



EEA financial mechanism

***Annual report on the implementation of the
European Economic Area Financial Mechanism
in Lithuania
April 2005 – February 2006***

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TABLE OF CONTENTS

Introduction.....	3
1. Progress made towards the achievement of the overall objective of the EEA Financial Mechanism and progress made towards Lithuania specific objectives.....	4
1.1. Preparation to the implementation of the Financial Mechanism - general framework and legal issues.....	4
1.2. Preparation to the implementation of the specific forms of grant assistance.....	5
1.2.1. <i>NGOs Fund</i>	5
1.2.2. <i>Block grants for projects aiming to strengthen the administrative capacities of regional and local authorities</i>	6
1.2.3. <i>Block grant (individual project) for the management of the EEA Financial Mechanism</i>	7
1.2.4. <i>Seed money Facility</i>	7
2. Progress of project selection in Lithuania	8
3. Financial progress pertaining to commitments and disbursements.....	10
4. Project promoters	11
5. Target Groups.....	11
6. Compliance with Community policy and legal issues, including tendering and Procurement.....	11
7. Cross cutting issues	11
8. Managerial set-up in Lithuania.....	11
9. Public awareness	12
10. Planning for the following year: fields of intervention and measures and a work plan.....	13
10.1 Fields of intervention	13
10.2 Work plan for the following reporting year	13
10.3 Audit plan for the following reporting year	14
10.4 Publicity Plan	14
ANNEXES	16

INTRODUCTION

According to Article 5 of the Memorandum of Understanding on the implementation of the European Economic Area (hereinafter - EEA) Financial Mechanism 2004 - 2009 (hereinafter – the MoU) as well as Article 3.3 of the Beneficiary State monitoring and reporting guidelines, Ministry of Finance, acting as National Focal Point (hereinafter – the NFP) for the implementation of the EEA Financial Mechanism in Lithuania, prepared the *Annual report on the implementation of the EEA financial mechanism in Lithuania* (hereinafter – the report). The reporting period is 22 April 2005 – 1 February 2006.

The document aims to present the process of the preparation and the implementation of the EEA Financial Mechanism in Lithuania, displays actual state of preparations and describes activities planned for the next reporting period.

Before submission to the Financial Mechanism Office and the donor state, the report was approved by the Monitoring Committee for the European Economic Area (hereinafter – the EEA) Financial Mechanism and the Norwegian Financial Mechanism (hereinafter –the Monitoring Committee) on 14 February 2006.

1. PROGRESS MADE TOWARDS THE ACHIEVEMENT OF THE OVERALL OBJECTIVE OF THE EEA FINANCIAL MECHANISM AND PROGRESS MADE TOWARDS LITHUANIA SPECIFIC OBJECTIVES

1.1. Preparation to the implementation of the Financial Mechanism - general framework and legal issues

On 22 April 2005 Lithuania and the Republic of Iceland, the Principality of Liechtenstein and the Kingdom of Norway (hereinafter – EEA EFTA states) concluded the MoU on granting the funds through the EEA Mechanism to Lithuania. The MoU defined the framework of co-operation and the administrative set-up in Lithuania.

During the reporting period the main activities of the NFP and other institutions involved were related to the preparation of the EEA Financial Mechanism implementation procedures and respective legal acts.

On 29 August 2005 the Rules for Administration of the EEA and Norwegian Financial Mechanisms in Lithuania were approved by the Resolution No. 941 of the Government of the Republic of Lithuania (Annex 1). These rules established in more detail way the functions and responsibilities of the institutions involved in the administration of the EEA Financial Mechanism (NFP, Implementing body – Central Project Management Agency (hereinafter – the CPMA), the Monitoring Committee), the State Treasury Department of the Ministry of Finance and the main functions and responsibilities of the Beneficiaries. Before adoption these rules were harmonised with the Financial Mechanism Office (hereinafter – the FMO) and the donor state. By the same Resolution the Monitoring Committee consisting of the representatives from the line ministries, NGO's, local and regional authorities was established.

On the basis of the Rules for Administration of the EEA and Norwegian Financial Mechanisms in Lithuania the Minister of Finance approved personal composition of the Monitoring Committee on 21 September 2005 (Decree No. 1K-276).

On 4 October 2005 the first meeting of the Monitoring Committee was held. During this meeting the following documents were approved:

- the work regulation of the Monitoring Committee (Annex 2);
- the preliminary budget distribution among specific forms of assistance for 2004-2009 and among priority areas for individual projects for 2004-2005 (see Chapter 3 *Financial progress pertaining to commitments and disbursements*).

Afterwards, in October 2005, the NFP and the CPMA drafted the Rules for Assessment of Project Applications for Support under the EEA and the Norwegian Financial Mechanisms (hereinafter – the Assessment Rules) and harmonized them with the institutions represented in the Monitoring Committee. The Assessment Rules set forth the procedures for submission, appraisal and selection of project applications also preparation and conclusions of grant agreements. From the end of November 2005 till the February 2006 the draft of Assessment Rules were under harmonization process with the FMO and the donors. The discussions were related to the eligibility of applications for individual project – in which areas – priority areas of the both Financial Mechanisms or focus areas indicated by Lithuania – project applications should be collected.

According to the donors' point of view Lithuania shall collect project proposals within all the priority areas of the Financial Mechanisms and only priority should be given to the focus areas, limitation of funding possibilities to the focus areas would be incompatible with the Protocol 38a to the EEA Agreement and the Agreement of the Norwegian Financial Mechanism.

In the opinion of the NFP, the applications should be collected only in the focus areas indicated by Lithuania, as:

- During the negotiations on the MoU it was highlighted that in order to avoid any duplication and willing to use funds in most effective way each country has a right to specify priority areas. These focus areas should be in line with the priority areas indicated the Protocol 38a and the Agreement of the Norwegian Financial Mechanism. After internal consultation in Lithuania and negotiations with the donors the focus areas consistent with the priority areas and not duplicating funding possibilities provided by other support programmes (particularly EU programmes) were specified and established in the respective MoU.
- The donors' suggested way will give misleading message to the potential applicant. Taking into consideration the limited sum available for the projects (first call for individual projects amounts to about 20 MEUR (about 9 MEUR from EEA Financial Mechanism); the remaining fund available for individual projects amounts to 29 MEUR (12,5 MEUR from EEA Financial Mechanism)) also quite a number, variety and broad nature of the focus areas identified by Lithuania, it is unlikely that the applications aiming at wider priority areas will get support (the need analysis performed in 2004 shown that almost each focus area identified by Lithuania could take all the allocations). Therefore, the applicants will be disappointed because of money spent for the preparation of the applications which will clearly not be financed.
- Situation when a lot of applicants are disappointed may negatively affect the image of the Financial Mechanisms.

On 1 February 2006 the text of the Assessment Rules was agreed¹ (Annex 3). It was agreed that the wording in the Assessment Rules will be general and each open call documentation would have to be agreed with the donors.

NFP two times presented its comments on the draft Standard Grant Agreement for individual projects prepared by the FMO (in September and in December 2005). In addition, according to the national requirements for the international agreements, the draft Standard Grant Agreement was translated into Lithuanian and in December 2005 – January 2006 was coordinated with the respective authorities (Ministry of Foreign Affairs, Ministry of Justice and European Law Department). The discussions on the final Standard Grant Agreement text with the FMO are envisaged in the 1st quarter 2006.

1.2.Preparation to the implementation of the specific forms of grant assistance

Annex C of the MoU indicates specific forms of grant assistance listed below that may be established in addition to individual projects and programmes to be financed from the EEA Financial Mechanism in Lithuania:

- Block grants for NGOs for projects relevant to priority areas indicated in Article 6 of the Memorandum of Understanding, and in Annex B (hereinafter – NGOs Fund);
- Block grants for projects aiming to strengthen the administrative capacities of regional and local authorities;
- Block grants for the management of the EEA Financial Mechanism;
- Seed money.

1.2.1. NGOs Fund

The main aim of the NGOs fund will be to enhance the NGOs' sector in Lithuania.

¹ On 9 February 2006 Assessment Rules were adopted

This fund will run nationwide and will operate for 2006-2011 year period. It is envisaged to allocate 5 MEUR both from the EEA and Norwegian Financial Mechanisms for this Fund. About 2 MEUR out of total sum is allocated from the EEA Financial Mechanism.

The Ministry of Finance is proposed to act as Fund Manager. Therefore, after the signature of the MoU the Ministry of Finance had started the process of the preparation of the respective application.

In July 2005 a first draft application was disseminated among the NGOs via virtual NGOs conference (ngo@konferencijos.lt) and 6 NGOs information centres, constituted in the regions. In August 2005 NFP received a joint letter from all the NGOs information centres of Lithuania with comments and suggestions concerning the priority areas and activities to be supported. Draft application was corrected accordingly.

In July 2005 the Ministry of Finance presented the official proposal to act as the Intermediary Body of the NGOs Block Grant scheme to the FMO. The feedback was positive, FMO provided also with the comments and remarks which were incorporated into application form.

In order to finalise the application on 19 November 2005 the Ministry of Finance (NFP) took part in the NGOs conference organised by the NGOs Information and Support Centre (NISC) with the help of the donors to discuss the questions related to the establishment of the NGOs Fund.

Main topics discussed in the NGOs conference were:

- Priorities of the NGO fund;
- Eligible applicants;
- Eligible costs;
- Maximum and minimum sum for grants;
- The frequency of call for proposal;
- Call's conditions;
- Possible application form and etc.

Having in mind that the participants of this conference could not represent the whole NGOs sector, the NISC and the NFP summarised discussions on all topics and disseminated them for NGOs comments. Summary of received comments are attached as Annex 4.

The comments are being incorporated into draft application which shall be submitted to the FMO for consultations during the 1st quarter 2006.

1.2.2. Block grants for projects aiming to strengthen the administrative capacities of regional and local authorities

This block grant will aim at strengthening the administrative capacities of regional and local authorities and will run nationwide. It is envisaged that for this grant 3,15 MEUR will be allocated both from the EEA and Norwegian Financial Mechanisms (about 1,27 MEUR from the EEA Financial Mechanism).

As in the market there are quite a number of services providers that could act as Intermediary for this block grant, the Intermediary body will be selected via open call. In the near future NFP is planning to delegate to the CPMA responsibility for drafting all the necessary documents for the call. It is foreseen to announce an open call in the 2nd quarter 2006.

1.2.3. Block grant (individual project) for the management of the EEA Financial Mechanism²

This project will ensure the proper implementation of the EEA and Norwegian Financial Mechanisms in Lithuania. It will serve as the main source and instrument for the institutions which are given the responsibility for the administration and management of the mechanisms. The envisaged allocations from the EEA and Norwegian Financial Mechanism amount to 1,26 MEUR (0,51 MEUR from the EEA Financial Mechanism).

The NFP will be a project promoter and CPMA will act as a partner in the implementation of this project.

The main activities to be performed in the execution of this project and intended to support the MoF and CPMA, are as follows:

- Activities related to the additional management system (external experts for the implementation of the activities related to the development of the database; strengthening of the administrative capacities of the institution involved in management and administration of the financial mechanisms: NFP, CPMA, State Treasury Department of the Ministry of Finance, block grant Intermediaries).
- Activities related to the call for proposals (preparation and dissemination of information materials to relevant potential applicants and organization of promotion seminars and trainings on; implementation of publicity measures).
- Activities related to the monitoring and audit issues (preparation and organization of training seminars for beneficiaries on project implementation, accounting, monitoring; external consultants for audit; on-the-spot checking of projects' implementation).
- Contracting of the independent and impartial experts for appraisal of project applications.
- Activities related to the preparation of the high level annual meetings with donors, Monitoring Committee and other meetings.
- Translation and interpretation.

The application for this project is under finalization and is planned to present it to the FMO in the 1st quarter 2006.

1.2.4. Seed money Facility

The purpose of Seed Money Facility is to provide small grants for the preparation of proposals for individual projects, programmes and block grants. 0,629 MEUR will be allocated both from the EEA and Norwegian Mechanisms (about 0,254 MEUR from the EEA Financial Mechanism).

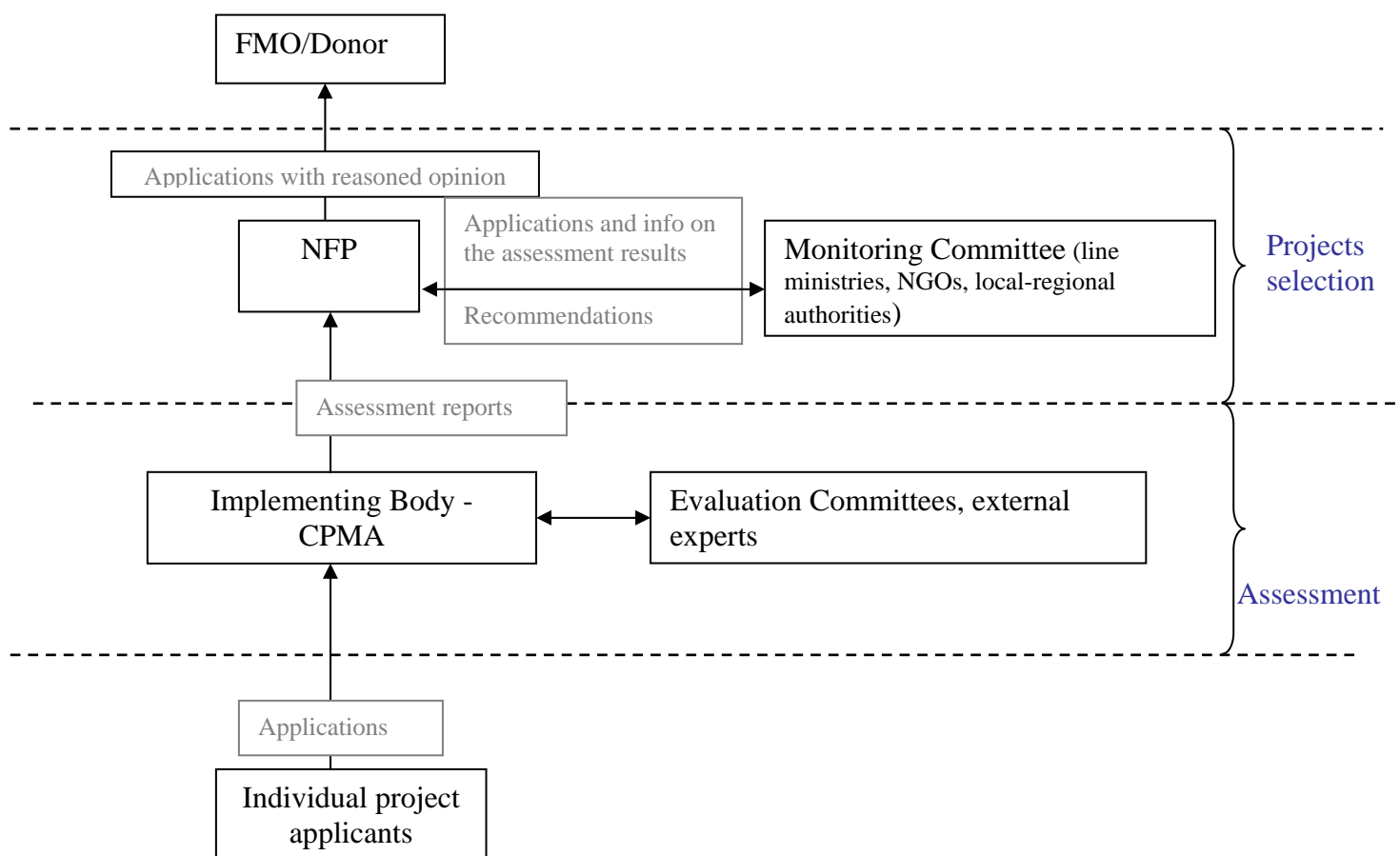
NFP are drafting the application for Seed Money Facility. It is proposed that grants provided from facility will be in the range from €5.000 to €20.000 per final beneficiary. The project selection process shall be in line with the project selection described in the MoU. It is foreseen to submit it to the FMO by the end of 1st quarter 2006.

² In the seminar held by the FMO on 8 December 2005 the beneficiaries were informed that for the Technical Assistance instead of the block grant the application for the individual project shall be drafted.

2. PROGRESS OF PROJECT SELECTION IN LITHUANIA

The MoU envisages different types of forms of the assistance to Lithuania: individual projects, block grants and Seed Money Facility.

The application procedure is described in the Annex A of the MoU and detailed in the Assessment Rules. All individual projects in Lithuania will be selected through open calls via procedure as shown in the scheme below:



Assessment.

Assessment of the applications will start once the deadline for submission of the applications expires and the implementing body (CPMA) registers all the applications submitted on time. The process of assessment covers the following stages:

1. administrative compliance assessment (whether the application contains all the required information and requested documents);
2. eligibility assessment (whether the project is eligible to be financed under the Financial Mechanisms);
3. value-for-money assessment of the project support under the Financial Mechanisms (during this stage projects the financing of which under the Financial Mechanisms is most beneficial in comparison with other eligible projects will be selected).

Once the assessment stages are completed the CPMA will draw up the final report on assessment of the applications and submit it to the NFP. CPMA will be responsible for the quality of assessment of the applications and the reports on the assessment of the applications.

Project selection.

Having received the reports on assessment of the applications and the very applications from the implementing agency, the NFP will request the ministries whose competence is related to the applications

to provide their opinion on their compliance with the EU legislation and with national strategies; convene the meeting of the Monitoring Committee; present information to the members of the Monitoring Committee on the received applications and the very applications.

The Monitoring Committee will provide recommendations to the NFP on submission of the eligible applications to the FMO, amending or rejecting of the applications. Decisions of the Monitoring Committee will be made in accordance with the procedure set in the Regulations of the Monitoring Committee, taking into consideration the potential conflict of interests.

The NFP, basing itself on the recommendations of the Monitoring Committee, will prepare the opinion on the eligible applications and submit the reasoned opinion along with the applications (originals) to the FMO.

The first open call for individual projects is planned to be held after the open call documentation and Guidelines for Applicants are finalised and harmonised with the FMO/donors.

Sub-projects in the specific forms of assistance (block grants and Seed Money Facility) will be selected via open calls. The selection process will be detailed in the respective applications and after approval of the grant - in the respective Guidelines for Applicants.

During the monitoring period no call for proposals were organised. Applications for NGO's fund, Seed Money Facility and for the project for the management of the Financial Mechanisms are under preparation as described in more detailed in the Section 1.2.

3. FINANCIAL PROGRESS PERTAINING TO COMMITMENTS AND DISBURSEMENTS

On 4 October 2005 the first meeting of the Monitoring Committee was held. During this meeting the preliminary budget distribution among specific forms of assistance for 2004-2009 and among priority areas for individual projects for 2004-2005 (see table 1) was approved.

Table 1. The budget distribution among the priority areas and specific forms of assistance

Priority area of the EEA Financial Mechanism	EEA, MEUR	EEA, %
Individual projects	8,534	
Protection of the environment	-	-
Promotion of sustainable development through improved resources use and management	0,406	4,00
Conservation of the European cultural heritage including public transport and urban renewal	1,829	18,00
Human resource development	0,610	6,00
Health and childcare	5,385	53,00
Academic Research	0,305	3,00
Specific forms of assistance referred to in Annex C of the MoUs (block grants)	1,626	
NGO fund (8% from 5 years EEA/NOR allocations - 5 MEUR)	0,813	8,00
Strengthen the administrative capacities of regional and local authorities (5% from 5 years EEA/NOR allocations - 3,15 MEUR)	0,508	5,00
Seed money (1% from 5 years EEA/NOR allocations - 0,629 MEUR)	0,102	1,00
Technical assistance for management of the Financial Mechanisms (2% from 5 years EEA/NOR allocations - 1,26 MEUR)	0,203	2,00
Total for distribution (see table below)	10,160	100,00

Calculation of available amount of grant	EEA
Grant according to MoU	10,800
Donors' management cost	4% or -0,432
Neto amount (Rules and Procedures)	10,368
FMO costs (appraisal, monitoring etc. agents)	2% or - 0,207
Total for distribution	10,160

It should be noted that budget for individual projects is tentative and will be corrected according to the real need/received application. About 85 percent of the funds were made available for individual projects.

4. PROJECT PROMOTERS

N/A at this stage. There were no open calls announced and no applications received during reporting period.

5. TARGET GROUPS

N/A at this stage. So far there were no approved projects.

6. COMPLIANCE WITH COMMUNITY POLICY AND LEGAL ISSUES, INCLUDING TENDERING AND PROCUREMENT

No state aid schemes are envisaged under the implementation of the EEA Financial Mechanism. One of the assessment criteria of the applications will be projects compliant with the EU legislation. Tendering and procurement will be implemented following the Law of the Republic of Lithuania on Public Procurement which has been harmonized with the EU legal acts.

7. CROSS CUTTING ISSUES

N/A at this stage. Cross cutting issues will be assessed during the assessment process of the application.

8. MANAGERIAL SET-UP IN LITHUANIA

The managerial set-up for EEA Financial Mechanism in Lithuania composed of the following institutions:

- National Focal Point;
- Implementing Body;
- Monitoring Committee;
- State Treasury Department of the Ministry of Finance;
- Supreme Audit Institution.

NATIONAL FOCAL POINT

The Ministry of Finance is the NFP. Implementation of NFP functions within the Ministry of Finance is performed by the European Union Programmes Management Department of the Ministry of Finance. The NFP has the overall responsibility for the management of the EEA Financial Mechanism's activities in Lithuania as described in respective MoU, Rules and Procedures for implementation of the EEA Financial Mechanism, including the overall responsibility for the use of funds, financial control and audit. All functions are detailed in the Rules for Administration of the EEA and Norwegian Financial Mechanisms in Lithuania (Annex 1).

IMPLEMENTING BODY

Certain tasks are assigned to the CPMA, which acts as an Implementing Body for the EEA Financial Mechanism. CPMA is a public institution established by the Ministry of Finance. All functions are detailed in the Rules for Administration of the EEA and Norwegian Financial Mechanisms in Lithuania (Annex 1).

THE MONITORING COMMITTEE

Monitoring Committee was established by the Government Resolution No. 941 of 29 August 2005. The personal composition was approved by Decree of the Minister of Finance on 21 September 2005. The Monitoring Committee is composed of the representatives of the Ministry of Finance (the chairman and the deputy chairman), Ministry of Environment, Ministry of Culture, Ministry of Justice, Ministry of

Education and Science, Ministry of Social Security and Labour, Ministry of Transport, Ministry of Health, Ministry of Interior, Ministry of Economy, Ministry of Foreign Affairs, Ministry of Agriculture, Association of Local Authorities in Lithuania, Union of the County Governors, Non-governmental organisations, Central Project Management Agency. Other institutions interested and the representatives of the FMO shall be invited to the meetings of the Monitoring Committee as observers.

The functions of the Monitoring Committee are detailed in the Rules for Administration of the EEA and Norwegian Financial Mechanisms in Lithuania (Annex 1) and Work Regulation of the Monitoring Committee (Annex 2).

STATE TREASURY DEPARTMENT OF THE MINISTRY OF FINANCE

In order to increase the quality of operations and ensure good business practices, the financial management is separated from other functions of the NFP. Management of all operations related to financial transactions is assigned to the State Treasury Department of the Ministry of Finance. The functions of the State Treasury Department are detailed in the Rules for Administration of the EEA and Norwegian Financial Mechanisms in Lithuania (Annex 1).

SUPREME AUDIT INSTITUTION

The State Control of the Republic of Lithuania (Supreme Audit Institution) is involved and has the right to carry out audits of projects. The competence of the State Control is supervising the lawfulness and effectiveness of the management and use of the state property and the implementation of the state budget. To that end State Control carries out audits of state budget implementation; of use of state funds; of use by respective fund management institutions and beneficiaries of funds of the European Union allocated to the Republic of Lithuania and implementation of programmes in which Lithuania participates.

9. PUBLIC AWARENESS

Progress has been made towards publicity measures of the EEA Financial Mechanism. The separate web page – www.eeagrants.lt is designed for the Financial Mechanisms. This webpage forwards the searcher in to the particular section in the webpage of the Ministry of Finance. The webpage of the Ministry of Finance consists of the following topics:

- News;
- Basic information;
- Legal acts and guidelines;
- How to get the support?;
- Monitoring Committee;
- NGO fund;
- Contact details.

Webpage is available in Lithuanian and some topics in English. All the approved financial mechanism's guidelines, the MoU, Rules and Procedures, application form can be downloaded from the web page.

Taking into consideration the importance of the publicity NFP based itself on the Publicity Guidelines drafted the internal Rules on publicity on 10 November 2005. These rules set forth the detail provision for administrating institutions and applicants how to publicise the support of the donors through the Financial Mechanisms.

The Communication Action Plan for 2005 is attached as Annex 5.

10. PLANNING FOR THE FOLLOWING YEAR: FIELDS OF INTERVENTION AND MEASURES AND A WORK PLAN

10.1 Fields of intervention

On 14 February 2006 meeting of Monitoring Committee it was decided to initiate internal consultations on possible Lithuanian focus areas for 2006-2009 years period (Annex B of the MoU). The institutions concerned will present their suggestions by the end of April 2006. Taking this into consideration it is suggested to discuss Lithuanian focus areas for 2006-2009 years period having the final agreed opinion of the Lithuanian institutions. Therefore a separate meeting with the FMO/donors to discuss the possible changes of the Annex B (in addition to the annual meeting scheduled for 22 March 2006) is proposed.

10.2 Work plan for the following reporting year

Lithuanian work plan for the next monitoring period (February 2006 – February 2007) is presented in the table below:

Task	I quarter 2006	II quarter 2006	III quarter 2006	IV quarter 2006	I quarter 2007
Tasks related to the individual projects					
Harmonisation and approval of Individual projects open calls guidelines	X				
First open call for Individual projects	X	X			
Evaluation and selection of projects from the first open call for Individual projects and submission to FMO		X	X		
Preparation and conclusion of the grant agreements for Individual projects between NFP and Donors					X
Preparation and conclusion of the Individual project implementation agreements among CPMA, NFP and Project Promoters					X
Tasks related to the block grants					
NGOs Fund application finalisation and submission to FMO	X				
Preparation and conclusion of the grant agreement for NGOs Fund between NFP and donors, preparation and conclusion of the Fund implementation agreement between NFP and CPMA			X		
Preparation of documentation, open call and selection of the NGOs Fund Secretariat			X	X	
Preparations and open calls for sub-projects under the NGOs Fund				X	X
Preparation of the call documentation, open call for proposal for Intermediary for Block grant "Strengthen the administrative capacities of regional and local authorities"		X	X		

Selection of Intermediary for Block grant “Strengthen the administrative capacities of regional and local authorities” and submission of the respective application to the FMO				X	
Application for Seed money facility finalisation and submission to FMO	X				
Preparation and conclusion of the grant agreement for the Seed money facility between NFP and donors			X		
Preparation of the documentation and open calls for sub-projects under Seed money facility				X	X
Tasks related to the TA					
Application of TA (for financial mechanisms management) finalisation and submission to FMO	X				
Preparation and conclusion of the grant agreement for the TA between NFP and donors			X		

10.3 Audit plan for the following reporting year

Audit plan for February 2006 – February 2007 is presented in the table below:

No.	The auditor		Time of audit	Title of audit
1.	Ministry of Finance	Internal audit department	1Q 2007	System audit of the Financial Mechanism’s management, implementation and monitoring in the Ministry of Finance

After the grant agreements will be signed the CPMA will plan and organise audits and spot-checks on implementation of the projects/block grants.

10.4 Publicity Plan

Tentative publicity plan for future reporting period is presented as Annex 6.

Conclusions

All the action of the NFP and other institutions involved undertaken in the reporting period from April 2005 till February 2006 were concentrated on the preparations of the internal procedures, building up implementation system and launching promotion and information activities. The need to conduct wide consultations over drafts of the internal rules with all the interested parties, ongoing preparatory work on the side of the donor-states (preparations of new guidelines) as well as initially modest staff determined relatively long programming period of the use of financial resources under the Financial Mechanism.

The implementation phase had not begun thus it has not been possible to assess the implementation of the Financial Mechanism and reaching the objectives of the Financial Mechanism. Also cross-cutting issues such as sustainable development, gender equality, good governance or bilateral co-operation will be subject of the future reports.

Despite the necessity to continue programming and system work, actions of the institutions involved in the EEA Financial Mechanism in the next reporting period will be concentrated on tasks related to the open calls, appraisal and selection of the project proposals and in further perspective – to the monitoring, control and audit of the projects under implementation.

With regard to the programming framework i.e. specific field of intervention for the next programming period it is suggested to discuss this issue in separate meeting with the FMO/donors after inter-institutional discussion in Lithuania are completed.

Moreover, taking into consideration:

- the time left for the organization of the open calls for proposals for individual projects,
- long lasting process of evaluation, selection and approval of project proposals,
- the limited allocations,
- also the time left for actual implementation of the projects (till 2011 April 30);

it is suggested to organise one call for proposals for all the remaining fund, i.e. for about 29 MEUR from both Financial Mechanisms (about 12,5 MEUR from EEA Financial Mechanism).

ANNEXES

APPROVED
by Government of the Republic of
Lithuania Resolution
No. 941 of 29 August 2005

RULES FOR THE ADMINISTRATION OF THE EUROPEAN ECONOMIC AREA AND NORWEGIAN FINANCIAL MECHANISMS IN LITHUANIA

I. GENERAL PROVISIONS

1. The Rules for the Administration of the European Economic Area and Norwegian Financial Mechanisms in Lithuania (hereinafter referred to as the Rules) establish the institutions involved in the administration of the European Economic Area (hereinafter referred to as the EEA) and Norwegian Financial Mechanisms (National Focal Point, Implementing Agency, the Monitoring Committee for the EEA and Norwegian Financial Mechanisms), the State Treasury Department of the Ministry of Finance (hereinafter referred to as the State Treasury Department) and the functions and responsibilities of Beneficiaries.

2. These Rules are drawn up in accordance with the Memorandum of Understanding on the Implementation of the Norwegian Financial Mechanism 2004-2009 Established in Accordance with the Agreement of 14.10.2003 between the Kingdom of Norway and the European Community on a Norwegian Financial Mechanism for the Period 2004-2009 between the Kingdom of Norway and the Republic of Lithuania signed 14 April 2005, as well as the Memorandum of Understanding on the Implementation of the EEA Financial Mechanism 2004-2009 between the Principality of Liechtenstein, the Republic of Iceland and the Kingdom of Norway and the Republic of Lithuania signed 22 April 2005 (hereinafter referred to as the Memoranda of Understanding).

3. The funds under the EEA and Norwegian Financial Mechanisms shall be used and recorded to accounts in accordance with the legal acts of the Republic of Lithuania, establishing the procedures for planning and execution of the National budget resources.

4. Definitions are used in these Rules:

National co-financing funds - funds earmarked for co-financing of the projects to be funded under the EEA and Norwegian Financial Mechanisms. These funds may contain: the funds from the State budget of the Republic of Lithuania allocated as the support to a project, and/or the funds from the State, municipal budgets of the Republic of Lithuania, as well as other monetary resources disposed of by the state and/or municipalities. The funds of natural and/or legal entities contributed by the Beneficiary are also recognised as national co-financing funds.

The EEA Financial Mechanism Committee - an institution, established by the EEA European Free Trade Association countries (hereinafter referred to as the EEA EFTA countries), managing the EEA Financial Mechanism and taking resolution to grant financial support;

The Rules and Procedures for the Implementation of the EEA Financial Mechanism - the Rules and Procedures for the Implementation of the EEA Financial Mechanism approved by the EEA Financial Mechanism Committee on 16 June 2004..

The Rules and Procedures for the Implementation of the and Norwegian Financial Mechanism - the Rules and Procedures for the Implementation of the Norwegian Financial Mechanism approved by the Norwegian Ministry of Foreign Affairs on 2 July 2004.

The Monitoring Committee for the EEA and Norwegian Financial Mechanisms (hereinafter referred to as the Monitoring Committee) – an advisory body to the National Focal Point for project selection, management and monitoring, carrying out all the functions assigned to it by the Memoranda of Understanding and these Rules.

Financial Mechanisms Office (hereinafter referred to as the FMO) – contact body, which is accountable to the EEA Financial Mechanism Committee and the Norwegian Ministry of Foreign Affairs for day-to-day operations of the EEA Financial Mechanism and the Norwegian Financial Mechanism.

Implementing Agency – a body responsible for the management of the projects, monitoring of projects implementation, and carrying out all the functions assigned to it by the Memoranda of Understanding and these Rules.

National Focal Point – a body responsible for the management of the EEA and Norwegian Financial Mechanisms' activities in the Republic of Lithuania, including the overall responsibility for the use of funds, financial control and audit, and carrying out all the functions assigned to it by the Memoranda of Understanding and these Rules.

Payment request to the FMO – a document prepared by an Implementing Agency for advance, interim and final payments from the FMO in the form established by it.

Payment request to the State Treasury – a document prepared by an Implementing Agency whereby the State Treasury Department is requested to transfer the amounts indicated to the Beneficiaries specified.

Payment claim – a document filled-in by a Beneficiary to be submitted to an Implementing Agency along with the documents proving the expenditure incurred under the project for which the Grant Agreement is concluded.

Beneficiary – a legal entity, which receives or has received the assistance for the implementation of the project. This definition include the legal entities performing the functions of Intermediary bodies of programmes or any special form of grant assistance defined in Rules and Procedures for the Implementation of the EEA Financial Mechanism and in the Rules and Procedures for the Implementation of the EEA Financial Mechanism (hereinafter referred to as the Rules and Procedures), and carrying out all the functions assigned to it by the Grant Agreement and Project Implementation Agreement.

Grant Agreement – an agreement, concluded for every project and defining the terms and conditions for granting assistance to the project as well as liabilities of the Parties. On behalf of Lithuania the Grant Agreement shall be signed by the National Focal Point. On behalf of donors the Grant Agreement shall be signed by the Norwegian Ministry of Foreign Affairs (where the funds are allocated under the Norwegian Financial Mechanism) and/or the EEA Financial Mechanism Committee (where the funds are allocated under the EEA Financial Mechanism).

Grant assistance for the project – the funds under the EEA and Norwegian Financial Mechanism and national co-financing funds, allocated from the State budget, disbursed under the Grant Agreement in support of the project. The grant assistance for the project is allocated for coverage of the total amount or a part of the project expenditure. Where the assistance for the project does not cover the total amount of project's eligible expenditure, the funding of the remaining part of the expenditure shall be ensured by the Beneficiary.

Applicant – a legal entity, which has submitted the project application in order to obtain the assistance for the project.

Project – an individual project, programme or any special form of grant assistance defined in Rules and Procedures.

Project Implementation Agreement – an agreement, which defines the terms, conditions, liabilities and rights of the parties under a specific project. The agreement is signed between the National Focal Point, the Implementing Agency and Beneficiary.

Project application – a document made according to the template pre-defined by the FMO submitted to it via the Implementing Agency and National Focal Point in order to obtain the grant assistance.

II. NATIONAL FOCAL POINT

5. The National Focal Point shall perform the following functions:

5.1. coordinate the implementation of the EEA and Norwegian Financial Mechanisms;

5.2. be accountable to the Norwegian Ministry of Foreign Affairs (where the funds are allocated under the Norwegian Financial Mechanism) and/or the EEA Financial Mechanism Committee (where the funds are allocated under the EEA Financial Mechanism) for the identification, planning, implementation and monitoring of projects as well as the use of funds under the EEA/Norwegian Financial Mechanism in accordance with Rules and Procedures;

5.3. maintain contacts and organise annual meetings with institutions of EEA EFTA countries, responsible for the EEA and Norwegian Financial Mechanisms, the issues related to the implementation of the EEA and Norwegian Financial Mechanisms;

5.4. in view of Monitoring Committee's recommendations provide proposals to the Norwegian Ministry of Foreign Affairs (where the funds are allocated under the Norwegian Financial Mechanism) and/or the EEA Financial Mechanism Committee (where the funds are allocated under the EEA Financial Mechanism) on the adjustment of the priority areas and measures under the EEA and /or Norwegian Financial Mechanisms;

5.5. in co-ordination with the Implementing Agency prepare and sign the agreement, which more specifically establishes bilateral relations between the aforementioned institutions in implementation of the EEA and Norwegian Financial Mechanisms;

5.6. prepare and approve more specific Rules for the Implementation of the EEA and Norwegian Financial Mechanisms;

5.7. prepare and, in co-ordination with the FMO and Monitoring Committee, endorse the date, duration and other conditions on call for applications;

5.8 endorse the Rules for Evaluation of Project Applications;

5.9. according to the Rules for Evaluation of Project Applications participate in the evaluation process;

5.10. provide the Monitoring Committee with information on the project applications submitted, the results of their evaluation, as well as proposals on submission of eligible project applications to the FMO, making project application corrections or rejection of project applications;

5.11. perform functions of the Secretariat to the Monitoring Committee;

5.12. in view of the Monitoring Committee's recommendations submit the eligible project applications along with reasoned opinion, prepared by it, to the FMO;

5.13. inform the Implementing Agency of the decision to submit the eligible project applications to the FMO, to make corrections to or reject the project applications, as well as of the decision(s) made by the Norwegian Ministry of Foreign Affairs (where the funds are allocated under the Norwegian Financial Mechanism) and/or the EEA Financial Mechanism Committee (where the funds are allocated under the EEA Financial Mechanism) to finance the projects submitted;

5.14. coordinate Grant Agreements with the Norwegian Ministry of Foreign Affairs (where the funds are allocated under the Norwegian Financial Mechanism) and/or the EEA Financial Mechanism Committee (where the funds are allocated under the EEA Financial Mechanism) after the Norwegian Ministry of Foreign Affairs (where the funds are allocated under the Norwegian Financial Mechanism) and/or the EEA Financial Mechanism Committee (where the funds are allocated under the EEA Financial Mechanism) makes a decision(s) to finance the project under the submitted project application;

5.15. On behalf of Lithuania sign the grant agreements with the Norwegian Ministry of Foreign Affairs (where the funds are allocated under the Norwegian Financial Mechanism) and/or the EEA Financial Mechanism Committee (where the funds are allocated under the EEA Financial Mechanism) and send the signed Grant Agreements to the Implementing Agency;

5.16. initiate and coordinate the amendments to the signed Grant Agreements and/or its annexes with the Norwegian Ministry of Foreign Affairs (where the funds are allocated under the Norwegian Financial Mechanism) and/or the EEA Financial Mechanism Committee (where the funds are allocated under the EEA Financial Mechanism) via the FMO;

5.17. inform the Implementing Agency and other institutions concerned about all the amendments to Grant Agreements and/or its annexes;

5.18. having the FMO approval, endorse the template/standard project implementation agreement;

5.19 after signing the Grant Agreement, together with the Implementing Agency and Beneficiaries sign the Project Implementation Agreement;

5.20. perform monitoring of the EEA and Norwegian Financial Mechanisms; coordinate the organisation of audit trails of the project implementation;

5.21. based on project implementation reports, drafted by the Implementing Agency and Beneficiaries, prepare annual reports, and, after approval by the Monitoring Committee, submit the annual reports to the FMO in accordance with the procedure established by it;

5.22. provide the Norwegian Ministry of Foreign Affairs (where the funds are allocated under the Norwegian Financial Mechanism) and/or the EEA Financial Mechanism Committee (where the funds are allocated under the EEA Financial Mechanism) and the FMO with the requested information and documentation related to the implementation and financing of the EEA and Norwegian Financial Mechanisms;

5.23. having suspected the occurrence of irregularities in the use of assistance granted to the project, or having received information on such irregularities, report the irregularities to the FMO and the Implementing Agency;

5.24. having received the proposal of Implementing Agency to withdraw financing for the project because of outstanding irregularity, report to the FMO and Monitoring Committee;

5.25 having received conclusion of FMO and Monitoring Committee, make a decision on withdrawing financing for the project and report about decision to FMO, Implementing Agency and Beneficiary.

5.26. following the Republic of Lithuania Law on Archives, but at least for 10 years after completion of the project, within its remit have the custody of all the documents concerning the implementation of the EEA and Norwegian Financial Mechanisms, ensuring of an adequate audit trail; ensure that these documents were made available to the persons who have the right to check them;

5.27. ensure the information about the EEA and Norwegian Financial Mechanisms to potential applicants in accordance with the Rules and Procedures.

5.28 establish the procedures how to disseminate information about the EEA and Norwegian Financial Mechanisms;

6. The National Focal Point shall have the right to:

6.1. give the binding instructions to the Implementing Agency and Beneficiaries in relation to the use and administration of funds under the EEA and Norwegian Financial Mechanisms

6.2 receive all the information regarding the implementation of the EEA and Norwegian Financial Mechanisms from the Implementing Agency and Beneficiaries, in order to assure whether the funds under the EEA and Norwegian Financial Mechanisms are used adequately;

6.2. to carry out on-the-spot checks in the sites of their administration and implementation.

III. IMPLEMENTING AGENCY

7. An Implementing Agency shall carry out the following functions:

7.1. together with the National Focal Point draft and sign the agreement which defines more specific bilateral relations between the aforementioned institutions in implementation of the EEA and Norwegian Financial Mechanisms;

7.2 announce call for proposals to obtain the assistance for projects endorsed by National Focal Point;

7.3. prepare the Rules for Evaluation of Project Applications and submit it to the National Focal Point for endorsement;

7.4 following the endorsed Rules for Evaluation of Project Applications, organise evaluation of submitted applications;

7.5 according to the instruction drawn up in the Rules for Evaluation of Project Applications, invite the authorised representatives of relevant ministries, social and economic partners, external experts to participate in evaluation of project applications process;

7.6 prepare the evaluation reports and together with the project applications submit them to the National Focal Point;

7.7 provide the potential applicants with clarifications on project application drafting, submission, evaluation, endorsement, project implementation and other issues falling within its remit;

7.8 notify the applicants of the National Focal Point's decisions to submit project applications to the FMO, corrections to project applications or rejection thereof, as well as about decisions made by the Norwegian Ministry of Foreign Affairs (where the funds are allocated under the Norwegian Financial Mechanism) and/or the EEA Financial Mechanism Committee (where the funds are allocated under the EEA Financial Mechanism) to provide financing for the projects submitted;

7.9. submit the corrected project applications by applicants to the National Focal Point;

7.10. prepare the template/standard project implementation agreement and submit it to the National Focal Point for endorsement;

7.11. prepare and sign the project implementation agreement together with the National Focal Point and a Beneficiary;

7.12. provide consultations to Beneficiaries on procurement and preparation of tender dossier matters;

7.13. within its remit manage accounting of the funds under the EEA and Norwegian Financial Mechanisms and national co-financing funds allocated for the projects;

7.14. verify the authenticity and correctness of the payment claim and other documents, substantiating eligibility of expenditure incurred during the implementation of the project, submitted by the Beneficiary;

7.15 prepare and submit payment requests to the State Treasury;

7.16 having received the report on the transfer of funds allocated for the project, in accordance with the payment request, from the State Treasury Department, prepare and submit the payment request to the FMO;

7.17. provide the Norwegian Ministry of Foreign Affairs (where the funds are allocated under the Norwegian Financial Mechanism) and/or the EEA Financial Mechanism Committee (where the funds are allocated under the EEA Financial Mechanism), the FMO and the National Focal Point with the information and documentation requested concerning the implementation and financing of the EEA and Norwegian Financial Mechanisms;

7.18 carry out monitoring of project implementation and financial control, organise audit trails of the project implementation, and perform on-the-spot checks in the project implementation sites;

7.19 in suspecting the occurrence of irregularities in the use of assistance granted for the implementation of the project, or received information on detection of such irregularities, report the irregularities to the National Focal Point and Financial Crime Investigation Service under the Ministry of the Interior;

7.20 analyse the suspected irregularities and having detected irregularities, make a decision on suspension of financing for the project, establish the term for elimination of irregularities; if the irregularities detected are not eliminated within the indicated period, submit the proposal to National Focal Point to withdrawn financing for the project;

7.21. take actions for refund of the assistance funds granted for the project under the procedure prescribed by legislation, as well as refund of the amounts disbursed and/or used in breach of the Rules and Procedures and/or legal acts of the Republic of Lithuania;

7.22. in accordance with the procedure set out in the agreement signed between the National Focal Point and the Implementing Agency draft and submit to the National Focal Point reports, as well as other required information, on how the funds under the EEA and Norwegian Financial Mechanisms and national co-financing funds, allocated for project implementation, are used;

7.23. following the Republic of Lithuania Law on Archives, but at least for 10 years after completion of the project, within its remit have the custody of all the documents concerning the implementation of the EEA and Norwegian Financial Mechanisms, ensuring of an adequate audit trail; ensure that these documents were made available to the persons who have the right to check them;

7.24. in accordance with the procedure established by the National Focal Point make public the information about the EEA and Norwegian Financial Mechanisms;

7.25. prepare and make available to the State Treasury Department accountability about use of the funds under the EEA and Norwegian Financial Mechanisms and national co-financing funds, allocated from the State budget, in accordance with the legal acts regulating the procedure for budget drafting and execution.

8. The Implementing Agency has the right to receive from the National Focal Point, the State Treasury Department and Beneficiaries all the information relating to the implementation of the EEA and Norwegian Financial Mechanisms.

IV. STATE TREASURY DEPARTMENT

9. The State Treasury Department shall carry out the following functions:

9.1 organise that separate accounts for the funds under the EEA and Norwegian Financial Mechanisms, from which the payment requests submitted by the Implementing Agency will be covered in accordance with the procedures established for the State budget funds, were opened with the Bank of Lithuania on behalf of the State Treasury;

9.2. within its remit manage accounting of the funds under the EEA and Norwegian Financial Mechanisms in accordance with the procedure established by legal acts;

9.3. following the State Treasury procedures, verify the payment requests received from the Implementing Agency and pay out the assistance granted for the project, as well as inform the Implementing Agency about it;

9.4. provide the Norwegian Ministry of Foreign Affairs (where the funds are allocated under the Norwegian Financial Mechanism) and/or the EEA Financial Mechanism Committee (where the funds are allocated under the EEA Financial Mechanism), the FMO, the National Focal Point and the Implementing Agency with the information and documentation requested concerning the financing of the EEA and Norwegian Financial Mechanisms;

9.5. organise that following the Republic of Lithuania Law on Archives, but at least for 10 years after completion of the project, within its remit have the custody of all the documents concerning the implementation of the EEA and Norwegian Financial Mechanisms and ensure that these documents were made available to the persons who have the right to check them.

10. The State Treasury Department has the right to receive from the National Focal Point, the Implementing Agency and Beneficiaries all the information relating to the finance of the EEA and Norwegian Financial Mechanisms.

V. THE MONITORING COMMITTEE

11. The Monitoring Committee shall carry out the following functions:

11.1. provide the National Focal Point with recommendations on the adjustment of the priority areas and measures to be financed from the funds under the EEA and Norwegian Financial Mechanisms;

11.2. provide the National Focal Point with recommendations on conditions for call for proposals and budget for each priority area;

11.3. based on relevant ministries conclusion, provide the National Focal Point with recommendations on the submission of eligible project applications to the FMO, corrections to the project applications or rejection of project applications;

11.4. monitor whether the Rules and Procedures are followed in the implementation of EEA and Norwegian Financial Mechanisms;

11.5. monitor the overall progress of the implementation of the EEA and Norwegian Financial Mechanisms;

11.6 provide the National Focal Point with conclusion about proposal to withdraw financing for the project because of outstanding irregularity;

11.7. consider and approve (or does not approve) the Annual Project Implementation Monitoring Report drafted by the National Focal Point;

11.8. prepare its own Work Regulation and approve it.

12. The Monitoring Committee has the right to receive from the National Focal Point, the Implementing Agency, State Treasury Department and Beneficiaries all the information relating to the finance of the EEA and Norwegian Financial Mechanisms.

VI. BENEFICIARIES

13. Beneficiaries shall carry out the following functions:

13.1. together with the National Focal Point and the Implementing Agency sign the Project Implementation Agreements and be responsible for fulfilment of terms and conditions laid down in these Agreements;

13.2. ensure the national co-financing for the project, financed by the funds under of the EEA and Norwegian Financial Mechanisms, in accordance with the proportions set in the Rules and Procedures;

13.3. under the procedure prescribed by laws carry out public procurement;

13.4. include in its accounts the property and assets acquired from the assistance granted for the project;

13.5. submit payment claims to the Implementing Agency and other documents, substantiating project implementation, be responsible for the correctness of data presented in the payment requests and other documents;

13.6. be responsible for adequate project implementation;

13.7. having suspected the occurrence of irregularities in the use of assistance granted to the project, inform the National Focal Point and Implementing Agency;

13.8. upon request by the Implementing Agency, refund the assistance for the project, disbursed and/or used in breach of the Rules and Procedures, Project implementation agreement and/or legal acts of the Republic of Lithuania;

13.9. prepare and submit the reports in the form established and other required information on the status of implementation of projects, as well as on use of the funds under the EEA and Norwegian Financial Mechanisms and national co-financing funds;

13.10. following the Republic of Lithuania Law on Archives, but at least for 10 years after completion of the project, within its remit have the custody of all the documents concerning the implementation of the EEA and Norwegian Financial Mechanisms and ensure that these documents were made available to the persons who have the right to check them;

13.11. fulfil the publicity requirements for the EEA and Norwegian Financial Mechanisms established by the National Focal Point.

14. The Beneficiaries have the right to receive from the Implementing Agency clarifications on project application drafting, submission, evaluation, endorsement, procurement and preparation of tender dossier matters, project implementation and other issues falling within its remit.

ADOPTED

by the Decision No. 1 of the
European Economic Area and the
Norwegian Financial Mechanisms'
Monitoring Committee Meeting, 4
October 2005 (Minutes No. 1)

**WORK REGULATIONS OF THE MONITORING COMMITTEE
OF THE EUROPEAN ECONOMIC AREA AND THE NORWEGIAN FINANCIAL
MECHANISMS**

1. GENERAL PROVISIONS

1. The work regulations of the Monitoring Committee of the European Economic Area (hereinafter referred to as the „EEA“) and the Norwegian financial mechanisms (hereinafter referred to as the „work regulations“) sets the procedures of the Monitoring Committee of the EEA and the Norwegian financial mechanisms (hereinafter referred to as the „Committee“).
2. These work regulations are prepared according to the provisions of the Memorandum of Understanding on the Implementation of the Norwegian Financial Mechanism 2004 – 2009, dated 14 April 2005, established according to the Agreement between the Kingdom of Norway and the European Community, dated 14 October 2003, on the Norwegian financial mechanism 2004 - 2009 (Official Gazette, 2005, No. 70-2526) and the Memorandum of Understanding on the Implementation of the EEA Financial Mechanism 2004 – 2009, dated 22 April 2005, signed between the Republic of Iceland, the Principality of Liechtenstein, the Kingdom of Norway and the Republic of Lithuania (Official Gazette, 2005, No. 70-2525), the provisions of the Governmental Resolution of the Republic of Lithuania No. 941 „On the Administration of the European Economic Area and the Norwegian Financial Mechanisms in Lithuania“, dated 29 August 2005 (Official Gazette, 2005, No. 106-3910).
3. The Committee acts according to the Constitution of the Republic of Lithuania, laws, other legal acts adopted by the Parliament of the Republic of Lithuania, the international treaties of the Republic of Lithuania, the decrees of the President of the Republic of Lithuania, the resolutions of the Government of the Republic of Lithuania, the decrees of the Prime Minister, other legal acts and these work regulations.
4. The work regulations of the Committee, its amendments and supplements are adopted at the Committee meetings.

II. COMPOSITION OF THE MONITORING COMMITTEE

5. The personnel of the Committee are adopted by the National Focal Point – Ministry of Finance.
6. The Committee is composed of the chairman, deputy chairman and the members.
7. The Committee is composed of the Ministry of Finance (the chairman and the deputy chairman), Ministry of Environment, Ministry of Culture, Ministry of Justice, Ministry of Education and Science, Ministry of Social Security and Labour, Ministry of Transport, Ministry of Health, Ministry of Interior, Ministry of Economy, Ministry of Foreign Affairs, Ministry of Agriculture, Association of Local Authorities in Lithuania, Union of the County Governors, non-governmental organisations, Central Project Management Agency.

8. Other institutions interested and the representatives of the EEA and the Norwegian Financial Mechanisms Office (FMO) are invited to the meetings of the Committee as observers.
9. After the appointed member of the Committee ends to perform his/her direct functions in the institution which appointed him/her to the Committee, this institution must delegate a new member to the Committee in two weeks period and to inform the secretariat of the Committee regarding this issue in a written form, providing the contact details of the new member (name, surname, position, telephone number and e-mail address).

III. FUNCTIONS AND RIGHTS OF THE COMMITTEE

10. The Committee executes the following functions:
 - 10.1. Provides the National Focal Point with the recommendations on the adjustment of the priority areas and measures to be financed from the funds under the EEA and Norwegian Financial Mechanisms;
 - 10.2. Provides the National Focal Point with recommendations on conditions for call for proposals and budget for each priority area;
 - 10.3. Taking into consideration conclusions of the relevant ministries, provides the National Focal Point with recommendations on the submission of eligible project applications to the FMO, corrections to the project applications or rejection of project applications;
 - 10.4. Monitors whether the Rules and Procedures are followed in the implementation of EEA and Norwegian Financial Mechanisms;
 - 10.5. Monitors the overall progress of the implementation of the EEA and Norwegian Financial Mechanisms;
 - 10.6. Provides the National Focal Point with conclusion about proposal to withdraw financing for the project because of outstanding irregularity;
 - 10.7. Considers and approves (or does not approve) the Annual Project Implementation Monitoring Report drafted by the National Focal Point;
 - 10.8. Prepares its own Rules of Procedures and approves it.
11. The Monitoring Committee has the right:
 - 11.1. to receive from the National Focal Point, the Implementing Agency, State Treasury Department and Beneficiaries all the information relating to the implementation of the EEA and Norwegian Financial Mechanisms.
 - 11.2. to form working groups for the analysis of particular questions falling under the competence of the Committee.
 - 11.3. to invite experts for the analysis of the particular questions.

IV. ORGANISATION OF ACTIVITIES OF THE COMMITTEE

12. The main form of activities of the Committee is the meeting.
13. The Committee meetings are called at least once a year.
14. The meetings are called and chaired by the chairman of the Committee.
15. The chairman of the Committee:
 - 15.1. announces the start, breaks and the end of the meeting.
 - 15.2. checks the quorum at the start of the meeting;
 - 15.3. announces the agenda of the meeting;
 - 15.4. enables to speak the speaker, members of the Committee, persons invited to the meeting;
 - 15.5. may warn the speaker and break the speech if the speaker retires from the essence of the item or exceeds the speech limit;

- 15.6. warns the participants of the meeting if they do not follow these rules of procedures or disturb the work of the meeting in another way;
 - 15.7. participates in the discussions;
 - 15.8. formulates the content of a decision and presents it for voting;
 - 15.9. announces the voting results.
16. In the absence of the chairman, the chairmanship of the Committee meeting is executed by the deputy chairman.
 17. The items are included into the agenda of the meeting by the initiative of the chairman or the Committee members. The Committee member suggesting an item for a meeting must provide the chairman with the material necessary to discuss the item.
 18. The Committee members must be informed in writing about the meeting and its agenda not later than 10 days before the Committee meeting.
 19. The Committee members must be provided with the material of the meeting not later than 5 days before the Committee meeting. The material of the meeting can be provided to the Committee members in electronic form.
 20. The material necessary for the preparation of the conclusion stated in 10.3 point, is presented to the Committee members not later than 25 days before the meeting. The Committee members present the conclusion (if the project is related to the strategy of a certain sector, if the institution supports the idea of the project, etc.) regarding each project proposal assigned to their competence to the secretariat of the Committee not later than 10 days before the Committee meeting. It is presented to the Committee members according to the order defined under point 19.
 21. Each Committee member can present to the chairman of the Committee a reasoned proposal to call an additional meeting. The proposal shall be presented taking into account the time needed for preparation and organisation of the meeting. The chairman of the Committee discusses it and informs the Committee member about the decision taken not later than 5 days since the receipt of the proposal. In case the decision is positive, the Committee member which presented the proposal provides the secretariat of the Committee with the necessary material (a comprehensive presentation of the item, material for discussions, draft decision). On the basis of points 18-20 of these working regulations, the secretariat of the Committee presents invitations, agenda and material of the meeting to the Committee members. In case the chairman decision is negative regarding the organisation of the additional meeting, the presented item is included into the agenda of the next meeting.
 22. The Committee meeting is legitimate if the participation is not less than 2/3 of the Committee members (quorum).
 23. The Committee member not able to participate at the meeting must inform the Committee chairman not later than 5 days before the meeting. The Committee member can be substituted by another representative appointed by the appropriate institution (with the voting right on his/her behalf). The institution delegating the representative must present his/her name and surname to the Committee chairman not later than 5 days before the meeting. At the start of the meeting the representative must present the authorisation letter regarding his/her appointment. The Committee member not able to participate at the meeting can present a written opinion not later than 3 days before the Committee meeting. The Committee chairman or the authorised representative presents this written opinion at the Committee meeting.
 24. All the items are discussed at the Committee meeting according to the order foreseen in the agenda if another decision (by common agreement or voting) is not taken at the start of the meeting.

V. ORDER OF THE MONITORING COMMITTEE DECISION MAKING

25. The Committee decisions are taken by voting at the meeting. All Committee members have 1 vote each. Voting can be „for“ and „against“. The restraint is not allowed, except the cases when the participant of the meeting must restrain due to the conflict of interests.
26. The decision is considered to be made if the voting „for“ is made by majority of the Committee members participating in the meeting (or their authorised representatives). In case of the equal distribution of votes, the chairman's vote is decisive.
27. The observers participating at the Committee meeting do not have a voting right.
28. The Committee decisions are formalized by the minutes of the Committee meeting.
29. The Committee decisions come into force at the day of the approval of Committee meeting's minutes if the Committee does not foresee another date.

VI. FORMALIZATION OF THE MINUTES AND DECISIONS OF THE COMMITTEE

30. The Committee meetings are recorded. The minutes of the meeting contain the title of the Committee, date of the meeting, members presented, items discussed, and decisions taken.
31. The Committee meetings are recorded by the Committee secretariat. The draft minutes of the Committee meeting are signed by the head of secretariat and the chairman of the Committee meeting. The minutes of the Committee meeting are approved by written procedure defined in point 32.
32. The draft minutes of the Committee meeting must be presented to the Committee members (or their authorised representatives) for agreement in a written form in 5 business days after the Committee meeting. The Committee members (or their authorised representatives) can present the remarks on the minutes in 10 days after the receipt of the draft minutes. After assessment of the remarks, the chairman of the Committee signs the minutes and the signed document is sent to the Committee members. If there are some urgent issues to be decided, the chairman of the Committee can set a shorter time limit (5 business days) for presentation of remarks.
33. The minutes of the Committee meetings are numbered in an increasing order since the beginning till the end of the year.
34. The originals of the minutes together with the material of the meetings are preserved at the Committee secretariat.
35. The minutes of Committee meetings are published on the website of the Ministry of Finance.

VII. SECRETARIAT OF THE COMMITTEE

36. The secretariat functions set in these working regulations are performed by the EU Assistance Co-ordination Division, EU Programmes Management Department of the Ministry of Finance. The secretariat is led by the Head of the EU Assistance Co-ordination Division.
37. All official information related to the activities of the Committee is addressed to the secretariat of the Committee under the following address: Ministry of Finance, EU Programmes Management Department, EU Assistance Co-ordination Division, J. Tumo-Vaižganto str. 8a/2, Vilnius, LT-01512.

VIII. CLOSING PROVISIONS

38. The working regulations are adopted in the 1st meeting and come into force since the moment of their adoption.

ADOPTED

by Decree of Minister of Finance
No. 1K-057 of 9 February 2006

RULES FOR ASSESSMENT OF PROJECT APPLICATIONS FOR SUPPORT UNDER THE EUROPEAN ECONOMIC AREA AND THE NORWEGIAN FINANCIAL MECHANISMS

I. GENERAL PROVISIONS

1. The Rules for Assessment of Project Applications for Support under the European Economic Area and the Norwegian Financial Mechanisms shall set forth the procedures for submission, assessment, selection and contracting of project applications for support under the European Economic Area (hereinafter referred to as EEA) and the Norwegian Financial Mechanisms.

2. These Rules have been drawn up in accordance with the Rules for Administration of the European Economic Area and Norwegian Financial Mechanisms in Lithuania approved by the Resolution No. 941 of 29 August 2005 of the Government of the Republic of Lithuania (Gazette, 2005, No. 106-3910), Memorandum of Understanding on the Implementation of the Norwegian Financial Mechanism 2004-2009 Established in Accordance with the Agreement of 14 October 2003 between the Kingdom of Norway and the European Community on a Norwegian Financial Mechanism for the Period 2004-2009 between the Kingdom of Norway and the Republic of Lithuania of 14 April 2005 (Gazette, 2005, No. 70-2526), as well as the Memorandum of Understanding on the Implementation of the EEA Financial Mechanism 2004-2009 between the Principality of Liechtenstein, the Republic of Iceland and the Kingdom of Norway and the Republic of Lithuania signed on 22 April 2005 (Gazette, 2005, No. 70-2525) (hereinafter referred to as the Memoranda of Understanding).

3. The definitions used in the present Rules:

Guidelines for applicants – part of call for proposal documentation, this document shall comprise of the main information to be known to applicant who is seeking to get the support under the European Economic Area and the Norwegian Financial Mechanisms, including the conditions of granting and procedures.

Other definitions used in the present Rules correspond to the definitions used in the Rules for Administration of the European Economic Area and the Norwegian Financial Mechanisms in Lithuania.

II. GENERAL PROCEDURES FOR SUBMISSION, ASSESSMENT AND SELECTION OF PROJECT APPLICATIONS

4. The terms of the call for proposals (hereinafter referred to as the call) and the changes thereto: the date and the documentation of the call, the deadline for submission of the project applications (hereinafter referred to as the applications), the funding areas as well as the amount of support to be granted under each call shall be approved by the National Focal Point, taking into consideration the Monitoring Committee's recommendation and having consulted the EEA and the Norwegian Financial Mechanisms Office (hereinafter referred to as FMO).

5. The calls shall be launched by the implementing agency. The applicants shall prepare their projects and fill-in the set forms of applications taking into consideration the terms of the call.

6. Assessment of the applications shall be arranged by the implementing agency in accordance with the provisions of the present Rules and the Guidelines for Applicants. Having assessed the submitted applications the implementing agency shall prepare and submit to the National Focal Point reports on

assessment of the applications. Selection of the applications shall be arranged by the National Focal Point, which shall call a meeting of the EEA and Norwegian Financial Mechanisms Monitoring Committee (hereinafter referred to as the Monitoring Committee), present information to the Monitoring Committee on submitted applications and assessment results thereof along with the proposal on submitting of the eligible applications to the FMO, correcting or rejecting of the applications. The National Focal Point shall submit the eligible applications along with its opinion to the FMO, taking into consideration recommendations of the Monitoring Committee.

7. The decision on granting support shall be taken by the Ministry of Foreign Affairs of the Kingdom of Norway (where the funds are being provided by the Norwegian Financial Mechanism) and/or the EEA Financial Mechanism Committee (where the funds are being provided by the EEA Financial Mechanism).

8. Upon adopting of the decision by the Ministry of Foreign Affairs of the Kingdom of Norway and/or the EEA Financial Mechanism Committee to grant support for implementing of a project, grant agreement for each individual project shall be signed by the National Focal Point on behalf of the Republic of Lithuania and the Norwegian Ministry of Foreign Affairs (where the funds are being provided by the Norwegian Financial Mechanisms) and/or EEA Financial Mechanism Committee (where the funds are being provided by the EEA Financial Mechanism). Grant agreement shall set forth terms and conditions for granting support for each individual project and obligations of the contractual parties. Upon signature of the grant agreement the National Focal Point, the implementing agency and the beneficiary shall sign a project implementation agreement.

9. For the purpose of assessment and selection of the applications the institutions drafting documentation of and launching calls shall adhere to the following principles of transparency, impartiality and confidentiality:

9.1. ensure that information about and documentation of the calls is public and available to all potential applicants and the public;

9.2. ensure the applicant's right to know about all decisions made in relation to its application and project as well as the motives of such decisions. All applicants whose applications have been rejected shall be informed in writing about such decision and the reasons thereof;

9.3. ensure confidentiality of the personal, financial data and ideas of the applicant and other persons provided in the application and use such data only for the purpose of project assessment and selection. Such data shall not be revealed to the third persons without the applicant's consent, except for the cases defined in the legislation of the Republic of Lithuania. Publicity shall be granted only for the data about the applicant and the project that is sufficient to ensure transparency of the assessment and selection process: name of the applicant, title of the project, application number, requested amount of support.

10. The implementing agency and the National Focal Point shall ensure timely and smooth assessment and selection of applications.

III. SUBMISSION OF APPLICATIONS

I. DOCUMENTATION AND LAUNCHING OF THE CALL

11. Before the implementing agency launches a call, the following documentation of the call shall be drafted:

- 11.1. Announcement of the call;
- 11.2. Guidelines for Applicants
- 11.3. other documents.

12. The documentation of the call shall be drafted by the National Focal Point or drafting thereof shall be delegated to the implementing agency. Before approval of the documentation of the call, the National Focal Point shall take into consideration the recommendations of the Monitoring Committee and clear it with the FMO in accordance with the procedures set by the FMO.

13. The National Focal Point shall have the right to change the documentation of the call. The procedure for modification of the documentation shall depend on whether the information being changed in the documentation may affect results of assessment of the applications:

13.1. if the information being modified in the documentation of the call is not essential, does not change the terms for submission and does not affect the results of assessment of the applications, the National Focal Point shall inform the implementing agency about the decision to modify the documentation of the call, prepare, clear it with the FMO and approve the modified documentation of the call. The implementing agency shall publish the modified documentation of the call.

13.2. if the information being changed in the documentation of the call is essential, i.e. changes the terms for submission and affects the results of assessment of the applications, the National Focal Point having consulted the Monitoring Committee, FMO shall suspend submission of the applications and shall approve the modified documentation in accordance with the general procedures. Once the National Focal Points approves the modified documentation of the call and sets other deadline for submission of the applications the implementing agency shall launch the call. All applications received before suspending of the submission shall be assessed in accordance with the documentation of the call valid at the time of submission.

14. Announcement of the call shall be published in the Lithuanian language in the supplement *Informaciniai Pranešimai* (Communications) of *Valstybės Žinios* (Gazette), websites of the implementing agency and the National Focal Point, and at least one major national daily. The implementing agency may additionally publish the announcement in other publications.

15. The website of the implementing agency shall contain the following information:

15.1. documentation of the call;

15.2. legal acts governing administration of the funds of the Norwegian and the EEA Financial Mechanisms;

15.3. legal acts governing organisation of public procurement;

15.4. other relevant information.

16. Potential applicants may submit written and oral questions to the implementing agency on preparation, submission, assessment and approval of the applications. The implementing agency shall provide information to the potential applicants on these questions in accordance with the procedure set in the Guidelines for Applicants.

II. SUBMISSION, ACCEPTING AND REGISTRATION OF THE APPLICATIONS

17. The implementing agency shall accept the applications until the deadline for submission of the applications specified in the announcement of the call.

18. Applications may be delivered to the implementing agency via registered mail, mail courier or handed personally by the applicant at the addresses specified in the announcement of the call. The application shall be accompanied with an electronic copy thereof recorded in an electronic media which shall fully correspond to the original of the application. The applications shall be filled-in in the language specified in the Guidelines for Applicants. The applications sent by ways, handed at addresses, prepared in languages other than these specified in the Guidelines for Applicants will not be considered.

19. The applicant shall submit one original of the application with the mark "Original" and two copies. The National Focal Point may require the applicants to submit a larger number of copies.

20. The implementing agency shall register the received applications in accordance with the established internal procedures. Each application shall have a number granted thereto.

21. The applicant having submitted or sent an application shall be informed in writing about registration of the application. The applicants whose applications received after the deadline day and hour specified in the announcement of the call shall be informed in writing that their application is rejected due to missed deadline.

22. All applications received after the deadline day and hour specified in the announcement of the call shall be opened by the implementing agency and recorded in the internal database or registration

ledger as rejected due to missed deadline. The applications submitted after the deadline day and hour specified in the announcement of the call will not be assessed and will not be returned to the beneficiaries.

23. The information about the applications registered under each call shall be published in the website of the implementing agency by indicating the name of the applicant, title of the project, number of the application and requested amount of support.

IV. ASSESSMENT OF THE APPLICATIONS

I. ORGANISATION OF ASSESSMENT OF THE APPLICATIONS

24. Assessment of the applications shall start once the deadline for submission of the applications expires and the implementing agency registers all the applications submitted on time. The applications shall be assessed on the basis of the criteria specified in the Guidelines for Applicants.

25. The process of assessment in the Republic of Lithuania covers the following stages:

25.1. administrative compliance assessment;

25.2. eligibility assessment;

25.3. value-for-money assessment of the project support under the EEA and the Norwegian Financial Mechanisms.

26. The fourth stage of assessment of the applications shall be organised by the FMO upon receipt of the applications from the National Focal Point in accordance with its own procedures.

27. Once the deadline for submission of the applications expires, the implementing agency shall in accordance with the approved internal procedure appoint the staff in charge of assessment and administration of the applications to whom assessment, assessment control, information to the applicants, data entry into the internal database or registration ledger and other functions are delegated. In the course of the assessment checklists and other documents shall be filled-in in accordance with the procedure for assessment of the applications approved by the implementing agency.

28. The implementing agency may perform on-site checks in the course of the assessment. The applicant may be notified about the planned on-site check via information letter, wherein the implementing agency shall specify what information, data, documents shall be made available to the staff of the implementing agency. Once the on-site check report is prepared, the application shall be assessed further taking into consideration the information provided in the report. If it is established in the course of the on-site check that the applicant has provided false or misleading information in the application the implementing agency may decide to reject the application.

29. Once the stages of assessment of the applications referred to in Paragraph 25 of the present Rules are completed the implementing agency shall draw up a report on the assessment of the applications as required in Paragraph 63 of the present Rules and shall submit the report along with the applications to the National Focal Point.

30. The implementing agency shall be responsible for the quality of assessment of the applications and the reports on the assessment of the applications.

II. ADMINISTRATIVE COMPLIANCE ASSESSMENT

31. The administrative compliance assessment stage shall establish whether the application contains all the required information and requested documents. The administrative compliance requirements shall be specified in the Guidelines for Applicants.

32. The administrative compliance assessment shall be performed by at least two employees of the implementing agency. The staff performing the assessment shall sign confidentiality and impartiality declarations.

33. In the course of the administrative compliance assessment the assessors shall fill-in the administrative compliance assessment checklist (template of the assessment checklist is provided in Annex 1 to the present Rules). Specific assessment criteria shall be set in the Guidelines for Applicants by

the National Focal Point taking into consideration the terms of the specific call and other requirements of the assessment process.

34. If due to incomplete or inaccurate information provided in the application the implementing agency is not able to properly assess the project it shall have the right to request the applicant to provide by the set deadline additional data, documents, to amend or elaborate the information provided in the application (2 to 10 working days). If the applicant fails to submit the requested information and documents by the set deadline or fails to submit all the requested documents and information the implementing agency shall assess the application on the basis of the submitted documents. The staff of the implementing agency may apply to the relevant institutions on additional information about the applicant and the application and use other official sources of information for the purpose of assessment of the information and data provided by the applicant.

35. If in the course of assessment of the application at least one item of the administrative compliance assessment checklist is assessed as “no” the application shall be rejected. Before adopting the decision to reject the application the implementing agency shall examine the established incompliances and shall make sure that the rejection is justified and the assessors having performed the assessment have not violated the set rules of procedures. The adopted decision on rejection of the application shall be notified by the implementing agency to the applicant within 5 working days by sending an information letter, which shall list the reasons of rejection.

36. The implementing agency shall enter the results of the administrative compliance assessment of the application into the internal database or registration ledger.

37. If it is established that the application meets all the administrative compliance requirements it shall be forwarded for subsequent assessment stage.

38. The information about the applications having passed the administrative compliance assessment stage under each call shall be published in the website of the implementing agency by specifying the name of the applicant, title of the project, number of the application and the requested amount of support along with the total number of the registered applications and the number of the applications that have passed the administrative compliance assessment.

III. ELIGIBILITY ASSESSMENT

39. In the course of the eligibility assessment the implementing agency shall assess whether the project is eligible to be financed under the EEA and the Norwegian Financial Mechanisms. The assessment shall be performed by at least two employees of the implementing agency. The staff of the implementing agency performing assessment shall sign confidentiality and impartiality declarations.

40. In the course of the eligibility assessment of the applications the implementing agency shall assess:

40.1. eligibility of the applicant and the partner(s):

40.1.1. whether the applicant meets the requirements set in the Guidelines for Applicants. No support shall be granted to the applicant provided that it is subject to bankruptcy or liquidation proceedings; has failed to fulfil obligations in relation to payment of taxes or social insurance contributions in accordance with the legislation of the Republic of Lithuania (this provision may not be applied to entities funded by the state or municipal budgets and legal persons who are subject to deferral of taxes or social insurance contributions in accordance with the procedure set in the legislation of the Republic of Lithuania) or has provided misleading information in the application and its annexes; there exists an effective court judgement on violation by the applicant of other agreement on granting of support from the budget of the European Union or the Republic of Lithuania; has attempted to obtain confidential information or affect the institution performing the assessment or making the decision on granting of support in the course of the present or previous assessment or selection of applications;

40.1.2. whether the applicant has the administrative skills and capacities needed for implementation of the project;

40.1.3. whether the partners meet the requirements set in the Guidelines for Applicants, whether involvement of partners into the project is justified and the need of their involvement is motivated in the application;

40.2. eligibility of project activities:

40.2.1. whether the activities of the project meet the priority areas of the EEA and/or the Norwegian Financial Mechanisms as indicated in the respective MoUs and the funding areas as indicated in the respective announcement of the call and guidelines for applicants;

40.2.2. whether the project is not being financed by other support programmes or state/municipal budgets;

40.3. eligibility of project costs:

40.3.1. whether the requested amount of support is not lower than the set minimum and/or does not exceed the set maximum (if applicable);

40.3.2. whether the funding sources of the applicant and the partner(s) are clearly identified, eligible (for instance, in-kind contribution, cash) and whether the co-financing amount meets the set requirements (if applicable);

40.3.3. whether the project is being implemented within eligible period;

40.3.4. whether all the project outputs remain within the territory of the Republic of Lithuania (not applicable for project in the area of international cooperation);

40.4. specific eligibility requirements depending on the type of the call.

41. In the course of the eligibility assessment of the application the assessors shall fill-in the eligibility assessment checklist (Annex 1). Specific assessment criteria shall be set by the National Focal Point in the Guidelines for Applicants taking into consideration specific terms of the call and other requirements of the assessment process.

42. Having assessed the eligibility, the assessors shall prepare conclusions whether the project is eligible for support.

43. If due to incomplete or inaccurate information provided in the application the implementing agency is not able to properly assess the project it shall have the right to request the applicant to provide by the set deadline additional data, documents, to amend or elaborate the information provided in the application (2 to 10 working days). If the applicant fails to submit the requested information and documents by the set deadline or fails to submit all the requested documents and information the implementing agency shall assess the application on the basis of the submitted documents. The staff of the implementing agency may apply to the relevant institutions on additional information about the applicant and the application and use other official sources of information for the purpose of assessment of the information and data provided by the applicant.

44. If in the course of the assessment of the application at least one item of the eligibility assessment checklist is assessed as “no” the application shall be rejected. Before adopting the decision to reject the application the implementing agency shall examine the established incompliance and shall make sure that the rejection is justified and the assessors having performed the assessment have not violated the set rules of procedures. The adopted decision on rejection of the application shall be notified by the implementing agency to the applicant within 5 working days by sending an information letter, which shall list the reasons of rejection.

45. The implementing agency shall enter the results of the eligibility assessment of the application into the internal database or registration ledger.

46. If it is established that the application meets all the eligibility requirements it shall be forwarded for subsequent assessment stage.

47. The information about the applications having passed the eligibility assessment stage under each call shall be published in the website of the implementing agency by specifying the name of the applicant, title of the project, number of the application and the requested amount of support along with the total number of the registered applications and the number of the applications that have passed the eligibility assessment.

IV. VALUE-FOR-MONEY ASSESSMENT OF THE PROJECT SUPPORT UNDER THE EEA AND/OR THE NORWEGIAN FINANCIAL MECHANISMS

48. In the course of the value-for-money assessment of the project support under the EEA and/or the Norwegian Financial Mechanisms (hereinafter – the value-for-money assessment) the projects the financing of which under the EEA and/or the Norwegian Financial Mechanisms is most beneficial in comparison with other eligible projects shall be selected.

49. When organising the value-for-money assessment of the projects the implementing agency shall convene the assessment committee whereto representatives authorised by the National Focal Point and the ministries whose competence is related to the applications being considered, social-economic partners and external assessors are invited. Before starting the assessment the member of the assessment committee shall sign confidentiality and impartiality declarations. If an application is submitted by an institution whose authorised representatives are included in the assessment committee the representatives of such institution shall not be involved in the value-for-money assessment of such application.

50. If the submitted projects are complex and require specific knowledge there may be independent experts appointed. The independent experts shall be selected by the implementing agency, taking into consideration their qualification and experience. The independent experts shall sign confidentiality and impartiality declarations.

51. The value-for-money assessment of the projects shall be performed by at least two employees of the implementing agency.

52. The value-for-money of the project support under the EEA and the Norwegian Financial Mechanisms shall be assessed in terms of scores. Each assessment criteria shall have a maximum score fixed. The assessment criteria and the maximum assessment score thereof for each particular call shall be specified in the Guidelines for Applicants. The maximum score that may be given to a project is 100.

53. To assess the value-for-money of the projects the members of the assessment committee shall assess:

53.1. relevance and importance of the project:

53.1.1. contribution of the project to achievement of the objectives of the EEA and/or the Norwegian Financial Mechanisms;

53.1.2. contribution of the project to achievement of the strategies and plans of the priority areas of the Republic of Lithuania;

53.1.3. justification of the project need;

53.1.4. compliance of the project with the principles of sustainable development, gender equality, sound management practice and promotion of bilateral relations;

53.1.5. other project relevance and importance assessment criteria specified in the Guidelines for Applicants;

53.2. project methodology;

53.2.1. the extent to which the activities of the project correspond to its objectives;

53.2.2. whether the objectives of the project are realistic and the indicators of achievement are objectively verifiable;

53.2.3. whether the project implementation plan is clear and realistic;

53.2.4. whether publicity measures have been foreseen and meet the Rules on Publicity of the European Economic Area and the Norwegian Financial Mechanisms approved by the Order No. 1K-339 of 10 November 2005 of the Minister of Finance of the Republic of Lithuania (Gazette, 2005, No. 136-4901)

53.2.5. whether the planned procurement meet the rules and principles of public procurement;

53.2.6. other criteria for assessment of project methodology specified in the Guidelines for Applicants;

53.3. financial and economic justification of the project:

53.3.1. whether the planned results of the project justify the project costs;

53.3.2. whether the support is necessary for project implementation and is realistic;

53.3.3. whether the planned costs correspond to the eligible cost categories;

53.3.4. other criteria for assessment of the financial and economic justification of the project specified in the Guidelines for Applicants;

53.4. project management:

53.4.1. whether the applicant has experience in implementing similar projects;

53.4.2. how financial and institutional continuity of the project is ensured;

53.4.3. the extent to which the project risks are assessed and risk management measures are foreseen;

53.4.4. other criteria for assessment of the project management specified in the Guidelines for Applicants;

53.5. specific value-for-money requirements depending on the type of the call.

54. In the course of the value-for-money assessment the assessors shall fill-in the value-for-money assessment checklist (template of the assessment checklist is provided in Annex 2 to the present Rules). Specific assessment criteria shall be set by the National Focal Point in the Guidelines for Applicants taking into consideration specific terms of the call and other requirements of the assessment process.

55. If due to incomplete or inaccurate information provided in the application the assessment committee is not able to properly assess the project it shall have the right to request the applicant to provide by the set deadline additional data, documents, to amend or elaborate the information provided in the application. If the applicant fails to submit the requested information and documents by the set deadline or fails to submit all the requested documents and information the assessment committee shall assess the application on the basis of the submitted documents. The assessment committee may apply to the relevant institutions on additional information about the applicant and the application and use other official sources of information for the purpose of assessment of the information and data provided by the applicant.

56. If part of the project costs is not justified, the need of such costs for implementation of the project activities is not evident the assessors shall request the applicant in writing to justify such costs and/or propose to reduce part of the costs. If the applicant fails to submit the requested information by the deadline set by the assessment committee or the provided information does not justify the need of the costs for implementation of the project activities, the costs not justified shall be considered ineligible. If the project costs have been calculated ignoring the real cost rates the assessors shall have the right to recalculate the budget of the project on the basis of average market rates, shall reduce the eligible costs of the project accordingly and shall notify the applicant thereof.

57. The implementing agency shall enter the results of the assessment into the internal database or registration ledger.

58. The information about the applications having passed the value-for-money assessment stage under each call shall be published in the website of the implementing agency by specifying the name of the applicant, title of the project, number of the application and the requested amount of support along with the total number of the registered applications and the number of the applications that have passed the value-for-money assessment.

V. DRAWING UP AND SUBMISSION TO THE NATIONAL FOCAL POINT OF THE REPORT ON ASSESSMENT OF THE APPLICATIONS

59. After the benefit of financing assessment of the projects is completed the implementing agency shall draw up the final report on assessment of the applications, which shall include:

59.1. summary results of assessment (Annex 3 to the present Rules);

59.2. summary results of administrative compliance assessment of the applications (Annex 4 to the present Rules);

59.3. summary results of eligibility assessment of the applications (Annex 5 to the present Rules);

59.4. summary results of the value-for-money assessment of the projects (Annex 6 to the present Rules);

59.5. summary results of the assessment of each application (Annex 7 to the present Rules). This summary shall be filled-in for each application assessed in the third stage (assessment of the value-for-money of the project support under EEA and/or Norwegian Financial Mechanisms);

59.6. assessment checklists of individual applications filled-in and signed by the assessors.

60. The implementing agency shall submit to the National Focal Point the drawn up assessment report along with the originals and copies of the applications and annexes thereto, copies of correspondence with the applicants as well as other information requested by the National Focal Point.

61. The implementing agency, having consulted the National Focal Point, may submit the report on assessment of the applications in parts.

62. The National Focal Point shall make sure that the information provided in the assessment report is sufficient for selection of the applications and submit the eligible applications to FMO for appraisal and further processing. Should the National Focal Point identify any shortcomings and/or inconsistencies in the assessment report it shall return the assessment report to the implementing agency by identifying the shortcomings and/or inconsistencies and by fixing the deadline by which the implementing agency shall correct them.

SECTION V. SELECTION OF THE APPLICATIONS AND AWARD OF CONTRACTS

I. ORGANISATION OF SELECTION OF THE APPLICATIONS

63. Having received the report on assessment of the applications and the very applications from the implementing agency, the National Focal Point shall request the ministries whose competence is related to the applications to provide their opinion on the applications (Annex 8 to the present Rules); convene the meeting of the Monitoring Committee; present information to the members of the Monitoring Committee on the received applications, the very applications, the assessment results thereof, the opinion of the relevant ministries as well as the proposals on submission of the eligible applications to the FMO, amending or rejecting of the applications. When requesting the ministries whose competence is related to the applications to provide their opinion on the applications the National Focal Point shall take into consideration the possible conflict of interests (the opinion of the ministry on the application of the very ministry shall not be requested).

64. The staff of the relevant ministry examining applications presented by the National Focal Point shall sign confidentiality and impartiality declarations.

65. Having examined the applications and assessment results thereof as well as taking into consideration the opinion of the ministries whose competence is related to the applications, the Monitoring Committee shall provide recommendations to the National Focal Point on submission of the eligible applications to the FMO, amending or rejecting of the applications. Decisions of the Monitoring Committee shall be made in accordance with the procedure set in the Regulations of the Monitoring Committee, taking into consideration the potential conflict of interests (the members of the Monitoring Committee or representatives thereof shall refrain from voting where applications have been presented by the institution they represent).

66. The National Focal Point, basing itself on the recommendations of the Monitoring Committee, shall prepare the opinion on the eligible applications in accordance with the template set by the FMO and submit the opinion along with the applications (originals) to the FMO.

67. The National Focal Point shall inform the implementing agency about its decision to submit the applications to the FMO, amend or reject the applications. Having made the decision to amend the applications the National Focal Point shall specify the shortcomings of each application and shall set the deadlines by which the applications amended by the applicants shall be submitted to the National Focal Point through the implementing agency.

68. The implementing agency shall inform the applicants about the decision of the National Focal Point to submit the applications to the FMO, to amend or reject the applications.

69. The implementing agency, taking into consideration the time needed for checking of the amended applications and preparation of its opinion before submission thereof to the National Focal Point, shall set the deadline to the applicants by which the amended applications shall be submitted to the implementing agency; consult the applicants on the issues related to amendment of the applications; submit the applications amended by the applicants to the National Focal Point along with the information about amendments made in each applications and the opinion on whether all the identified shortcomings have been removed. If the applicant fails to submit the amended application by the deadline set by the implementing agency the application shall be rejected.

70. Having received the amended applications from the implementing agency along with the opinion of the implementing agency on removal of the shortcomings and having made sure that all the identified shortcomings have been removed the National Focal Point shall submit the applications to the FMO as specified in Paragraph 70.

71. The FMO shall assess the applications of the Republic of Lithuania received in accordance with its internal rules of procedures. Under request of the FMO, the National Focal Point shall submit additional information on the specific application or assessment process in Lithuania. If needed, the information required by the National Focal Point shall be submitted by the implementing agency and/or the relevant applicant by the deadline set by the National Focal Point.

72. The Norwegian Ministry of Foreign Affairs (where funds are being provided by the Norwegian Financial Mechanism) and/or the EEA Financial Mechanism Committee (where funds are being provided by the EEA Financial Mechanism) shall make the final decision/ decisions to finance or reject the submitted applications taking into consideration the FMO's opinion and shall inform the National Focal Point, which shall forward the information to the implementing agency. The implementing agency shall forward the relevant information to the applicants about the decisions made by the Norwegian Ministry of Foreign Affairs and/or the EEA Financial Mechanism Committee without further delay.

73. The National Focal Point and the implementing agency shall enter the information about the selection results, decisions made by the Norwegian Ministry of Foreign Affairs and/or the EEA Financial Mechanism Committee into their internal databases or registration ledgers.

74. The implementing agency shall publish the information on the selection results and the decisions made by the Norwegian Ministry of Foreign Affairs and/or the EEA Financial Mechanism Committee on funding/ rejecting of projects in its website by indicating the name of the applicant, the title of the project, the number of the application and the requested amount of support.

II. CONCLUDING OF GRANT AGREEMENTS AND PROJECT IMPLEMENTATION AGREEMENTS

75. Once the Norwegian Ministry of Foreign Affairs (where the funds are being provided by the Norwegian Financial Instrument) and/or the EEA Financial Mechanism Committee (where the funds are being provided by the EEA Financial Mechanism) make their decision to fund a project, these institutions will inform the National Focal Point of their decision and indicate the terms for granting the support in their decision.

76. Having received the proposal from the Norwegian Ministry of Foreign Affairs (where the funds are being provided by the Norwegian Financial Instrument) and/or the EEA Financial Mechanism Committee (where the funds are being provided by the EEA Financial Mechanism) through the National Focal Point to grant support, the implementing agency shall within 10 days send a notification via registered mail to the applicant, whereby it:

76.1. notifies about the proposal to grant support to the project made by the Norwegian Ministry of Foreign Affairs (where funds are being provided by the Norwegian Financial Instrument) and/or the EEA Financial Mechanism Committee (where funds are being provided by the EEA Financial Mechanism);

76.2. requests to provide/ prepare the documents needed for finalising the grant agreement;

76.3. specifies the final deadline set to the applicant for accepting the proposal/ proposals of the Norwegian Ministry of Foreign Affairs (where funds are being provided by the Norwegian Financial Instrument) and/or the EEA Financial Mechanism Committee (where funds are being provided by the EEA Financial Mechanism) to grant support to the project.

77. If the applicant fails to inform the implementing agency in writing by the set deadline about its agreement to accept the proposal and fails to present the requested documents, the proposal to grant support to the project shall become void and no support shall be granted to the project. If by expiry of the proposal to grant support to the project the applicant fails to provide its answer, the implementing agency shall send to the applicant a notification on the expiry of the period of validity of the proposal to grant support to the project and shall inform that the applicant has lost the possibility to receive support for the project. The implementing agency shall immediately inform the National Focal Point on the failure to accept the proposal to grant support.

78. If the applicant informs the implementing agency in writing about its agreement to accept the granted support and produces the required documents, the National Focal Point, having received this information from the implementing agency, shall consult the grant agreement/ agreements of each project with the Norwegian Ministry of Foreign Affairs (where funds are being provided by the Norwegian Financial Instrument) and/or the EEA Financial Mechanism Committee (where funds are being provided by the EEA Financial Mechanism). The grant agreement shall set the terms and conditions for granting support to a specific project, obligations of the contractual parties.

79. Once the grant agreements are agreed, the National Focal Point shall sign the grant agreements on behalf of the Republic of Lithuania with the Norwegian Ministry of Foreign Affairs (where funds are being provided by the Norwegian Financial Instrument) and/or the EEA Financial Mechanism Committee (where funds are being provided by the EEA Financial Mechanism) and shall send copies of the signed grant agreements to the implementing agency.

80. Having obtained and registered a copy of the grant agreement the implementing agency shall draft the project implementation agreement on the basis of the template project implementation agreement and shall consult it with the applicant and the National Focal Point.

81. The project implementation agreement shall be entered into with the applicant that has submitted the application; No project implementation agreement shall be entered into with the partners.

82. The project implementation agreement shall be signed by the persons authorised by each of the implementing agency, the National Focal Point and the applicant. The project implementation agreement shall be trilateral, drawn in 3 copies, which shall have equal legal power.

83. As soon as the project implementation agreement is entered into with the applicant the applicant shall become the beneficiary.

84. The granted amount of support shall be specified in the agreement as the maximum amount of support that may be disbursed to the beneficiary provided that it fulfils all the obligations provided for in the agreement and properly accounts with regard to the received support. If the beneficiary fails to fulfil all the obligations in terms of use of own co-financing, the support amount shall be reduced accordingly.

85. The National Focal Point and the implementing agency shall enter the information about the concluded project implementation agreements into their internal databases and register it in the agreement registration ledgers.

86. The implementing agency shall publish information about the signed grant agreements and project implementation agreements on its website by specifying the name of the beneficiary, the title of the project, the number of the application, brief description of the project and the support amount granted to the project.

VI. DEALING WITH COMPLAINTS

87. The applicant shall have the right to appeal against the decision of the implementing agency to reject the application within 10 working days after sending of the notification on rejecting of the

application. If the National Focal Point within 20 working days from receipt of the complaint decides that:

87.1. acts of the implementing agency have been legal and justified, it shall inform the applicant thereof;

87.2. the implementing agency has unreasonably rejected the application, it shall recommend the implementing agency to organise re-assessment by the set deadline and inform the applicant thereof within 10 working days.

88. The applicant may appeal against the decision of the National Focal Point to the court in accordance with the procedure set in the legislation of the Republic of Lithuania.

89. The decision of the Norwegian Ministry of Foreign Affairs (where funds are being provided by the Norwegian Financial Mechanism) and/or the EEA Financial Mechanism Committee (where funds are being provided by the EEA Financial Mechanism) on granting of support shall be final. In case of a reasoned refusal, the Norwegian Ministry of Foreign Affairs and/or the EEA Financial Mechanism Committee may allow to National Focal Point to resubmit a revised application once. Having the approval of the Monitoring Committee to resubmit revised project application the procedures from the Paragraph 71 shall start.

VII. KEEPING AND AVAILABILITY OF DOCUMENTS

91. The National Focal Point, the implementing agency and the beneficiary shall arrange archiving of all the documents related to the implementation of the Norwegian and the EEA Financial Mechanisms pursuant to the Index for Storage of General Documents approved by Order No. 38 of 15 August 1997 of the Archives Department under the Government of the Republic of Lithuania (Gazette, 1997, No. 78-2006) for a period of at least 10 years from completion of a project. .

92. The National Focal Point and the implementing agency as well as the beneficiary shall ensure the safety and availability of the documents related to the implementation of the Norwegian and EEA Financial Mechanisms to the representatives of the National Focal Point, the implementing agency, the National Audit Office, the FMO, the Norwegian Ministry of Foreign Affairs, the Auditor General of Norway, the EEA Financial Mechanism Committee and the Audit Board of the European Free Trade Association.

93. The beneficiary shall keep:

93.1. copies of the application and annexes thereof;

93.2. copies of documents on modification of the application in the course of assessment;

93.3. original of the project implementation agreement and any changes thereto;

93.4. originals and/or copies (duplicates) of all correspondence with the implementing agency;

94. The implementing agency shall keep:

94.1. copies of the documentation of the calls;

94.2. copies of the documents on registration of applications;

94.3. copies of applications and annexes thereof, including the applications rejected in the course of assessment;

94.4. copies of documents on modification of the application in the course of assessment;

94.5. copies of information letters on rejecting of applications;

94.6. originals of reports on assessment of applications;

94.7. copies of grant agreements;

94.8. originals of project implementation agreements;

94.9. originals and/or copies (duplicates) of all correspondence with the National Focal Point and the beneficiaries;

95. The National Focal Point shall keep:

95.1. originals of the documentation of the calls;

95.2. copies of reports on assessment of applications;

95.3. originals of the minutes of the Monitoring Committee;

95.4. copies of conclusions on submission of eligible applications to FMO;

95.5. copies of applications;

95.6. originals of grant agreements;

95.7. originals of project implementation agreements;

95.8. originals and/or copies (duplicates) of all correspondence with the FMO, Ministry of Foreign Affairs of the Kingdom of Norway, EEA Financial Mechanism Monitoring Committee, implementing agency and the beneficiaries.

NGO Fund - Comments by NGOs.

- **The objective of the NGO Fund – to strengthen the non-governmental organisations in Lithuania.**

Priorities:

- **Balanced expansion/cohesive development**
 - activities according to the National strategy of the cohesive development (6 priorities: the climate changes softening, the reduction of the environmental impact of road traffic, the reduction of the danger for the human health, the more effective consumption of the natural resources, and the reduction of poverty and social exclusion);
 - the protection of the human rights and the consumerism;
 - the security of equal rights, and the resistance to the discrimination;
 - the combination of the protection of cultural heritage and the community development;
 - the expansion of the social services.
- **The strengthening of the democratic processes and the civic society**
 - the employment of the informational technologies (the dissemination of the information);
 - the expansion of the non-governmental organisations' renown and confidence;
 - the strengthening of the non-governmental organisations' representative processes;
 - the development of local and international cooperation, promoting the cooperation of NGOs in the creation of networks and coalitions with the governmental institutions, and the cooperation in the European level;
 - the strengthening of the non-governmental organisations' institutional capacities (trainings and consultations, strengthening NGOs' accounting and evaluation capacities; the strengthening of the cooperation with the social partners, business and academic societies; even development of the non-governmental organisations sector).

NGO Comments on the priorities

- Majority of Lithuanian NGOs: the priorities are acceptable;
- Lithuanian NGO centres: the priorities are acceptable;
- Lithuanian Women Information Centre: the priorities are acceptable;
- UNDP world environmental fund small grants programme: a suggestion to mark the environment protection as one separate priority, and elaborate it properly;
- The coalition of the environmental NGOs: a suggestion to mark the environment protection as one separate priority with the possibility to elaborate the activities. Also there was an offer to use the Lithuanian priorities (eleven) instead of the enumerated NSDS EU priorities (six);
- Lithuanian Music Forum: a suggestion to reformulate the priority "protection of the cultural heritage" into the "cultural development, protection of the heritage, cultural interchange".

Eligible applicants

- Associations (established according to the Law of Associations, including public organisations);
- Public enterprise (established according to the Law of the Public Enterprises, except the ones established by governmental institutions);

- Charity and support funds (established according to the Law of the Charity and Support Funds).

NGO comments on the applicants:

- Majority of Lithuanian NGOs: the applicants are acceptable;
- Lithuanian NGO centres: the applicants are acceptable;
- Lithuanian Women Information Centre: a suggestion to reformulate the “established by governmental institutions” into the “established by the governmental and municipal institutions and the budgetary offices”;
- UNDP WEF SGP: a suggestion to include the “community organisations”.

<u>Eligible Costs:</u>	<u>Ineligible costs:</u>
<ul style="list-style-type: none"> • Researches, analyses, studies; • Information dissemination; • Trainings, conferences, and seminars; • Society information and training; • NGOs’ institutional reinforcement; • Partnership building, exchange of the good • International cooperation. 	<ul style="list-style-type: none"> • Debt charges; • Purchasing real estate; • Major repairs’ costs; • Costs of other ongoing projects; • Costs for the activities not mentioned in the project; • Profit tax costs; • Charges for bank services.

NGO comments on the eligible costs:

- Majority of Lithuanian NGOs: the applicants are acceptable;
- Lithuanian NGO centres: the applicants are acceptable;
- Lithuanian Women Information Centre: a suggestion to change “Major repairs’ costs” into the “repairs’ costs”;
- UNDP WEF SGP: a suggestion to include the “practical activities”;
- The coalition of the environmental NGOs: a suggestion to include “practical activities directly connected to the implementation of the programme’s priorities” to the Eligible costs. Also there was a suggestion to change the Ineligible “Costs of other ongoing projects” into the “Activities that are not directly connected with the implementation of the financed project”.

<u>Maximum grants:</u>		<u>Duration:</u>	
<u>1 version:</u> 5-20 thousand 70 % 20-50 thousand 60 %	<u>2 version:</u> 5-30 thousand 60 % 30-50 thousand	<u>1 version:</u> 6-18 months	<u>2 version:</u> 6-24 months

NGO comments on the maximum grants ant the duration of the projects:

- Majority of Lithuanian NGOs: acceptable 1 version (both maximum grants and the duration);
- Lithuanian NGO centres: acceptable 1 version (both maximum grants and the duration);
- UNDP WEF SGP: acceptable 2 version both maximum grants and the duration);
- The coalition of the environmental NGOs: a suggestion not to differentiate the applications according to their size, and to leave only one common measurement “Maximum grant 5000 – 50000 EUR” and “Duration: 6-24 months”.

Calls for proposals:

<u>1 version:</u> 2 times a year	<u>2 version:</u> Large applications – 1 time a year; Smaller applications – 2 times a year.
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NGO comments on the calls for proposals:

- Majority of Lithuanian NGOs: acceptable 2 version;
- Lithuanian NGO centres: acceptable 2 version;
- UNDP WEF SGP: acceptable 1 version;
- The coalition of the environmental NGOs: acceptable 1 version.

Calls' conditions:

1 project – 1 NGO – 1 call (according to the frequent calls for proposals). Accepted by all.

Application form:

1 version: Baltic – American Partnership Programme

2 version: Open Society Fund

3 version: World Environment Fund

4 version:

NGO comments on the application form:

- All NGOs expressed the opinion that the application form should be based on the ones that are already used in Lithuania.

NGO representation in the administration of the fund:

The NGOs should be selected according to the regional principle (10 representatives from each county, who will be delegated by the local NGOs)

NGO comments on the administration of the fund:

- The principle is acceptable to the majority of the Lithuanian NGOs;
- Lithuanian NGO centres: acceptable, only the selection criteria should be named;
- UNDP WEF SGP: a suggestion to select the representatives from the NGOs according to the activity spheres;
- The coalition of the environmental NGOs: a suggestion to select the representatives from the NGOs according to the activity spheres so that they could represent different regions.
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Summary of Communications Action Plan

Period: 1st January 2005- 31th December 2005

Activity	Target group	Date/timeline
February		
Web site launched (www.eeagrants.lt)	Potential applicants	2005/02/10
English version of the web site created and launched (www.eeagrants.lt)	Potential applicants	2005/02/15
March		
Information e-mail about application form	Potential applicants	2005/03/07
Need analysis	Line ministries and others	2005/03/21 - 2005/03/22
April		
Publication of FMO Announcement	Potential tenders	2005/04/06
MoU signing/ Press-release	Public	2005/04/14
The brief report of the Norwegian Mechanism was broadcasted on the national radio	Public	2005/04/14
Article about Norwegian Mechanism was distributed by Lithuanian news agency ELTA. It was published in most popular news website www.delfi.lt ; in ELTA website www.elta.lt .	Public	2005/04/14
Article was also published on website www.finmin.lt	Public	2005/04/14
May		
Technical workshop about application form	Ministry of Finance and CPMA	2005/05/26
June		
Ministry of Finance made a presentation in the NGOs seminar about availability of Mechanisms to NGOs	NGOs in Environment sector	2005/06/07
July		
Publication of FMO Announcement (Monitoring)	Potential tenders	2005/07/20
August		
Press release: about adoption of Government resolution, regarding approval of Rules for the Administration of the EEA/ Norwegian Financial Mechanisms in Lithuania	Potential applicants	2005/08/24
September		
Article about available financial support was published in popular national	Potential applicants and potential contractors	2005/09/12

newspaper “Business news” November		
Publication of the minutes and all material discussed in the Monitoring Committee meeting	Potential applicants	2005/11/16
NFP took part in the round-table discussion about NGO fund application form; management structure, activities to be financed and etc.	Potential user of NGO Fund, representative of the NGOs	2005/11/19
Article about EEA and Norwegian Mechanisms It was published in regional journal “Verslo bitės” (November 2005, No. 15)	Regions	2005/11
End of December - January		
Call for proposals for individuals projects: 1. Media advertisement 2. Press release 3. Publication in Official Gazette 4. Publication on website www.eeagrants.lt 5. Publication on website of CPMA www.cpva.lt 6. Publication on website of Ministry of Finance www.finmin.lt	Potential applicants	2005/12-2006/01 Not implemented

Summary of Communications action plans for next reporting period

Period: February 2006- February 2007

Activity	Target group
February-June	
Publication of the minutes of the Monitoring Committee (second meeting)	Potential applicants
Call for proposals for individuals projects: <ol style="list-style-type: none"> 1. Media advertisement 2. Press release 3. Publication in Official Gazette 4. Publication on website www.eeagrants.lt 5. Publication on website of CPMA www.cpva.lt 6. Publication on website of Ministry of Finance www.finmin.lt 	Potential applicants
Application form workshops in 10 counties of Lithuania <ol style="list-style-type: none"> 1. advertisement in local media 2. announcement of invitation on website of Ministry of Finance, CPMA 3. announcement of invitation on websites of relevant municipalities 	Potential applicants in specific counties
2nd round of application form workshops (if needed) <ol style="list-style-type: none"> 1. advertisement in local media 2. announcement of invitation on website of Ministry of Finance, CPMA 3. announcement of invitation on websites of relevant municipalities 	Potential applicants
Open call for Block grants Intermediaries (<i>Block grants for co-operation among partners in Lithuania and Norway and Block grants for strengthen the administrative capacities of regional and local authorities</i>) <ol style="list-style-type: none"> 1. Media advertisement 2. Press release 3. Publication in Official Gazette 4. Publication on website www.eeagrants.lt 5. Publication on website of CPMA www.cpva.lt 6. Publication on website of Ministry of Finance www.finmin.lt 	Potential applicants
Press release how much applications was submitted and etc. (individual projects)	Potential applicants, public
July - September	
Published results of the assessment on the websites of CPMA and Ministry of	Applicants, public

Finance (individual projects)	
Informational letters to applicants (individual projects)	Applicants
Press release how much applications was submitted and etc. (Intermediaries for <i>Block grants for co-operation among partners in Lithuania and Norway</i> and <i>Block grants for strengthen the administrative capacities of regional and local authorities</i>)	Potential applicants
Publication of the decisions of the Monitoring Committee (recommendations to the NFP)	Potential applicants
Press release how much applications was submitted, assessed, awarded and etc. (individual projects, intermediaries)	Potential applicants, public
Press release about the signature of grant agreement of NGO Fund	Public
Open call for NGOs Fund Secretariat 1. Media advertisement 2. Press release 3. Publication in Official Gazette 4. Publication on website www.eeagrants.lt 5. Publication on website of CPMA www.cpva.lt 6. Publication on website of Ministry of Finance www.finmin.lt	Potential applicants
October - December	
Call for proposals for Seed money sub-projects: 6. Media advertisement 7. Press release 8. Publication in Official Gazette 9. Publication on website www.eeagrants.lt 10. Publication on website of CPMA www.cpva.lt 6. Publication on website of Ministry of Finance www.finmin.lt	Potential applicants, public
January – February 2007	
Call for proposals for NGO sub-projects: 11. Media advertisement 12. Press release 13. Publication in Official Gazette 14. Publication on website www.eeagrants.lt 15. Publication on website of CPMA www.cpva.lt 6. Publication on website of Ministry of Finance www.finmin.lt	Potential applicants, public
Various publications about sub-projects assessment, selection and etc.	Potential applicants, public