that will assist in the formation, training and other administrative needs of that country.

4 C COUNTRY TO COUNTRY CONTACTS

Twinned National Councils are encouraged to meet periodically in each other's country. The National Twinning Coordinators have a role to play in this context.

These visits will help develop a deeper understanding of a country's needs, foster solidarity with its Twin and provide Twinning training.

Any member of the Society, who wishes to visit their Twin, must have the prior approval of both National Councils concerned (see Appendix F, *Visiting Policy*).

4 D DISASTER RELIEF

When a disaster occurs in a country, their donating Twins and Council General International should work together to respond. Donor National Councils sending funds in response to a disaster should notify Council General International immediately.

If Council General International does not distribute funds passed on to them for the nominated disaster, the funds will be held in a dedicated account for that country; the donating country will be advised of this.

Where non-Twinned countries wish to respond to a disaster in another country funds must be channelled through Council General International.

Part 5 – Appendices

Appendix A Twinning Chart

Appendix B Projects Chart

Appendix C Donor/Receiver List

Appendix D Regional Twinning Maps

Appendix E Role of the National Twinning Coordinator

Appendix F Visiting Policy

The International Twinning Commission may, from time to time based on experience and best practice, publish further flow charts or other amendments to these Policies and Procedures. Suggestions for improvement to future editions of these Policies and Procedures may be forwarded to the International Twinning Coordinator.

SSVP TWINNING – APPENDIX A

DONATING	RECEIVING
Donating Councils/Conferences <u>can adopt more than one Twin</u>	Receiving Councils/Conferences <u>can only have one Twin</u>
	Receiving National Council cannot change the <i>receiving</i> Council/Conference without permission from <i>donating</i> countries
	Receiving Conferences/Councils are responsible to their National Councils for all distribution/utilization of funds
	Receiving countries should strive to become financially self-sufficient so other Councils/Conferences can receive the same benefit of shared <u>resources</u>
	No Vincentian can personally benefit from Twinning
ALL contributions to Councils/Conferences must be forwarded through the National Councils for security and accountability	
ALL fund transfers should be made (electronically, if possible) by the donating Superior/Assimilated Coordinator to a Twinning bank account of the receiving National Council and have three signatories, with any two to sign.	
If no National Council is operating, then the International Twinning Commission can authorize alternative arrangements for timely assistance of those in need.	
	Receiving National Council shall give, in a timely manner, evidence of receipt to the donating National Council

BOTH DONATING AND RECEIVING TWINS

Each Twin *should pray for the other* at each meeting and offer a special mass on their feast days

Donating and **Receiving** countries *must communicate* on a regular basis (min. 3 times/year) and/or if contact information has changed. Funds can be passed quarterly or annually.

Donating and **Receiving** countries should not terminate fraternal bonds if financial assistance is no longer needed therefore becoming non-financial Twins.

International Twinning Commission will maintain a master register of all Twinned Councils/Conferences

Each National Council (both **Donating** and **Receiving**) shall prepare annual report on their activities to include statistical and financial information by Feb 28th of each calendar year. Copies are to be sent to the International Twinning Commission.

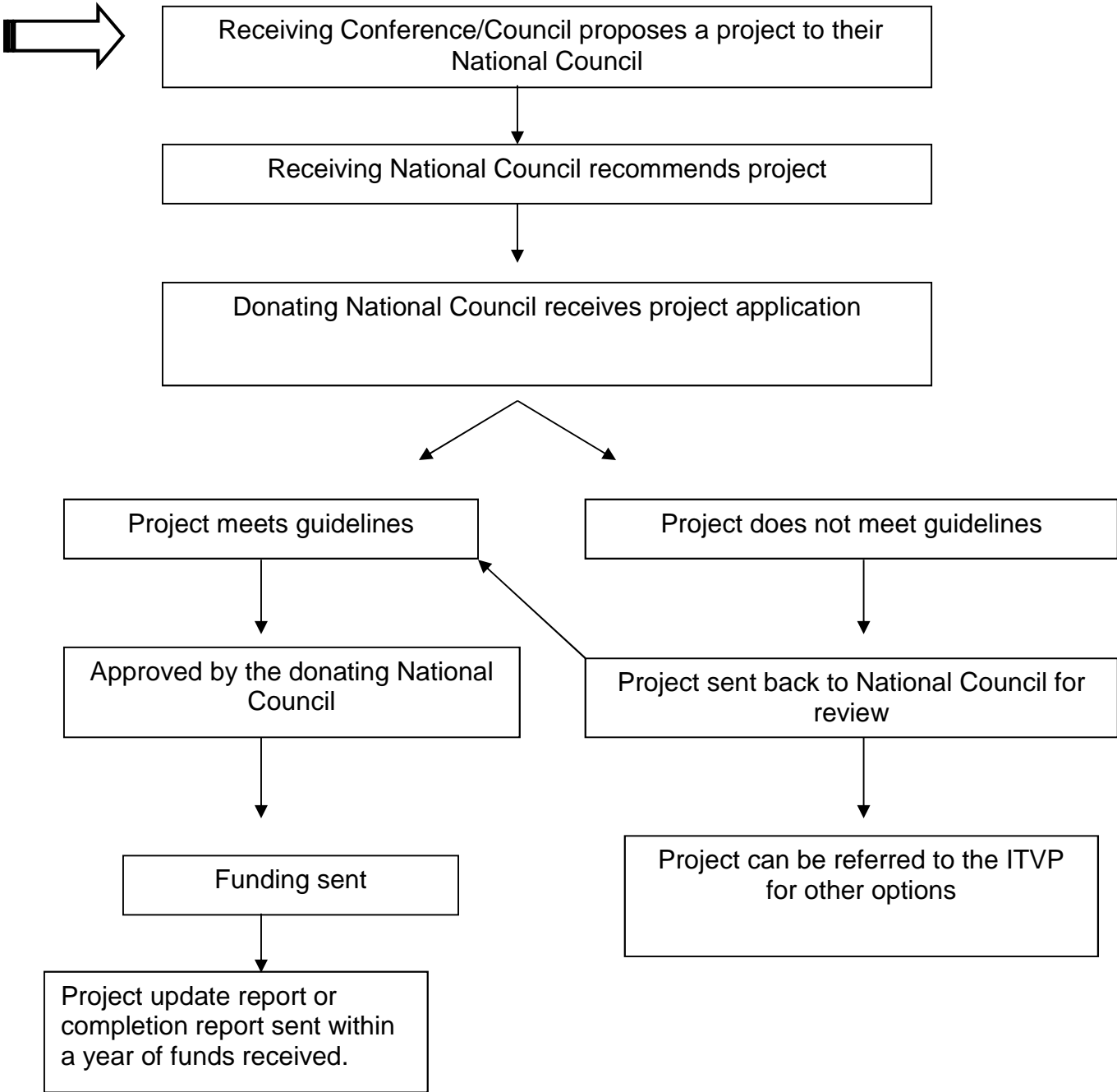
Twinning funds must not be given to other organizations or for third party distribution.

* Projects Section: All substantial goods and properties purchased, ie/ hostels, farms, etc., must be legally certified in the Society's name. If not possible due to local laws, then should be held in trust for the Society by the Catholic Diocese.

CGI should retain a copy of Title to any land, property, business or asset owned in the Society's name worldwide.

Donating and **Receiving** countries must abide by the Twinning provisions in order to avoid suspension of Twinning.

SSVP PROJECTS – APPENDIX B



DONOR/RECEIVER LIST- APPENDIX C

Donor Country:	Australia
Receiver Countries (New Boundaries):	Bangladesh Cambodia Chuuk, FSM Fiji India Indonesia Kiribati Myanmar Pakistan Philippines Solomon Islands Sri Lanka Thailand Vanuatu
Receiver Countries (Historical Boundaries):	Jerusalem
Donor Country:	Belgium
Receiver Countries (New Boundaries):	Democratic Republic of the Congo Rwanda Burundi
Donor Country:	Canada
Receiver Countries (New Boundaries):	Colombia Peru Nicaragua Dominican Republic Guatemala
Receiver Countries (Historical Boundaries):	Haiti
Donor Country:	England/Wales
Receiver Countries (New Boundaries):	Grenada Guyana India Romania Sudan South Sudan
Receiver Countries (Historical Boundaries):	
Donor Country:	France
Receiver Countries (New Boundaries):	Benin Burkina Faso Cameroon, French Speaking India Lebanon Madagascar Hungary Mauritius Peru Central African Republic, French Speaking Democratic Republic of the Congo Rwanda Vietnam
Receiver Countries (Historical Boundaries):	

Donor Country:	Ireland
Receiver Countries (New Boundaries):	Botswana Cameroon, English Speaking Gambia Ghana Kenya Malawi Nigeria (W,N, E) Sierra Leone Tanzania Uganda Zambia Zimbabwe
Receiver Countries (Historical Boundaries):	
Donor Country:	Italy
Receiver Countries (New Boundaries):	Bangladesh Bolivia Brazil Cameroon, English Speaking Croatia Egypt Ethiopia Philippines Ghana Israel India Madagascar Mozambique Peru Rwanda Sierra Leone Sudan Turkey Uganda Uruguay
Receiver Countries (Historical Boundaries):	
Donor Country:	Korea
Receiver Countries (New Boundaries):	Bangladesh
Donor Country:	Malaysia
Receiver Countries (New Boundaries):	Nepal
Donor Country:	Netherlands (Holland)
Receiver Countries (New Boundaries):	India Slovakia
Donor Country:	New Zealand
Receiver Countries (New Boundaries):	Sri Lanka Tonga Samoa
Donor Country:	Scotland
Receiver Countries (New Boundaries):	India South Africa Hungary
Receiver Countries (Historical Boundaries):	
Donor Country:	Singapore

Receiver Countries (New Boundaries):	Philippines
Donor Country:	South Korea
Receiver Countries (New Boundaries):	Mongolia
Donor Country:	Spain
Receiver Countries (New Boundaries):	Angola Cuba (La Habana) Dominican Republic Columbia
Receiver Countries (Historical Boundaries):	
Donor Country:	USA
Receiver Countries (New Boundaries):	Argentina Bolivia Honduras Jamaica Mexico Nigeria Nicaragua Peru St Lucia St Vincent Grenadines
Receiver Countries (Historical Boundaries):	Bangladesh Botswana India Israel Malawi Philippines South Africa Sri Lanka Sudan Uganda Ukraine

Please note that the Donor/Receiver List is a working list that will be updated regularly.

APPENDIX D

Regional Twinning Map 1 *North, Central and South America*



Please note that this map is a working document that will be updated regularly.

Regional Twinning Map 2

Europe, Middle East and Africa



Please note that this map is a working document that will be updated regularly.

Regional Twinning Map 3

Asia and Australia/New Zealand



Please note that this map is a working document that will be updated regularly.

ROLE OF THE NATIONAL TWINNING COORDINATOR APPENDIX E

This is a basic role description and may vary slightly from Country to Country.

- To liaise with the Donor Country Overseas Administrator to ensure that the Donor and Receiver Twinning lists are maintained accurately and updated regularly.
- Maintain a list of Conferences available for Twinning and allocate same as requested.
- Notify Receiver Twinning Co-ordinators of changes to the Twinning lists twice yearly.
- Check that Twinning monies are collected and forwarded overseas by the due date.
- Promote the Twinning Program through regular articles, updating material and undertake new initiatives for expanding the number of Twins and assistance provided.
- Liaise with Donor and Receiver Twinning Co-ordinators regarding breakdowns in communication and other matters related to Twinning relationships.
- Report to ITVPs on Twinning matters.

VISITING POLICY – APPENDIX F

AIMS

- Raise cultural awareness of Vincentians.
- Inspire members to a commitment to Twinning.
- Improve communication and Twinning methods.
- Must benefit the Society in both countries.

WHEN TO VISIT

- When there is an obvious need in both countries.
- When a visit will result in supporting the poor.
- When the country has capacity to host a visit.
- When we are sure the country wants a visit.

WHICH COUNTRY TO VISIT

- All Twinned countries are of equal importance and visits based on need.
- Need for a visit must be obvious.
- How recently have we visited the country?
- When did we host a visit from the country?

HOW OFTEN TO VISIT

- Consider the needs of Twins.
- Consider the burden of hosting a visit, e.g. cost to the locals.
- One visit every five years would be reasonable.

WHO SHOULD VISIT

- A Vincentian leader representing National Council.
- A Vincentian who is culturally aware of the country visited.
- Vincentians with an acceptance of other cultures.
- Vincentians committed to Twinning.
- Conference members committed to fostering Twinning based on the visit.
- Vincentians prepared to undertake future leadership roles in the Society.

USE OF SOCIETY FUNDS FOR OVERSEAS VISITS

1. No funds can be committed by the Society for overseas travel without the prior approval of the respective Higher Council.
2. There are limitations on the amount of Society funds that should be used for overseas visits and this must be looked at on a national level.

3. Prior notification must be given to the National Council on all proposed overseas visits.
4. Members **must not**, under any circumstance, commit to financial or material support from Society funds while visiting overseas.

PRIVATE VISITS

Many members in the course of overseas holidays or business trips wish to contact their Twinned Conferences. This is to be encouraged. In making such visits, Society members must ensure that they do not place unnecessary expectations on local Society members. In addition, members **must not, under any circumstance**, commit to financial or material support from Society funds.

Members making such visits are asked to advise the National Council of their intention of making such a visit. In this way the National Council in the country being visited can be made aware of the proposed visit. This saves any embarrassment to the visitor or Society members in the country being visited and facilitates the making of arrangements by the Society in the country being visited.

SECURITY

No Council should approve any visit that may put any Vincentian in any country at any personal risk.

Part 6 – Report and Application Templates

Twining:

International Twining Commission Donor Country Twining Report

International Twining Commission Receiver Country Twining Report

SSVP National Twining Application for use by all National Councils

SSVP National Twining Communication Form for use by all National Councils

Projects:

SSVP National Project Application for use by Receiving Country

SSVP National Project Progress Report for use by Receiving Country

SSVP National Project Completion Report for use by Receiving Country

International Twining Commission Donor Country Project Report



SOCIETY OF SAINT VINCENT DE PAUL
National Council of _____

APPLICATION FOR TWINNING

Date: _____/_____/_____

PART ONE

Name: _____

Contact Person: _____

Address: _____

City/Prov: _____

Post/Zip: _____

Country: _____

Phone: _____

Email: _____

Our Conference/Council was aggregated/instituted on: _____

President

Secretary

PART TWO

This is a formal request for our Conference/Council to twin with fellow Vincentians either as:

DONOR twin : International Same Country

RECIPIENT Twin:

Language(s) of choice for correspondence with international twin:

Known restrictions or limitations on corresponding with Twin:

Please scan and email, mail or fax the completed form application to the address below:

Society of Saint Vincent de Paul
National Council of _____ - Twinning

**Contact
Address**

Phone:

Email:

Twinned by:

Date:



TWINNING

DONOR/RECEIVER COMMUNICATION FORM

Donor: Conference Council

Receiver: Conference Council

Name: _____

Name: _____

Contact Person: _____

Contact Person: _____

Address: _____

Address: _____

City/Prov: _____

City/Prov: _____

Post/Zip: _____

Post/Zip: _____

Country: _____

Country: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Spirituality: Please indicate if there were bonds of spirituality shared between the Twins:

- a.) Intentions
- b.) Masses offered
- c.) Joint Rosary: same time
- d.) Via video link

Other forms of shared spirituality: _____

Communication: Please indicate if there was correspondence shared between the Twins:

- a.) Letters: sent received
- b.) Email
- c.) Telephone/Text
- d.) Video link
- e.) Visits

Please explain: _____

Financial Support (Receiving Country Only): Please indicate whether for Twinning use or Projects:

Total Twinning support received during this period (in your local currency) _____

For what purposes have these funds been used: _____

Total Projects support received during this period (in your local currency) _____

For what purposes have these funds been used: _____

Special CONTACTS or EVENTS: Please share any special "event" shared with your Twin in this period:

Comments:

Submitted by: _____ Signature: _____ Position: _____

Approved by National Council President or National Twinning Coordinator:

Please return to your Twinned Conference



Society of St. Vincent de Paul <Receiving Country Name>

Project Application

Conference details:
(Name, address, contact)

Twin conference in Donor Country:

This is a project for an Untwinned Conference

Project Details:

Development Project Welfare Project

Project Name (“Cow Project”, “Agricultural Tools”, “Fishing Projects”):

Project Outline and Community Information:

Objectives or Aim of the project:

- To provide....
- Training of....
- To prepare...

Project Beneficiaries (who will benefit from this project):

Project Management and Endorsements (who will manage and report on this project):

A. <Item's Requested/Need>

Item	Notes or Quantity	Cost (local or Euros)
1		
2		
3		
4		
5		

B. <Item's Requested/Need>

Item	Notes or Quantity	Cost (local or Euros)
1		
2		
3		
4		
5		

C. <Item's Requested/Need>

Item	Notes or Quantity	Cost (local or Euros)
1		
2		
3		
4		
5		

The total cost of Project: \$ _____
(please note local currency or Euros)

Amount from Local Conference or other source: \$ _____
(please note local currency or Euros)

Amount requested from Donor Country: \$ _____
(please note local currency or Euros)

<National President Name>
National President SSVP,
<Country Name>

National President's Signature
<Date>

<Conference President Name>

Conference President Signature
<Date>

<Project Co-ordinator Name>

Project Coordinator Signature
<Date>



Society of St. Vincent de Paul <Receiver Country Name>

Project Progress Report

Conference details:
(Name, address, contact)

Twin conference in Donor Country:

Project:
<Name or Number (given by Donor Country)>

Amount received from Donor Country:

Date project funds received:

Date of the start of the project:

If not started yet, reason:

Further notes or comments on project:

<Project Co-ordinator Name>

Project Coordinator Signature
<Date>



Society of St. Vincent de Paul <Receiver Country Name>

Project Completion Report

Conference details:
(Name, address, contact)

Twin conference in Donor Country:

Project:
<Name or Number (given by Donor Country)>

Amount received from Donor Country:

Date project funds received:

Date of the start of the project:

Date of completion of the project: (if not yet finished or ongoing please note):

Project Beneficiaries:
<Where possible, please provide member names and photos of the project>

Item-wise Expenditure of the Project (where possible)

Item	Notes or Quantity	Cost (local or Euros)
1		
2		
3		
4		
5		

The total cost of Project:
(please note local currency or **Euros**)

\$ _____

Project Summary, Notes or Comments:

<National President Name>
National President SSVP,
<Country Name>

National President's Signature
<Date>

<Conference President Name>

Conference President Signature
<Date>

<Project Co-ordinator Name>

Project Coordinator Signature
<Date>
