

LITHUANIAN – SWISS COOPERATION PROGRAMME

*Annual Report on the Implementation of the
Lithuanian–Swiss Cooperation Programme to
Reduce Economic and Social Disparities within the
Enlarged European Union
1 January 2012 – 1 March 2013*

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Vilnius

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INTRODUCTION

According to Article 8 of the Framework Agreement between the Government of the Republic of Lithuania and the Swiss Federal Council concerning the implementation of the Lithuanian–Swiss Cooperation Programme to Reduce Economic and Social Disparities within the Enlarged European Union (FA) as well as Article 8.2 of the Reporting, Monitoring and Controlling to be performed by the Partner Country Guidelines (dated 23 April 2008), the Ministry of Finance (MoF), acting as the National Coordination Unit (NCU) in charge of the coordination of the Lithuanian-Swiss Cooperation Programme together with the Central Project Management Agency (CPMA), which implements concrete tasks in implementation of the Lithuanian-Swiss Cooperation Programme delegated by the MoF, prepared the *Annual Report on the Implementation of the Lithuanian–Swiss Cooperation Programme* (the Report).

The report reflects the implementation of the Lithuanian–Swiss Cooperation Programme during the period from 1 January 2012 to 1 March 2013 and contains information with regard to the progress made in implementation of the programmes, block grant, individual project, the Technical Assistance Fund, the Scholarship Fund, other items defined in the Article 1.2 of the Annex 2 of the FA.

Before submission to the Swiss Contribution Office for Estonia, Latvia and Lithuania (Swiss Embassy) (SCO), the report was approved by the Steering Committee of the Lithuanian-Swiss Cooperation Programme (by the written procedure) on 25 March 2013.

1. Progress made in the implementation of the Lithuanian–Swiss Cooperation Programme against the Conceptual Framework

During the reporting period the activities under the Lithuanian–Swiss Cooperation Programme were concentrated mainly to the preparation of procurement documents, execution of tenders, assessment of applications received via the open calls, other activities related to the practical implementation of the projects.

All projects (programmes, block grant, individual project) will be implemented on the national level and will contribute to the achievement of the objective of the Lithuanian–Swiss Cooperation Programme, namely, to the reduction of economic and social disparities between Lithuania and more advanced countries of the enlarged EU.

To achieve this, the largest share of funding of the Swiss Contribution is directed towards the more specific goals of the projects – Improving social security and Protecting the environment (45,6 MCHF in total). Heat insulation and introduction of energy – efficient equipment in Lithuanian hospitals will serve for savings of hospitals operating costs, promotion of environmental protection. The Swiss support to the modernisation of medical basis and enhancement of competence of perinatal and neonatal health care staff will be devoted to the improvement of social security in this particular field. Promotion of the transnational partnerships between Swiss and Lithuanian hospitals will allow to access the Swiss experience and staff knowledge for their colleagues in Lithuania.

This particular exchange of experience is a key element for successful achievement of objective related to promotion of economic growth and improvement of working conditions. Under the Lithuanian–Swiss Cooperation Programme the achievement of this aim is focused to the research field (including the Scholarship Fund). The Swiss grant will facilitate the capacities and experience of Lithuanian researchers, their wider involvement into the international research field and will serve for the increase of Lithuanian economic competitiveness.

The Swiss Contribution in Lithuania also serves for promotion of a more efficient court system and procedures (objective: Improving public safety and security) and more active civil society (objective: Strengthening civil society).

The execution of the Lithuanian–Swiss Cooperation Programme is guided by the principles of transparency, equal opportunities and rights, commitment by the stakeholders and others, defined in the Annex 1 of the FA.

The Lithuanian–Swiss Cooperation Programme is focused to the implementation of the projects which are complementary to the EU structural assistance as well as the European Economic Area and Norwegian financial mechanisms. Only the projects not covered or only partially covered by other financial sources are included in the above mentioned Programme.

Beneficiaries of the Lithuanian–Swiss Cooperation Programme are mainly public sector bodies (e. g. hospitals, research institutions, courts), non-governmental organisations (NGOs) will benefit from the NGO Fund. Though private sector does not receive direct financial assistance under the mentioned programme, it could benefit from the Contribution by participating in public procurement tenders and execution of the contracts.

The implementation of the Lithuanian–Swiss Cooperation Programme serves as an opportunity to develop Lithuanian–Swiss partnerships in the health and research focus areas, also in the field of civil society development (strengthening of NGOs) and the courts' system.

Progress made under concrete forms of financial assistance described in the FA is presented under part 2 of the report.

2. Reporting on the status of the Lithuanian-Swiss Cooperation Programme

2.1. Reporting on the projects within the respective focus areas:

2.1.1. Programme in the focus area “Rehabilitation and modernisation of basic infrastructure and improvement of the environment”

The overall aim of the programme is to enhance hospital infrastructure in order to improve health care services while protecting the environment and increasing energy efficiency. It is expected that after the implementation of the programme, buildings of hospitals and energy efficient engineering systems will be renovated/installed, premises of units for perinatal and neonatal care services will be renovated. The programme is directly interrelated with the other programme to be implemented in the focus area „Health“. The Project Preparation Facility (PPF) financed joint feasibility study for interrelated programmes in two focus areas was prepared aiming for the complex situation analysis, overview of the material facilities of the hospitals and proposals on the renewal of these facilities depending on the scope of services provided by each particular hospital and the prospects of activities performed by them. The programme is being implemented by the Ministry of Health (MoH) which is assigned as the Intermediate Body (IB) for the programme and hospitals as the Executing Agencies (EAs).

Management related activities (IB level)

During the reporting period the following activities related to programme management were implemented by the IB:

- On 9 February 2012 the Programme implementation agreement between the NCU, IB and the CPMA was signed.
- Taking into consideration the revised list of beneficiaries, list of planned activities and indicators according each hospital, corrections of the annexes 5 and 6 of the Final project proposal were done in March 2012.
- On 12 June 2012 the Project implementation agreements between the IB, CPMA and EAs were signed. Amendments to the implementation agreements with Tauragė hospital and Children hospital were signed on 6 December 2012.
- Two Joint steering committee (hereinafter – the JSC) meetings and one written procedure were conducted. Information on the decisions taken is presented in the Project interim reports.
- On 30 August 2012 representatives of the IB participated and made presentations in the training seminar on implementation issues organised by the CPMA for the EAs. In total 44 participants took part in the event. The survey of participants showed that 94 per cent of the interviewed persons considered the seminar as useful and their expectations were met.
- IB continuously consulted the EAs on different implementation issues.

- In December 2012 the energy expert services were procured by the IB for the analysis of information and provision of recommendations on the use of programme reserve funds.
- CPMA evaluated (ex-post) 7 procurements made by the IB.

Management related activities (EA level)

During the reporting period the following activities related to project management were implemented by the EAs:

- Each of 16 hospitals drafted the procurement plans. The CPMA evaluated the drafts and approved procurements plans in June – September 2012.
- In June – August 2012 54 employment contracts (in total) were signed by the EAs for the project administration.
- In July – November 2012 5 public procurements for administration services were conducted by the EAs. CPMA evaluated (ex-ante) the tender documents for project administration services for Klaipėda University hospital and approved the usage of documents on 7 July 2012.
- In July – November 2012 5 public procurements for publicity services were conducted by the EAs.
- In June – September 2012 2 public procurements for translation services were conducted by the EAs.

Implementation of programme objective

During the reporting period the following activities under the programme were implemented by the responsible institutions:

- Preparation of technical projects, technical supervision and other engineering services:
 - In June 2012 – January 2013 documents for 6 public procurements were agreed with the CPMA,
 - In January – November 2012 14 public procurements were launched by the EAs,
 - In July – November 2012 12 service contracts were signed by the EAs,
 - In July – October 2012 3 technical projects were prepared for the EAs,
 - In August – October 2012 3 technical projects' expertise were prepared for the EAs.
 - Klaipėda university hospital: draft public procurement documents for technical project and supervision services were submitted to CPMA in September 2012. After necessary corrections have been made, the CPMA approved the procurement documents and the tender was launched in February 2013.
 - During the reporting period CPMA evaluated (ex-ante) and approved 4 draft contracts together with winners' proposals and protocols of public procurement procedures.
- Works:
 - In May 2012 – February 2013 documents for 3 public procurements were agreed with the CPMA,
 - In June – December 2012 3 public procurements were launched by the EAs,
 - In September – November 2012 2 works contracts were signed by the EAs.
 - 1 hospital – Mazyliis Hospital - prepared tender documents for procurement of repair works. CPMA evaluated (ex-ante) the documents and rejected them on 20 December 2012.

- During the reporting period CPMA evaluated (ex-ante) and approved 2 draft contracts together with winners' proposals and protocols of public procurement procedures. 1 was rejected by the CPMA.

Implementation reports

During the reporting period the following programme implementation reports were developed:

- Project Interim Report No. 1 (for the period 20/12/2011 - 30/06/2012) was prepared by the IB. Report was approved by the JSC on 25 October 2012. The report was submitted to the SCO on 31 October 2012.
- Project Interim Report No. 2 (for the period 01/07/2012 - 31/12/2012) was prepared by the IB. Report shall be discussed and approved by the JSC, CPMA and NCU. After completion of the necessary procedures the report will be submitted to the SCO.
- Annual Project Report No. 1 (for the period 20/12/2011 - 31/12/2012) was prepared by the IB. Report shall be discussed and approved by the JSC, CPMA and NCU. After completion of the necessary procedures the report will be submitted to the SCO.

2.1.2. Programme in the focus area "Health"

The overall aim of the programme is to improve the perinatal and neonatal health care system in Lithuania. It is expected that after the implementation of the programme, Lithuanian hospitals (in main cities, regions and periphery) will be provided with the new modern basic medical equipment, transportation system will be improved, computer database of pregnant, delivering women and neonates health data created and installed, diagnostics and treatment protocols in obstetrics and neonatology developed and implemented, professional competence of medical staff increased. The programme is directly interrelated with the other programme to be implemented in the focus area „Rehabilitation and modernisation of basic infrastructure and improvement of the environment“. The one joint feasibility study for interrelated programmes in two focus areas was prepared aiming for the complex situation analysis, overview of the material facilities of the hospitals and proposals on the renewal of these facilities depending on the scope of services provided by each particular hospital and the prospects of activities performed by them. The programme is being implemented by the MoH which is assigned as the IB for the programme and the Hospital of the Lithuanian University of Health Sciences Kauno Klinikos (Kauno Klinikos) as the EA.

Management related activities (IB level)

During the reporting period the following activities related to programme management were implemented by the IB:

- On 9 February 2012 the Programme implementation agreement between the NCU, IB and the CPMA was signed.
- On 12 June 2012 the Project implementation agreement between the IB, CPMA and EA was signed.
- Two JSC meetings were conducted. Information on the decisions taken is presented in the Project interim reports.
- IB continuously consulted the EA on different implementation issues.
- CPMA evaluated (ex-post) 7 procurements made by the IB.

Management related activities (EA level)

During the reporting period the following activities related to project management were implemented by the EA:

- In June – September 2012 10 employment contracts for project administration were signed,
- On 15 October 2012 the public procurement plan was approved by the CPMA,
- Beneficiary hospitals were continuously consulted on the implementation issues,
- In July – December 2012 several public procurements for translation services were conducted.
- In July – December 2012 20 agreements between the EA and the beneficiary hospitals were signed.

Implementation of programme objective

During the reporting period the following activities under the programme were implemented by the responsible institutions:

- On 15 February 2012 a draft Partnership plan (drafted in cooperation between the EA and Swiss specialists) was submitted to the IB and the Swiss side for comments. The final version of the plan (approved by the JSC) was submitted to the SCO on 11 December 2012.

➤ Medical equipment:

- In July – December 2012 tender documents for 17 procurements were prepared by the EA and agreed with the CPMA (note: based on the provisions of the project implementation agreement, the equipment of the 1st priority shall be procured first, equipment of the 2nd priority shall be procured upon the decision of the JSC or in case the funds for that will be available),
- On 17 October 2012 tender documents for 9 procurements (out of those 17) were submitted for the Swiss non-objection (agreement on the documents received in November 2012),
- 7 public procurements were launched in August 2012, 9 – in November 2012, 1 – in December 2012. Representative of the CPMA observed the work of the public procurement commission in case of 13 tenders.
- In October 2012 – February 2013 7 contracts for 5 public procurements were signed.
- During the reporting period the CPMA evaluated (ex-ante) 9 draft contracts (together with winners' proposals and protocols of public procurement procedures) for 7 tenders. CPMA approval was given to 7 of them (1 was rejected and EA was asked to revalue the another one).

➤ Repair works:

- In August – November 2012 3 hospitals prepared tender documents for procurement of repair works and submitted for the review of the EA. CPMA evaluated (ex-ante) the tender documents for renovation works in Vilnius city Clinical hospital and approved the usage of documents on 14 June 2012 (presently, documents are being coordinated with the EA).
- 2 hospitals prepared tender documents for procurement of technical project and supervision services (for one tender documents were agreed with the CPMA in January and tender launched in February 2013, documents for the other tender were approved by the CPMA and the tender was launched in February 2013).

- Guidelines, protocols and professional competence improvement: in August 2012 – January 2013 the EA prepared and agreed with the CPMA the tender documents for procurement of the services. Tender was launched in February 2013.
- Computer database: tender documents for technical supervision services for development and installation of computer database of pregnant, delivering women and neonates health records were revised (ex-ante) by CPMA and returned to EA for corrections on 8 November 2012. On 28 February 2013 the corrected version of draft tender documents was submitted to the CPMA.

Implementation reports

During the reporting period the following programme implementation reports were developed:

- Project Interim Report No. 1 (for the period 20/12/2011 - 30/06/2012) was prepared by the IB. Report was approved by the JSC on 25 October 2012. The report was submitted to the SCO on 31 October 2012.
- Project Interim Report No. 2 (for the period 01/07/2012 - 31/12/2012) was prepared by the IB. Report shall be discussed and approved by the JSC, CPMA and NCU. After completion of the necessary procedures the report will be submitted to the SCO.
- Annual Project Report No. 1 (for the period 20/12/2011 - 31/12/2012) was prepared by the IB. Report shall be discussed and approved by the JSC, CPMA and NCU. After completion of the necessary procedures the report will be submitted to the SCO.

2.1.3. Programme in the focus area “Research and Development”

The overall aim of the programme is to support the research and development sector as an integral and essential part of human and social cohesion and to contribute to the further development of the research and development sector in Lithuania as well as to accelerate its integration into the international research area. It will be implemented via the realisation of the joint research and institutional partnership projects. The programme is being implemented by the Ministry of Education and Science (MoES) which is assigned as the IB for the programme and the Research Council of Lithuania as the EA.

Programme management

During the reporting period the following activities were implemented for the programme management:

- Two programme Steering Committee (SC) meetings were organised (on 6 March and 14 September 2012). SC discussed the programme implementation process and approved the presented reports.
- One written procedure for the decisions of the SC has been applied on 2 October 2012. The SC approved the reallocation of funds within the programme budget and corrections of the indicators within the Logframe Matrix. Swiss approval of these modifications of the programme was received on 9 October 2012.
- 3 persons were employed by the IB on June 1, 2012. Programme administrator (employed on 0,5 part time basis) is responsible for the administration, project financial support administrator (employed on 0,5 part time basis) is responsible for the administration and estimation of payment claims of the project, project accountant (employed on 0,375 part time basis) is responsible for management of finance. On 21 September 2012 the

programme manager was employed (on 0,5 part time basis) for coordination of programme implementation.

- The internal Procedure for Estimation of Payment Claims Reports was elaborated and approved by the order No V-1064 of the Minister of Education and Science of the Republic of Lithuania on 29 June 2012.
- The checking procedure of the Payment claims and implementation reports submitted to the project of the programme “Research and Development” was developed and approved by the Order No V-307 of 19 November 2012 of the Chairman of the Research Council of Lithuania.
- The amendment to the Programme Implementation Agreement between the NCU, CPMA and IB was signed on 28 November 2012 (annexes 1 and 4 of the Final Project Proposal were amended).
- During the reporting period the CPMA evaluated (ex-post) 4 procurements made by the IB and 8 procurements made by the EA (all below 30 000 CHF).

Implementation of programme objective

During the reporting period the following activities were implemented with regard to the organisation of the open call and implementation of the Objective of the programme:

- Electronic Proposal Submission System was developed and became operational in February 2012.
- Call for proposal was closed on 16 May 2012 (opening date: 16 November 2011). 42 proposals were received.
- Lithuanian and English versions of the Rules of procedure of the Joint Selection Committee were developed by the Research Council of Lithuania and approved by the Joint Selection Committee members in May 2012.
- Rules of the evaluation procedure of the proposals submitted were developed by the EA and approved by the Order No V-120 of 9 May 2012 of the Chairman of the Council.
- Lithuanian and English versions of the Methodological guidance for experts on expert evaluation of proposals were developed and approved by the Order No V-119 of May 9, 2012 of the Chairman of the Research Council of Lithuania.
- Consultations for potential applicants were provided until the closure of the open call.
- The evaluation of the proposals was performed: the administrative check was performed by the EA during May-June 2012. 1 of 42 proposals was considered as ineligible for the expert evaluation. The experts were selected and approved in July-August 2012. The panels’ - Environmental science and technology (joint research projects), Natural sciences (joint research projects), Health (life) sciences (joint research projects, institutional partnership projects) - meetings were organized on 24 September 2012. The evaluation reports and proposal ranking lists prepared by the evaluation panels were approved by the Committee of Natural and Technical Sciences of the Council on 24 September 2012.
- The Joint Selection Committee meeting was organized on 25 September 2012. The allocation of the call budget to the research areas was made. The ranking and reserve lists of the proposals to be funded were developed.
- The ranking list of proposals for joint research and institutional partnership projects to be funded and the reserve list of proposals for joint research projects to be funded were approved by the Order No. V-228 of 9 October 2012 of the Chairman of the Council (4 projects in environmental science and technology group, 4 projects in natural sciences group and 3 projects in health (life) sciences group, also 1 institutional partnership project was approved for financing);
- The standard agreement for the projects to be implemented under the programme was developed and approved by the Order No V-226 of 8 October 2012 of the Chairman of the

Research Council of Lithuania. 11 joint research and 1 institutional partnership project agreements were signed 26 October 2012.

- The electronic system for the submission and evaluation of the annual reports was developed on <http://sistema.lmt.lt> in November-December 2012.
- After signing of the agreements, the Research Council of Lithuania collected the VAT declarations of the beneficiaries and partners, Procurement plans of the projects and related amendments, the documents were forwarded to the CPMA. Procurement plans were approved (some of them approved subject to conditions) in January 2013.
- The EA, IB and the CPMA have processed the advance payment claims and projects' interim implementation reports. Advance payments were transferred to the beneficiaries of the projects in December 2012 – January 2013.
- Lithuanian and English versions of the Consortium Agreement for the projects to be implemented under the the programme “Research and Development” were developed and approved by the Order No V-323 of 8 December 2012 of the Chairman of the Research Council of Lithuania. The endorsement of the Consortium Agreements between beneficiaries and the Swiss partners was coordinated by the EA in November 2012 – February 2013. As a result, 11 agreements were signed. For the end of the reporting period the Consortium Agreement for the project CH-3-ŠMM-01/07 has not been received by the EA (beneficiary is facing difficulties with the Swiss partner).
- Training seminar on the implementation issues for the beneficiaries was organised on 15 January 2013 (by the Research council of Lithuania and the CPMA). In total 33 participants took part in the event. Consultations for the beneficiaries are being provided continuously.
- The internal Procedure for the amendments and breach of the agreements with the beneficiaries was elaborated and approved by the order No V- V-14 of 9 January 2013 of the Chairman of the Research Council of Lithuania. The amendments to the agreements with beneficiaries on project implementation were made in case of 9 projects.
- The electronic system for the registration of the amendments to the grant agreements was started to develop on <http://sistema.lmt.lt> in February 2013.
- Beneficiary of the project CH-3-ŠMM-01/08 prepared tender documents for procurement of aerosol chemical composition analyser. CPMA evaluated (ex-ante) and approved tender documents on 29 January 2013, tender was launched on 5 February 2013.

Implementation reports

During the reporting period the following programme implementation reports were developed:

- Project Interim Report No. 2 (for the period 01/07/2011 - 31/12/2011) was prepared by the IB. Report was approved by the programme steering committee on 6 March 2012. The report was submitted to the SCO on 23 March 2012.
- Annual Project Report No. 1 (for the period 15/12/2010 - 31/12/2011) was prepared by the IB. Report was approved by the programme steering committee on 6 March 2012. The report was submitted to the SCO on 23 March 2012.
- Project Interim Report No. 3 (for the period 01/01/2012 - 30/06/2012) was prepared by the IB. Report was approved by the programme steering committee on 14 September 2012. The report was submitted to the SCO on 4 October 2012.
- Project Interim Report No. 4 (for the period 01/07/2012 - 31/12/2012) was prepared by the IB. Report shall be discussed and approved by the programme steering committee, CPMA and NCU. After completion of the necessary procedures the report will be submitted to the SCO.
- Annual Project Report No. 2 (for the period 01/01/2012 - 31/12/2012) was prepared by the IB. Report shall be discussed and approved by the programme steering committee, CPMA

and NCU. After completion of the necessary procedures the report will be submitted to the SCO.

2.1.4. Individual project in the focus area “Modernisation of the judiciary”

The overall objective of the project “The creation and implementation of the system for video transmission, recording and storage in courts” is the creation of a system which allows arranging remote court sessions, recording and preserving materials of these sessions in the electronic form. After the implementation of this project the court proceedings will be optimised and possibilities for specific groups of society to participate in these proceedings will be simplified. The project is being implemented by the EA (National Court Administration (NCA)).

Legal acts for the use of video conferencing equipment

During the reporting period the following activities on preparation of the legal acts necessary for the introduction of new technical measures were implemented:

- On 3 February 2012 the Judicial Council adopted Resolution No. 13P-17-(7.1.2) “The Approval of the Description of the Usage of Video Conferencing Equipment during the Trial Procedure for the Questioning of Witnesses”. This legal act defines the general principles of the organization and implementation of the video conferences and conducting interviews with witnesses who are subject to the protection from the [possible] criminal influence.
- On 7 December 2012 the Ministry of Justice of the Republic of Lithuania (hereinafter – the MoJ) approved the description of procedures regulating the usage of video conferencing equipment in civil and administrative cases. The general principles for the use of the video conferencing equipment were defined here.

On 7 February 2013 the NCA submitted the summary information about the above mentioned legal acts to the NCU. Following the condition set in the SDC decision letter, the NCU send this information to the SCO on 12 February 2013. On the same day the SCO confirmed about the fulfillment of the condition set.

Study visits

On 17-21 June 2012 a study visit to Lisbon (Portugal) was organized. The delegation consisted of 10 representatives of institutions participating in the Project implementation: 4 representatives of the NCA, 2 representatives of the Prison Department under the MoJ (Project partner), 4 representatives of courts. During this study visit the members of delegation were introduced to the Portuguese judicial system, the use of computer systems in the courts and judicial documents storage, possibilities to apply the video-conferencing equipment and audio recording systems within the judicial system. The delegation visited Sintra Court, High Court and Supreme Court of Justice of Lisbon. The members of the delegation were introduced to the practical possibilities to use the video-conferences in their work.

On 3-7 December 2012 a study visit to Bornholm and Sonderborg (Denmark) was organized. The delegation consisted of 10 representatives of institutions participating in the Project implementation: 3 representatives of the NCA, 2 representatives of the Prison Department under the MoJ (Project partner), 5 representatives of courts. During this study visit the members of delegation visited the district courts of Bornholm and Sonderborg. The delegation were introduced to the Danish judicial system (include legal bases for the use of video conference), the stages of implementing video-conferencing system in Danish courts, technical possibilities in the use of video-conferencing equipment within the judicial system. Moreover, the video conference between

visited courts and Danish police office, prosecutor's office, imprisonment institution has been demonstrated.

Design of architecture of video conferencing system

On 4 April 2012 the NCA signed the contract with the JSC „S4ID“ on the analysis services, design of architecture and preparation of technical specifications for the system for video transmission, recording and storage in courts. The planned results were delivered in due time, the final acceptance act signed on 3 August 2012.

Equipment for video conferencing system

After the completion of this preparatory activity the NCA developed the tender documents for procurement of equipment (including hardware and software, also trainings on how to use the equipment). The 1st draft of tender documents was submitted for the review of the CPMA on 7 August, 2nd draft – on 7 September 2012.

Finalisation of tender documents and their approval was suspended due to the irregularity fixed by the CPMA on 20 September 2012. The CPMA concluded that the technical specification of the equipment to be procured is not in line with the Final Project Proposal. It also concluded that the irregularity can be corrected if relevant modifications of the Final Project proposal and provisions of the Individual Project Implementation Agreement would be made. With regard to this, on 15 November 2012 the EA approached the NCU with a request to make certain corrections to the project implementation (namely, reallocation of the budget, corrections of the Logframe Matrix with regard to indicators of achievement, extension of the Project implementation period). NCU issued a letter to the SCO on 21 November 2012. SCO approval was received on 4 December 2012.

After the amendments to the Project Agreement were made and tender documents were corrected following the CPMA remarks, the CPMA approved the tender documents on 27 December 2012. On 7 January 2013 the technical specification for equipment to be procured was pre-announced in the central information system for public procurements. After the publication of technical specification, the NCA received several claims from potential suppliers, therefore, the procurement documents were reviewed by the EA and the CPMA once again.

As the reallocated funds were pointed for the acquisition of two additional units of mobile video-conferencing equipment for the Prosecution Service, the NCA signed the cooperation agreement with the Prosecutor General's Office of the Republic of Lithuania on 24 January 2013.

Implementation reports

During the reporting period the following project implementation reports were developed:

- Project Interim Report No. 1 (for the period 03/05/2011 - 31/12/2011) was prepared by the EA. Report was approved by the SC on 7 March 2012. The report was submitted to the SCO on 5 April 2012.
- Annual Project Report No. 1 (for the period 03/05/2011 - 31/12/2011) was prepared by the EA. Report was approved by the SC on 7 March 2012. The report was submitted to the SCO on 5 April 2012.
- Project Interim Report No. 2 (for the period 01/01/2012 - 31/06/2012) was prepared by the EA. Report was approved by the SC on 4 September 2012. The report was submitted to the SCO on 26 September 2012.
- Project Interim Report No. 3 (for the period 01/07/2012 - 31/12/2012) was prepared by the EA. Report was evaluated by the CPMA on 15 February and approved by the SC on 28

February 2013. After completion of the necessary procedures the report will be submitted to the SCO.

- Annual Project Report No. 2 (for the period 01/01/2012 - 31/12/2012) was prepared by the EA. Report was evaluated by the CPMA on 15 February and approved by the SC on 28 February 2013. After completion of the necessary procedures the report will be submitted to the SCO.

2.2. Reporting on Special Allocations

2.2.1. NGO block grant

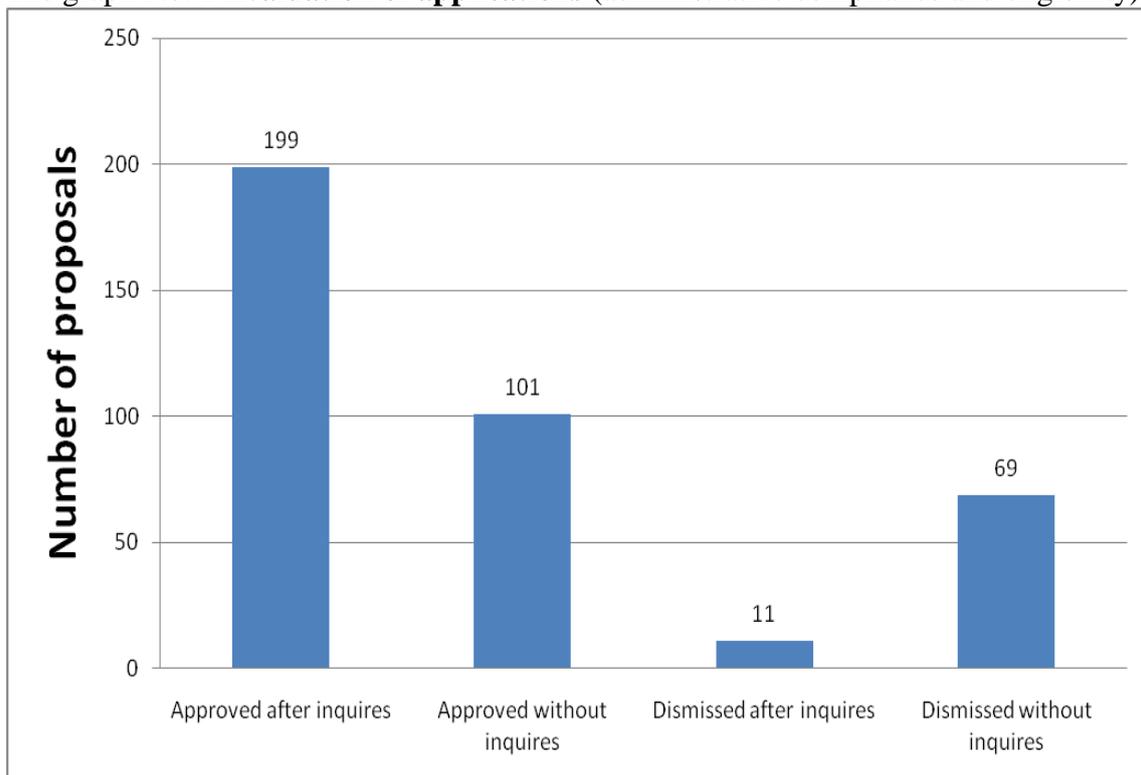
The NGO block grant (hereinafter – the NGO Fund) is planned to be implemented under the Lithuanian–Swiss Cooperation Programme in order to strengthen the NGOs in Lithuania, to enhance the cooperation between the civil society and governmental sector. The NGO Fund is being implemented by the MoF which is assigned as the IB for the NGO Fund and the CPMA as the EA.

Assessment and selection process

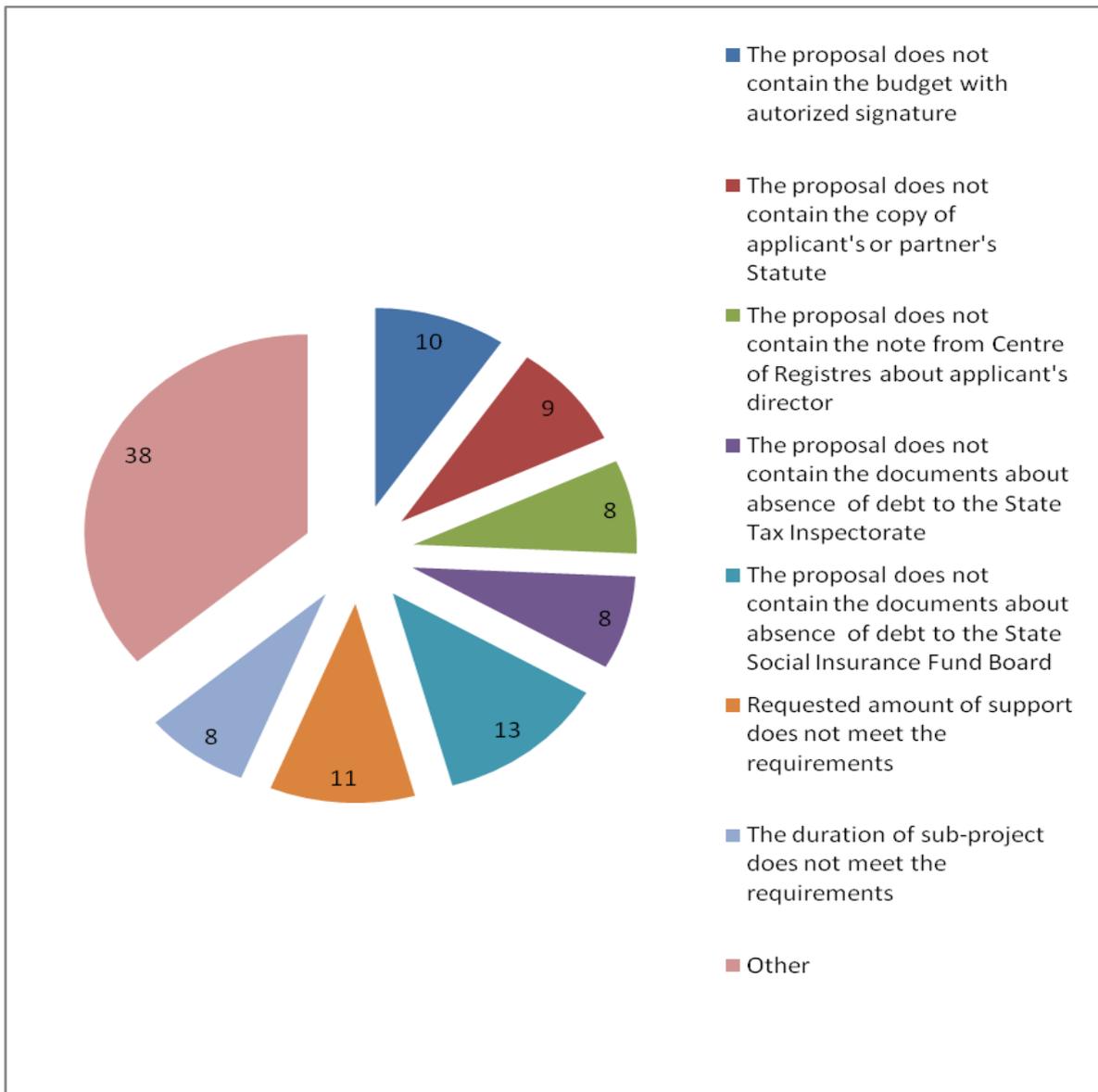
On 2 December 2011 the CPMA started the administrative compliance and eligibility check of the sub-project applications and completed this stage of assessment on 24 January 2012. The assessment was performed by 19 representatives of the CPMA and 1 external expert. On 1 February 2012 the CPMA submitted to the NCU a preliminary report on administrative compliance and eligibility assessment of the sub-project applications, which was approved by the NGO Fund SC on 20 February 2012. It also discussed the strategy for value-for-money assessment - no specific remarks to this document were presented by the members of the committee.

More information on the administrative compliance and eligibility assessment is presented in the graphs below:

The graph No. 1 **Evaluation of applications** (administrative compliance and eligibility)



The graph No. 2 **Reasons for rejection of applications**



The preliminary report on administrative compliance and eligibility assessment of the sub-project applications was published in the website of the CPMA and the MoF. Applicants whose applications were rejected during administrative compliance and eligibility assessment could complain to the IB within 10 working days after receiving a registered letter from the CPMA informing about the decision to reject the sub-project application. After the 1st phase of assessment 13 complaints/inquires were received: 8 of them were rejected as unfounded, 5 – satisfied (applications passed to the 2nd assessment phase). Based on the same reasons for satisfying 5 complaints, the CPMA also re-evaluated the administrative and eligibility compliance of 4 additional sub-project applications (which were rejected for the same reasons as those 5, but which have not submitted the complaints).

On 10 February 2012 the Evaluation Committee for value-for-money assessment of the sub-project applications was established by the Deputy Director of the CPMA (Order No. 2012/20-2-4). The composition of the Evaluation Committee is as follows: chairman, deputy chairman, secretary, 22 evaluators and 8 observers. On 22 February 2012 the 1st meeting of the Evaluation Committee was

held during which the Rules of Procedure of the Evaluation Committee were approved and a strategy for value-for-money assessment was presented to the members of the Evaluation Committee.

The value-for-money assessment of sub-project applications was performed by 24 evaluators (18 employees of the CPMA and 6 independent experts), each sub-project application was assessed by at least 2 evaluators. Also 8 observers (including the representatives of the Ministry of Finance, SCO and the NGO sector) participated in the work of the Evaluation Commission. The appraisal of the sub-project applications ended on 25 May 2012. The Evaluation Commission approved the value-for-money assessment report on 29 May 2012. On 6 June 2012 the report was provided to the Ministry of Finance. On 18 June 2012 the meeting of the NGO Fund SC took place, however due to the lack of quorum no decisions regarding the value-for-money assessment report have been taken.

The next SC meeting was held on 4 July 2012. The Committee approved the final report on the administrative compliance and eligibility of the applications. The final results of the administrative compliance and eligibility check of the sub-project applications are as follows: from 380 received sub-project applications 309 applications met the administrative compliance and eligibility criteria, 67 applications were rejected and 4 applications were not evaluated (2 on request of the applicants and the other 2 because of being submitted before the open call was launched). The final report on administrative compliance evaluation and eligibility assessment of the sub-project applications was published in the websites of the MoF and the CPMA.

The SC also discussed the preliminary report on the value-for-money assessment, the report was approved (list of applications proposed for financing (81), list of rejected applications (150), reserve list (67) and list of applications to be re-evaluated by the Executing Agency (11)). The SC members asked to re-evaluate 10 applications which were submitted by the NGOs which are in relation with business sector, 1 application had to be re-evaluated because of the amendments of the Law on charity and support. The preliminary value-for-money assessment report was published in the websites of the MoF and the CPMA. After the approval of the preliminary assessment report, the applicants submitted 36 complaints to the IB. Most of them were questioning the assessments points given for the particular application. 30 complaints were rejected, 6 – partially satisfied.

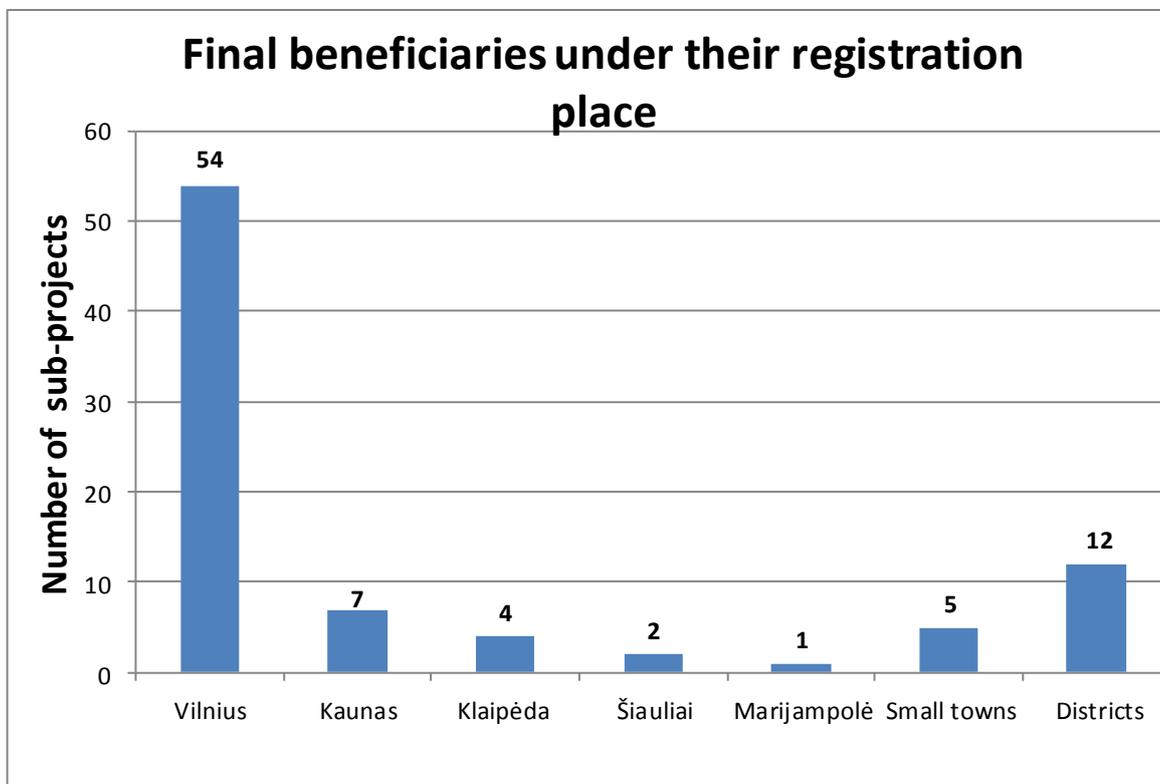
After the CPMA completed re-assessment of the above mentioned applications and submitted the corrected preliminary assessment report to the Ministry of Finance, the additional SC meeting was organised on 13 September 2012. After the discussions of the re-assessment results, the corrected preliminary assessment report was approved by the members of the committee. According to the report 3 groups of the sub-project applications have been identified: 88 applications were recommended to be financed under the NGO Fund, 68 applications were in the reserve list, 153 applications were recommended not to be financed under the NGO Fund.

A standard sub-project implementation agreement was approved by the Order of the Minister of Finance on 18 October 2012 (agreement has been drafted by the CPMA and firstly submitted for review of the MoF in May 2012).

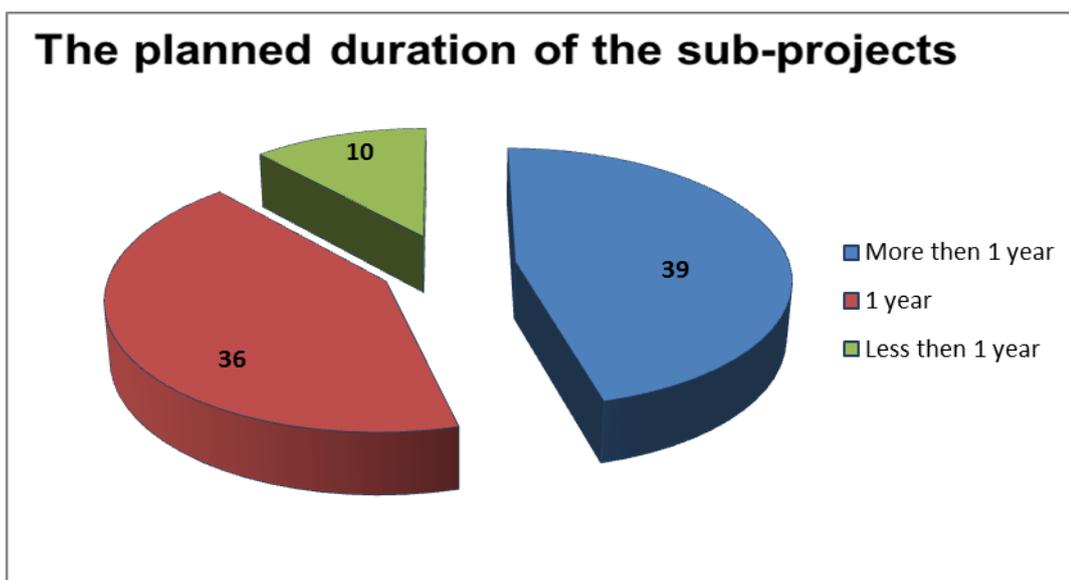
After completing the complaints handling stage, the final decision on the applications to be financed under the NGO fund has been made by the SC. The final value-for-money assessment report was approved on 20 December 2012 (by written procedure). The four groups of the applications were identified: 87 applications recommended to be financed, 68 added to the reserve list, 153 identified as recommended not to be financed, 1 applicant went bankrupt and lost the right to receive the NGO fund support. The final report was published in the websites of the MoF and the CPMA.

More information on the sub-projects selected for financing is presented in the graphs below:

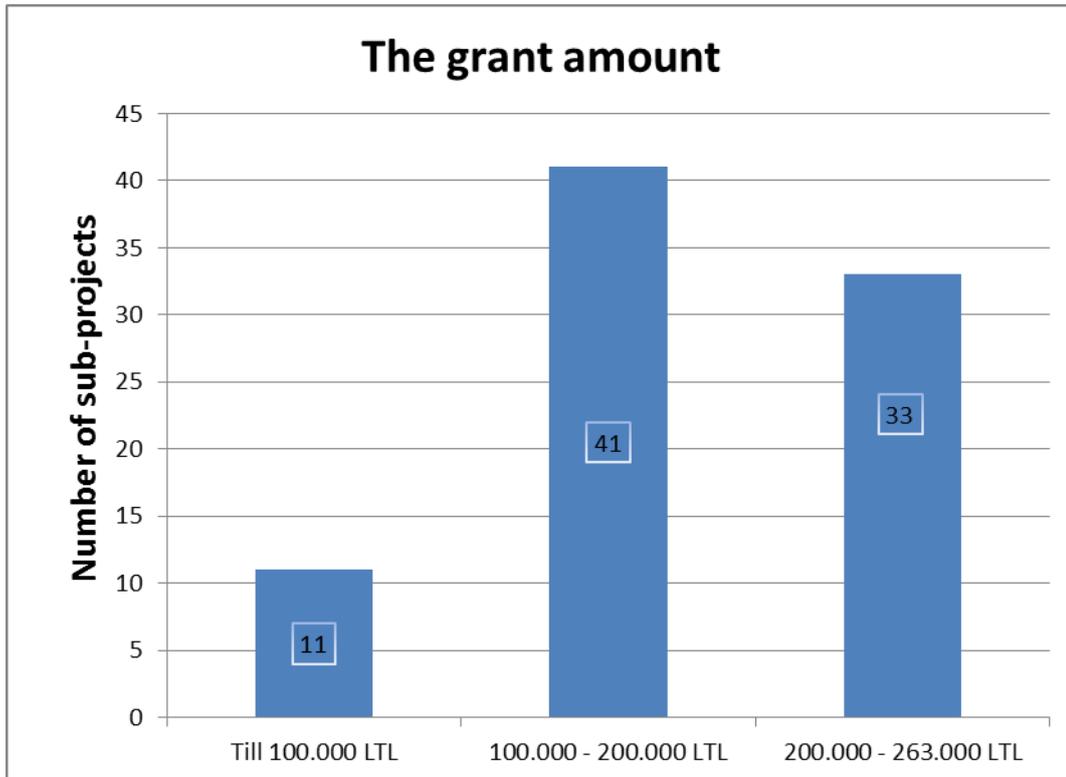
The graph No. 3: **Final beneficiaries under their registration place**



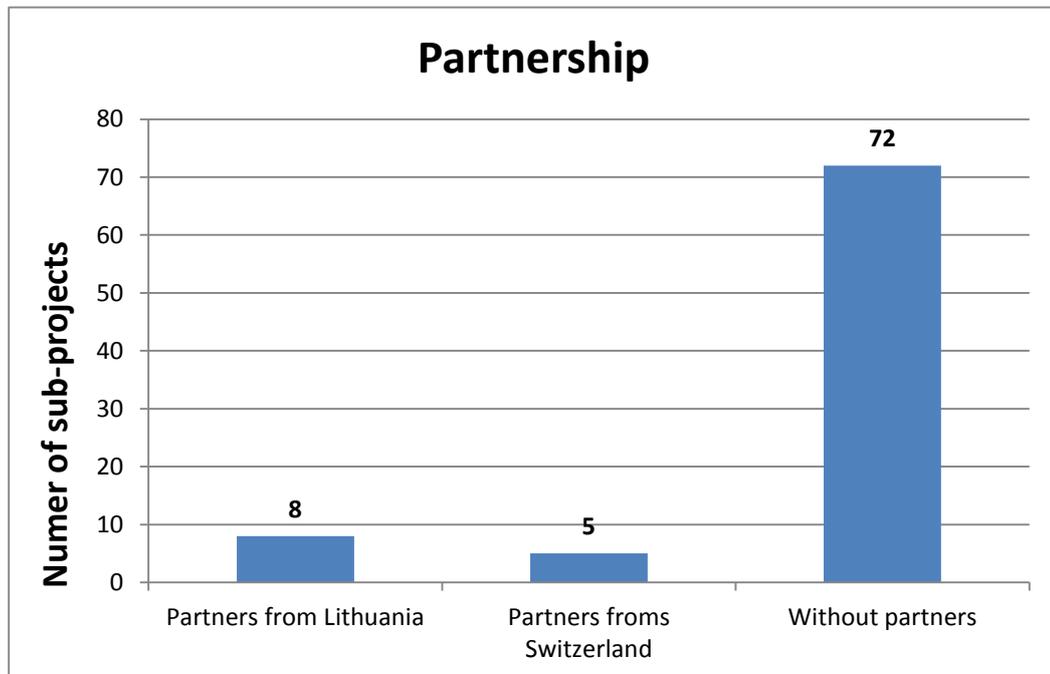
The graph No. 4: **Planned duration of the sub-projects**



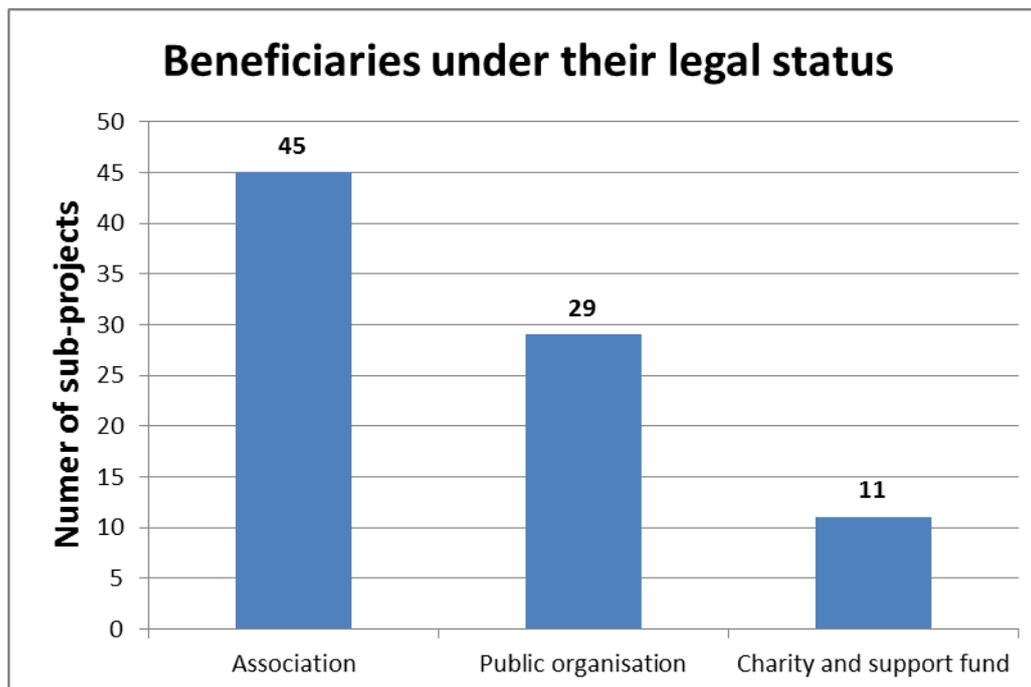
The graph No. 5: **Grant amount awarded for the sub-project**



The graph No. 6: **Information on partnership under the sub-projects**



The graph No. 7: **Beneficiaries under their legal status**



In January – February 2013 85 sub-project agreements were signed between the CPMA and the final beneficiaries. 1 applicant refused to accept funding and sign the agreement due to the loss of the sub-project partner. Sub-project agreement is not signed yet with 1 applicant which is facing difficulties with co-financing.

Implementation of the Fund

While implementing the sub-projects, 84 final beneficiaries prepared the project's public procurement plans. CPMA evaluated 78 public procurement plans and approved the usage of them. 6 public procurement plans are being evaluated. During the reporting period CPMA also evaluated 8 (ex-ante) tender documents for the public procurements of services and goods approved the usage of these documents. 22 (ex-ante) tender documents for the public procurements of services and goods are being evaluated by the CPMA.

Implementation reports

During the reporting period the following project implementation reports were developed:

- Project Interim Report No. 1 (for the period 03/05/2011 - 31/12/2011) was prepared by the EA. Report was approved by the SC on 20 February 2012. The report was submitted to the SCO on 13 March 2012.
- Annual Project Report No. 1 (for the period 03/05/2011 - 31/12/2011) was prepared by the EA. Report was approved by the SC on 20 February 2012. The report was submitted to the SCO on 13 March 2012.
- Project Interim Report No. 2 (for the period 01/01/2012 - 31/06/2012) was prepared by the EA. Report was approved by the SC on 13 September 2012. The report was submitted to the SCO on 12 October 2012.
- Project Interim Report No. 3 (for the period 01/07/2012 - 31/12/2012) was prepared by the EA. The report shall be discussed and approved by the SC, CPMA and NCU. After completion of the necessary procedures the report will be submitted to the SCO.

- Annual Project Report No. 2 (for the period 01/01/2012 - 31/12/2012) was prepared by the EA. The report shall be discussed and approved by the SC, CPMA and NCU. After completion of the necessary procedures the report will be submitted to the SCO.

2.2.2. Project Preparation Facility

The purpose of the PPF was to ensure the efficient preparation of the Final Project Proposals, resulting from Project Outlines approved by Switzerland. The implementation of the PPF is completed. The Project Completion Report (together with the final financial audit report) was submitted to the SCO in April 2011. On 2 April 2012 the SCO confirmed that the Completion Report is accepted and the financial report approved.

2.2.3. Technical Assistance Fund

The purpose of the Technical Assistance Fund (TAF) is to ensure the efficient and effective implementation of the Lithuanian-Swiss Cooperation Programme. It serves as the main source and instrument for the NCU to administrate and manage the Lithuanian–Swiss Cooperation Programme. The CPMA which is assigned with the execution of concrete functions while implementing the above mentioned programme is another beneficiary of the project.

The detailed budget of the TAF for 2013 was submitted for approval on 6th November 2012. The SCO approval on the budget for 2012 was issued on 17th December 2012.

During the reporting period the following main activities of the TAF have been performed:

Activities of the MoF:

- the Annual Meeting organised on 25 April 2012;
- 2 NCU staff members participated in the Baltic Retreat on 19 September 2012 and the Swiss Contribution workshop „From commitment to implementation“ on 19-21 September 2012;
- Procurement of the pinup calendars and workbooks for promotion of the Lithuanian – Swiss Cooperation Programme was conducted in November 2012;
- Interpretation services were provided during the following events: NGO Fund steering committee meetings and evaluation committee meeting, meeting of the the Swiss delegation with one of Vilnius hospitals (implementation of health sector programmes), one JSC meeting for health programmess. Translation services were also provided for translation of various documents to be discussed with the SCO or needed for other purposes related to the daily implementation of the Lithuanian – Swiss Cooperation Programme.

Activities of the CPMA:

- 4 employees were working exclusively with the Lithuanian - Swiss Cooperation Programme (evaluation of eligibility of expenditures, supervision of public procurement procedures, monitoring of projects' implementation, etc.),
- in beginning of 2012 a qualified expert was hired by the CPMA for the review of technical specifications of medical equipment to be procured under health programme on perinatal and neonatal health care. During the reporting period expert has analysed technical specifications for 17 tenders and 8 specifications of the winners' proposals.
- a total of 12 employees of the CPMA who work with the Lithuanian–Swiss Cooperation Programme attended 11 training courses in Lithuania,
- procurement procedures for training seminars, media monitoring services, etc. were performed.

More detailed information on the activities of the MoF and the CPMA under the TAF are provided in the combined interim and annual project report on the TAF. The 3rd combined interim and annual report was submitted to the SCO on 28th March 2012. The 4th report is being finalised by the NCU and CPMA and will be submitted to the SCO following the provisions of the TAF agreement.

2.3. Reporting on the Scholarship Fund

According to the provisions of the FA, Annex 3, part D on the Scholarship Fund (the SF), the fund is managed by the Intermediate Body of the Swiss side (CRUS). The Research Council of Lithuania acts as the Coordination Body (CB). The CB is responsible for the in-country management of the SF in Lithuania.

General activities

The SF is being advertised on the CB website (www.lmt.lt). In addition the information on the SF and the related procedures in Lithuania is being constantly communicated to the academic community by e-mail, phone and organisation of information days. The CB has renewed a network of the representatives interested in getting the information directly. This network encompasses all the Lithuanian science and research institutions. The domain www.sciex.lt has a link to the CB's website page containing the information on the SF.

Information on the open calls of the Scholarship Fund

The open calls for proposals are being announced on an annual basis.

Under the 1st Open Call (executed in 2010) 3 applications of doctoral students and 3 applications of post-docs were awarded of 530 000 CHF in total. Under the 2nd Open Call (executed in 2011) 5 applications of doctoral students and 3 applications of postdocs were awarded 557 000 CHF in total.

The 3rd Open Call for proposals was announced on 3 January 2012; the Call closed on 1 April 2012. After the application deadline passed, CB checked all 13 registered proposals on their formal eligibility according to the Check list W-1 provided by CRUS and informed CRUS about the outcome of the formal check. The received applications were distributed as follows: 2 in the field of social sciences and humanities and 11 in the field of physical and biotechnological sciences. Out of 13 proposals 2 applications were eligible and 11 applications had some slight inaccuracies that had to be corrected before the Scoring procedure. The Supervisory Board established at CB has scored all eligible proposals according to their relevance for the home country using a Scoring template T-1. The results of the scoring were sent to CRUS. Following the expert evaluation of applications, 2 applications of doctoral students and 3 applications of post-docs were awarded 390 000 CHF in total.

The 4th Open Call for proposals was announced on 2 January 2013 and will be closed on 1 April 2013.

The CB regularly provides assistance to researchers concerning the Scholarship Fund and the announced open calls. On March 29 and August 30, 2012 the responsible Sciex administrator in CB Ms. Kornelija Janavičiūtė (kornelija.janaviciute@lmt.lt) attended Sciex Steering Committee Meetings in Fribourg. On October 22, 2012 she participated at the Event with the Sciex Fellows and on October 23 – at the Training Session in Laussane, organised by CRUS.

After the end of the call (April 1, 2012) CB provided data on the eligibility and quantity of received proposals to CRUS and to the Intermediary Body in Lithuania for compilation of the required progress reports. CB also prepared progress reports in April and September, 2012 for CRUS.

Information on the publicity activities is reported under part 5 “Strategy and activities to inform the general public about the Lithuanian-Swiss Cooperation Programme and the projects implemented” of this Report.

Use of the funds

In November 2012 the NCU initiated discussions on the use of the funds available under the Scholarship Fund. The situation has been discussed with the MoES. It was agreed that publicity activities shall be applied wider. On 4 December 2012 the meeting of the representatives of the MoES and the CB was held. The Sciex related issues were discussed and a plan for publicity activities was prepared. The implementation of planned activities is in process.

2.4 Flexibility clause

In the framework of implementing the projects the following adjustments compared to the original Project Agreements have been made:

- *project “Technical Assistance Fund”*:
 - form: exchange of letters,
 - date: 10th January 2012,
 - reasoning: amendments to the annex "Indicative scope of tasks with planning and budget regarding the TAF" were made (hiring of experts for review of technical specifications was included, media monitoring as an activity under the publicity line was included). Also amendments to annex "Technical Assistance Fund Agreement of the Lithuanian - Swiss Cooperation Programme, Detailed Budget of the Technical Assistance Fund Agreement of 17 July 2009" were made (budget for the whole period 2009 - 2017 was amended).

- form: exchange of letters,
- date: 14th May 2012,
- reasoning: amendments to the detailed budget for 2012.

- *programme “Improvement of Perinatal and Neonatal Health Care Services in Lithuania”*:
 - form: amendment to the Project Agreement,
 - date: 8th May 2012,
 - reasoning: composition of the JSC amended (Article 7 of the Project Agreement), definition of the “Equipment” amended (Annex 2 “Final Project Proposal” of the Project Agreement), indicator on the results (outputs) level amended (Annex 4 “Logframe Matrix” of the Project Agreement).

- *project “Research and Development”*:
 - form: amendment to the Project Agreement,
 - date: 9th October 2012,
 - reasoning: reallocation of funds within the budget of the Objective of the programme (Annex 1 of the Final Project Proposal) and amendment of the indicator on the results (outputs) level (Annex 4 of the Final Project Proposal).

- *project “Creation and Implementation of the System for Video Transmission, Recording and Storage in Courts”:*
 - form: amendment to the Project Agreement,
 - date: 4th December 2012,
 - reasoning: reallocation of savings within the project budget, modification of the logframe matrix (re: indicators), extension of the project implementation deadline.

2.5. Overall financial statement on the past and tentative future disbursements and commitments for the entire Lithuanian-Swiss Cooperation Programme

Commitments and disbursements of the reporting period

Total amount of the Swiss Contribution committed (according to the Project Agreements signed) is 67,32 MCHF (100% of the total amount (67,32 MCHF to be committed under the Lithuanian–Swiss Cooperation Programme). Commitment was completed in December 2011.

More detailed information on the commitments, disbursements and reimbursements of the reporting period are presented in the annual financial report in Annex 3.

Tentative commitments and disbursements for the next reporting period

Overall financial statement on the past and tentative future disbursements and commitments for the entire Lithuanian-Swiss Cooperation Programme is summarised in Annex 3 of this report.

2.6. Summary and main conclusions of the financial audits of the projects

During the reporting period the following payment claims were audited under the TAF:

- audit for Payment Claim No. 6 for the expenditures of NCU for the reporting period 01/10/2011 - 31/12/2011 was executed on 2 February 2012;
- audit for Payment Claim No. 7 for the expenditures of NCU for the reporting period 01/01/2012 - 30/09/2012 was executed on 12 November 2012;
- audit for Payment Claim No. 8 for the expenditures of NCU for the reporting period 01/10/2012 - 31/12/2012 was executed on 24 January 2013;
- audit for Payment Claim No. 10 for the expenditures of CPMA for the reporting period 01/10/2011 - 31/12/2011 was executed on 13 January 2012;
- audit for Payment Claim No. 11 for the expenditures of CPMA for the reporting period 02/01/2012 - 31/03/2012 was executed on 20 April 2012;
- audit for Payment Claim No. 12 for the expenditures of CPMA for the reporting period 01/04/2012 - 30/06/2012 was executed on 16 July 2012;
- audit for Payment Claim No. 13 for the expenditures of CPMA for the reporting period 01/07/2012 - 30/09/2012 was executed on 19 October 2012;
- audit for Payment Claim No. 14 for the expenditures of CPMA for the reporting period 01/10/2012 - 31/12/2012 was executed on 16 January 2013.

Also Combined Interim and Annual Project Report on the TAF for the year 2011 was verified by the audit company on 26 March 2012.

The following payment claims were audited under the NGO Fund:

- audit for Payment Claim No. 1 for the expenditures of CPMA for the reporting period 01/06/2011 - 31/12/2011 was executed on 2 March 2012;
- audit for Payment Claim No. 2 for the expenditures of CPMA for the reporting period 01/01/2012 - 31/03/2012 was executed on 26 April 2012;
- audit for Payment Claim No. 3 for the expenditures of CPMA for the reporting period 01/04/2012 - 30/06/2012 was executed on 26 July 2012;
- audit for Payment Claim No. 4 for the expenditures of CPMA for the reporting period 01/07/2012 - 30/09/2012 was executed on 30 October 2012;
- audit for Payment Claim No. 5 for the expenditures of CPMA for the reporting period 01/10/2012 - 31/12/2012 was executed on 29 January 2013.

For all of the abovementioned audits, the auditors prepared and submitted audit reports and auditor's certificates, which stated that expenditures were incurred properly and in line with the relevant agreements and service contracts.

2.7. Statistics of tenders, contract awards and successful bidders

Information on this part of the Report is presented in Annex 1.

3. Swissness

Health sector programmes

In April 2012 representatives of the EA for perinatal programme, beneficiary hospitals and the IB participated in the Health Forum (Geneva) and had meetings with the colleagues of Zurich University hospital, Geneva University Hospital and Basel University Woman Hospital. Details of the partnership plan were discussed. Partnership plan was approved by the JSC in October 2012, submitted to the SCO in December 2012.

Partnership agreements were developed and submitted for the comments of the Swiss partner hospitals on 30 October 2012. In February 2013 the partnership agreement with Geneva University Hospital was signed.

Research and Development programme

The programme is concentrated on financing of the joint research projects and institutional partnership projects between Lithuanian and Swiss researchers/research institutions. The joint research and institutional partnership projects were selected on a competitive basis. The Joint Selection Committee (which includes scientific representatives nominated by both countries) approved the final list of selected joint research and institutional partnership projects. Programme will create extensive conditions for the cooperation of Lithuanian and Swiss research institutions and researchers.

Projects are being implemented with different Swiss universities (Zurich, Lausanne, Bern, Geneva, Fribourg), other partners. Detailed information on the projects is presented in the Project interim report No. 4. Consortium agreements were signed with all the partners (except for one). Project No. CH-3-SMM-01/07 is facing problems with the Swiss partner (University of Fribourg) and could be terminated.

NGO Fund

5 sub-projects selected for financing contain partnerships with Swiss NGOs:

Final beneficiary	Sub-Project partner	Goal of the Sub-project
Charity and support foundation “Lithuanian Food Bank”	Stiftung “Hoffnug fur Menschen in Not”	To strengthen “Food bank’s” food aid network provider’s capacities utilizing good practice of Switzerland. These increase capacities will make it possible to collect and distribute more food aid, to diversify financial income required to run operations, ensure food aid provision sustainability, contribute towards reducing the poverty and social exclusion in Lithuania as well as increasing rational use of natural resources while fighting the food waste.
Students’ Representation of Vilnius University	National Union of Students	To strengthen the institutional base of the Students’ Representation of Vilnius University by improving members knowledge and ability and to expand social business influence on the income and revenue diversification.
Baltic Charity Foundation	Lithuanian community in Switzerland	To strengthen the institutional capacity and financial autonomy of the Baltic Charity Foundation and the rural communities.
Society for the Beautification of Lithuania (SBL)	Lithuanian community in Switzerland	To expand SBL activity and quality of services and to strengthen cooperation with local communities and local authorities, using the Swiss experience.
Lithuanian Society of Young Researchers	ACTIONUNI (Asociation of the Swiss universities)	To strengthen the Lithuanian Society of Young Researchers and develop institutional capabilities of its members.

Individual project

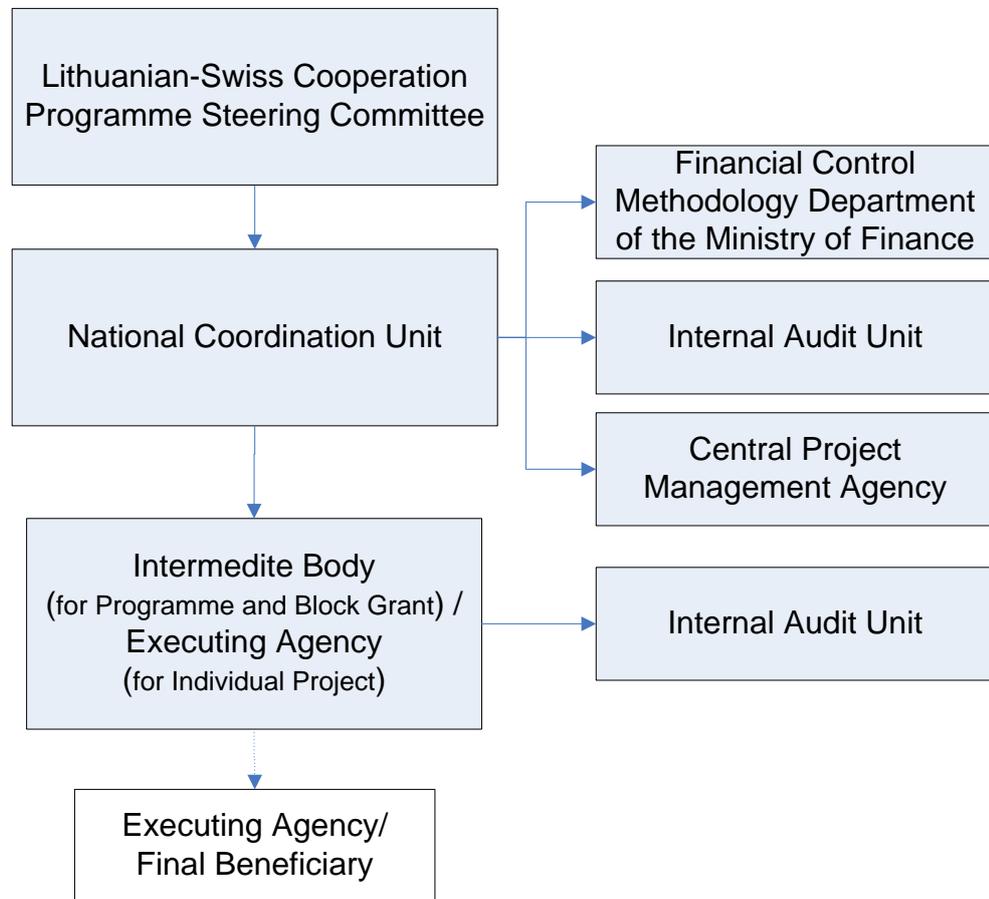
There were no particular Swissness elements in the Project implementation during the reporting period.

4. Reporting on administrative implementation issues

Managerial set-up

The managerial set-up for the Lithuanian–Swiss Cooperation Programme is presented in the figure below.

Figure No. 1. The managerial set-up for the Lithuanian-Swiss Cooperation Programme



National Coordination Unit

The MoF acts as the NCU of the Lithuanian–Swiss Cooperation Programme. Based on the provisions of the FA, execution of certain functions is delegated to the CPMA. This was done by the Order of the Minister of Finance (No. 1K-418, 5 Dec. 2008) “On the Approval of the Rules for Administration of the Lithuanian–Swiss Cooperation Programme”.

Within the MoF, two independent administrative units participate in the implementation of the NCU functions:

- International Financial Assistance Coordination Division executes the functions related to coordination matters while implementing the Lithuanian–Swiss Cooperation Programme;
- State Treasury Department executes the functions related to the management of all operations regarding the financial transactions. The financial management is separated from other functions of the NCU in order to increase the quality of operations and ensure good governance practices.

The SCO is the direct and main counterpart of the NCU with regard to the official information and day-to-day communication on the implementation of the Lithuanian–Swiss Cooperation Programme.

Intermediate Bodies

The following ministries are assigned by the Government of the Republic of Lithuania as the IBs under the Lithuanian–Swiss Cooperation Programme:

- Ministry of Health is the IB for the programmes in the focus areas “*Rehabilitation and modernisation of basic infrastructure and improvement of the environment*” and “*Health*”;
- Ministry of Education and Science is the IB for the programme in the focus area “*Research and Development*”;
- Ministry of Finance is the IB for the block grant in the NGO sector;
- Ministry of Finance is the IB for the PPF (as defined in the FA, Annex 3).

Executing agencies

The following institutions act as the EAs while implementing the projects:

- Hospital of Lithuanian University of Health Sciences Kauno Klinikos is the EA for the programme in the perinatal and neonatal health care. It is also one of the EA under the programme for introduction of energy efficient technologies. Other hospitals that receive assistance under the later programme act as the EAs as well.
- Research Council of Lithuania is the EA for the programme “*Research and Development*”;
- CPMA is the EA for the block grant in the NGO sector;
- National Court Administration is the EA for the individual project on introduction of video conferencing system in Lithuanian Courts.

Steering Committee

The Steering Committee of the Lithuanian–Swiss Cooperation Programme was established and its personal composition approved by the Order of the Minister of Finance No. 1K-017 of 27 January 2009. The Steering Committee is composed of the representatives of the MoF (chair), MoES, MoH, Ministry of Interior, Ministry of Foreign Affairs, Association of Local Authorities in Lithuania, non-governmental sector and the CPMA. Other institutions interested and the representatives of the Swiss Embassy (Swiss Contribution Office) are invited to the meetings of the Steering Committee as observers.

The functions of the Steering Committee are detailed in the Rules for Administration of the Lithuanian–Swiss Cooperation Programme and the Work Regulation of the Steering Committee and are as follows:

- presents recommendations on the Project Outlines and Final Project Proposals to the NCU (on submission to the SCO, corrections, rejection);
- presents recommendations on the revision of the focus areas of the Lithuanian–Swiss Cooperation Programme to the NCU;
- supervises the implementation of the Lithuanian–Swiss Cooperation Programme and its compliance to the provisions of the FA;
- discusses and takes decision (on approval or rejection) on the annual report on the implementation of the Lithuanian–Swiss Cooperation Programme.

According to the work regulation of the Steering Committee, the meetings shall be organised at least once per year. If necessary, meetings can be organised more frequently.

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. 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 an equal distribution of votes, the chairperson’s vote is decisive. If there is a necessity to decide on important and urgent issues a written procedure could be applied.

Financial Control Methodology Department of the MoF

As described in the FA, the Financial Control Methodology Department of the MoF is responsible for the coordination of the verifications of the effective functioning of management and control system for the implementation of the Lithuanian–Swiss Cooperation Programme. The list of tasks assigned is presented in Annex 2 of the FA.

Internal Audit Units

Internal audit units of the assigned institutions perform audits of functioning of management and control system for the implementation of the Lithuanian–Swiss Cooperation Programme. The list of tasks assigned is presented in Annex 2 of the FA.

Legal aspects

There were no new legal documents on the administration of the Lithuanian-Swiss Cooperation Programme adopted during the reporting period. Presently, the Rules on Administration of the Lithuanian – Swiss Cooperation Programme are being modified, taking into consideration the practical experience of the implementation process. It is planned that Rules for implementation and financing of the programmes and individual project (describing preparation and submission of payment claims, issues related to the currency exchange rate, eligibility of costs and other financial questions) will be modified as well in 2013.

During the reporting period the following programme level implementation agreements/amendments to the implementation agreements were signed:

- Programme Implementation Agreements for the health sector programmes (between the NCU, IB and CPMA) were signed on 9 February 2012.
- 2nd amendment to the Programme Implementation Agreement on the programme “Research and Development” (between the NCU, IB and the CPMA) was signed on 28th November 2012.

During the reporting period the following implementation agreements on the project level/amendments to these agreements were signed:

- Project Implementation Agreements (between IB, CPMA and EAs) were signed under health sector programmes on 12th June 2012. On 6 December 2012 the amendments to the agreements with Children hospital and Tauragė hospital were signed (changes of the budget).
- Project Implementation Agreements (between IB, CPMA and research institutions) were signed under the programme “Research and Development” on 26 October 2012.

The CPMA has updated, discussed with the NCU (if necessary) and approved the following forms necessary for the implementation of programmes, block grant and individual project:

- Project Interim Report for Switzerland form and Confirmation of Compliance form (approved by the CPMA Deputy Director’s Order No. 2012/20-2-1 on 1 January 2012);
- Confirmation of Compliance form (approved by the CPMA Deputy Director’s Order No. 2012/20-2-1 on 2 January 2012);
- Payment Claim form (approved by the CPMA Deputy Director’s Order No. 2012/20-2-2 on 10 January 2012);
- Standard public procurement document forms for (1) open tender in order to purchase goods, (2) open tender in order to purchase services, (3) simplified open tender in order to

purchase goods, (4) simplified open tender in order to purchase services (approved by the CPMA Deputy Director's Order No. 2012/20-2-8 on 27 April 2012);

- Interim Project Implementation Report form which will be submitted with the Payment Claims (approved by the CPMA Deputy Director's Order No. 2012/20-2-15 on 5 December 2012);
- Public Procurement Plan form (approved by the CPMA Deputy Director's Order No. 2013/20-2-1 on 11 January 2013);
- Payment Claim and Declaration of Partner's Expenditure forms (approved by the CPMA Deputy Director's Order No. 2013/20-2-2 on 11 January 2013);
- Annual Project Report and Combined Interim and Annual Project Report for Switzerland forms (approved by the CPMA Deputy Director's Order No. 2013/20-2-4 on 28 January 2013).

The CPMA also prepared (or updated) and approved other documents needed for the implementation process:

- CPMA internal procedure for public procurement supervision for the Swiss-Lithuanian Cooperation programme was updated on 13 February 2012. The cases when the CPMA representatives will be participating in public procurement tenders as observers or public procurement commissions' members were specified. The cases when the public procurement documents will be verified before announcing the public tenders were revised as well;
- Standard Project Implementation Agreement form for Energy Programme (approved by the CPMA Director's Order No. 2012/8-87 on 7 May 2012);
- on 14 May 2012 regulations for the use of Lithuanian-Swiss Cooperation programme database were approved by the CPMA Director's Order No. 2012/8-96. This database contains information about programme/fund/individual project/project/sub-project/joint research and/or institutional partnership project implementation contracts, public procurements, payment claims, risk management, on-spot-checks, irregularities, etc.;
- Technical specification form for purchasing technical supervision services (approved by the CPMA Deputy Director's Order No. 2012/20-2-13 on 22 October 2012);
- CPMA internal procedure for the Swiss-Lithuanian Cooperation programme (the General part and the Implementation of the contracts part) was updated on 6 December 2012. The procedures were adapted for work with sub-projects of NGO Block Grand, Lithuanian-Swiss Cooperation Programme database, nonstandard cases, etc.;
- procedures for filling and submitting the payment claim were prepared and approved by the CPMA Deputy Director's Order No. 2013/20-2-2 on 11 January 2013;
- form for submission information about project/sub-project/joint research and/or institutional partnership project events (approved by the CPMA Deputy Director's Order No. 2013/20-2-3 on 25 January 2013).

5. Strategy and activities to inform the general public about the Lithuanian-Swiss Cooperation Programme and the projects implemented

With regard to implementation of publicity measures of the Lithuanian-Swiss Cooperation Programme, the separate web page www.swiss-contribution.lt is operational since 22 February 2008. This webpage forwards the searcher into the particular section of the webpage of the MoF. The webpage is available in the Lithuanian and English languages.

Information about the Lithuanian-Swiss Cooperation Programme is also published on the website of the CPMA: www.cpva.lt. The “News” section publishes announcements related to the implementation of the Lithuanian–Swiss Cooperation Programme.

Both websites are continually updating information on the Lithuanian–Swiss Cooperation Programme and includes links to websites of Lithuanian and Swiss institutions involved with the programme.

The NCU and the CPMA initiated the new activity with regard to the visibility of the Lithuanian–Swiss Cooperation Programme - the services of media monitoring were procured in order to follow the information spread in the media (contract with the JSC “Mediaskopas” was signed on 28 March 2012). Three media publicity analysis were done during the reporting period:

- 1st analysis covered the period of April – June 2012. 61 reports related to the Lithuanian-Swiss Cooperation Programme were captured and 139 mentions of keywords were recorded with the reach of 5.80 million. 128 out of 139 captured keywords were positive, others were neutral. On 11 July 2012 media publicity analysis was sent to the SCO.
- 2nd analysis covered the period of July – December 2012. 42 reports related to the Lithuanian-Swiss Cooperation Programme were captured (majority – 14 reports were published in July and focused on the news related to health sector programme). During the analysis period 63 keywords were captured with the reach of 2.40 million. Positive publicity accounted for 52.4% of all keyword hits, neutral reports accounted for the rest of 47.6% of publicity, no negative reports were detected. On 21 January 2013 media publicity analysis was sent to the SCO.
- 3rd analysis covered the period of April – December 2012. 101 report related to the Lithuanian-Swiss Cooperation Programme were captured (nearly half – 47.5% of reports – were published in June). During the analysis period 200 keywords were captured with the reach of 8.07 million. Positive publicity accounted for 79.5% of all keyword hits (43.0% of hits were very positive), neutral reports accounted for the rest of 20.5% of publicity, no negative reports were detected. On 21 January 2013 media publicity analysis was sent to the SCO.

Information for the media coverage (publications and other information by project) was submitted to the SCO on 31 January 2013.

Publicity activities performed during the reporting period:

Scholarship Fund

- In order to promote and disseminate information about the open calls of the Scholarship Fund, relevant information was published on the website of the Lithuanian Research Council (also on the websites of the MoES and MoF) and disseminated among the eligible higher education and research institutions;
- on 31 January 2012 the information day regarding the 3rd call for the interested doctoral and post-doc fellows was held at the CB. 43 participants attended this event.
- Information about the 3rd call was also presented during the information day "International research programmes" at Vytautas Magnus University in Kaunas in January 2012;
- The information about the forthcoming call and programme was presented during the additional information day held at CB on November 29, 2012. 29 participants interested in doctoral and post-doc fellowship attended this event. Mr. Vaidas Jurkevičius, doctoral

student of Mykolas Romeris University and Sciex fellow, was invited to the event to share his own experience concerning the fellowship.

- On January, 2013 the information about the 8th call was announced on the website and disseminated among the eligible higher education and research institutions.
- The chairman of the CB announced the information concerning the call during the meeting of the Committee of Humanities and Social Sciences and the Committee of Natural and Technical Sciences.
- The letters calling to encourage young researchers to submit applications, to be their home mentors in Lithuania and to mediate in finding mentors in Switzerland from the Research Council of Lithuania were sent to the project managers of the programme “Research and development”.
- On January, 2013 press release about Sciex and the new call was prepared together with the Ministry of education and science. On January 15, 2013 the press release was disseminated and published on the Ministry of education and science and CB websites.
- On February 6, 2013 the information day for the interested doctoral and post-doc researches was held at CB. There were 18 participants attending this event.
- On February 11, 2012 the information about the call and programme was presented during the information day “Individual fellowships for researchers. The Seventh Framework Programme and Swiss Scholarship Fund Sciex” held at Kaunas University of technology. There were 48 participants in this event. Associate Professor at Kaunas University of Technology and former Sciex fellow Giedrius Jucevičius attended the event and shared his own experience concerning the fellowship.
- In addition the information on the Scholarship Fund and the related procedures in Lithuania is being constantly communicated to the academic community. The CB also formed a network of the representatives interested in getting the information directly. This network encompasses all Lithuanian science and research institutions.

Programme “Research and development”

- Information about the programme and the announcement of the call for proposals was published and updated on the websites of the EA, IB, NCU and CPMA.
- Press release on the Information Day and the R&D Programme was issued and disseminated on May 7, 2012. Information was also published on the website of the IB (in the Week Event gallery);
- Second Information Day for potential applicants was organized on May 9, 2012 (Research Council of Lithuania and the Ministry of Education and Science) and consultations were provided. The event was attended by 76 participants;
- Guidelines for Applicants (Lithuanian and English versions) were published in April 2012 and disseminated to the participants of the Information Day (including promotional material);
- Press release on the closure of the call and proposals received was issued and disseminated on May 18, 2012;
- Press release on the selected applications was issued and disseminated on 10 October 2012;
- The information on the selected proposals (in Lithuanian and English) was uploaded on the website of Research Council of Lithuania in Lithuanian and English (<http://www.lmt.lt/en/lt-ch-programme/lt-ch-results.html>).

NGO Fund:

- Information on the assessment and selection of applications (preliminary and final assessment reports) were published on the websites of the MoF and the CPMA.

- Press release on the approved sub-projects was issued on 21 December 2012 (published on the website of the MoF).

Individual project:

- In beginning of February 2012 a project was shortly mentioned by the national TV channel in the main news programme “Panorama”.
- Information about the project is presented and updated by the Executing Agency in its official website (www.teismai.lt).
- Information about the project has been published in the report on the activities of the NCA in 2011 (publicised on the website www.teismai.lt).
- Information about the project was published in the Bulletin of European Network of Councils for Judiciary No. 8.
- NCA developed the technical specification for preparation of information leaflets (about the project) and stickers for equipment to be procured.

Health programmes:

- Information on the programmes is presented and constantly updated in the website of the Intermediate Body (www.sam.lt). A banner of the Lithuanian - Swiss Cooperation Programme is visible on the main page of the website. Information about the project (either financed by energy efficiency or perinatal health care programme, or both) is presented in the websites of hospitals (except Trakai hospital which does not have their own website).
- On 12 June 2012 an event on the occasion of signing the project implementation agreements with hospitals was organised by the MoH (with the participation of the SCO). In total 53 participants attended the event. Information about the signed agreements was widely publicised by the mass media (3 times by the national TV, 2 times by the radio, a number of articles in national and regional newspapers) (more detailed information is presented in the media publicity analysis submitted to the SCO on 21 January 2013).
- Promotional material was procured by the IB in October 2012.
- A model of information billboard layout is being finalised.

Project Preparation Facility: implementation completed, no specific publicity activities have been performed.

Technical Assistance Fund:

- Promotional material on the Lithuanian–Swiss Cooperation Programme is provided to the relevant stakeholders when necessary. No other specific publicity activities on the visibility of the TAF have been performed.
- Media publicity analysis activities were implemented.

6. Implementation of the work plan

Comparison of the tasks planned for the reporting period and the real achievements is presented in the table below:

Task	Implementation deadline planned in the Baltic Retreat (2012/09)	Achieved in time/ delayed	Reasons for deviations
Tasks related to the programme in the focus area „Rehabilitation and modernisation of basic infrastructure and Improvement of the environment“			
<u>Activities related to works:</u>			
To prepare procurement documents and submit to CPMA	4 hospitals in 4Q/2012	Partly achieved in time	Procurement documents for 1 hospital submitted in 2Q/2012, documents for 2 hospitals – in 4Q/2012
	4 hospitals in 1Q/2013	Delayed	Procurement documents for 1 hospital submitted in 1Q/2013
To announce the tenders	5 hospitals in 4Q/2012	Delayed	1 tender announced in 2Q/2012, 2 tenders in 4Q/2012.
	4 hospitals in 1Q/2013	Delayed	No tenders were announced in 1Q/2013 (01-02).
To conclude contracts	1 hospital in 4Q/2012	Achieved in time	1 contract concluded in 3Q/2012 and 1 contract – in 4Q/2012.
	4 hospitals in 1Q/2013	Delayed	No contracts were concluded in 1Q/2013 (01-02).
			<u>Note:</u> delays in preparation of procurement documents, launching tenders and concluding contracts are related to the additional expertise conducted on the use of reserve funds and related delays in activities on preparation of technical projects, technical supervision.
<u>Activities related to preparation of technical projects, technical supervision, other engineering services:</u>			
To prepare procurement documents	4 hospitals in	Partly	Procurement documents for 1

and submit to CPMA	4Q/2012	achieved in time	hospital submitted in 2Q/2012, documents for 2 hospitals – in 3Q/2012, documents for 3 hospitals – in 4Q/2012
	2 hospitals in 1Q/2013	Delayed	Documents for 1 hospital were re-submitted in 1Q/2013.
To announce the tender	7 hospitals in 4Q/2012	Partly achieved in time	4 hospitals announced the tenders in 4Q (in addition to that 3 hospitals announced tenders in 1Q/2012, 1 – in 2Q/2012, 5 – in 3Q/2012)
	6 hospitals in 1Q/2013	Delayed	No tenders were announced in 1Q/2013.
To conclude contracts	7 hospitals in 4Q/2012	Partly achieved in time	4 contracts were concluded in 4Q/2012 (in addition to that 8 contracts were concluded in 3Q/2012)
	5 hospitals in 1Q/2013	Delayed	No contracts were concluded in 1Q/2013 (01-02).
<p><u>Note:</u> delays in preparation of procurement documents, launching tenders and concluding contracts are related to the additional expertise conducted on the use of reserve funds.</p>			

Tasks related to the programme in the focus area „Health“

<u>Medical equipment (24 tenders):</u> To submit 9 tender documents to Switzerland	September/October 2012	Achieved in time	-
To launch 9 tenders (agreed with Switzerland)	November/December 2012	Achieved in time	-
To conclude contracts for 7 tenders (announced in August 2012)	December 2012	4 contracts concluded in time, 2 delayed (contracts signed in 01/2013)	It took more time to finalise the evaluation process. 1 contract shall be concluded after the agreement of the JSC. 1 contract – not concluded (tender shall be re-launched)
To launch 7 tenders	January 2013	Delayed	It took more time for the EA to

To submit 1 tender documentation to Switzerland (on stationary), to launch the tender	January 2013, February 2013	Delayed	draft the procurement documents and to agree them with the CPMA. It took more time for the EA to draft the procurement documents (documents shall be submitted to the CPMA in March 2013)
<u>Other procurements:</u> To announce tender for computer database (technical supervision services, preparation of the ToRs for the information system, other technical documents)	November 2012	Delayed	It takes more time to agree on the procurement documents (last corrected version presented to CPMA on 28/02/2013).
Preparation of technical projects and supervision (5 tenders): - to announce tenders - to conclude contracts	4Q/2012 1Q/2013	Delayed	Delays in launching the tenders and concluding the contracts are related to the additional expertise conducted under the energy efficiency programme.
Repair works: - to announce tenders - to conclude contracts	2 in 4Q/2012, 3 in 1Q/2013 2 in 1Q/2013 3 in 2Q/2013	Delayed Delayed	Delays in launching the tenders and concluding the contracts are related to the additional expertise conducted under the energy efficiency programme.
To announce tender for guidelines, protocols, competence improvement	November 2012	Delayed	It took more time to finalise the procurement documents and to agree them with the CPMA. Tender launched on 1/02/2013.
To sign 3 remaining agreements between the EA and beneficiary hospitals	September 2012	Delayed	It took more time to coordinate the partnership agreement with the beneficiary hospitals (2 agreements signed in December 2012, 1 – to be signed in March/April 2013).
Tasks related to the programme in the focus area „Research and development“			
<u>Finalisation of open call:</u> - to organise the JSC meeting for final ranking of proposals	25 September 2012	Achieved in time	-
- to finalise and approve the Standard Project implementation agreement and Consortium	September/October 2012	Achieved in time (for PIA), slightly	Standard Consortium agreement approved on 8/12/2012. Slight delays in approval are of a

agreement - to sign Project implementation agreements with beneficiaries	October/November 2012	delayed (for consortium agreement) Achieved in time	technical nature. -
<u>Implementation of objective:</u> - to prepare and approve beneficiaries' procurement plans	November/ December 2012	Slightly delayed	Due to technical reasons the Lithuanian Research Council submitted the procurement plans in December 2012. The CPMA approved these plans (some of them approved subject to conditions) in January 2013 (after the CPMA remarks were taken into account).
- to conduct trainings for beneficiaries on project implementation	December 2012	Slightly delayed	Training seminar was conducted on 15/01/2013 (due to organisational technical reasons).
Tasks related to the NGO block grant			
<u>Open call:</u> To finalise the value-for-money assessment and select the sub-projects to be financed	October 2012	Delayed	Final report of the value-for-money assessment stage was approved on 20/12/2012 by the NGO fund Steering Committee. The finalisation of the process was delayed due to the re-evaluation of 11 applications and prolonged complaints handling stage.
To sign the sub-project implementation agreements	November 2012	Delayed	The sub-project agreements were signed in January-February 2013. The process was delayed to the delays in approval of the value-for-money assessment report.
<u>Implementation of sub-projects:</u> To organise the seminar on implementation issues for beneficiaries	November/ December 2012	Delayed	Training seminars for the beneficiaries were organised at the end of January 2013. The planned date was delayed due to the delayed signing of the sub-project agreements.
To approve 88 procurement plans	4Q/2012	Delayed	The approval of the procurement plans and schedules on submission

To approve 88 schedules on submission of payment requests	4Q/2012	Delayed	of payment requests was delayed due to the delays in previous stages of implementation process (approval of the final assessment results, signing of the sub-project agreements). <u>Note:</u> the final number of the sub-projects financed is 87.
Tasks related to the individual project			
To finalise the tender documents for procurement of hardware and software and agree with the CPMA	November 2012	Slightly delayed	CPMA approved the tender documents on 27/12/2012. The delay appeared due to the amendments of the Project (budget reallocation, etc.) which had to be taken into account while preparing and reviewing the tender documents.
To submit the tender documents for Swiss non-objection	December 2012/ January 2013	Delayed	After pre-announcement of technical specifications of the equipment to be procured, the EA received several claims from potential applicants, therefore, the EA had to review the tender documents and to finalise their translation.
To organise 3rd study visit	December 2012	Achieved in time	-
To launch the tender on procurement of hardware and software	February 2013	Delayed	The delay appeared due to the amendments of the Project (budget reallocation, etc.) which had to be taken into account while preparing and reviewing the tender documents.

CONCLUSIONS AND RECOMMENDATIONS

During the reporting period activities of the NCU, CPMA, IBs and EAs involved in the implementation of the Lithuanian-Swiss Cooperation Programme completed the development and signing of the implementation agreements on the national level and concentrated on the procurement related activities under the concrete programmes and projects. Tendering phase is of a high importance in the implementation process, therefore, the quality of documents shall be a top priority for the responsible institutions.

Smooth execution of procurement process, proper implementation of planned activities and successful achievement of planned results - these are the main tasks and objectives for all institutions involved during the next reporting period. A particular attention shall be focused on applying the visibility measures for the Swiss Contribution, also cooperation with the Swiss partners under concrete programmes and/or projects.

With regard to the implementation of the Lithuanian–Swiss Cooperation Programme, the NCU would like to submit the following question for discussions with the donor side:

- possibility to organise additional open calls under the Scholarship Fund.

Annex 1 Statistics of tenders, contract awards and successful bidders

Tender title	Tender type (procedure used)	Tender budget (according to the procurement plan *, (including VAT))	Information on tenderers	Successful bidder	Contract amount (including VAT)	Implementation period
Individual project “The Creation and Implementation of the System for Video Transmission, Recording and Storage in Courts”						
Procurement of the analysis services, design of architecture and preparation of technical specification for the system for video transmission, recording and storage in courts	Open tender	161.502,21 LTL	There were 4 proposals received: 1) JSC “S4ID”, 2) JSC “Konferencijų ir audiovizualinės sistemos”, 3) JSC “Investment Development Agency”, 4) JSC “Elipsis”.	JSC “S4ID”	94.380 LTL	6 months from the contract signing day (4 April 2012)
Programme “Improvement of perinatal and neonatal health care services in Lithuania”						
Equipment for diagnostics and treatment of neonatal hyperbilirubinemia	Open tender	1.318.499,49 LTL	There were 3 proposals received: 1) JSC “Hospitex Diagnostics Kaunas” 2) JSC “Konsultacijos verslui” 3) JSC “Tradintek”	Note: proposals are being evaluated.		
Scales, warming equipment and beds for newborns	Open tender	1.453.700 LTL	There was 1 proposal received for Lot 1: JSC “Hospitex Diagnostics Kaunas”	Note: all proposals (for both lots) were rejected as not in line with the ToRs of the procurement documents. Tender shall be re-launched.		
			There were 3 proposals received for Lot 2: 1) JSC “AMI sprendimai” 2) JSC “Konsultacijos verslui” 3) JSC “Medita”			
Equipment for neonatal artificial lung ventilation	Open tender	2.429.630 LTL	There were 2 proposals received: 1) JSC “AMI sprendimai” 2) JSC “Tradintek”	Note: all proposals were rejected as not in line with the ToRs of the procurement documents. Tender shall be re-launched.		

* note: tender budget for the procurements under the perinatal programme is presented based on the procurement plan for 1st and 2nd priorities.

Monitors for assessment of the state of the newborn	Open tender	5.411.864 LTL	<p>There were 5 proposals received for Lot 1:</p> <ol style="list-style-type: none"> 1) JSC “AMI sprendimai” 2) JSC “Ilsanta” 3) JSC “Arbor Medical Corporation” 4) JSC “Deguonies sistemas” 5) JSC “Tradintek” 	JSC “Arbor Medical Corporation”	493.680 LTL	Contract is not concluded yet. Decision about winner was made on 27 February. Before concluding the contract, winner’s proposal, evaluation process and conditions of the contract should be revised by CPMA
			<p>There were 3 proposals received for Lot 2:</p> <ol style="list-style-type: none"> 1) JSC “AMI sprendimai” 2) JSC “Ilsanta” 3) JSC “Arbor Medical Corporation” 4) JSC “Tradintek” 	JSC “Tradintek”	4.482.34 LTL	Contract is not concluded yet. Winner’s proposal, evaluation process and conditions of the contract at the moment are being revised by CPMA
Neonatal incubators	Open tender	7.623.821,59 LTL	There was 1 proposal received for Lot 1: JSC “AMI sprendimai”	JSC “AMI sprendimai”	4.960.395 LTL	Contracts are not concluded yet. Decision about winners was made on 27 February. Before concluding the contracts, winner’s proposal, evaluation
			<p>There were 2 proposals received for Lot 2:</p> <ol style="list-style-type: none"> 1) JSC “Arbor Medical Corporation” 2) JSC “Tradintek” 	JSC “Tradintek”	2.453.880 LTL	

						process and conditions of the contract should be revised by CPMA
Equipment for the obstetric operating room and x-ray and illumination equipment	Open tender	1.995.868,38 LTL	There were 3 proposals received: 1) JSC "Kodmeda" 2) JSC "Litdinamedika" 3) JSC "Limeta"	<u>Note:</u> all proposals were rejected as not in line with the ToRs of the procurement documents. Tender shall be re-launched.		
Equipment for anaesthesia apparatuses	Open tender	3.899.999,40 LTL	There were 3 proposals received: 1) JSC "AMI sprendimai" 2) JSC "Ilsanta" 3) JSC "Tradintek"	JSC "Tradintek"	2.928.926	Contract is not concluded yet. Winner's proposal, evaluation process and conditions of the contract were revised by CPMA on 21 February 2013
Equipment for childbirth and surgery assistance and nursing	Open tender	1.911.498,71 LTL	There was 1 proposals received for Lot 1: JSC "Medekspert LT"	Proposals are being evaluated.		
			There was 1 proposals received for Lot 2: JSC "Hospitex Diagnostics Kaunas"			
Surgical instruments and equipment for examinations	Open tender	718.972,32 LTL	There were 2 proposals received for Lot 1: 1) JSC "Skirgesa" 2) JSC "Interlux"	<u>Note:</u> all proposals (for Lot 1) were rejected as not in line with the ToRs of the procurement documents. Tender for the Lot 1 shall be re-launched.		
			There were 3 proposals received for Lot 2: 1) JSC "Graina" 2) JSC "Principalmed 1L" 3) JSC "B.Braun medical"	JSC "B.Braun medical"	537.468,69 LTL	Contract is not concluded yet. Decision about winner was made on 27 February.

						Before concluding the contract, winner's proposal, evaluation process and conditions of the contract should be revised by CPMA.
Equipment for foetus condition examination	Open tender	3.209.799,67 LTL	There were 2 proposals received for Lot 1: 1) JSC "AE Medical" 2) JSC "AMI sprendimai"	Proposals are being evaluated.		
			There were no proposals received for Lot 2.	Tender shall be re-launched.		
Equipment for intravenous fluid dosage	Open tender	1.297.837,53 LTL	There was 1 proposal received: JSC "Viltechmeda"	JSC "Viltechmeda"	1.203.550,70 LTL	The winner is selected. The winner's proposal is exceeding amount of the budget line more than 30 per cent therefore it is necessary for the JSC to take a decision on the relevant budget changes.
Portable ultrasound apparatuses	Open tender	4.250.469,85 LTL	There were 2 proposals received: 1) JSC "Arbor Medical Corporation LT" 2) JSC "Tradintek"	JSC "Arbor Medical Corporation LT"	4.223.000 LTL	24 months (+possibility for extension of 12 months)
Portable ultrasound devices	Open tender	1.138.000,16 LTL	There was 1 proposal received: JSC "Hospitex Diagnostics	JSC "Hospitex Diagnostics	1.137.932,40 LTL	24 months (+possibility for

			Kaunas”	Kaunas”		extension of 12 months)
Equipment for surgery and reanimation of newborns	Open tender	807.419,69 LTL	There was 1 proposal received: JSC “Hospitex Diagnostics Kaunas”	JSC “Hospitex Diagnostics Kaunas”	436.616,40 LTL	24 months (+possibility for extension of 12 months)
			There was 1 proposal received: JSC “Biomedika”	JSC “Biomedika”	305.464,50 LTL	24 months (+possibility for extension of 12 months)
Heated neonatal resuscitation tables	Open tender	5.122.000 LTL	There were 2 proposals received for Lot 1: 1) JSC “AMI sprendimai” 2) JSC “Tradintek”	Proposals are being evaluated.		
			There was 1 proposal received for Lot 2: JSC “Tradintek”			
Equipment for support of positive pressure in the airway	Open tender	1.299.999,80 LTL	There was 1 proposal received: JSC “Evomeda”	JSC “Evomeda”	442.000 LTL	24 months (+possibility for extension of 12 months)
			There were 2 proposals received: 1) JSC “AE Medical” 2) JSC “Evomeda”	JSC “AE Medical”	770.000 LTL	24 months (+possibility for extension of 12 months)
Universal delivery beds	Open tender	805.780 LTL	There was 1 proposal received: JSC “AMI sprendimai”	JSC “AMI sprendimai”	651.972,20 LTL	24 months (+possibility for extension of 12 months)
			There was 1 proposal received: JSC “Medekspert LT”	Note: too high price of the proposal, tender shall be re-launched.		
Health care specialists` professional competence improvement and development of diagnostics and treatment guidelines	Open tender	6.728.399.81 LTL	<u>Note:</u> tender launched in February 2013. Tender opening date is planned on 14 March 2013.			

and protocols in obstetrics and neonatology						
Technical project and technical project supervision services for Kauno Klinikos	Open tender	109.368,88 LTL	<u>Note:</u> tender launched in February 2013. Tender opening date is planned on 2 April 2013.			
Technical project and technical project supervision services for Klaipėda University Hospital	Open tender	86.190,89 LTL	<u>Note:</u> tender launched in February 2013. Tender opening date is planned on 22 April 2013.			
Programme “Introduction of energy efficient technologies into the Lithuanian hospitals providing perinatal and neonatal health care services”						
Procurement of the design and project supervision services for overhaul of ventilation and heating systems (Vilnius maternity hospital)	Simplified open tender	210.585,98 LTL	There were 8 proposals received: 1) JSC “YIT technika” 2) JSC “Sweco Lietuva” 3) JSC “Ikstar project” 4) JSC “Grontmij Lietuva” 5) JSC “Šiltas namas” 6) JSC “NAU” 7) JSC “UPA” 8) JSC “Statybų inžinerija”	JSC “YIT technika”	82.280 LTL	3 years from the contract signing day (25 September 2012)
Reconstruction of medical gas system (Pasvalys hospital)	Simplified small value tender	150.480,44 LTL	There was 1 proposal received: JSC “Limeta”	JSC “Limeta”	149.726,85 LTL	4 months from the contract signing day (12 November 2012)
Reconstruction of premises of obstetrics unit (Tauragė hospital)	Simplified open tender	867.318,99 LTL	There were 3 proposals received: 1) JSC “Apastata” 2) JSC A. Žilinskis and Co 3) JSC “Akmens takas”	JSC “Apastata”	773.445,64 LTL	6 months from the contract signing date (14 February 2013)
Reconstruction of ventilation system (Vilnius city clinical hospital)	Simplified open tender	473.615,99 LTL	There were 3 proposals received: 1) JSC “Portalas” 2) JSC “Docilis” 3) JSC “Magirnis”	JSC “Portalas”	436.947,45 LTL	8 months from the contract signing date (14 September 2012)

There were no big procurements exceeding 30 000 CHF under the programme „Research and development“, NGO fund, TAF. All low value procurements under the projects have been made according to the Rules for Simplified Procurements of the responsible institutions and the Lithuanian Law on Public Procurement which is in compliance with the EU Procurement Directives.

Annex 2 Consolidated audit plan for 2013

No.	Institution	Location	Unit	Date (from/to)		Audit type	Remarks
1.	Ministry of Health of the Republic of Lithuania	Vilniaus str. 33, LT-01506 Vilnius	Internal audit department	01/05/2013	01/07/2013	Internal audit of management and control system	-
2.	Ministry of Education and Science of the Republic of Lithuania	A. Volano str. 2/7, LT-01516 Vilnius	Internal audit unit	01/05/2013	30/06/2013	Management and control system audit	-
3.	National Court Administration	L. Sapiegos str. 15, LT-10312	Internal audit unit	01/03/2013	30/04/2013	Internal audit	Evaluation of the internal control credibility of the implementation process of European support funds and cooperation programmes of other states (Swiss Confederation)
4.	Ministry of Finance of the Republic of Lithuania	Lukiškių str. 2, LT-01512 Vilnius	Internal audit unit	-	-	-	Not planned

Annex 3 Summarised overall financial statement on the past and tentative future disbursements and commitments for the entire Lithuanian-Swiss Cooperation Programme

ANNUAL FINANCIAL REPORT -Disbursements															
Reporting Period: 1 January 2012 - 1 March 2013															
Item	Amounts committed under Project/Programme Implementation agreements cumulative data		Eligible expenditures approved during reporting period and paid out by the State Treasury*				Disbursements made by Switzerland during the reporting period	Eligible expenditures - approved and paid out by the State Treasury* - cumulative from the start of the Project				Disbursements made by Switzerland - cumulative	Tentative eligible expenditures to be approved and paid out by the State Treasury during the year 2013		Tentative disbursements to be made by Switzerland during the year 2013
	Swiss Contribution	Lithuanian Co-financing	Swiss Contribution	%	Lithuanian Co-financing	%	Swiss Contribution	Swiss Contribution	%	Lithuanian Co-financing	%	Swiss Contribution	Swiss Contribution	Lithuanian Co-financing	Swiss Contribution
Technical Assistance	1.080.000,00	0,00	85.079,25	7,88			40.523,13	226.130,22	20,94			141.050,97	189.822,87		62.661,67
Project Preparation Facility	262.193,00	46.269,00	0,00	0,00	0,00	0,00	0,00	262.192,57	100,00	46.269,28	100,00	262.192,57	0,00	0,00	0,00
Rehabilitation and modernisation of basic infrastructure and Improvement of the environment	19.000.000,00	3.353.000,00	120.356,30	0,63	21.239,35	0,63	859,72	120.356,30	0,63	21.239,35	0,63	859,72	8.106.666,67	1.430.588,23	1.977.243,07
Health	26.600.000,00	4.694.000,00	59.348,19	0,22	10.473,21	0,22	844,95	59.348,19	0,22	10.473,21	0,22	844,95	12.735.785,00	2.247.491,47	1.081.797,66
Research and development (excluding Scholarship Fund)	9.052.000,00	1.597.000,00	66.646,56	0,74	11.761,15	0,74	19.878,24	66.646,56	0,74	11.761,15	0,74	19.878,24	1.151.000,00	203.117,65	1.106.474,32
Scholarship Fund	4.000.000,00	N/A**	N/A	N/A	N/A**	N/A	N/A	N/A	N/A	N/A**	N/A	N/A	N/A	N/A**	N/A
NGO Block Grant	5.552.775,00	979.900,00	261.646,33	4,71	46.172,89	4,71	174.408,18	261.646,33	4,71	46.172,89	4,71	174.408,18	1.287.521,00	227.209,59	1.479.444,97
Modernisation of Judiciary: the Individual Project " The Creation and Implementation of the System for Video Transaction, Recording and Storage in Courts"	1.771.032,00	313.006,00	93.112,44	5,26	16.431,60	5,25	21.048,32	93.112,44	5,26	16.431,60	5,25	21.048,32	1.672.405,52	295.130,39	86.228,16
Swiss Programme Management	3.540.000,00****	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total	70.858.000,00	10.983.175,00	686.189,07	0,97	106.078,20	0,97	257.562,54	1.089.432,61	1,54	152.347,48	1,39	620.282,95	25.143.201,06	4.403.537,32	5.793.849,85

* % calculated from amounts committed under Project Implementation Agreements

** According to the Article 3.2 of the Agreement on the Scholarship Fund for the Republic of Lithuania, Lithuania shall finance certain activities listed in this Agreement; financing of these activities shall be regarded as Lithuanian co-financing. As there no certain amount of co-financing set in the Agreement therefore amount of Lithuanian co-financing are not included in the financial statement also.

*** The amount of interest accumulated in the bank account for Lithuanian - SWISS Cooperation Programme LT65 1010 0000 0663 2403 during the period 1 June 2010 - 28 February 2013 is EUR 54,60 (LTL 188,52).

Currency exchange rate for tentative eligible expenditures from March 2012 LTL/CHF 2,8

**** According to the article 5, part 3 of the Framework Agreement, 5% of the Contribution shall be used by Switzerland for its administration of this Agreement. This includes, inter alia, expenses for staff and consultants, administrative infrastructure, missions, monitoring and evaluation.

ANNUAL FINANCIAL REPORT - Commitments

Reporting Period: 1 January 2012- 1 March 2013

Amounts in CHF

Item	Amounts assigned according to the Final Project's Proposals		Amounts committed under Project Agreements during reporting period		Amounts committed under Project Agreements cumulative data*				Amounts committed under Project Implementation agreements during reporting period		Amounts committed under Project Implementation Agreements cumulative data**			
	Swiss Contribution	Lithuanian Co-financing	Swiss Contribution	Lithuanian Co-financing	Swiss Contribution	%	Lithuanian Co-financing	%	Swiss Contribution	Lithuanian Co-financing	Swiss Contribution	%	Lithuanian Co-financing	%
Technical Assistance	1.080.000,00	0,00	0,00	0,00	1.080.000,00	100,00	0,00	0,00	0,00	0,00	1.080.000,00	100,00	0,00	0,00
Project Preparation Facility	262.193,00	46.269,00	0,00	0,00	262.193,00	100,00	46.269,00	100,00	0,00	0,00	262.193,00	100,00	46.269,00	100,00
Rehabilitation and modernisation of basic infrastructure and Improvement of the environment	19.000.000,00	3.353.000,00	0,00	0,00	19.000.000,00	100,00	3.353.000,00	100,00	19.000.000,00	3.353.000,00	19.000.000,00	100,00	3.353.000,00	100,00
Health	26.600.000,00	4.694.000,00	0,00	0,00	26.600.000,00	100,00	4.694.000,00	100,00	26.600.000,00	4.694.000,00	26.600.000,00	100,00	4.694.000,00	100,00
Research and development (excluding Scholarship Fund)	9.052.000,00	1.597.000,00	0,00	0,00	9.052.000,00	100,00	1.597.000,00	100,00	0,00	0,00	9.052.000,00	100,00	1.597.000,00	100,00
Scholarship Fund	4.000.000,00	N/A***	0,00	0,00	4.000.000,00	100,00	N/A***	0,00	0,00****	N/A***	4.000.000,00****	100,00	N/A***	0,00
NGO Block Grant	5.552.775,00	979.900,00	0,00	0,00	5.552.775,00	100,00	979.900,00	100,00	0,00	0,00	5.552.775,00	100,00	979.900,00	100,00
Modernisation of Judiciary: the Individual Project " The Creation and Implementation of the System for Video Transaction, Recording and Storage in Courts"	1.771.032,00	313.006,00	0,00	0,00	1.771.032,00	100,00	313.006,00	100,00	0,00	0,00	1.771.032,00	100,00	313.006,00	100,00
Swiss Programme Management	3.540.000,00*****	N/A	0,00	0,00	3.540.000,00*****	100,00	N/A	0,00	0,00	N/A	3.540.000,00*****	0,00	N/A	0,00
Total	70.858.000,00	10.983.175,00	0,00	0,00	70.858.000,00	100,00	10.983.175,00	100,00	45.600.000,00	8.047.000,00	70.858.000,00	100,00	10.983.175,00	100,00

* % calculated from amounts assigned

** % calculated from amounts committed according to the Projects Agreements signed

*** According to the Article 3.2 of the Agreement on the Scholarship Fund for the Republic of Lithuania, Lithuania shall finance certain activities listed in this Agreement; financing of these activities shall be regarded as Lithuanian co-financing. As there no certain amount of co-financing set in the Agreement therefore amount of Lithuanian co-financing are not included in the financial statement also.

**** For Sholarship Fund only Project Agreement should be signed, Project Implementation Agreements should not be signed. Therefore in the Report Project Agreement is equated to Project Implementation Agreement

***** According to the article 5, part 3 of the Framework Agreement, 5% of the Contribution shall be used by Switzerland for its administration of this Agreement. This includes, inter alia, expenses for staff and consultants, administrative infrastructure, missions, monitoring and evaluation.