



**Twinning**

# **Policies & Procedures Manual**

**2020**



# Preface

These Policies and Procedures are the standards for all countries and are to be used in their Twinning Procedures. Accommodation can be made for procedures for/ of (of to replace for) each country. Note that Twinning should be, and is mostly, Conference to Conference or Council to Council. Some countries, however, 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 exchanges amongst peoples. The most vital and essential part of the Twinning partnership is regular communication between Twinned Conferences and Councils at least annually.

*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 global network of charity, love and solidarity; dedicated to sharing the necessities of life with as many of Christ's poor as possible.

## **AIMS**

Twinning has three aims:

1. To help spiritually, morally and materially Conferences and Councils so as to:
  - Continue to alleviate misery and hunger
  - Promote justice in adherence to the social teachings of the Catholic Church
  - Animate solidarity within the Society globally

2. To facilitate communication between Conferences and Councils globally, 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 Twinning, 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.

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# 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 Twining, as a formal program, in 1954. In 1979, Twining 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 the world.”**

## 1 B INTERNATIONAL TWINNING COMMISSION

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

The ITC is composed of the International Twining Commission Chairperson, with Coordinators from the Americas, Europe and Middle East, Africa, Asia, Oceania and appointed members.

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

The Terms of Reference 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. To work with ITVPs/Co-ordinators and National Presidents on issues of Twinning
3. Promote and monitor the progress of Twinning in all countries
4. To provide reports to the Vice President General of CGI Annually.
5. To establish and maintain a database for all Twinning.
6. To draft a set of guidelines and procedures for the safe transfer of funds between donor and receiving Countries.
7. To attend all International Meetings as required All expenses to be approved by the Vice President General of CGI.
8. All other appropriate matters as may be advised by the Vice President General of CGI.

#### **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, Zone Coordinators and National Presidents 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 and procedures for safe transfer and acknowledgement 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. 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 and Middle East
- Africa
- Asia
- Oceania

(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 should not be the President or hold any other executive position of the National Council.

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

National Councils should have an active committee of members 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/contact.

## **2 E COMMUNICATION BETWEEN TWINS**

Communication must take place between the donor and receiving Councils or Conferences. This is the current policy and communication is on at least an annual, 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*).

To initiate a regular reporting process that will enhance support for receiving countries and provide transparency and promotion for donor countries the following will be implemented:

- The receiving country's Twinning Co-Ordinator and the National President, or another member, are encouraged to provide a report of activity and the results achieved through Twinning and Projects funding in their country
- This reporting would be 2 times a year, May and November
- A web-site for twinning and projects is being investigated

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.

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 Chairperson 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 Vice President General. 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.

Sums in excess of 500 Euros quarterly intended for an individual Conference must only be sent for a Project (refer pg. 21).

Frequency of funding for regular Twinning may be quarterly.

## **2 L TYPES OF TWINNING**

### **Financial**

Twining should be, and is mostly, Conference-to-Conference or Council-to-Council. There are cases where Twinning links can be developed between 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**

### **PROCEDURES TO BE FOLLOWED FOR THE ELECTRONIC TRANSFER OF TWINNING AND PROJECT FUNDS**

#### **All receiving countries will have a National/Superior/Co-ordinating Council**

##### **1. AUTHORISED TRANSFERS ONLY**

All bank transfers should be first authorised in accordance with the "DISTRIBUTION OF FUNDS" section of the TWINNING POLICY 2M. Properly authorised transfers should be from the bank account of the National Council in the donor country to the bank account of the National Council in the receiving country only.

All twinning and project funding applications approved by the Twinning Committee in each donor country shall be reviewed and approved by the National Council of that country before transfer.

##### **2. SETTING UP A BANK ACCOUNT IN RECEIVING COUNTRY**

\* It is essential that the bank account in the receiving country be in the full name of the National Council and that the full name of the Society is included in the account name viz.

NATIONAL COUNCIL OF .....  
SOCIETY OF ST VINCENT DE PAUL

\* Bank account names which use abbreviations or a shorter form of either of these names are not acceptable.

\* Account numbers for the designated bank accounts should be supplied to the donor National Council and only those numbers should be used for transfers.

\* The bank account of the receiving National Council should be in a bank located in the receiving country not elsewhere.

\* Transfer of twinning and project funds to individuals or units of the Society other than National Councils or through agencies such as Western Union or Moneygram are prohibited.

##### **3. VERIFICATION OF BANK ACCOUNT DETAILS**

\* Full bank account details as outlined above should be supplied to the donor National Council ( through the national twinning committee ) by the receiving National Council. These account details should be stored centrally by the national twinning committee.

\* Before any further transfers are made , the national twinning committee will verify the bank account details supplied through direct contact with the nominated receiving bank. A "call back" to the national twinning committee should be arranged by the receiving National Council for each bank transfer to proceed.

#### 4. CHANGE OF BANK ACCOUNT

\* If a receiving National Council changes its bank account, the same details as outlined above are required.

\*Verification by call back to the receiving bank as outlined above should be obtained before any transfers take place to the new account.

\* It is recommended that only up to €5000 should be initially transferred when a bank account has been changed. If further funds are to be sent, this should only be actioned when confirmation of the receipt of the initial instalment has been received.

\* If email addresses, telephone numbers or contacts in the receiving country are changed, these should be independent verified before being used in connection with money transfers. If necessary, verification should be obtained from CGIs office in Paris.

#### 5. BREACH OF CYBER SECURITY

Both donor and receiving National Councils and national twinning committees should be conscious of the need for IT security and protection against cyber attack.

It is recommended that local specialist advice is taken in this regard.

### **2N RECEIPT OF FUNDS**

The receiving National Council should acknowledge by email receipt of the funds, within 15 days, to the donor national twinning committee ( with a copy to the donor National Council ). The receiving Conference should receive the Twinning funds within 60 days from the higher council. Project funding will be distributed when the receiving country project co-ordinator has provided the project start date.

Care should be taken to ensure that the email address on the confirmatory email corresponds to the email address on record for the National Council in the receiving country

### **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.



# 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. They 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 quarterly 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 may suggest where to source 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 Twinning 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 and Regional meetings. 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 to Twinned countries 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 Key Points of SSVP Twinning
- Appendix B Application Process of SSVP Projects
- 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 practices, 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 Commission Chairperson.

# APPENDIX A - Key Points of SSVP Twinning

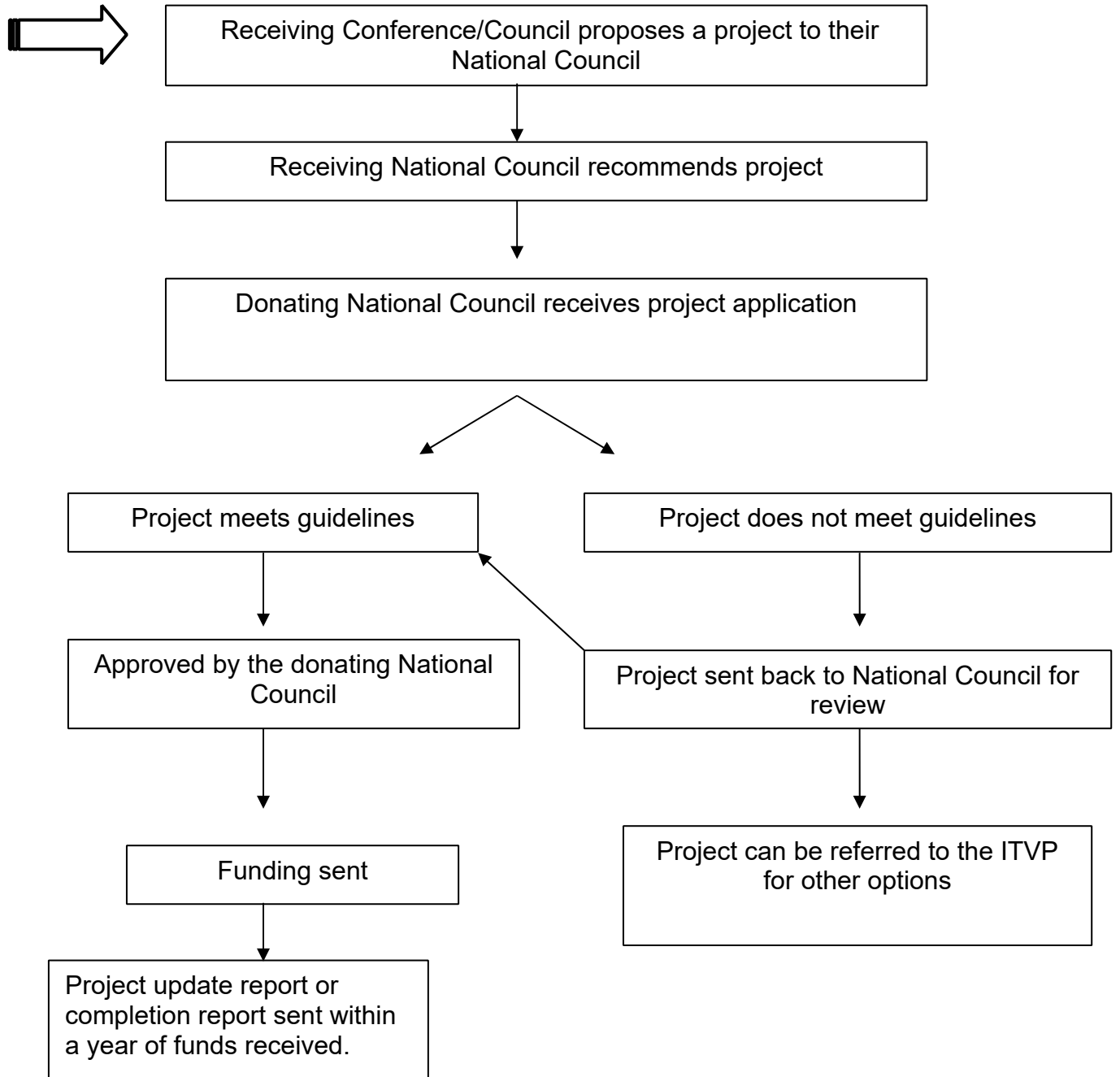
DONATING	RECEIVING
<b>Donating</b> Councils/Conferences <u>can adopt more than one Twin</u>	<b>Receiving</b> Councils/Conferences <u>can only have one Twin</u>
	<b>Receiving</b> National Council cannot change the <i>receiving</i> Council/Conference without permission from <i>donating</i> countries
	<b>Receiving Conferences/Councils are responsible to their National Councils for all distribution/utilisation of funds</b>
	<b>Receiving</b> countries should strive to become financially self-sufficient so other Councils/Conferences can receive the same benefit of shared resources
	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 Chair and the International Treasurer will consider <b>alternative arrangements</b> .	
	<b>Receiving</b> National Council shall give, within 15 days, evidence of receipt to the <b>donating</b> 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 (at least annually) 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 28<sup>th</sup> 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.

# APPENDIX B - Application Process of SSVP Projects



## APPENDIX C - Donor/Receiver List

<b>Donor Country:</b>	<b>Australia</b>
<b>Receiver Countries (New Boundaries):</b>	Cambodia Chuuk, FSM Fiji India Indonesia Kiribati Laos Myanmar Philippines Solomon Islands Sri Lanka Thailand Vanuatu
<b>Receiver Countries (Historical Boundaries)</b>	Jerusalem
<b>Donor Country</b>	<b>Austria</b>
<b>Receiver Countries (New Boundaries)</b>	Lebanon Romania Hungary Turkey Rwanda
<b>Donor Country:</b>	<b>Belgium</b>
<b>Receiver Countries (New Boundaries):</b>	Democratic Republic of the Congo Burundi
<b>Donor Country:</b>	<b>Brazil</b>
	Paraguay Angola Sao Tome
<b>Donor Country:</b>	<b>Canada</b>
<b>Receiver Countries (New Boundaries):</b>	Colombia Peru Nicaragua Dominican Republic Guatemala El Salvador Commonwealth of Dominica Antigua Barbados



<b>Receiver Countries (Historical Boundaries):</b>	<b>St Kitts and Neves, Trinidad and Tobago</b>  <b>Haiti Sri Lanka India Ukraine</b>
<b>Donor Country:</b>	<b>England/Wales</b>
<b>Receiver Countries (New Boundaries):</b>	<b>Grenada Guyana India Romania Sudan South Sudan Lebanon</b>
<b>Receiver Countries (Historical Boundaries):</b>	
<b>Donor Country:</b>	<b>France</b>
<b>Receiver Countries (New Boundaries):</b>	<b>Benin Burkina Faso Lebanon Hungary Central African Republic, French Speaking Democratic Republic of the Congo Vietnam Madagascar Togo</b>
<b>Receiver Countries (Historical Boundaries):</b>	
<b>Previously listed but not recently supported</b>	<b>Rwanda Cameroon, French Speaking India Mauritius</b>
<b>Donor Country:</b>	<b>Ireland</b>
<b>Receiver Countries (New Boundaries):</b>	<b>Botswana</b>  <b>Gambia Ghana Kenya Malawi Nigeria (W,N, E) Sierra Leone Zambia Zimbabwe</b>

<b>Previously listed but not recently supported</b>	<b>Cameroon, English Speaking</b>
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<b>Donor Country:</b>	<b>Italy</b>
<b>Receiver Countries (New Boundaries):</b>	
	<b>Ivory Coast</b>
	<b>Ghana</b>
	<b>Congo</b>
	<b>Mozambique</b>
	<b>Rwanda</b>
	<b>Turkey</b>
	<b>Albania</b>
<b>Receiver Countries (Historical Boundaries):</b>	<b>India</b>
	<b>Philippines</b>
<b>Donor Country</b>	<b>Italy South Tyrol</b>
<b>Receiver Countries (new boundaries)</b>	<b>Romania</b>
	<b>Ukraine</b>
	<b>Zimbabwe</b>
	<b>Liberia</b>
<b>Receiver Countries (Historical Boundaries)</b>	<b>Indonesia</b>
	<b>Afghanistan</b>
<b>Donor Country:</b>	<b>Malaysia</b>
<b>Receiver Countries (New Boundaries):</b>	<b>Nepal</b>
<b>Donor Country:</b>	<b>Netherlands (Holland)</b>
<b>Receiver Countries (New Boundaries):</b>	<b>Slovakia</b>
<b>Receiver Countries (Historical Boundaries)</b>	<b>India</b>

<b>Donor Country:</b>	<b>New Zealand</b>
<b>Receiver Countries (New Boundaries):</b>	<b>Sri Lanka Tonga Samoa The Tokelaus</b>
<b>Donor Country:</b>	<b>Scotland</b>
<b>Receiver Countries (New Boundaries):</b>	<b>South Africa Hungary</b>
<b>Receiver Countries (Historical Boundaries):</b>	<b>India</b>
<b>Donor Country:</b>	<b>Singapore</b>
<b>Receiver Countries (New Boundaries):</b>	<b>Philippines</b>
<b>Donor Country:</b>	<b>South Korea</b>
<b>Receiver Countries (New Boundaries):</b>	<b>Mongolia Bangladesh</b>
<b>Donor Country:</b>	<b>Spain</b>
<b>Receiver Countries (New Boundaries):</b>	<b>Angola</b>
<b>Receiver Countries (Historical Boundaries):</b>	<b>Columbia</b>
<b>Previously listed but not recently supported:</b>	<b>Dominican Republic</b>
<b>Donor Country</b>	<b>Switzerland</b>
<b>Receiver Countries (New Boundaries)</b>	<b>Lithuania</b>
<b>Donor Country:</b>	<b>USA</b>
<b>Receiver Countries (New Boundaries):</b>	<b>Argentina Bolivia Mexico Nicaragua Peru St Lucia St Vincent Grenadines Antigua Chile Costa Rica Colombia Commonwealth of Dominica</b>

<b>Receiver Countries (Historical Boundaries):</b>	<b>Dominican Republic Ecuador Guatemala Haiti  India Israel Philippines South Africa Uganda</b>
--	---

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

## APPENDIX D: Donor and Receiving Countries

### 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 Oceania*



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

# APPENDIX E – Role of the National Twinning Co-ordinator

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

- To liaise with the Donor Country Twinning Co-ordinator 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 between Donor and Receiver Twinning Co-ordinators regarding
- breakdowns in communication and other matters related to Twinning relationships.
- Report to the International Twinning Coordinator on Twinning matters, and annually by 28 February forward Donor/ Receiver Twinning reports.
- The Co-ordinator to be the intermediary for receipt and sending of reports and photos when the receiving Twin does not have access to the internet, or is not able to use the internet, or is unable to communicate in a common language.



# APPENDIX F – Visiting Policy

## ***AIMS***

- Raise cultural awareness and needs 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 in the ensuing 12 months.
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

## ***Twinning:***

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

## ***Projects:***

International Twinning Commission Donor Country Project Report

International Twinning Commission Receiving Country Project Report

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/International Council General

National Council of \_\_\_\_\_

### APPLICATION FOR TWINNING

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### PART ONE

Name:.....

Contact Person:.....

Phone:.....

Address:.....

Mobile Phone:.....

City/Province:.....

Email:.....

Post/Zip:.....

Country:.....

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 St Vincent de Paul

National Council of .....

Address:

Mobile Phone:

Twinning Contact:

Phone:

Email:



**International Twinning Commission/International Council General  
Twinning Donor/Receiver Communication Form**

**Donor:** Conference  Council

Name:.....

Contact Person:.....  
.....

Address:.....  
.....

Country:.....

Phone:.....

email:.....

**Receiver:** Conference  Council

Name:.....

Contact Person:.....  
.....

Address:.....  
.....

Country:.....

Phone:.....

email:.....

**Spirituality: Please indicate if there are/were bonds of spirituality shared between Twins:**

a) Intentions  b) Masses Offered  c) Joint Rosary, same time  d) Video link

Other forms of shared spirituality:

.....

**Financial Support (Receiving Country): Twinning and Projects:**

**Twinning:** A report, twice yearly, on the use of funds received, what was achieved with them, how it helped/assisted those in need. Are there areas of need that you are not able to assist with.

**Projects:** In the Twinning Policy Manual there are the documents, to apply for, progress reports and completion reports for Project funding. They are required as part of the process. It would be good to receive a detailed report on projects.

We encourage the sending of photos with your reports.

**Special CONTACTS and EVENTS: Please share any special "event" shared with your Twin:**

.....

**Comments:**.....

**National President:**.....

**Signature:**.....

**Twinning Co-Ordinator:**.....

**Signature:**.....









## Twinning Project Application Form

Applicant Country:
Applicant Council / Conference:
Contact Person:
Contact Details:

<b>Project Name:</b>	
<input type="checkbox"/> Twinned	<input type="checkbox"/> Un-twinned
<input type="checkbox"/> Development	<input type="checkbox"/> Welfare
Project Co-ordinator / Management: Name and Contact Detail	

<b>Project Detail:</b>	
Please attach a presentation outlining the project:	
<ul style="list-style-type: none"> <li>• Objectives / Goals</li> </ul>	
<ul style="list-style-type: none"> <li>• Beneficiaries and the benefits to these groups</li> </ul>	
<ul style="list-style-type: none"> <li>• Project time frame: start date:..... estimated finish date:.....</li> </ul>	

<b>Project Budget: Please provide detail</b>	
Total Cost (Local Currency or Euros)	\$ / €.....
Local Council / Conference Contribution	\$ / €.....
Amount Requested from Donor Country	\$ / €.....

**Signatories:**

National President:
Name:..... Signature:.....
Council / Conference President:
Name:..... Signature:.....
Project Co-ordinator / Manager:
Name:..... Signature:.....

Donor Country Approval:
National President / Name:.....Signature:.....



**Twinning Project Progress Report Form**

Applicant Country:
Applicant Council / Conference:

<b>Project Name:</b>
----------------------

<b>Project Progress Detail:</b>
---------------------------------

- |   |
|---|
| • Date Funds received from Donor: \$ / €                              |
| • Date Project Started:   |
| • If not started, reason why:   |
| • Projected completion date:  |
| • Any variation expected in funding approved, if yes provide a report |
| • Other comments:   |

**Signatory:**

Name:.....
Signature:.....
Project Co-ordinator / Manager:
Name:.....
Signature:.....



## Twinning Project Completion Report Form

Applicant Country:
Applicant Council / Conference:
Contact Person:
Contact Details:

<b>Project Name:</b>	
<input type="checkbox"/> Twinned	<input type="checkbox"/> Un-twinned
<input type="checkbox"/> Development	<input type="checkbox"/> Welfare
Project Co-ordinator / Management: Name and Contact Detail	

<b>Project Detail:</b>
Please attach a report outlining the project outcomes:
<ul style="list-style-type: none"> <li>• Have Objectives / Goals being achieved</li> <li>• Beneficiaries and the benefits to these groups have they been achieved</li> <li>• Project time frame: start date:..... finish date:.....</li> <li>• Please provide photo's and stories where you can</li> </ul>

<b>Project Final Cost: Please provide detail</b>	
Budget Cost (Local Currency or Euros)	\$ / €.....
Local Council / Conference Contribution	\$ / €.....
Amount Received from Donor Country	\$ / €.....
Final Cost	\$ / €.....

**Signatories:**

National President:
Name:..... Signature:.....
Council / Conference President:
Name:..... Signature:.....
Project Co-ordinator / Manager:
Name:..... Signature:.....

Donor Country Final Approval:
National President / Name:.....Signature:.....