

**Society of Saint Vincent de Paul  
National Council of Canada**



**Twinning Manual**

**Approved by the Canadian National Board**

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## **GLOSSARY OF TERMS**

(The terms listed below are subject to and further defined by the Rule of the Society and may also be available in the *International Twinning Policies and Procedures Manual (2013)*.)

### **AGGREGATION AND INSTITUTION**

The formal recognition of any conference (Aggregation) or council (Institution) by the International Council General. (2.)

### **CONFERENCE**

The basic unit of the Society of Saint Vincent de Paul. (2.)

### **COUNCIL**

Any Particular, Central, or Regional/Provincial body named Council of the Society. This definition excludes the National Council that is specifically named in this manual. (2.)

### **DONATING CONFERENCE/COUNCIL**

The conference or council that extends assistance (financial and material) and engages in mutual prayer and correspondence with a conference or council in need. (9.)

### **EXTERNAL TWINNING**

A type of twinning established with conferences/councils outside of Canada in designated countries as defined by the policy, in which Canadian conferences/councils are Donating Conferences/Councils. (7.)

### **INTERNAL TWINNING**

A type of twinning established with conferences/councils within Canada, in which Canadian conferences/councils are either Donating or Receiving Conferences/Councils. (7.)

### **INTERNATIONAL COUNCIL GENERAL (ICG)**

The international “supreme and democratic organ” of the Society that is currently based in Paris, France. For more information on the ICG visit: [www.ssvpglobal.org](http://www.ssvpglobal.org) (2.)

### **NATIONAL/SUPERIOR COUNCIL**

The Council that represents the Nation. (2.)

## **NATIONAL TWINNING CHAIRPERSON**

The individual that is responsible for twinning operations at the national level and chairs the National Twinning Committee. The National Twinning Chairperson can be contacted at: [twinning-chair@ssvp.ca](mailto:twinning-chair@ssvp.ca) See Appendix D for role description. (9.)

## **NATIONAL TWINNING COMMITTEE**

The committee that guides twinning policy and operations at the national level, encourages and assists in the establishment of twinning as part of each conference/council's works, and develops Regional Twinning Coordinators. (6.)

## **RECEIVING CONFERENCE/COUNCIL**

The conference or council in need that receives assistance (financial and material) and engages in mutual correspondence and prayer with another conference or council. (9.)

## **REGIONAL TWINNING COORDINATOR**

The individual who promotes, facilitates, represents the interests of, and is the first line of problem solving assistance to twinning activity within his/her region and chairs the Regional Twinning Committee. See Appendix D for role description. (10.)

## **SOCIETY**

The terms used in this Manual to indicate the Society of Saint Vincent de Paul. (2.)

## **TWINNING CONTACT PERSON**

An individual that conducts and/or guides twinning activities and communication for the conference/council. See Appendix D for role description. (12.)

## **TWINNING PROJECT**

A request from a Receiving National Council on behalf of its conference/council, or from a Canadian Donating Conference/Council on behalf of their twin, for financial support for a material (housing, water well, micro-business, etc.), educational (school, daycare, cafeteria, etc.), social (shelter for the aged or women, orphanage, etc.), or medical (dispensary, mobile health unit, etc.) project. This can be submitted to help and empower a group of persons in need, with the aim of resolving a structural/systemic issue in the community. Conferences/councils in Canada may wish to support these plans and provide funds greater than the policy limit for twinning, currently \$2000.00 per year. (11.)

## PART 1 – INTRODUCTION

### 1.1 TWINNING DEFINED

Twinning is a sharing of our Society's prayers, contact, and resources with conferences and councils in need. It is a work of the Society, one of fraternal union and sharing among Vincentians within our country and worldwide. (7., 8.)

### 1.2 PURPOSE OF TWINNING

Twinning allows us to *serve God's will* and to fulfill our own spiritual yearning to serve those in need *as the body of Christ*. It enables us to make a difference to our twinned brothers and sisters and fulfills our mutual needs, through the sharing of prayers, contact, and our mutual resources. Twinning also builds connections and solidarity with an international family and provides a forum for the exchange of ideas about local works. (7., 12.)

As outlined in the International Twinning Manual, twinning has three aims:

- To facilitate communication between Councils and Conferences around the world, promoting a spirit of understanding, friendship and solidarity among all Vincentians.
- To help spiritually, morally and materially Councils and Conferences 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
- To promote the establishment of new Councils and Conferences by helping them to form, and to expand.

### 1.3 HISTORICAL BACKGROUND

Though the concept of mutual assistance dates back to the beginning of the Society in 1844, twinning as a formal program was officially launched by the International Council General (ICG) in 1954. In 1979, twinning was reinforced at the international level when the Plenary Meeting of the ICG declared that, **“all monies collected in the name of the Society anywhere belong, in principle, to the poor of the world.”**

Canada began developing its twinning process in the 1990s with the establishment of National and Regional Twinning Coordinators and a workshop at the Annual General Assembly (AGA). Since then, twinning procedures have been established and clarified and twinning as a practice has been eagerly promoted. The establishment and promotion of Twinning Projects will be the next progressive step for twinning in Canada. (2., 7.)

## **1.4 COMPONENTS OF TWINNING**

**1.4.1 Prayer** - Twinning forms a community of prayer with our Vincentian brothers and sisters, to sustain each other and the poor we serve. (7., 8.)

**1.4.2 Correspondence** - A regular exchange of correspondence, at least twice a year, between twins strengthens the bonds of understanding, friendship, and solidarity, and is a vital component to maintaining a successful twinning relationship. (7., 8.)

**1.4.3 Financial Assistance** - Financial assistance at regular intervals enables the sharing of our many resources with twinned conferences/councils in need. Material assistance can be sent, with consideration of government regulations for the secure and lawful movement of such donations. (7., 8.)

## **1.5 TWINNING RESOURCES**

This Manual and other twinning resources, including contact information, are available at: [www.ssvp.ca](http://www.ssvp.ca) National twinning publications and resources, including twinning forms, are available at: [www.ssvp.ca/twinning](http://www.ssvp.ca/twinning) The International Twinning Policies and Procedures Manual and other twinning publications are available at: [www.ssvpglobal.org](http://www.ssvpglobal.org)

For a hard copy of these resources please contact your Regional Twinning Coordinator or the National Council Administrative Assistant.

## **1.6 THIS MANUAL**

This Manual adheres to and uses the language of the International Twinning Policies and Procedures Manual established by the International Council General (2013), and the twinning publications put forth by the National Council. This Manual supercedes all other twinning documents published by the National Council of Canada. When drafting their own procedures, Canadian conferences/councils should strive to make them consistent with this Manual. (2.)

## **1.7 PROCEDURE FOR AMENDING THIS MANUAL**

This Manual is a “living document” that will be updated regularly as needs and experiences demand. Amendments to this manual can be made with the approval of the National Board. Amending this Manual by any other means violates the title and ownership of this document. (Nov. 2010)

## **PART 2 – HOW TO BEGIN TWINNING**

### **2.1 WHO CAN TWIN?**

Aggregated Conferences and Instituted Councils are eligible to twin with other Aggregated Conferences and Instituted Councils, which from this point on will be referred to as Conferences and Councils. They must also have a Business Number, which allows them to write charitable organization receipts. Assistance with obtaining a Business Number is available from the National Office.

Twinning can occur only between Society Councils and Conferences. Twinning funds cannot be given to other organizations or third parties for distribution.

No Vincentian can personally benefit from Twinning.

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

Vincentians would violate their duty of accountability owed to the donors of the Society if they were to twin with a person, group, or organization that was not a member of the Society. (8.)

### **2.2 INITIATING TWINNING WITHIN A CONFERENCE/COUNCIL**

The decision by a conference/council to engage in twinning begins with a discussion at a conference/council meeting.

- The conference/council chooses to be a Donating or Receiving Twin.
- A motion is introduced.
- If passed, the conference/council seeks from within its members a Twinning Contact Person, who will conduct twinning activities. It is preferable that the twinning contact person not be the president of a conference/council.

Refer to *Appendix D* for the role and responsibilities of the Twinning Contact Person. (12.)

### **2.3 TYPES OF TWINNING**

The conference/council then decides the type of twinning they would like to engage in. There are two types of twinning in Canada: **External and Internal**.

**2.3.1 External Twinning** - Is established with conferences/councils outside of Canada, in designated countries as defined by the National Policy TW002, in which Canadian conferences/councils are Donating Conferences/Councils. (7.)

**2.3.2 Internal Twinning** - Is established with conferences/councils within Canada, in which Canadian conferences/councils are either Donating or Receiving Conference/Councils. (7.)

## 2.4 FINDING A TWIN

The last subject a conference/council must consider before submitting a twinning application is finding a twin, which is dependent on the type of twinning (2C) chosen.

**2.4.1 External Twinning (donor)** - A conference/council decides the language they would like to correspond in and chooses which country(s) they would prefer to twin with, from those defined by National policy. Due to feasibility for volunteers and staff, all new external twinning will be conducted with Vincentian entities from the following countries only: **Colombia (Spanish), Dominican Republic (Spanish), El Salvador (English and Spanish), Guatemala (Spanish), Haiti (French), Nicaragua (Spanish), and Peru (English and Spanish). (3.), Antigua (English), Trinidad, Tobago (English) & Dominica (English).**

Note: In the event a twin is not available in the country of preference, please provide an alternate choice(s) on the twinning application form.

The International Council General (ICG) designates certain National Councils to be the twin in specified countries because of language, proximity, cultural and historical links and other appropriate reasons. Canada is twinned with the above listed countries for these reasons.

Councils and conferences wishing to twin outside these arrangements shall obtain the approval of the National Councils of both countries (receiving and donating) after consultation with the International Twinning Commission Coordinator.

Exceptions: Twinning with countries other than those stated above will continue, if the twinning commenced prior to 2000,

**2.4.2 Internal Twinning (receiving)** - A conference/council recognizes that they are in need and appeals to the National Twinning Chairperson (via the twinning application form) to match them with a Donating Conference/Council. **Conferences or councils who would benefit from receiving this assistance are sincerely encouraged to apply.**

**2.4.3 Internal Twinning (donor)** - A conference/council chooses to be a twinning donor and appeals to the National Twinning Chairperson (via the twinning application form) to match them with a Receiving Conference/Council.

Note: There may be a significant wait to be an internal twinning donor, as there is often many more Donating Conference/Councils than Receiving Conferences/Councils.

## 2.5 SUBMITTING A TWINNING APPLICATION

**2.5.1 To be a Donating Conference/Council (external and internal)** -To submit a twinning application, the Twinning Contact Person obtains and completes an application form, which asks for the type of twinning (i.e. Internal or External), preferred language and country (if external), and the conference/council's Date of Aggregation and Revenue Canada Business Number (BN). The twinning application form is available from the National website at [www.ssvp.ca/forms](http://www.ssvp.ca/forms) to download or your Regional Twinning Coordinator. Completed application forms can be emailed to [twinning@ssvp.ca](mailto:twinning@ssvp.ca) or mailed to the address on the bottom of the form. (12.)

**2.5.2 To be a Receiving Conference/Council (internal)** - The Twinning Contact Person obtains and completes an application form, on which they indicate that their conference/council wishes to be a Recipient Twin (internal only) and provide the conference/council's Date of Aggregation and Revenue Canada Business Number (BN). The application form is available from the National Twinning website at [www.ssvp.ca/twinning](http://www.ssvp.ca/twinning) or your Regional Twinning Coordinator. Completed application forms can be emailed to [twinning@ssvp.ca](mailto:twinning@ssvp.ca) or mailed to the address on the bottom of the form. (7.)

## **2.6 APPROVING A TWINNING APPLICATION**

**2.6.1 Of a Donating Conference/Council (external and internal)** - Upon receiving the application, the National Twinning Chairperson will select or seek a twin, according to the specific requests listed on the application form of the conference/council, and from the available receiving twinning applications.

A package, which includes details about the twinned conference/council, transmittal forms (to be included when sending funds), the Annual Report form due on January 31<sup>st</sup> of each year, to be sent to the Twinning Contact Person and if no email address is included, a copy of the Canadian Twinning Guidelines.

The National Twinning Chairperson also notifies the Regional Twinning Coordinator, the National Council Administrative Assistant, and the contact person for the National Council (if external) of your twin. (7.)

**2.6.2 Of a Receiving Conference/Council (internal)** - Upon receiving the application, the National Twinning Chairperson will select or seek a Donating Conference/Council who wishes to twin internally and notify them of your request.

A package, including the twinned conference/council application, details about the twinned conference/council, the Annual Report form due on March 15 each year, and, if no email address is included, a copy of the Canadian Twinning Guidelines, will be sent to both the Receiving and Donating Twinning Contact Person.

The National Twinning Chairperson also notifies the Regional Twinning Coordinators and the National Council Administrative Assistant of your twinning. (7.)

## **2.7 AFTER APPROVAL**

**2.7.1 Donating Conference/Council (external)** - Upon receiving the twinning package (which signifies approval and includes the contact information of your twin), the Twinning Contact Person writes to the external twin and receives a reply or writes again. **It is recommended that the Twinning Contact Person receive a reply to their correspondence before twinning can proceed.**

Once the Twinning Contact Person receives a response from the external twin, they can then send funds, along with the External Transmittal Form (included in the twinning package or available on the National Council Twinning website) **to the National Council office**, as listed at the bottom of the transmittal form.

The National Council Administrative Assistant then sends a bank transfer, after deducting administrative fees, to the National Council of the recipient twin, who in turn passes the funds to the Receiving Conference/Council.

The National Council Administrative Assistant will send confirmation to the Twinning Contact Person that funds (including the amount) have been sent to the National/Superior Council of the recipient twin.

Your twin should acknowledge the receipt of funds, but possibly not each time. (For specific policies and procedures relating to prayer, correspondence, or financial assistance, refer to Part 3: Maintaining Your Twin). (7., 12.)

**2.7.2 Donating Conference/Council (internal)** - Upon receiving the twinning package (which signifies approval and includes the contact information of your twin) the Twinning Contact Person writes to the internal twin and receives a reply or writes again. **It is recommended that the Twinning Contact Person receive a reply to their correspondence before twinning can proceed.**

Once the Twinning Contact Person receives a response from the internal twin, they respond to the initial contact of the twin and send funds along with the Internal Transmittal Form (included in the twinning package or available on the National Council Twinning website) **directly to the twin**, and send a copy of the form to the National Council Administrative Assistant.

Your twin should acknowledge the receipt of funds, but possibly not each time. (For specific policies and procedures relating to prayer, correspondence, or financial assistance refer to Part 3: Maintaining Your Twin.) (7., 12.)

**2.7.3 Receiving Conference/Council (internal)** - Shortly after receiving the twinning package (which signifies approval and includes the contact information of your twin) the Twinning Contact Person **should receive correspondence from the Donating Conference/Council.**

The Twinning Contact Person responds to the initial contact of the donating twin.

Once the Donating Conference/Council receives this response, they send correspondence and funds, along with the Internal Transmittal Form (included in the twinning package or available on the National Council Twinning website), directly to the receiving twin.

The Twinning Contact Person should send acknowledgement of the receipt of funds to their donating twin, but possibly not each time. (For specific policies and procedures relating to prayer, correspondence, or financial assistance refer to Part 3: Maintaining Your Twin.) (7., 12.)

## **2.8 TIMELINE FOR ESTABLISHING A TWINNING RELATIONSHIP**

Twinning has been described as a lingering labor of love. Although nothing moves fast in the Society, corresponding electronically with National Council and your twin (where possible) and having a readily available translator (as necessary), can speed up the time it takes to establish a twinning relationship. Listed below is the estimated time it will take to establish a twinning relationship. Consult section 2I – Troubleshooting, if these estimates are greatly exceeded.

**2.8.1 Receiving Confirmation of your Twin** - Upon receiving a twinning application, the National Twinning Chairperson can be expected to match the conference/council with a twin, and send the Twinning Contact Person their package to begin twinning, within one calendar month. **Note:** This estimate may be longer for an internal Donating Conference/Council application that asks to be matched with an internal Receiving Conference/Council, as there are often many more internal donors than recipients. Also specific requests may not be able to be met as quickly.

**2.8.2 Establishing a Relationship of Prayer and Correspondence** – Establishing a relationship of prayer is vital to us, as we can do nothing without God. It reminds us of our unity in Christ. Creative ways of making spiritual links keeps a vital contact with the poor that we are serving through our twins.

Establishing a relationship of correspondence with an external twin may take 3-6 months or longer, especially if translation is needed. If you write in English, they may have to seek or wait for a translator. It could be helpful if you send a stamped and self-addressed envelope, available at our post office. E-mail is not as readily available in other countries as it is in Canada, and may also be expensive to your twin, but it is most satisfying as a means of correspondence. You should correspond at least twice a year.

Internal twins should correspond as soon as possible.

**2.8.3 Transmission of Funds** - The time it takes to transmit funds is dependent on the type of twinning chosen (internal or external).

If internal, funds reach the Receiving Conference/Council in the time it takes to make a bank transfer or send a cheque in the mail.

If external, the transmittal of funds should be processed and sent to the recipient's National/Superior Council and confirmation of transmitted funds sent to the Twinning Contact Person within 6 weeks of the quarterly transmittal-of-funds date (i.e. the 30/31st of the month preceding **February, May, August, and November**).

The time it takes for the recipient's National/Superior Council to pass funds to the Receiving Conference/Council varies according to their operational capacity, and is largely unknown and unpredictable. Upon receiving funds, the twin may inform the Donating Conference/Council through correspondence when funds were received. The Conference/Councils can then infer how long it takes for funds to be sent. (4.)

## **2.9 TROUBLESHOOTING**

Listed below are recommended methods to address the issues a conference/council may encounter when trying to establish a twinning relationship. For issues that are not touched on in this section, contact the Regional Twinning Coordinator who can address the issue, or will forward the issue to the National Twinning Chairperson for follow up. (7.)

**Issue:** A conference/council has submitted a twinning application, but has not received confirmation of their twin.

**Solution:** **Wait 2 months** from the date of submitting the application, and then contact the National Twinning Chairperson to follow up as to why a twin has not been confirmed. Two months may be necessary as the chair is most likely waiting for an available twin that meets

the specific requests listed on the application form. Note: Conference/Councils wanting to be matched with an internal Receiving Conference/Council may encounter a much longer wait, as there are often many more internal donors than recipients.

**Issue:** A conference/council writes to the twin, but does not receive a reply.

**Solution:** **Write a second and third time**, as there are numerous reasons why a twin might be delayed in responding. Consider sending a stamped, self-addressed envelope, available from our post office. If there is no response to these repeated attempts within 6 months, send an inquiry to the National Twinning Chairperson for follow up. The chair will write to the recipient's National Council President or Twinning Chairperson. Wait until you receive a reply to your correspondence before sending funds.

**Issue:** A conference/council has not heard from their twin, an inquiry has been sent to the National Twinning Chairperson for follow up, but the conference has not received a response from the chair.

**Solution:** Wait 3 months after sending the initial inquiry to the chair before contacting them for further follow up. If the chair is unable to establish contact with the twin consider submitting an application for another twin, and do not send funds to your present twin.

**Issue:** An internal Receiving Conference/Council has not received initial correspondence from their Donating Conference/Council twin.

**Solution:** The Twinning Contact Person of the Receiving Conference/Council can write to the donating twin to let them know the conference/council is ready to begin twinning, and contact the Regional Twinning Coordinator for follow up.

## PART 3 – MAINTAINING YOUR TWIN

### 3.1 PRAYER

**3.1.1 Importance of Prayer** - Prayer is a crucial component to successful twinning. Prayer builds a solid foundation, from which a twinning relationship can flourish in times of good fortune, and remain resilient in times turbulence or uncertainly. “In every Conference throughout the world and in their personal lives, Vincentians raise their prayers to God, united with the prayer of Christ, on behalf of one another and their masters the poor, whose suffering they wish to share.” (1., Section 4, 2.3)

**3.1.2 Prayer in Action** - The spiritual basis of the Society necessitates that all twinning relationships should involve a union of prayer. Conferences/councils may establish this union as they see fit. An example of realizing this union could be **praying for the intentions of all members of the Vincentian family (or our twin more specifically)** at Masses, conference/council meetings, or individually. Other examples could include both conferences offering a Mass on a particular day, and if possible, at a particular time on that day, or saying the Rosary for each other, as **the Society has adopted the Blessed Virgin Mary as its patroness.** (1.: p150)

### 3.2 CORRESPONDENCE

**3.2.1 Importance of Correspondence** - Like Prayer, Correspondence is a vital component to maintaining a successful internal or external twinning relationship. A regular exchange of correspondence strengthens the bonds of understanding, friendship, and solidarity between twins, enabling the twinning relationship to endure through times of uncertainty and remain strong in times of good fortune.

Correspondence serves the mutual purpose of enabling twins to support each others' needs, comfort the other in times of sorrow, and celebrate together in times of joy. A regular exchange of correspondence also **provides assurance that financial assistance has reached the twin and early detection or indication of irregularities within twinning.** It also enables us to meet our obligations to account for the funds sent, as required by our Taxation department. (7)

**3.2.2 Particulars of Correspondence** - Correspondence takes place between twinned conference/councils and is generally sent through regular mail or email (if possible and more convenient).

The contact information of the recipient twin is available from the twinning package that has been sent to the conference/council upon approval of the twinning application. If the twin's contact information is not available, contact the National Council Administrative Assistant at [twinning@ssvp.ca](mailto:twinning@ssvp.ca).

A regular exchange of correspondence between twins is strongly encouraged. Correspondence can be personal, friendly, and full of details about the conference/council's members, work, and Society activities. It can focus on the cultural, moral, and spiritual aspects of life or any other issues the conference/councils feel are important. The inclusion of photographs is also helpful, to know and be

known by our brothers and sisters in Christ. This kind of correspondence evokes mutual interest, understanding, and encouragement, and helps the conference/council assess the conditions, needs, and concerns of their twin.

A conference/council may write as often as they wish, preferably at least twice a year, and should receive a reply to their correspondence at least once a year. Keep in mind that it may take several months to receive a reply, especially if translation is needed. If possible, write in the language of your twin. (7.)

**3.2.3 Troubleshooting** - It is essential a conference/council receive a reply to their correspondence at least once a year to maintain a healthy twinning relationship, to ensure that financial assistance has reached the intended recipient, and to meet the CRA regulations that you are aware that the funds are being used for our mutual purpose of aid to the poor.

If the conference/council has not heard from their twin for a year, send a transmittal of funds as usual, and send a separate letter notifying your twin that the funds are coming, but that you need to hear from them about the use of funds sent, before you can send any more funds.

If you do not hear from the twin by the next quarterly transmittal-of-funds date (i.e. the 30/31st of the month preceding February, May, August, and November) notify the National Twining Chairperson, who will write to the twin's National Council. Do not send any more funds until contact has been re-established.

If the conference/council has not heard back from the chair for 3 months after the initial inquiry, they should contact the chair once more for further follow up.

If the chair is unable to establish contact with the twin, consider submitting an application for another twin or wait until contact is re-established.

For issues that are not addressed in this section, contact the Regional Twining Coordinator who will forward the issue to the National Twining Chairperson for follow up, as necessary. (7.)

### **3.3 FINANCIAL ASSISTANCE**

#### **3.3.1 Contribution Policy**

**EXTERNAL TWINNING** - Conferences/councils are advised to send regular (quarterly) contributions, which assist the twin plan its charitable activities and services.

Funds are sent to external twins from the National Council in February, May, August, and November, and must be received at the National Council office by the 30/31st of the previous month.

**All financial contributions by conferences/councils to be sent outside the country must be sent through the National Council**, as the International Council General requires that funds sent from Donating Conference/Councils to Receiving Conference/Councils be moved through their respective National Councils. The National Council is also accountable to Canada Revenue Agency (CRA) for such contributions.

The funds sent are normally in amounts of between \$100.00 and \$500.00 per quarter or up to \$2000.00 yearly, as per National Policy TW002. This limit is in place as sums of money are usually able to be converted into more financial units in twinned countries. Larger sums also require more organization and personnel (members) of your twin to distribute. Amounts exceeding \$500.00 per quarter or \$2000

per year should not be sent, unless their intent is for the International Disaster Relief Fund of the Canadian National Council (established to aid countries that have experienced disaster) or for a Twinning Project. (For more information on Twinning Projects refer to section 3I.)

If a Donating Conference/Council finds that it has more funds than the \$500.00 quarterly or \$2000.00 yearly limit, they may consider submitting an application for an additional twin, or apply to assist through a Twinning Project with their twin.

Material assistance, such as clothing, tools, and equipment can be sent, with consideration of government regulations for the secure and lawful movement of such donations. Personal visits, as the conference/council can afford, can also be part of twinning. (4., 8)

**INTERNAL TWINNING** - Contribution policy for internal twinning is guided by the twinning relationship and is based upon the needs and decisions of both twins.

### **3.3.2 Transmittal of Funds**

**EXTERNAL TWINNING** - The Donating Conference/Council sends funds, in the form of a cheque, and with the External Transmittal Form (included in the twinning package sent upon approval or available on the National Council Twinning website) to the National Council office. The cheque is payable to: Society of Saint Vincent de Paul, National Council of Canada (NCC). The cheque and Transmittal Form can be sent to: The Society of Saint Vincent de Paul, National Council of Canada, Twinning, 2463 Innes Road, Ottawa ON, K1B 3K3.

The National Council Administrative Assistant must receive these funds by the 30/31st of the month previous to February, May, August, and November. The National Council will retain a \$20.00 administration and banking fee, annually, in the May transmittal of funds. Conferences and Councils are encouraged to add this fee to their twinning contribution in order not to penalize their receiving twin.

After receiving the cheque and Transmittal Form, the National Council Administrative Assistant sends a financial transaction to the National Council of the recipient twin, who in turn passes the funds to the Receiving Conference/Council.

The National Council Administrative Assistant will send confirmation to the Donating Twinning Contact Person that funds (including the amount) have been sent to the National Council of the recipient twin. (8, 7.)

**INTERNAL TWINNING** - The Donating Conference/Council sends funds along with the Internal Transmittal Form (included in the twinning package sent upon approval, or available on the National Council Twinning website) directly to the twin. The Donating Conference/Council also sends a copy of the Internal Transmittal Form to the National Council office at: Society of Saint Vincent de Paul, National Council of Canada, Twinning, 2463 Innes Road, Ottawa ON, K1B 3K3, or [twinning@ssvp.ca](mailto:twinning@ssvp.ca). (7.)

**3.3.3 Timeline for Transmittal of Funds** - The time it takes to transmit funds is dependent on the type of twinning chosen (internal or external).

If external, the transmittal of funds should be processed and sent to the recipient's National Council

and confirmation of transmitted funds sent to the Twinning Contact Person, within 6 weeks of the quarterly transmittal-of-funds date (i.e. the 30/31st of the month preceding February, May, August, and November).

The time it takes for the recipient's National Council to pass funds to the Receiving Conference/Council varies according to their operational capacity and is largely unknown and unpredictable.

Upon receiving funds, the twin can inform the Donating Conference/Council through correspondence when funds were received. The Conference/Councils can then infer how long it takes for funds to be received.

If internal twinning is chosen, funds reach the Receiving Conference/Council in the time it takes to make a bank transfer or send a cheque in the mail. (7.)

**3.3.4 Troubleshooting** - Listed below are recommended methods to address the issues a conference/council may encounter when transmitting funds to their twin. For issues that are not touched on in this section and cannot be addressed at the Regional Level, contact the National Twinning Chairperson for follow up.(7.)

**Issue:** Correspondence between twins indicates that the Receiving Conference/Council has not received the funds sent via the respective National Councils.

**Solution:** It may take added time for the recipient's National Council to pass funds along to the twin, depending on the country with which you twin.

If the Receiving Conference/Council indicates that they have not received funds by the next quarterly transmittal-of-funds date (i.e. the 30/31st of the month preceding February, May, August, and November), send a transmittal of funds as usual through National Council, and send an inquiry to the National Twinning Chairperson for follow up. The Chairperson will send an inquiry to the recipient's National Council President or Twinning Chairperson.

Wait until you receive a reply from your twin that funds have been received before sending further funds. (7.)

**Issue:** The Donating Conference/Council has not received correspondence from the Receiving Conference/Council to indicate that funds have been received.

**Solution:** Receiving Conference/Councils may not send confirmation that funds have been received **each time funds are sent**, although it should be encouraged.

If you have not heard from your twin for a year, send a transmittal of funds as usual through National Council. Also send a separate letter to the twin, notifying them that funds are coming, but that you need to hear from them about how the funds that you have sent are being used to help the poor, before you can send any more funds. Remember them in your prayers.

If you still do not hear from them **after 3 months**, send an inquiry to the National Twinning Chairperson who will follow up with the recipient's National Council. Continue to try to contact them, but wait until you receive a reply from your twin that funds have been received before sending further funds. (7.)

**Issue:** A Donating Conference/Council has additional funds to send to their twin (over the \$500.00 quarterly or \$2000.00 yearly limit).

**Solution:** The Donating Conference/Council may consider applying for an additional twin or submitting an application for a Twinning Project.

### 3.3.5 Twinning Projects

**What is a twinning project?** - A twinning project is a request from a Receiving National/Superior Council on behalf of its conference/councils, **or** from a Canadian Donating Conference/Council on behalf of their twin, for financial support for a plan that would enrich the lives of the poor they serve or benefit a larger number of poor.

These plans could take the form of financial support for material (housing, water well, micro-business, etc.), **educational** (school, daycare, cafeteria, etc.), social (shelter for the aged or women, orphanage, etc.), or **medical** (dispensary, mobile health unit, etc.) projects, submitted by the receiving conference. Projects are meant to help and empower a group of persons in need, with the aim of resolving a structural or **systemic issue in their community**. (11.)

**Guidelines to submit a twinning project application** - The normal amount of financial assistance admissible for a twinned project from a conference/council is limited to \$4000.00. A long-term project (between \$4000.00 and \$10,000.00) is admissible, but should be strongly discouraged as more experience and managerial skill is required. If a long-term project is proposed, future operation must be planned, with the intent to make it self-sufficient within a limited time. A long-term project will be executed under the close supervision of the recipient's National/Superior or Central Council.

A minimum local contribution is compulsory and is based on the cost of the project. For financial assistance up to \$4000.00 the local contribution must be at least 10 percent. For financial assistance up to \$10,000.00 the local contribution must be at least 20 percent, and over \$10,000.00, at least 50%.

The Project Application should contain all pertinent details to enable decision making relative to the project. This will include: the necessity and purpose of the project, exact location, description of the operation or project, details of costs, timeline for completion of the project, list of beneficiaries, etc. Because all details cannot be incorporated into the application form, separate notes may be attached.

If a project involves the utilization of any land or building not owned by the Society, the application should include a legally valid title document, supporting the exclusive right of the Society over such land or building.

For a project involving construction of a building(s), a plan and cost estimate of the proposed construction by a qualified person i.e. architect or engineer, should be attached to the application.

Commercial or business-type projects aimed at profit-making are outside the realm of the Society.

A Receiving Conference/Council that is engaged in a Twinning Project will be eligible for further project funding after a period of 3 years following the completion of the project.

Twinning Project application forms are available from the National Council Administrative Assistant, or from your Regional Twinning Coordinator. The completed application can be sent to [twinning-chair@ssvp.ca](mailto:twinning-chair@ssvp.ca) or Society of Saint Vincent de Paul, National Council of Canada, Twinning, 2463 Innes Road, Ottawa ON, K1B 3K3. (5.)

### **Approving a twinning project:**

1. All projects should be approved in writing by the recipient's National/Superior Council before being sent to be considered by Canadian Conference/Councils.
2. All Twinning Projects require approval by the Canadian National Twinning Committee and the National Executive Committee.
3. All Twinning Projects between \$4000.00 and \$10,000+ require additional approval by the Canadian National President, upon recommendation of the Regional Council President and the National Twinning Committee.
4. Applications for additional funds after the project approval has been given will not be entertained. Contingency provisions must be made in the original budget proposal. (5.)

**Timeline for the response to a twinning project** – The National Council office must receive the Twinning Project application **by January 1st** of the year. The application is sent to the National Twinning Committee electronically for recommendation. The National Twinning Committee then sends the application to the National Executive Committee for approval at the February Executive Committee meeting.

Twinning applications for projects between \$4000.00 and \$10,000+ require additional approval by the Canadian National President, upon recommendation of the Regional Council President and the National Twinning Committee, and may require an additional 6 months to be approved. (5.)

**Reporting for projects** - An annual progress report on the Twinning Project must be submitted to the Donating Conference/Council from the Receiving Conference/Council via the respective National Councils. More frequent reporting from the Receiving Council/Conference, such as every six months, is encouraged.

Each approved project must be completed within the time frame specified by the application, calculated from the date of receipt of the initial financial amount. Upon completion of the project, a final report detailing the receipt and expenditures, and a list of beneficiaries and over-all benefits accrued to them, must be submitted to the Donating Conference/Council from the Receiving Conference/Council via the respective National Councils.

Refer to *Appendix C* for a flow chart of the Twinning Project Cycle.

## **3.4 REPORTING**

**3.4.1 Particulars of Reporting** - The International Twinning Policies and Procedures Manual (2013) established by the International Council General requires that each National Council engaged in twinning prepare a report on their twinning activities, including statistical and financial information by **February 28th of each year**. This report is prepared by the National Twinning Chairperson aided by the Administrative Assistant for Twinning.

In order to be able to fulfill this requirement, each conference / council engaged in twinning shall submit an **Annual Twinning Report to their Regional Twinning Coordinator by January 31st of each year**.

The Regional Twinning Coordinator prepares a Regional Annual Report with statistics taken from the

twinning reports submitted to him/her by conferences and councils. The report shall be forwarded to the National Twinning Chairperson by February 15, of each year. The Regional Twinning Coordinator, as well, prepares a report for the Regional AGM.

Annual Report Forms can be found on the National Council web site at [www.ssvp.ca](http://www.ssvp.ca).

### **3.5 ACCOUNTABILITY AND PROBLEM SOLVING**

#### **3.5.1 Chain of Accountability & Responsibility**

The Twinning Contact Person is:

- accountable to his/her Conference/Council and
- responsible to the Regional Twinning Coordinator.

The Regional Twinning Coordinator is:

- accountable to his/her Twinning Contact People, Regional Council and their Twinning Committee, and
- responsible to the National Twinning Chairperson.

The National Twinning Chairperson is:

- accountable to the Regional Twinning Coordinators, the National Board and the National Twinning Committee, and the International Twinning Coordinator, and
- responsible to the Canadian National Board and Canadian National Council. (4.)

**3.5.2 Procedure for Addressing Issues** - Issues relating to the approval of Twinning Applications or external transmittal of funds can go directly to the National Twinning Chairperson, as the chair has the authority and ability to address such issues. All other issues or inquiries should be addressed at the appropriate level and should follow the following chain of responsibility/accountability:

The Twinning Contact Person brings an issue to their Regional Twinning Coordinator, who addresses that issue if possible, or forwards it to the National Twinning Chairperson. The National Twinning Chairperson notifies the Regional Twinning Coordinator when the issue has been addressed and outlines the resolution if necessary. If resolution is not immediate, the National Twinning Chairperson should keep the Regional Twinning Coordinator abreast of any developments. The Regional Twinning Coordinator forwards the National Twinning Chairperson's response to the Twinning Contact Person. (4.)

## **PART 4 – RECONSIDERATION OF TWINNING**

### **4.1 MULTIPLE TWINS**

Because of the large number of Conferences/Councils in need, Donating Conferences/Councils are encouraged to adopt more than one twin.

Receiving Conferences/Councils are not allowed to be receiving from more than one twin, as advised by the International Twinning Manual. (2.)

### **4.2 RETIREMENT OF TWINS**

Whenever possible, Receiving Conference/Councils should strive to become self-sufficient. When, in the opinion of the recipient's National/Superior Council, a Receiving Conference/Council has become financially self-sufficient, it should retire the financial assistance part of the twinning arrangement. Other established fraternal links may continue between twinning partners. Such a retirement will then allow the Donating Conference/Council an opportunity to adopt a new twin if they choose. (2.)

If a Donating Conference/Council decides to cease twinning, for reasons of shortage of funds or failure to find a person to act as the twinning contact person, the inability to establish or maintain a meaningful prayer and correspondence link with their twinning partner, or other serious concerns, it shall pass a Motion to cease twinning at a Conference/Council meeting.

A copy of the Motion and summary of the reasons for the decision is sent to the Regional Twinning Coordinator, the National Twinning Chairperson, and the National Council Administrative Assistant.

The National Council Chairperson will inform the receiving country's National/Superior Council and ask that the receiving Conference/Council be informed of the decision. A new conference/council with whom to twin your previous twin may also be solicited from the receiving National/Superior Council.

### **4.3 SUSPENSION OF TWINNING**

When, in the opinion of the National Council of Canada, a Receiving National Council or Conference/Council has repeatedly failed to comply with the provisions of the International Twinning Policies and Procedures Manual and twinning publications put forth by the National Council, or for some other serious cause, twinning may be suspended. Such suspension of twinning will only be as a last resort and after every attempt towards resolving any problems with the Receiving National/Superior Council or Conference/Council has occurred.

Canada's National Council shall notify the appropriate Regional Council, with a copy to the Regional Twinning Representative, instructing them to notify the donor conference/council that twinning funds should be stopped forthwith.

Canadian Conference/Councils are not to suspend a twinning relationship without approval from their National Council. (12.)

## **PART 5 REFERENCES**

1. The Rule (2009, rev. 2012)
2. International Twinning Policies and Procedures Manual (2013)
3. National Twinning Policy TW001
4. National Twinning Policy TW002
5. Guidelines for Twinning Projects (November 2005)
6. National Twinning Committee Terms of Reference (2011)
7. National Twinning Guidelines (Canada, 2008)
8. Twinning in Canada pamphlet (2009)
9. Definition, for the purposes of this manual
10. Role of Twinning Chairperson publication (incorporated in this manual as Appendix 4)
11. “Twinning Projects” Vincenpaul – Canada, Winter 2007
12. Twinning Workshop adaptation (June 2004, handout)

## **APPENDIX A - PRAYERS TO SUPPORT TWINNING**

(Hymn 127, Glory and Praise)

Oh my God,  
May it please you to be the bond  
which ties the hearts of evangelizers together  
in a common attitude of humility,  
of unity, and of respect for one another....

Let the good effects of their mutual affection,  
which you allow to develop among them,  
steadily grow and flourish,  
and make the fruits of their labors  
for the salvation of souls  
constantly increase.

Strengthen them in their ... efforts,  
and be yourself their ultimate reward.  
(No.28)

Oh my God,  
set my heart on fire  
with the desire to serve you! ...

As long as you lived in this world  
All your thoughts went out to the salvation of all  
people....

Teach me by your example,  
grant me all the virtues proper to true evangelizers,  
and make me, through the fervor of my zeal,  
set the world around me on fire.

I want to give myself to you,  
body and soul,  
heart and mind and spirit,  
in order always to do what pleases you.  
(No. 29)

(From: Braakhuis, Frits (Frederick), trans. Praying in St. Vincent's Spirit. Hugh O'Donnell and Jay Gibson, Eds. Denver: St. Thomas Theological Seminary, 1990.)

## APPENDIX B - TWINNING CYCLE

Indicating main functions of External Twinning, in clock-like progression

### DONATING CONFERENCE/COUNCIL:

- Prays for Receiving Conference/Council
- Communicates with Receiving Conference/Council
- Commits funds to Receiving Conference/Council
  - Forwards funds to their National Council



### NATIONAL COUNCIL (DONOR):

- Notes new, retired and non-reporting Receiving Conference/Councils and advises International Council General annually
  - Distributes report to Donating Conference/Council
- Ensures Donation Conference/Council's compliance with International Twinning Manual



### NATIONAL COUNCIL (DONOR):

- Forwards funds to National/Superior Council (Recipient)



### NATIONAL/SUPERIOR COUNCIL (RECIPIENT):

- Forwards reports of Receiving Conference/Council
- Advises donor's National Council and International Council General of twinning Changes



### NATIONAL/SUPERIOR COUNCIL (RECIPIENT):

- Acknowledges receipt of funds
- Distributes funds to Receiving Conf.
- Ensures Receiving Conference/ Council complies with International Twinning Policies and Procedure Manual
- Requests annual report from Receiving Conference/Council



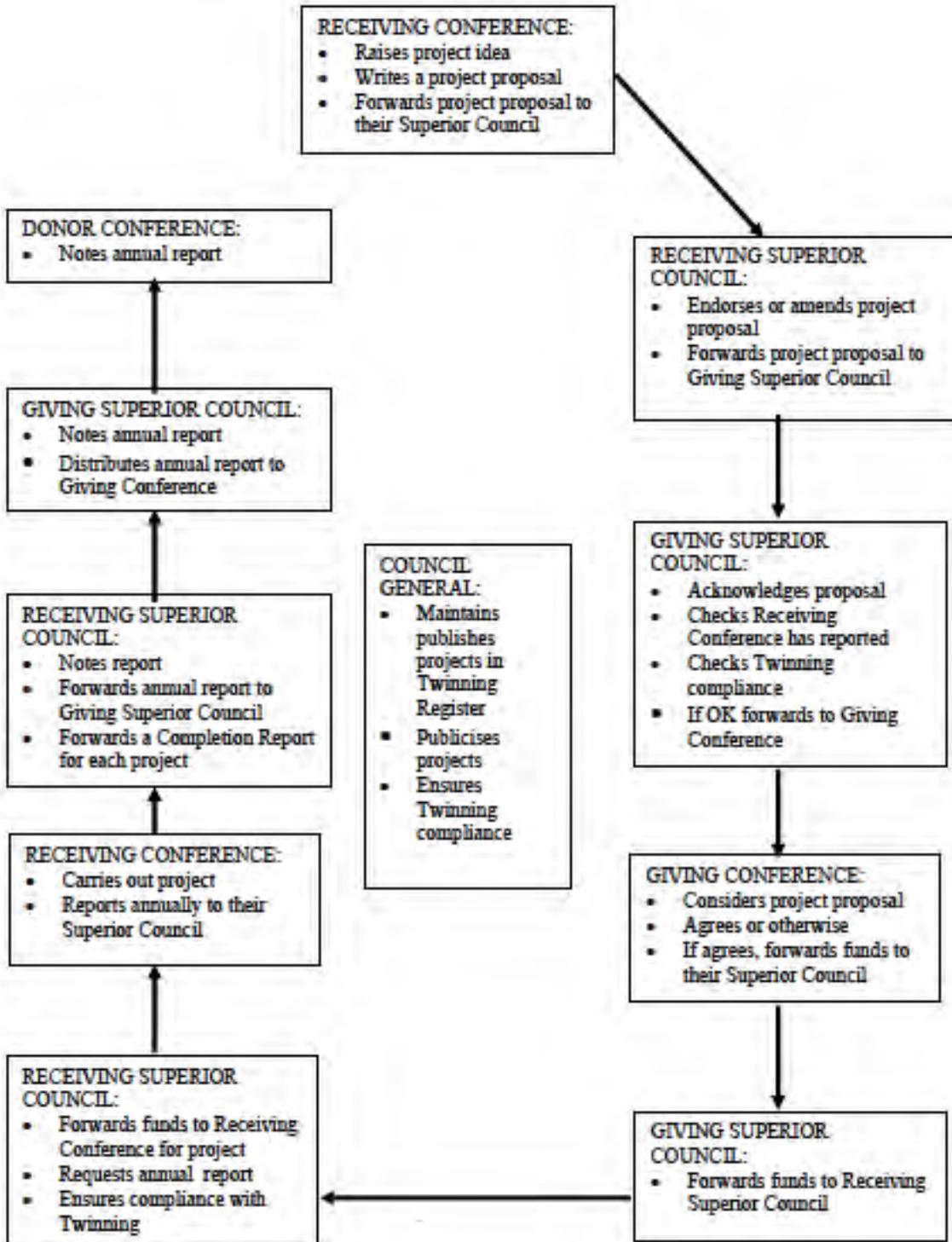
### RECEIVING CONFERENCE/COUNCIL

- Spends funds on the poor
- Reports annually on spending
- Prays for Donating Conference/Council members
- Communicates with Donating Conference/Council



## APPENDIX C - TWINNING PROJECT CYCLE

From the International Twinning Policies and Procedures Manual (2013),



## **APPENDIX D - ROLES AND RESPONSIBILITIES OF TWINNING AGENTS**

### **ROLE OF THE TWINNING CONTACT PERSON**

1. Accountable to members of his/her council or conference.
2. Responsible to the Regional Twinning Coordinator.
3. Completes the twinning application form on behalf of council or conference.
4. Conducts and/or guides the twinning activities of his/her council or conference.
5. Maintains regular correspondence with twin.
6. Arranges for quarterly, semi-annual or annual transmittal of funds.
7. Expects confirmation of funds at least once a year, but preferably after each transmittal.
8. Submits Annual Twinning Report to Regional Twinning Coordinator **by January 31<sup>st</sup> each year.**

### **ROLE OF THE REGIONAL TWINNING COORDINATOR**

1. Accountable to Twinning Contact People and the Regional Twinning Committee.
2. Responsible to the National Twinning Chairperson.
3. Develops a team to aid in the work of twinning in their area.
4. Facilitates and promotes twinning within his/her region.
5. Seeks councils and conferences that would be willing to establish twinning as part of their special works.
6. Provides forms, guidelines and information relevant to twinning.
7. Is the first line of assistance for problems and/or celebrations that councils or conferences may have with twinning.
8. Receives annual twinning reports from twinning councils and conferences by January 31st of each year.
9. Reports to Regional Councils at their meetings, and for their publications, and Annual Reports.
10. **Reports to the National Twinning Chairperson annually, by February 15<sup>th</sup> of each year.**
11. Attends the AGA of the National Council if possible, for the Annual National Twinning meeting.

## **ROLE OF THE NATIONAL TWINNING CHAIRPERSON**

1. Accountable to the Regional Twinning Coordinators, the National Twinning Committee and the International Twinning Coordinator.
2. Responsible to the Canadian National Board and Canadian National Council.
3. Receives twinning applications from Canadian conferences or councils and matches twins with international twinning applications.
4. Receives twinning applications from international twins and responds according to National Twinning Policy.
5. Prepares twinning policy and procedure and maintains twinning activity according to the policies.
6. Guides twinning conferences and councils in meeting requirements of legislated bodies.
7. Develops guidelines, manuals, pamphlets, and structural items to assist with the promotion of twinning in Canada.
8. Meets annually at the AGA of the Canadian National Council with the Regional Twinning Coordinators.
9. Prepares National Annual **Report to forward to International Council general by February 28<sup>th</sup> each year.**
10. Maintains communication with international twinning representatives and responds to International Council General directives in regards to twinning

## **ROLE OF THE NATIONAL COUNCIL ADMINISTRATIVE ASSISTANT**

1. Receives twinning funds cheques and Transmittal Forms from donating councils or conferences.
2. Sends twinning funds to National/Superior Council of the recipient twin according to banking arrangements with the Recipient National/Superior Council.
3. Sends communication that directs Recipient National/Superior Council as to which twin the funds are intended.
4. Sends confirmation to the Twinning Contact Person that funds have been sent.
5. Maintains database of twinning conferences and councils and their twinning activity.
6. Assists with the development of structural items for the promotion of twinning, and if possible, with the display tables at the AGA.
7. Is responsible for bookkeeping and provides the National Treasurer with all required financial statements.

**End of manual**