



Association Twinning Initiative

Outline of Procedure

1. Participating associations to select country/member association to twin with (see [Appendix 1: Suggested list of countries](#)). You may select a country not on the list. In this case, please provide the name of the association and its contact person to the Task Force.
2. Initiate contact through the Task Force. The Task Force will inform the association selected of the twinning initiative and that your association would like to collaborate with them. If you have already been in contact with the association, please inform the Task Force of the twinning.
3. Contact your 'Twin' directly to discuss the possibility of an on-site visit to draw up a project plan (see PowerPoint presentation on project proposal for more details). The plan should include:
 - Broad aims and objectives – these could be refined following a needs assessment.
 - Project stages – the IIF RAPIA model implemented in Mozambique and Zambia could be used as an example.
 - A project timeline.
 - Measurable outcomes for each stage.
 - A list of individuals, organizations, and institutions in both countries with which to collaborate.
 - A budget – see IIF RAPIA budget as an estimate (the annual cost of the facilitator could be divided over the number of twinning projects).
 - The resources for the project (existing and to be looked for).
 - A process for project reporting and evaluation.
4. Define the amount and type of support that your association could give to the project (e.g. knowledge/expertise, training, education, monetary, insulin and diabetes supplies, and access to network such as other organizations and institutions which you collaborate with).

Role of Task Force

The Task Force will coordinate the initiative and maintain a record of all on-going twinning projects, including regular reports from the twinning associations (a standard form for reporting will be provided by the Task Force).

For more information on the initiative please contact:

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or

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Appendix 1

Suggested list of countries for Twinning Initiative:

Africa:	Mali Togo Cameroon Rwanda Democratic Republic of Congo Ethiopia Zambia Mozambique
North America:	Bermuda Jamaica
South and Central America:	Ecuador
South-East Asia:	Mauritius Sri Lanka
Western Pacific:	Cambodia