

THE LITHUANIAN-SWISS COOPERATION PROGRAMME

**TECHNICAL ASSISTANCE FUND
AGREEMENT**

BETWEEN

**THE MINISTRY OF FINANCE OF THE REPUBLIC OF LITHUANIA
AS THE NATIONAL COORDINATION UNIT (NCU)**

AND

THE SWISS AGENCY FOR DEVELOPMENT AND COOPERATION (SDC)

ON

**THE GRANT FOR THE
TECHNICAL ASSISTANCE FUND**

The Swiss Agency for Development and Cooperation (hereinafter referred to as "Switzerland") and the Ministry of Finance of the Republic of Lithuania (hereinafter referred to as "Lithuania"),

Hereinafter collectively referred as the "Contracting Parties",

Having regard to the friendly relations between the two countries,

Desirous of strengthening these relations and the fruitful co-operation between the two countries,

Intending to promote further the social and economic development in the Republic of Lithuania,

Referring to the Framework Agreement between the Swiss Federal Council and the Government of the Republic of Lithuania concerning the implementation of the Lithuanian-Swiss cooperation programme to reduce economic and social disparities within the enlarged European Union, concluded on 20th December 2007,

Considering the Swiss Grant for the Technical Assistance Fund, Republic of Lithuania,

have agreed as follows:

Article 1 Definitions

In this Technical Assistance Fund Agreement, unless the context otherwise requires, the following terms shall have the following meaning:

- "Framework Agreement" means the Agreement between the Swiss Federal Council and the Government of the Republic of Lithuania concerning the implementation of the Lithuanian-Swiss Cooperation Programme to reduce economic and social disparities within the enlarged European Union, concluded on 20th December 2007;
- "Contribution" means the non-reimbursable financial contribution granted by Switzerland under the Framework Agreement;
- "Technical Assistance Fund Agreement" means the Agreement between the Swiss Agency for Development and Cooperation (SDC) and the Ministry of Finance of the Republic of Lithuania acting as the National Coordination Unit (NCU) which lays down the rights and obligations of the Contracting Parties regarding the implementation of the Technical Assistance Fund;
- "National Coordination Unit" (NCU) means the Ministry of Finance of the Republic of Lithuania acting in charge of the coordination of the Lithuanian-Swiss Cooperation Programme;
- "Grant" means the non-reimbursable financial contribution granted by Switzerland under this Technical Assistance Fund Agreement.

Article 2

Objective and Scope of the Technical Assistance Fund

2.1. The objective of the Technical Assistance Fund (hereafter referred to as “the TA Fund”) is to ensure the efficient and effective implementation of the Lithuanian-Swiss Cooperation Programme by contributing to the costs incurred by the Republic of Lithuania as specified in Article 3.3.

2.2. The TA Fund has to be set up, managed and implemented by the NCU according to the Framework Agreement and its Annexes, the TA Fund Agreement and its annex (the indicative scope of the tasks with planning and budget regarding the TA Fund).

Article 3

Amount and Utilization

3.1. Switzerland shall provide a Grant of **CHF 1'080'000.00, (one million eighty thousand Swiss Francs)**, to the Republic of Lithuania, to be used exclusively to finance the eligible costs of the TA Fund.

3.2. As stipulated in the Framework Agreement, Annex 3, chapter C. 2, costs incurred by the Lithuanian authorities for the management, implementation, monitoring and control of the Contribution are in general not eligible for financing. However, the costs listed in Article 3.3 incurred by the Lithuanian authorities for tasks performed additionally and exclusively for the implementation of the Contribution are eligible for financing.

3.3. The following costs incurred by the Lithuanian authorities are eligible for financing:

- a) Costs of committees established in the framework of the Swiss–Lithuanian Cooperation Programme as defined in this TA Fund Agreement;
- b) NCU costs for training for potential Intermediate Bodies and Executing Agencies with the objective to prepare them for the Swiss Lithuanian Cooperation Programme;
- c) Training for the NCU in relation to the Swiss Contribution to Lithuania;
- d) Procurement of services for the review of Project proposals addressed to the NCU and the preparation of financing requests to Switzerland;
- e) Procurement of services for the monitoring and for the review of Projects financed by the Contribution and of the overall Lithuanian-Swiss Cooperation Programme;
- f) Financial audits and on the spot checks of operations related to the Contribution;
- g) Publicity measures related to the Contribution;

- h) Costs for the participation in meetings with Swiss authorities held outside of Lithuania as well as costs for the participation in the annual meetings of the Lithuanian-Swiss Cooperation Programme.;
- j) Translation costs of the NCU at the level of the management of the Swiss Contribution;
- k) Additional equipment, including software, specifically procured for the implementation of the Contribution;
- l) Courier costs for submission of Final Project Proposals to the Swiss authorities.

Costs are eligible only if they are shown to be proportionate, necessary and directly related to the objective of the TA Fund.

3.4. The following costs incurred by the Lithuanian authorities are not eligible for financing:

- a) All kind of costs not directly linked with services and goods described in Article 3.3 of this TA Fund Agreement;
- b) VAT, which is recoverable, by whatever means shall not be considered eligible even if it is not actually recovered by the NCU or the final recipient;
- c) Costs incurred before the date of signing of this TA Fund Agreement, as well as costs incurred after the final date of eligibility, being 14th June 2017;
- d) Costs related to the management of the Project Preparation Facility except of Audit costs.

3.5. Reimbursement requests must have been received by Switzerland not later than six months after the final date of eligibility of costs.

Article 4 Reimbursement Procedures

4.1. The reimbursement procedure defined in the Framework Agreement, Annex 2, Chapter 4, shall fully apply to the Technical Assistance (hereafter referred to as "TA"). All disbursements under the TA shall be pre-financed by Lithuanian financial resources. The reimbursement procedures are foreseen as follows:

- a) The Reimbursement Requests are made annually by the NCU. The NCU submits these Reimbursement Requests together with the corresponding Combined Interim and Annual Project Reports on the TA Fund, as well as the conclusions and recommendations of the intermediary Financial Audit of the TA Fund as defined in Article 8 below, to Switzerland;
- b) A final reimbursement of the Grant for the TA Fund will be disbursed by the Swiss Authorities upon receipt of the Final Reimbursement Request by the NCU and upon the approval of the Project Completion Report on the TA Fund and the conclusions and recommendations of the Final Financial Audit of the TA Fund by Switzerland.

4.2. The payments a – b of Article 4.1 shall be conditional upon receipt and approval by Switzerland of the Reports pursuant to Article 7 and 8.

4.3. All eligible expenditures financed from the TA Fund must be confirmed by the end-recipients who must present to the NCU invoices with confirmed receipt.

4.4. The Reimbursement Requests sent to Switzerland by the NCU shall be in Swiss Francs, whereas the NCU shall convert the local currency into Swiss Francs at the daily exchange rate of the Bank of Lithuania prevailing at the date the corresponding payment was executed by the NCU. The amount in local currency is also to be mentioned on the Reimbursement Requests.

4.5. The equivalent value in local currency of each reimbursement made by Switzerland in Swiss Francs pursuant to the approval of the Reimbursement Requests will be recorded by the NCU using the daily exchange rate of the Bank of Lithuania prevailing at the date the reimbursement was received on the account of the Ministry of Finance of the Republic of Lithuania.

4.6. All payments related to this TA Fund Agreement shall be transferred by Switzerland to Lithuania, Ministry of Finance of the Republic of Lithuania account n°(IBAN) LT65 1010 0000 0663 2403, Swift N° LIAB LT 2X and bank code 10100 at The Bank of Lithuania, Gedimino av. 6, Vilnius, LT-01103.

Article 5 Procurement

Procurement is to be made in accordance with the respective national law and regulations and in compliance with the respective EU directives.

Article 6 Responsibilities of NCU

6.1. The NCU is responsible for the management, financial planning and controlling of the TA Fund, as stated in the Framework Agreement. Furthermore, the NCU is responsible for reporting on the TA Fund according to Article 7.

6.2. Over the duration of the Grant the NCU shall once a year, at the latest by 1st December, present to Switzerland for discussion and approval a detailed budget (with justification) for the following year.

6.3. The NCU shall at all time clearly state that it is acting within the framework of the Lithuanian-Swiss Cooperation Programme to reduce economic and social disparities within the enlarged European Union. All publications must refer to the TA Fund as a "Lithuanian-Swiss Grant". The general public in Lithuania will be informed adequately about the Grant and the support provided by Switzerland.

6.4. The NCU shall ensure efficient and prompt investigation of any suspected and actual cases of fraud and irregularity. The NCU shall immediately report to the Swiss authorities all suspected and actual cases of fraud and irregularity as well as all measures related thereto, taken by competent national authorities.

6.5. The NCU can delegate part of the tasks and responsibilities related to the administration of the Swiss – Lithuania Cooperation Programme to the public institution Central Project Management Agency.

Article 7 Reporting

7.1. Combined Interim and Annual Project Reports on the TA Fund cover a period of twelve months and are to be submitted to Switzerland not later than three months after the end of the period covered. The first Combined Interim and Annual Project Report on the TA Fund covering the period from the date of signature of the Agreement to the end of the year 2009 (i.e. 31 of December 2009) is due not later than 31 of March 2010. Combined Interim and Annual Project Reports on the TA Fund support payment claims and are therefore to be presented to Switzerland with the corresponding Reimbursement Request. The content of the report will include information about task realization in the framework of the TA Fund, a financial part, having a summary data on financial progress for the reporting year as well as cumulative data to date and the level of funds absorption. Besides of information on financial progress, the report shall compare actual with planned expenses. Any deviation from the indicative scope of the tasks with planning and budget (annex) has to be justified.

7.2. The Project Completion Report on the TA Fund is due no later than six months after the final date of eligibility of costs, meaning not later than 14th December 2017. The Project Completion Report on the TA Fund together with the last Combined Interim and Annual Project Report on the TA Fund and the conclusions of the Final Financial Audit of the TA Fund are the base for the payment of the final reimbursement by Switzerland. The Project Completion Report on the TA Fund has an operational part documenting and commenting the overall achievement of the activities against the original plan. It contains as well a financial part (Final Financial Report of the TA Fund) with a summary of financial data for the whole project and a comparison of actual with planned expenses.

7.3. The financial parts of the Combined Interim and Annual Project Reports on the TA Fund and of the Project Completion Report on the TA Fund, based on invoices or documents of equivalent value, are to be presented in local currency. The Reimbursement Requests are issued in Swiss Francs, the corresponding amount being calculated with the daily exchange rate of the Bank of Lithuania.

Article 8 Audit

8.1. The NCU confirms that the Project as well as the NCU itself respect the legal obligations, respective guidelines, procedures, and that they have set up an appropriate structure and internal control system.

8.2. Based on a risk assessment and possible additional Swiss requirements, an annual system audit planning has been established. In accordance with the annual planning of system audits

agreed upon with Switzerland, the entitled audit organisations (e.g. control unit of the NCU) shall perform control and audits in accordance with the respective national law. In doing so, they shall verify the correct use of funds, make recommendations to strengthen the control system and report to Switzerland any actual or alleged fraud or irregularity.

8.3. An external certified audit organisation will carry out annual intermediary Financial Audit(s) of the TA Fund. The conclusions and recommendations have to be presented to Switzerland by the NCU at the latest three months after the termination of the year covered by the intermediary Financial Audit;

- a) The 1st intermediary Financial Audit of the TA Fund should cover the period from the date of signature of the Agreement to 31st of December, 2009; conclusions and recommendations have to be presented to Switzerland by the NCU not later than 31st of March, 2010;
- b) The last intermediary Financial Audit of the TA Fund should cover the period of 1st of January, 2016, to 31st of December, 2016; conclusions and recommendations have to be presented to Switzerland by the NCU not later than 31st of March, 2017.

8.4. At the completion of the TA Fund, an external certified audit organisation will carry out a Final Financial Audit of the TA Fund. This Audit shall cover the period of 1st of January, 2017, to 14th of June, 2017. According to the International Standard on Auditing (ISA) 200, it shall also provide an Auditor's Letter regarding the conducted intermediary audits. A copy of the Audit Organisation's report and of the Auditor's Letter shall be transmitted to Switzerland by the NCU together with the TA Fund Completion Report at the latest six months after the final date of eligibility of costs, meaning not later than 14th December 2017.

8.5. The NCU will procure an external certified organisation of recognised professional reputation as Audit Organisation for the TA Fund. The NCU shall immediately communicate to Switzerland the name of the selected Audit Organisation. The costs related to the intermediary Financial Audits and the Final Financial Audit of the TA Fund are eligible for reimbursement and are included in the TA Fund budget. Audit arrangements with the Audit Organisation shall be effective for the whole duration of the TA Fund unless it is terminated, amended or superseded with appropriate justifications.

8.6. The objective of the intermediary Financial Audits and the Final Financial Audit of financial statements of the TA Fund is to enable the Audit Organisation to express an opinion according to ISA 200 whether the Financial Statements are prepared, in all material respects, in accordance with an applicable financial reporting framework. Thus, the financial statements need to be prepared in accordance with the authoritative and comprehensive financial reporting framework which has been designed for use in financial reporting and which is identified in the financial statements. The Audit Organisation shall conduct the respective Audits in accordance with ISA 200. The Audit Organisation shall take into account additional requirements that may be suggested by Switzerland.

8.7. In addition to the Audit Organisation's report on the financial statements, the Audit Organisation is expected to provide the NCU with an Auditor's Letter concerning any material weaknesses in accounting and internal control systems detected by the Audit Organisation.

8.8. The NCU shall comment the results of the Audits as well as any recommendations proposed by the Audit Organisation. Furthermore, the NCU shall transmit the results and the proposed recommendations of intermediary Financial Audits and the Final Financial Audit to Switzerland.

8.9. Switzerland shall have the right to request additional external financial audits. The costs of such financial audits shall be borne by Switzerland.

Article 9 Right of Examination

Switzerland, as well as any third party appointed by it, shall have the right to conduct a comprehensive assessment or evaluation of the activities implemented under the TA Fund, and shall be granted full access to all documents and information related to the TA Fund activities settled by this TA Fund Agreement, during its implementation and 10 years after its completion as defined in Annex 2, chapter 5 of the Framework Agreement). The NCU shall, upon request, ensure that the representatives of Switzerland, as well as of any third party appointed by it, are accompanied by the relevant personnel and are provided with the necessary assistance.

Article 10 Material purchased under the TA Fund

Goods procured under the TA Fund shall be used only for their original purpose. Switzerland shall assume no liability whatsoever in connection with said goods.

Article 11 Liability

Switzerland does not assume any risk or responsibility whatsoever for any damages, injuries, or other possible adverse effects caused by the activities under the TA Fund. It is the full and sole responsibility of the NCU to satisfactorily address such issues.

Article 12 Settlement of Disputes

Any dispute which may result from the application of this TA Fund Agreement shall be solved by diplomatic means.

Article 13 Common Concern

The Contracting Parties share a common concern in the fight against corruption, which jeopardizes good governance and the proper use of resources needed for development, and, in addition, endangers fair and open competition based on price and quality. They declare, therefore, their

intention of combining their efforts to fight corruption and, in particular, declare that any offer, gift, payment, remuneration or benefit of any kind whatsoever, made to whomsoever, directly or indirectly, with a view to being awarded a mandate or contract within the framework of this TA Fund Agreement, or during its execution, will be construed as an illegal act or corrupt practice. Any act of this kind constitutes sufficient grounds to justify annulment of this TA Fund Agreement, the procurement or resulting award, or for taking any other corrective measure laid down by the applicable law.

Article 14 Irregularities Clause

14.1. In case of irregularities, wilfully or negligently caused by the NCU regarding the execution of the TA Fund Agreement and its annex, Switzerland is entitled to:

- a) stop reimbursements immediately;
- b) instruct the NCU to stop payments from the Swiss Contribution;
- c) ask repayment of illegitimately paid reimbursements at any stage of the activities.

14.2. Irregularities are notably considered to be all actions or non-actions that are aimed at the illegitimate obtainment and/or usage of the Contribution - notably fraud, misappropriation, misrepresentation, breach of contractual duties, breach of duty of care and the like.

14.3. Switzerland shall immediately and in written form communicate the reasons for the respective instructions to the NCU and the other actors involved.

Article 15 Termination, Suspension

15.1. This TA Fund Agreement can be terminated at any time by one of the Contracting Parties upon a six-month prior written notice. The Contracting Parties shall decide by mutual agreement on any consequences of the termination.

15.2. If either Contracting Party considers that the aims of the TA Fund Agreement can no longer be achieved or that the other Contracting Party is not meeting its obligations, it shall have the right to suspend immediately the application of this TA Fund Agreement by giving the other Contracting Party a written notice on the grounds.

Article 16 Annexe

The annex (Indicative scope of the tasks with planning and budget regarding the TA Fund) forms an integral part of this TA Fund Agreement.

Article 17 Amendments

17.1. Any amendment to this TA Fund Agreement and its annex shall be made in writing with the mutual agreement of the Contracting Parties and according to their respective procedures.

17.2. Any increase of the TA Fund budget, any changes within the budget related to shifts of more than 10 % between the main budgetary items as well as any strategic changes or conceptual adjustments to the TA Fund shall be discussed with and approved by Switzerland.

Article 18 Language

All correspondence with Switzerland, including operational, financial and audit reports as well as project documents and any other papers related to the TA Fund shall be submitted in English.

Article 19 Contact Information

19.1. For the Lithuanian Government:

National Coordination unit, with full contact:
Ministry of Finance
International Financial Assistance Coordination Division
J. Tumo-Vaizganto str. 8a/2
01512 Vilnius
Lithuania
Tel: +370 5 239 02 93 / Fax: +370 5 219 44 09

19.2. For the Swiss Government:

Swiss Agency for Development and Cooperation (SDC)
Freiburgerstrasse 130
3003 Bern
Switzerland

Swiss Embassy
Swiss Contribution Office
Elizabetes iela 2
1340 Riga
Latvia
Tel: +371 67 35 08 65/66 / Fax: +371 67 35 08 72

19.3. All communication to SDC with regard to this TA Fund Agreement shall be directed to the Swiss Embassy in Riga, which generally represents SDC towards the NCU.

Article 20
Entry into Force, Duration

This TA Fund Agreement shall enter into force on the date of its signing by the Contracting Parties, shall be effective until 14th June 2017 and shall remain in force until all obligations under it have been fulfilled.

Signed in two authentic copies in the English language.

Vilnius,

Bern,

For the Ministry of Finance of
the Republic of Lithuania

For the Swiss Agency for
Development and Cooperation
(SDC)

Rolandas Kriščiūnas

Martin Dahinden

Undersecretary of the
Ministry of Finance

Ambassador and Director-
General of the SDC

Indicative scope of the tasks with planning and budget regarding the TA Fund

1. The Technical Assistance Fund Agreement (TAFAs) will finance categories of costs belonging to the categories (specified in Art. 3 of TAFAs):

- a) Costs of committees established in the framework of the Lithuanian-Swiss Cooperation Programme as defined in this TA Fund Agreement;
- b) NCU costs for training for potential Intermediate Body and Executing Agencies with the objective to prepare them for the Lithuanian-Swiss Cooperation Programme;
- c) Training for the NCU in relation to the Swiss Contribution to Lithuania;
- d) Procurement of services for the review of Project proposals addressed to the NCU and the preparation of financing requests to Switzerland;
- e) Procurement of services for the monitoring and for the review of Projects financed by the Contribution and of the overall Lithuanian-Swiss Cooperation Programme;
- f) Financial audits and on the spot checks of operations related to the Contribution;
- g) Publicity measures related to the Contribution;
- h) Costs for the participation in meetings with Swiss authorities held outside of Lithuania as well as costs for the participation in the annual meetings of the Lithuanian-Swiss Cooperation Programme;
- j) Translation costs of the NCU at the level of the management of the Swiss Contribution;
- k) Additional equipment, including software, specifically procured for the implementation of the Contribution.
- l) Courier costs for submission of Final Project Proposals to the Swiss authorities.

2. Lithuanian authorities generally eligible for financing out of the Technical Assistance Fund are: National Coordination Unit (NCU) and Central Project Management Agency (CPMA), when tasks and responsibilities are delegated to it as foreseen in Article 6.5 of TAFAs. More detailed description on eligibility by category of costs according to the Art. 1 is specified below.

3. Costs according to the Art. 1.a) cover the costs of committees established in the framework of the Swiss–Lithuanian Cooperation Programme. Eligible costs include preparation of material, coffee break, lunch. Eligible Lithuanian authority is the NCU.

4. Costs according to the Art. 1.b) cover the NCU/CPMA costs for training for potential Intermediary Bodies and Executing Agencies. Eligible costs include renting the premises and technical equipment, organizational costs (including fees for lecturers), preparation of informational material, coffee breaks, lunch, etc. Eligible Lithuanian authority is the CPMA.

5. Costs according to the Art. 1.c) cover the training costs for the NCU/CPMA in relation to the Swiss Contribution. Eligible costs include participation fee, travel costs, accommodation costs, per diems, fees for lecturers, renting of premises and technical equipment, organizational costs. Eligible Lithuanian authorities are the NCU and CPMA.

6. Costs according to the Art. 1.d) cover the procurement of services for review of Project proposals and the preparation of financing requests to Switzerland costs. Eligible costs are fees for such services. Eligible Lithuanian authority is the CPMA.

7. Costs according to the Art. 1.e) cover the costs of procurement of services for monitoring and review of Projects financed by the Contribution and of the overall Lithuanian-Swiss Cooperation Programme. Eligible costs include: service procurement of the general expertise evaluation of the Lithuanian - Swiss Cooperation Programme, procurement of expertise evaluation of joint research projects and institutional partnerships. Eligible costs are fees for such services. Eligible Lithuanian authorities are the NCU and CPMA.

8. Costs according to the Art. 1.f) cover the costs of financial audits (TA Fund, PPF) and on the spot checks of operations related to the Contribution. Eligible costs include procurement of audit services (Technical Assistance audit, PPF final audit) and on the spot checks (including traveling, per diem costs and accommodation of NCU and CPMA in Lithuania). Eligible Lithuanian authority are the NCU and CPMA.

9. Costs according to the Art. 1.g) cover the costs of the Publicity measures related to the Contribution. Eligible costs include publicity measures (including press conferences, visual aids, closure event, etc.) costs. Eligible Lithuanian authority is the NCU.

10. Costs according to the Art 1.h) cover the costs for the participation in meetings with Swiss authorities (outside Lithuania) and costs for participation in the annual meetings. Eligible costs include rent of premises costs, coffee breaks and meal costs, material preparation costs, travel costs, accommodation costs, per diems and other miscellaneous expenses related to the business trips. Eligible Lithuanian authorities are the NCU and CPMA.

11. Costs according to the Art 1.j) cover the translation costs of the NCU at the level of the management of the Swiss Contribution. Eligible costs include interpretation and translation service costs. Eligible Lithuanian authority is the NCU.

12. Costs according to the Art 1.k) cover the additional equipment, including software, specifically procured for the implementation of the Contribution costs. Eligible costs include database development and database update services costs. Eligible Lithuanian authority is the CPMA.

13. Costs according to the Art 1.l) cover the courier costs for submission of Final Project Proposals and Reimbursement Requests to the Swiss authorities. Eligible costs include posting of Final Project Proposals, reimbursement requests to Switzerland, other urgent correspondence/documents costs. Eligible Lithuanian authorities are the NCU and CPMA.

**Technical Assistance Fund Agreement of the Lithuanian-Swiss cooperation programme
Detailed budget of the Technical Assistance Fund project 2008-2017 (in CHF)**

Item No	Description of the task and justification of costs	2009		2010		2011		2012		2013	
		NCU	CPMA	NCU	CPMA	NCU	CPMA	NCU	CPMA	NCU	CPMA
1	Costs of committees established in the framework of the Swiss-Lithuanian Cooperation Programme: on average 3 Committee meetings annually. Indicative costs of 1 meeting are approximately 170 CHF, this includes coffee break, lunch, costs of preparation of material.	575		625		650		700		700	
2	NCU/CPMA costs for training for potential Intermediary Bodies (IB) and Executing Agencies (EA): 3-4 local seminars for IBs and EAs. Seminar costs include renting the premises, organizational costs (including payments for lecturers), preparation of informational material, coffee breaks, lunch, etc. Indicative costs for 1 local seminar are approximately 20000 CHF.				30'000		13'000				
3	Training for the NCU/CPMA in relation to the Swiss Contribution: training of 4 employees from NCU and 10 employees from CPMA working with the Swiss Contribution; this includes participation fee, travel costs, accommodation costs, per diems, payments for lecturers, premises and organizational costs; on average annual training costs for 1 employee are approximately 2000 CHF.	11'000	27'500	18'000	36'000	13'000	32'500	6'750	16'875	3'500	8'750
4	Procurement of services for review of Project proposals and the preparation of financing requests to Switzerland: procurement of services - expertise evaluation of field-specific project proposals from the Ministry of Health; procurement of services for review of Project proposals and the preparation of financing requests to Switzerland total service costs (approximately 90,000 CHF) are allocated according to the payments schedule to the service provider (20% advance, 80% final).		18'000		72'000						
5	Procurement of services for monitoring and review of Projects financed by the Contribution and of the overall Swiss-Lithuanian Cooperation Programme: services to be procured by the NCU - external interim evaluation of the Lithuanian - Swiss Cooperation Programme (approximately 51,600 CHF), by the CPMA - expertise evaluation of joint research projects and institutional partnerships (approximately 17,200 CHF).							25'800	8'600	25'800	8'600
6	Financial audits (TA Fund, PPF) and on the spot checks of operations related to the Contribution: procurement of audit services: Technical Assistance audit (approximately 27,000 CHF for 9 Interim Reports/18 payment claims) , PPF final audit (approximately 7,000 CHF) and on the spot checks (approximately 7700 CHF which includes travelling, per diem costs and accommodation of NCU and CPMA in Lithuania).		1'950		8'200		2'600	170	3'600	210	3'950
7	Publicity measures related to the Contribution: publicity measures carried out by the NCU (press conferences, visual aids, closure event, etc.)	41'400		42'000		700		700		700	
8	Costs for the participation in meetings with Swiss authorities (outside of Lithuania), costs for participation in the annual meetings	18'500	5'500	20'100	9'000	18'850	9'750	19'600	10'150	20'300	10'500
9	Translation costs of the NCU at the level of the management of the Swiss Contribution: approximately 500 hours*90 CHF/h and 900 pages*25.33 CHF/page.	11'000		6'000		6'500		6'800		7'000	
10	Additional equipment, including software, specifically procured for the implementation of the Contribution: CPMA foresees to procure database development services, necessary for implementation of the Cooperation Programme.				18'000		13'000				
11	Courier costs for submission of Final Project Proposals and Reimbursement Requests to the Swiss authorities Posting of Final Project Proposals - 3 packages to Latvia, Riga and approximately 6 reimbursement requests to Switzerland annually, other urgent correspondence/documents.	1'100	550	900	600	650	600	700	700	700	700
12	Unallocated Reserve										
	Total (CHF)	83'575	53'500	87'625	173'800	40'350	71'450	61'220	39'925	58'910	32'500
	Total NCU and CPMA (CHF)		137'075		261'425		111'800		101'145		91'410

N.B. Exchange rate used: 1 CHF = 2.1 LTL; figures are rounded up.

Increase in prices (influence of inflation and other factors) is evaluated by applying following rate:

1.1	1.1	1.2	1.2	1.3	1.3	1.35	1.35	1.4	1.4
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Technical Assistance Fund Agreement of the Lithuanian-Swiss cooperation programme
Detailed budget of the Technical Assistance Fund project 2008-2017 (in CHF)

Item No	Description of the task and justification of costs	2014		2015		2016		2017		Total NCU	Total CPMA	Total NCU and CPMA
		NCU	CPMA	NCU	CPMA	NCU	CPMA	NCU	CPMA			
1	Costs of committees established in the framework of the Swiss-Lithuanian Cooperation Programme: on average 3 Committee meetings annually. Indicative costs of 1 meeting are approximately 170 CHF, this includes coffee break, lunch, costs of preparation of material.	725		750		775		800		6'300	0	6'300
2	NCU/CPMA costs for training for potential Intermediary Bodies (IB) and Executing Agencies (EA): 3-4 local seminars for IBs and EAs. Seminar costs include renting the premises, organizational costs (including payments for lecturers), preparation of informational material, coffee breaks, lunch, etc. Indicative costs for 1 local seminar are approximately 20000 CHF.									0	43'000	43'000
3	Training for the NCU/CPMA in relation to the Swiss Contribution: training of 4 employees from NCU and 10 employees from CPMA working with the Swiss Contribution; this includes participation fee, travel costs, accommodation costs, per diems, payments for lecturers, premises and organizational costs; on average annual training costs for 1 employee are approximately 2000 CHF.	1'875	4'575	1'875	4'700					56'000	130'900	186'900
4	Procurement of services for review of Project proposals and the preparation of financing requests to Switzerland: procurement of services - expertise evaluation of field-specific project proposals from the Ministry of Health; procurement of services for review of Project proposals and the preparation of financing requests to Switzerland total service costs (approximately 90,000 CHF) are allocated according to the payments schedule to the service provider (20% advance, 80% final).									0	90'000	90'000
5	Procurement of services for monitoring and review of Projects financed by the Contribution and of the overall Swiss-Lithuanian Cooperation Programme: services to be procured by the NCU - external interim evaluation of the Lithuanian - Swiss Cooperation Programme (approximately 51,600 CHF), by the CPMA - expertise evaluation of joint research projects and institutional partnerships (approximately 17,200 CHF).									51'600	17'200	68'800
6	Financial audits (TA Fund, PPF) and on the spot checks of operations related to the Contribution: procurement of audit services: Technical Assistance audit (approximately 27,000 CHF for 9 Interim Reports/18 payment claims) , PPF final audit (approximately 7,000 CHF) and on the spot checks (approximately 7700 CHF which includes travelling, per diem costs and accomodation of NCU and CPMA in Lithuania).	220	4'350	270	4'500	310	4'650	320	6'400	1'500	40'200	41'700
7	Publicity measures related to the Contribution: publicity measures carried out by the NCU (press conferences, visual aids, closure event, etc.)	750		750		800		79'200		167'000	0	167'000
8	Costs for the participation in meetings with Swiss authorities (outside of Lithuania), costs for participation in the annual meetings	21'025	10'900	21'750	11'250	22'475	11'650	27'200	8'000	189'800	86'700	276'500
9	Translation costs of the NCU at the level of the management of the Swiss Contribution: approximately 500 hours*90 CHF/h and 900 pages*25.33 CHF/page.	7'250		7'500		7'750		8'000		67'800	0	67'800
10	Additional equipment, including software, specifically procured for the implementation of the Contribution: CPMA foresees to procure database development services, necessary for implementation of the Cooperation Programme.									0	31'000	31'000
11	Courier costs for submission of Final Project Proposals and Reimbursement Requests to the Swiss authorities Posting of Final Project Proposals - 3 packages to Latvia, Riga and approximately 6 reimbursement requests to Switzerland annually, other urgent correspondence/documents.	750	750	770	770	800	800	830	830	7'200	6'300	13'500
12	Unallocated Reserve											87'500
	Total (CHF)	32'595	20'575	33'665	21'220	32'910	17'100	116'350	15'230	547'200	445'300	1'080'000
	Total NCU and CPMA (CHF)		53'170		54'885		50'010		131'580			1'080'000

N.B. Exchange rate used: 1 CHF = 2.1 LTL; figures are rounded up.

Increase in prices (influence of inflation and other factors) is evaluated by applying following rate:

1.45	1.45	1.5	1.5	1.55	1.55	1.6	1.6
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