



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 2011 – 2 March 2012*

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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 2011 to 2 March 2012 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 during the written procedure on 22 March 2012.

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

During the reporting period the main activities of the NCU and other institutions involved were concentrated to the finalisation of the commitment phase (coordination and signing of the Project Agreements), signing of the Implementation Agreements, activities were related also to finalisation of the legal basis for the implementation of the Lithuanian–Swiss Cooperation Programme, launching of the open calls, preparation of procurement documents, 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. The objective could be stated as fully achieved only after the completion of the projects.

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.

Aiming at efficient and effective implementation of the Lithuanian–Swiss Cooperation Programme, the assistance is concentrated into two funding guidelines, namely, *Human and Social Development* and *Environment and Infrastructure*. Implementation of the financial assistance by applying mainly programme approach should lead to reduction of disparities between Lithuania and more advanced EU member states. After distribution of the unallocated reserve funds a new focus area *Security, Stability and Support for Reforms* has been introduced into the Lithuanian–Swiss Cooperation Programme (with one individual project to be financed).

Beneficiaries of the Lithuanian–Swiss Cooperation Programme will be mainly public sector bodies (e. q. hospitals, research institutions, courts), non-governmental organisations (NGOs) will benefit from the NGO Fund. Though the 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 shall act 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 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).

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

- on 27 June 2011 the group for management and supervision of the programmes was established by the Order of the Minister of Health (No. V-636). The group deals more with the technical/working level issues, the strategic decisions with regard to programme are under the competence of the Joint Steering Committee (JSC).
- on 18 July 2011 the Internal Procedures Manual was approved by the Order of the Minister of Health (No. V-695).
- after the Ukmergė hospital has withdrawn from the programme (after receiving assistance of the EU structural funds), the IB issued the letters to other 15 hospitals included into the programme on the specification of their investment needs and budget. The JSC approved the corrected list of hospitals of the energy programme, also made relevant amendment on the list of activities and their scope, reallocation of budget.
- on 27 October 2011 the JSC approved the budgets for preparation of technical documentation, technical supervision and other engineering services, also budgets for management costs for each hospital (EAs).
- documents for procurement of the translation services were drafted by the International Financial Assistance Division (MoH) and submitted to the Public Procurement Division (MoH) for further procedures.
- on 15 December 2011 the JSC approved the budget lines in Litas for each hospital.
- On 20 December 2011 the Project Agreement on the Programme was signed between the NCU and SECO. MoH assisted the NCU in organisation of the event. Afterwards, the technical meeting with the Swiss representatives on discussing the practical implementation issues was held in the MoH.
- On 9 February 2012 the Programme Implementation Agreement between the NCU, IB and the CPMA was signed.

- Each of 15 hospitals drafted the procurement plans. The CPMA evaluated the drafts and approved procurements plans of 10 hospitals. Remarks for the procurement plans of the remaining 5 hospitals were presented in January - February 2012.
- 4 hospitals (Panevėžys regional hospital, Mažeikiai hospital, Vilnius Maternity Home, Klaipėda University hospital) prepared tender documents for procurement of services of technical design and supervision of technical design.
- The CPMA has drafted the Project Implementation Agreement (to be signed with each EA and the IB).

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.

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

- on 27 June 2011 the group for management and supervision of the programmes was established by the Order of the Minister of Health (No. V-636). The group deals more with the technical/working level issues, the strategic decisions with regard to programme are under the competence of the JSC.
- in May the IB issued a letter to 22 hospitals included into the programme on the specifications of the needs of equipment. The amendmended list of medical equipment was approved by the JSC.
- on 18 July 2011 the Internal Procedures Manual was approved by the Order of the Minister of Health (No. V-695).
- on 5-7 December a visit of the Swiss delegation (representatives of hospitals) was organised to discuss possibilities for cooperation. More information on this issue is presented under part 3 "Swissness" of this Report.
- documents for procurement of the translation services were drafted by the International Financial Assistance Division (MoH) and submitted to the Public Procurement Division (MoH) for further procedures.
- on 15 December 2011 the JSC approved the budget lines in Litas for each hospital for repair works.

- On 20 December 2011 the Project Agreement on the Programme was signed between the NCU and SDC. MoH assisted the NCU in organisation of the event. Afterwards, the technical meeting with the Swiss representatives on discussing the practical implementation issues was held in the MoH.
- EA has prepared the draft of programme procurement plan. The CPMA presented the comments on 22 December 2011. For the cut-off date of this Report the procurement plan was not yet finalised and approved by the CPMA.
- On 9 February 2012 the Programme Implementation Agreement between the NCU, IB and the CPMA was signed.
- 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 draft Project Implementation Agreement was developed by the CPMA and is under discussions with the IB and EA.
- EA has prepared 14 tenders documents for procurement of medical equipment (51 type of equipment) and development of the computer database. The CPMA has reviewed the draft documents and submitted the comments on 12 December 2011, 18 and 31 January 2012.

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.

During the reporting period the following implementation agreements (and the subsequent amendments) were signed by the relevant parties:

- Programme Implementation Agreement between the NCU, CPMA and IB was signed on 10 June 2011. On 18 October 2011 an amendment to the Agreement was signed (annexes 1, 2, 4 and 5 of the Final Project Proposal were amended and some other technical details on how to calculate the budget of the open call in Litas were corrected).
- Project Implementation Agreement between the CPMA, IB and EA was signed on 5 November 2011.

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

- Project Interim Report No. 1 (for the period 15/12/2010 - 30/06/2011) was prepared by the IB. On 6 October 2011 the report was submitted to the SCO.
- Project Interim Report No. 2 (for the period 01/07/2011 - 31/12/2011) was prepared by the IB. Report was reviewed by the CPMA on 27 February 2012. After completion of the necessary procedures the report will be submitted to the SCO.
- Annual Project Report No. 1 (for the period 15/12/2010 - 31/12/2011) was prepared by the IB. Report was reviewed by the CPMA on 27 February 2012. After completion of the necessary procedures the report will be submitted to the SCO.

After the signature of all necessary national agreements, the following activities were implemented for the programme management:

- On 23 August 2011 the Steering Committee for the monitoring of the implementation of the programme was established by the Order of the Minister of Education and Science. Its first meeting was organised on 2 September 2011.
- project personnel was employed by the EA (8 persons in total: 1 project manager (part time), 1 financial manager (part time), 3 project administrators (1 - full time, 2 - part time), 2 IT specialists (part time), 1 lawyer (part time)).
- public procurement plan was prepared by the EA, reviewed (remarks submitted on 28 November 2011) and approved (on 27 December 2011) by the CPMA.

During the reporting period the following activities were implemented for the organisation of the open call for proposals:

- Guidelines for Applicants (Lithuanian and English versions) and the concomitant call text were finalised and approved by the Joint Selection Committee. On 9 November 2011 the Guidelines were approved by the Order of the Chairman of the Research Council and published in the Official Gazette.
- Call for proposals was launched on 16 November 2011. The call will be closed on 16 May 2012.
- Electronic Proposal Submission System was developed and became operational in February 2012.
- Consultations for potential applicants were conducted by the EA and the IB.

During the reporting period a number of the information and publicity activities was implemented. This information 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.

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 (hereinafter – the NCA)).

On 2 February 2011 the Decision Letter, officially approving the Final Project Proposal, (with conditions) was issued by the SDC. The Project Agreement between the SDC and the NCU was signed on 3 May 2011. On 25 July 2011 an amendment to the Agreement was signed, which introduced a new activity of the project and reallocated the saved amount of the PPF funds. The Individual Project Implementation Agreement was signed between the NCU, CPMA and NCA on 3rd August 2011.

For the practical implementation of project activities the project manager and financial officer were employed by the EA since 5 September 2011. For the monitoring of project implementation the Steering Committee was established since 7 September 2011. Also, the EA prepared the procurement plan for implementation of project activities. CPMA evaluated the plan and approved it for the usage on 2 September 2011. Amendments to the procurement plan were approved by the CPMA on 15 November 2011.

The EA also started to prepare the legal acts necessary for the introduction of new technical measures:

- on 3 February 2012 the Council of Judges approved the work description of video conference equipment usage during the criminal proceedings in the process of witness interrogation that establishes common principles of video conference organization and implementation while interrogating the witnesses, to whom protective measures from criminal influence are applied. The document has been prepared by the NCA and coordinated with the relevant institutions: Lithuanian Criminal Police Bureau and the Prosecution Service of the Republic of Lithuania.
- NCA also develops the work description for the use of video conference equipment during the civil and administrative proceeding. This document will set the common principles for organisation and implementation of video conferences which will allow participation of the relevant persons in court hearings, interrogation of witnesses at their location, collection of evidence. Presently, the draft document is being discussed in the committees of the Court of Judges.
- Ministry of Justice in cooperation with the NCA are in process of developing the procedures which will ensure the usage of video conference equipment during the civil and administrative court proceedings, namely, identification of participants of court proceedings, objective presentation and fixation of data (evidence).

During the reporting period the first study visit (to Lozane, Switzerland) was organised on 14-17 December 2011. During this study visit the delegation (representatives of the NCA, courts, Prisons Department) visited the Swiss Federal Supreme Court and security control where the Swiss judicial system, including the legal basis for the use of video-conferences was presented; the video-conference between 2 sites of the court has been demonstrated. The delegation also visited the Prosecutor's Office, where they were introduced to the tasks and organization of the Federal Prosecutor's Office, possibilities to use the video-conferences in its work, the video-conference between 2 sites of the Prosecutor's Office has been demonstrated and discussions about the video-conferences within the preliminary criminal enquiry have been held. Presently, the negotiations with other countries for organisation of the other two study visits are in process.

During the reporting period, after the amendment of the Project Agreement and inclusion of the new activity within the project, the NCA developed the procurement documents for the analysis services, design of architecture and preparation of technical specification for the system for video transmission, recording and storage in courts. Draft documents have been coordinated with and approved by the CPMA on the 4th November 2011. The public procurement was announced on the 23 November 2011. It is planned that procurement should be finalised by the end of March 2012. More information on this procurement is presented in Annex 1 "Statistics of tenders, contract awards and successful bidders".

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 reviewed by the CPMA by 22 February 2012. After completion of the necessary procedures the report will be submitted to the SCO.
- Annual Project Report No. 1 (for the period 03/05/2011 - 31/12/2011) was prepared by the EA. Report was reviewed by the CPMA by 22 February 2012. 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.

On 3 January 2011 the Decision Letter on the approval of the Final Project Proposal (with conditions) was issued by the SDC. The Project Agreement between the SDC and the NCU was signed on 3rd May 2011. The NGO Block Grant Implementation Agreement was signed between the MoF and the CPMA as the EA on 28th October 2011.

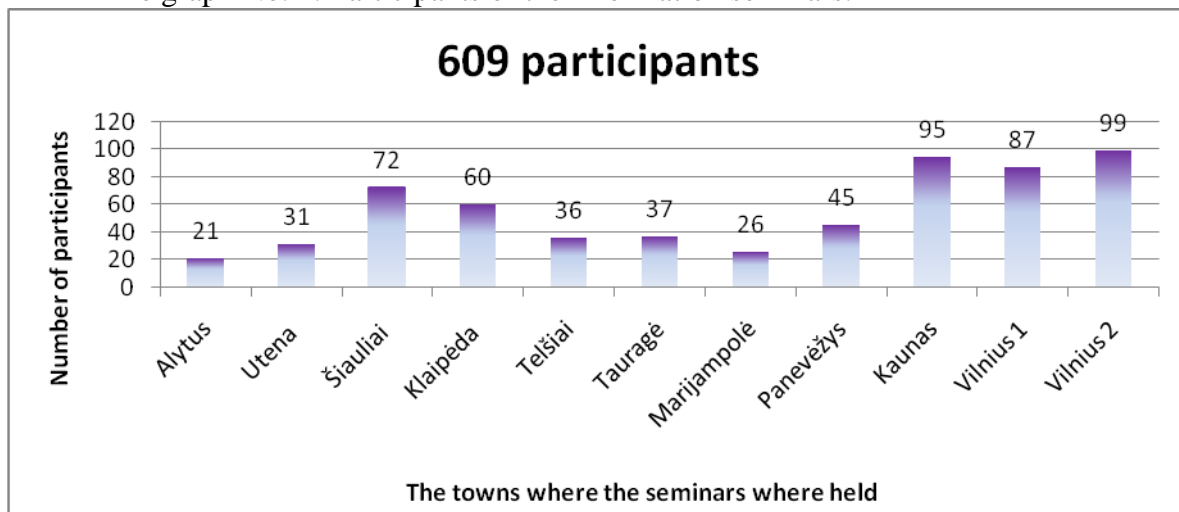
During the reporting period the legal framework for the NGO Fund implementation in Lithuania was created:

- NGO Fund implementation and financing rules were drafted by the CPMA and approved by the Order of the Minister of Finance on 1 July 2011.
- Guidelines for Applicants were drafted by the CPMA. The draft Guidelines were discussed and agreed with the NGO Fund Steering Committee members. The main conditions (before approval of the Guidelines) were also discussed and agreed with the Swiss side. The Guidelines for Applicants were approved by the Order of the Minister of Finance on 21 September 2011.

Three low value procurements were conducted by the CPMA for purchasing the representative measures for the publicity of the NGO fund. Information on these procurements is described in the Project Interim Report No. 1.

After the publication of the Guidelines for Applicants the CPMA organised information seminars (10 seminars in 10 counties of Lithuania+1 additional seminar in Vilnius) during the period from 10 October to 28 October 2011. The representative of the MoF (the IB of the NGO Fund) participated in 4 seminars (Vilnius, Alytus, Marijampolė, Utena), representative of the SCO participated in Vilnius seminar.

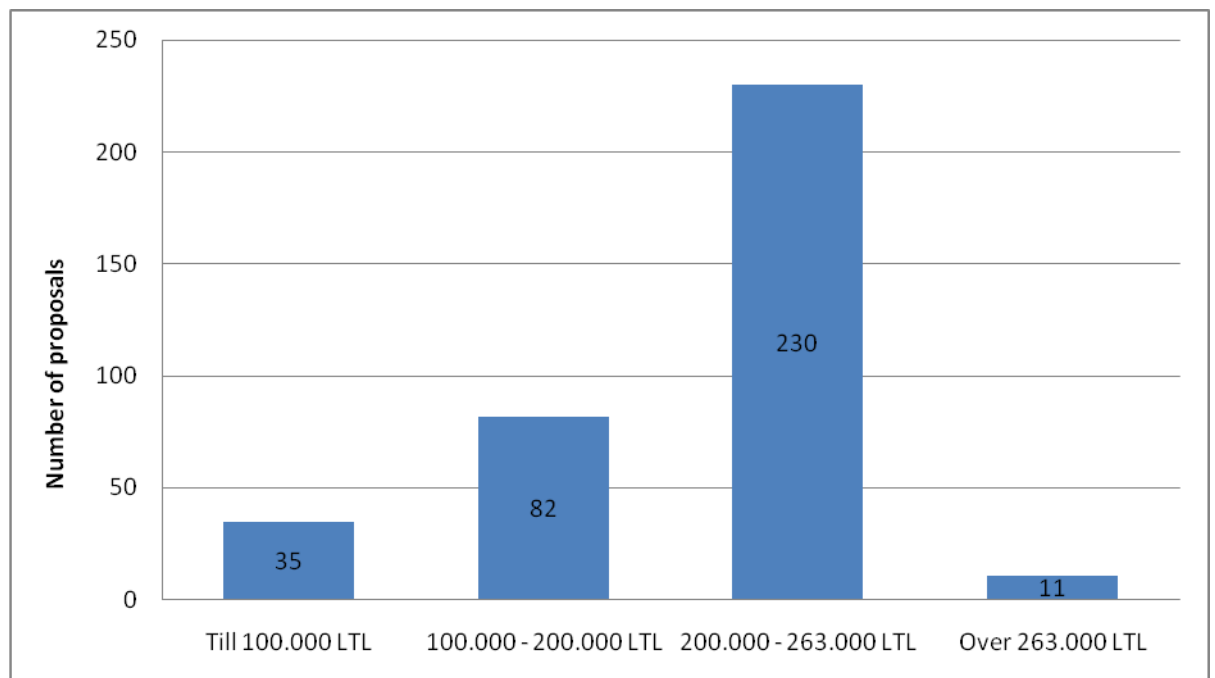
The graph No. 1: Participants of the information seminars:



On 25 November 2011 NGO fund budget in Litas was confirmed (15.463.085 LTL) by the CPMA. Following the provisions of the Guidelines for Applicants the CPMA started collection of applications two months after the official publication of Guidelines (on 2 December 2011). The on-line publication of the list of registered applications was made available by the CPMA (on the website www.cpma.lt). The collection of applications ended on 15 December 2011. CPMA has provided consultations to potential applicants by phone, e-mail, during the meetings at the CPMA since the publication of Guidelines till start of collection of applications.

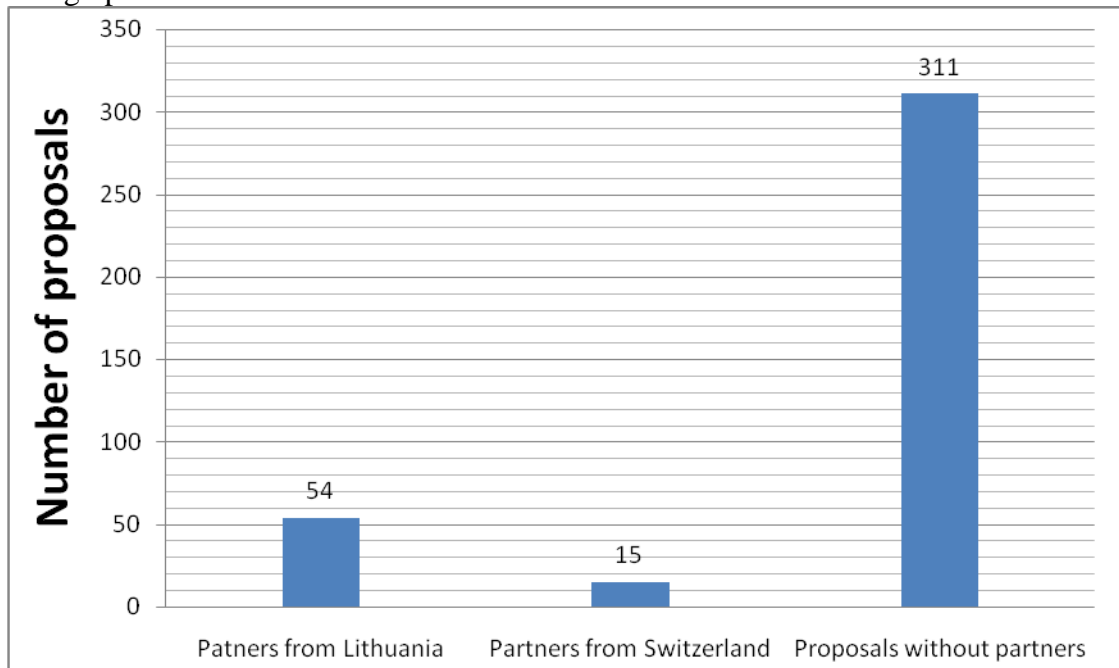
Within the above mentioned period, 380 applications were received by the CPMA. The grant requested by the applicants amounts to 79 929 086,63 LTL (i.e. 30 391 287,69 CHF according to the LTL/CHF currency exchange course which was confirmed before the collection of applications started).

The graph No. 2: The amount of assistance requested (note: 11 applications exceeded the maximum allowable amount)



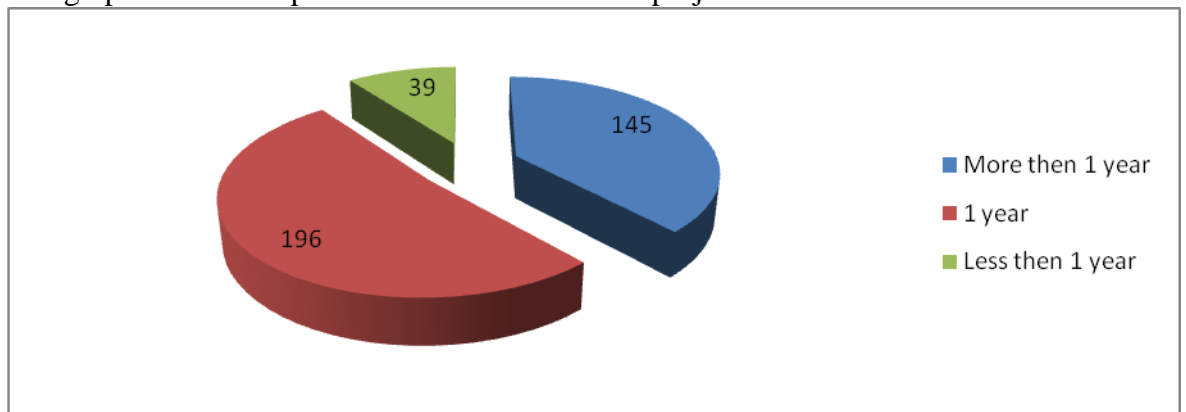
Major part of the applicants (311 out of 380) applied without any partners, others applied with Lithuanian or Swiss partners.

The graph No. 3: Partners:

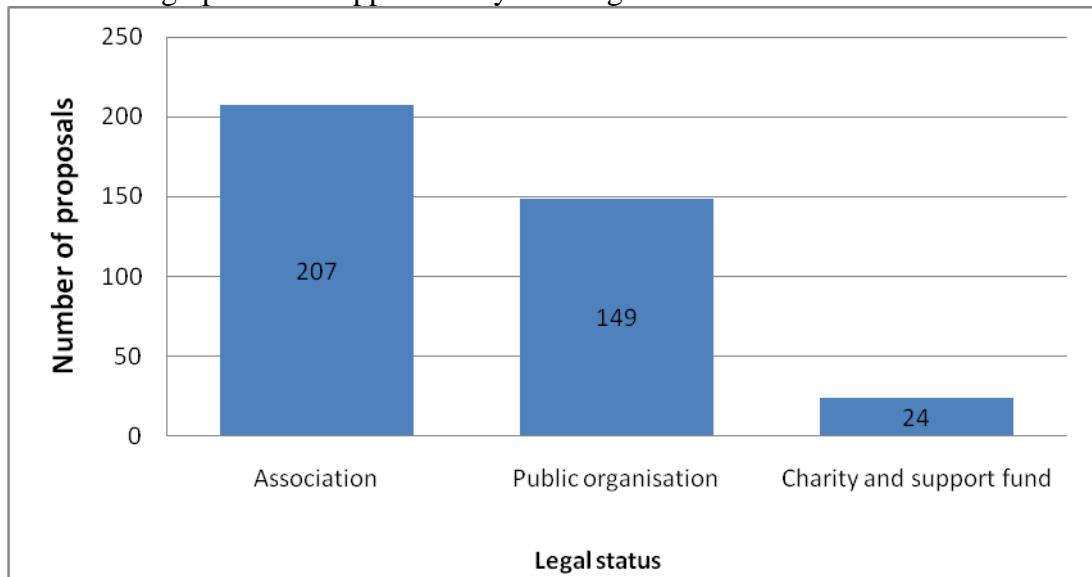


Information on the planned duration of the sub-projects, legal status of the applicants, their registration place is presented in the graphs below:

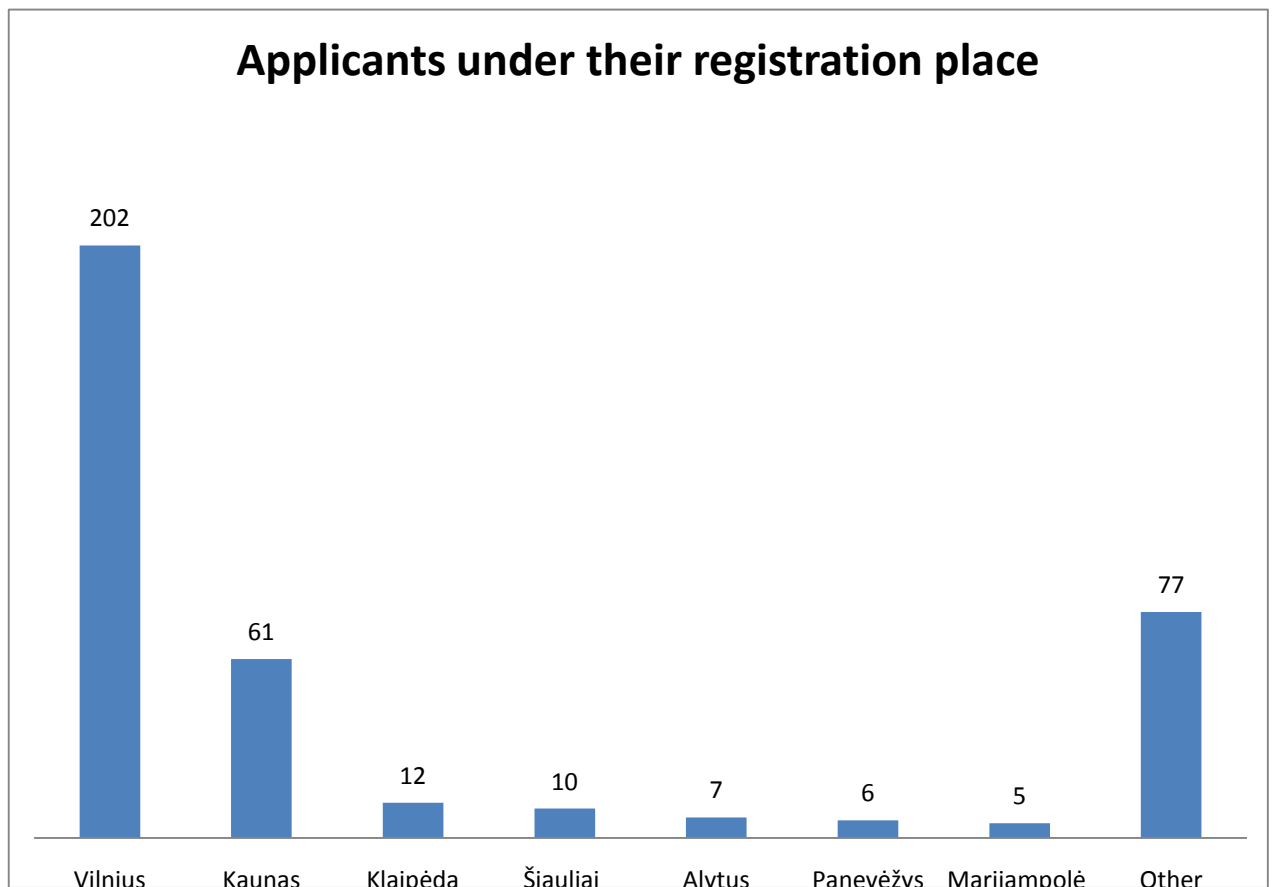
The graph No. 4: The planned duration of the sub-projects:



The graph No. 5: Applicants by their legal status:



The graph No. 6: Applicants by their registration place:

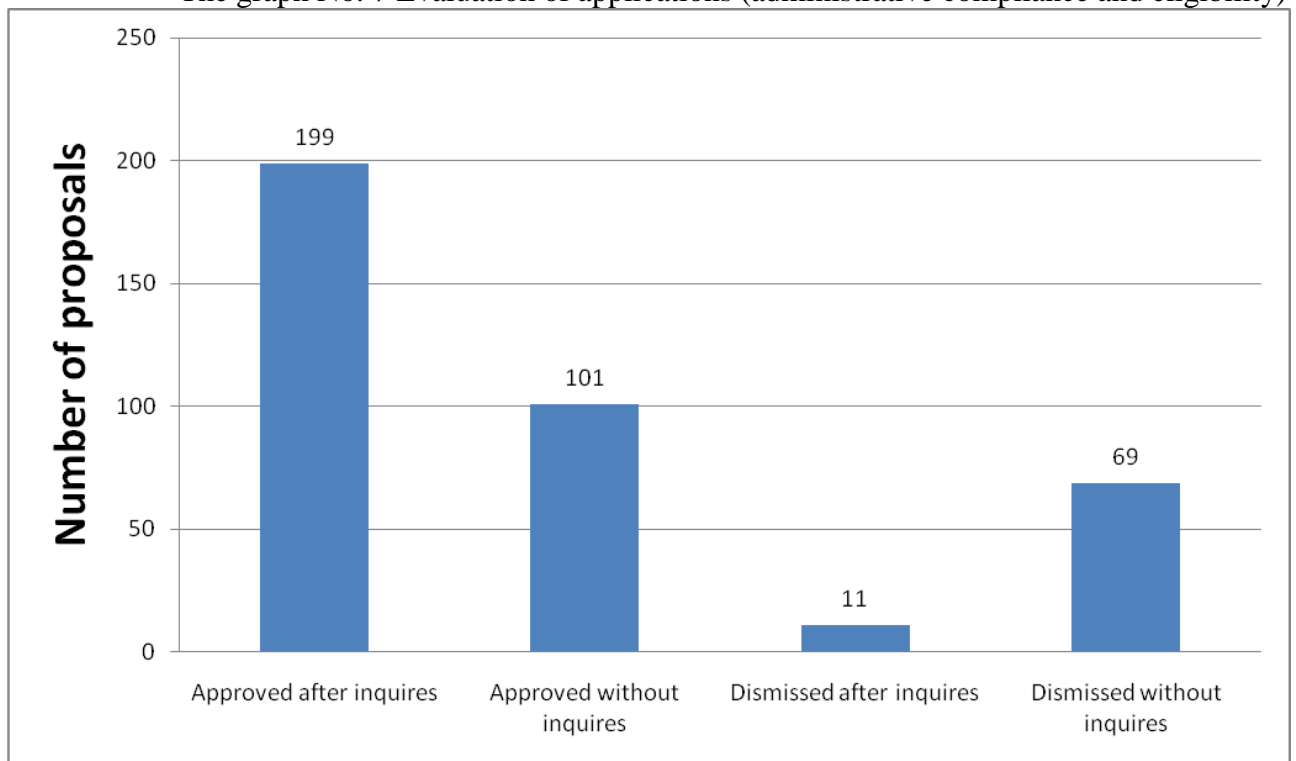


On 2 December 2011 the CPMA started the administrative compliance and eligibility check of the sub-project applications and completed this stage of assessment on 24 January 2012. The assessment was performed by 19 representatives of the CPMA and 1 external expert. On 1 February 2012 the CPMA submitted to the NCU a preliminary report on administrative compliance and eligibility assessment of the sub-project applications, which was approved by the NGO Fund Steering Committee on 20 February 2012. During this meeting the Steering Committee also

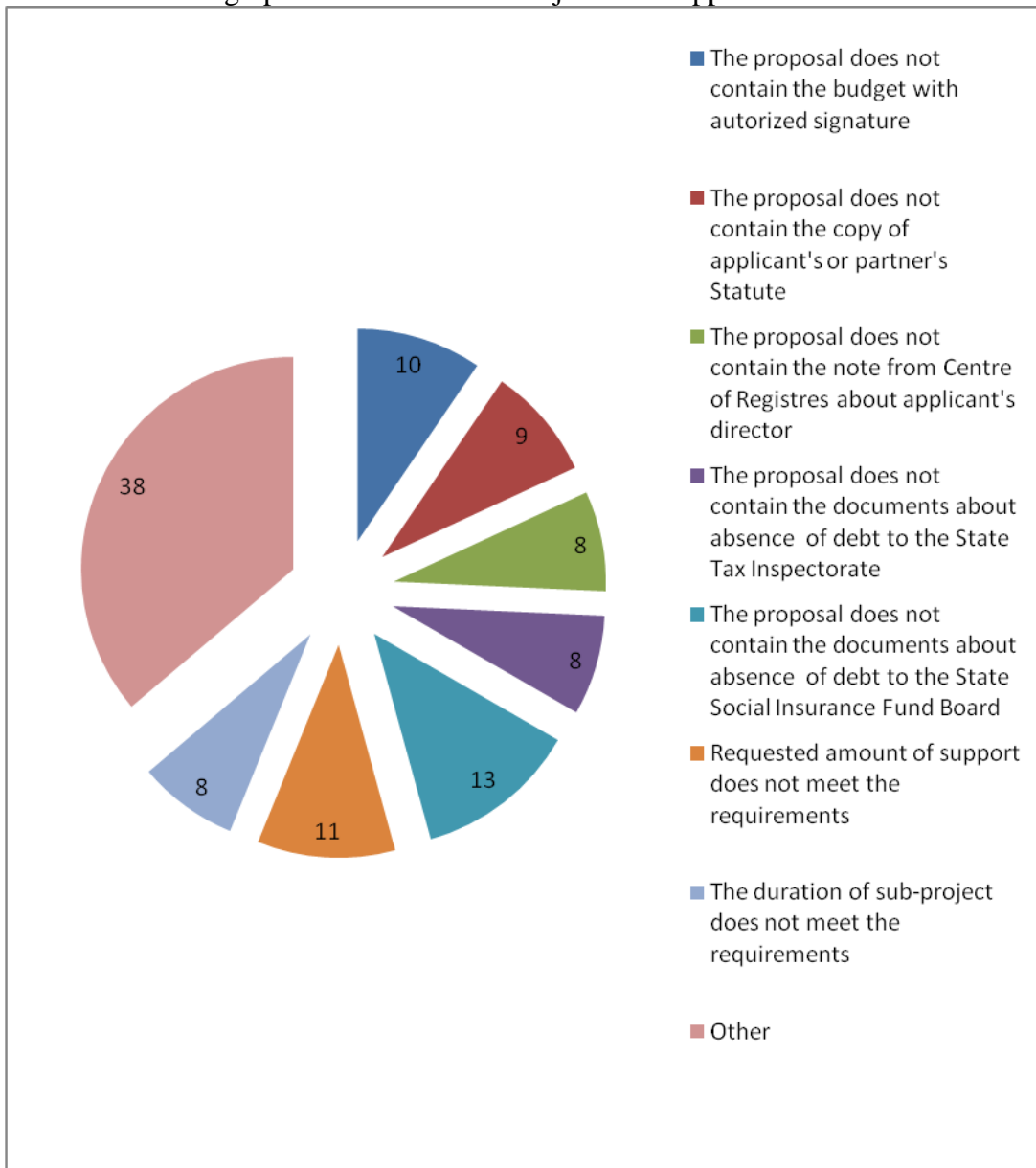
discussed and approved the Project Interim Report No. 1 and Annual Project Report No. 1 on the implementation of the NGO Fund. It also discussed the strategy for value-for-money assessment - no specific remarks to this document were presented by the members of the committee.

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

The graph No. 7 Evaluation of applications (administrative compliance and eligibility)



The graph No. 8 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 are entitled to submit a complaint to the NCU within 10 working days after receiving a registered letter from the CPMA informing about the decision to reject the sub-project application.

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.

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. Information of the implementation of the PPF activities was reported in previous Annual Reports, Project Interim and Annual Reports. The Project Completion Report (together with the final financial audit report) was submitted to the SCO on 28th April 2011.

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 2012 was submitted for approval on 30 November 2011. By the same official letter the NCU also approached the SCO with the request to amend the Annexes of the Project Agreement on the TAF (on indicative scope of tasks and the TAF budget for 2009-2017). The SDC approval on the budget for 2012 and requested amendments was issued on 10th January 2012.

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

➤ *activities of the MoF:*

- the Annual Meeting organised on 3rd May 2011;
- 1 NCU staff member participated in the training course “Project Cycle Management: a Technical Guide” (seminar provided by the European Institute of Public Administration) on 7-9 September 2011;
- 1 NCU staff member participated in the Baltic Retreat on 27-29 September 2011;
- Procurement of the pinup calendars and workbooks for promotion of the Lithuanian – Swiss Cooperation Programme was conducted in November - December 2011;
- Interpretation services were provided during the following events: NGO Fund steering committee meetings, information day for the potential applicants under the programme “Research and development”, information seminar for the potential applicants under the NGO Fund, opening event for health sector programmes. Translation services were provided for translation of various documents which either to be discussed with the SCO or were needed for other purposes related to the daily implementation of the Lithuanian – Swiss Cooperation Programme.
- the opening event for health programmes organised on 20th December 2011.

➤ *activities of the CPMA:*

- 3 employees were working exclusively with the Lithuanian - Swiss Cooperation Programme,
- 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.
- a total of 9 employees of the CPMA who work with the Lithuanian–Swiss Cooperation Programme attended the training courses in Lithuania and abroad (on project management, budgetary institutions project accounting, FIDIC contract conditions, etc.),

- On 8 February a public tender was announced in order to procure the media monitoring services. However, the price of proposal received exceeded the planned budget and procurement had to be cancelled,
- CPMA internal procedure for supervision of public procurements was updated on 13 February 2012. The cases when the CPMA representatives will be participating as observers or members of public procurement commissions' were specified. Also, the cases when the public procurement documents will be verified before announcing the public tenders were specified.

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 2nd combined interim and annual report was submitted to the SCO on 28th March 2011. The 3rd 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. Information on the status of implementation of this call shall be reported by CRUS.

The 2nd Open Call for proposals was announced on 3 January 2011; the Call closed on 1 April 2011. In January 2011 the CB started to disseminate the information about the open call for proposals. The information was announced on the website and disseminated directly to the eligible institutions. On 21 January 2011 the information day for the interested doctoral and post-doc fellows was held at the CB. There were approximately 50 participants attending this event. Information was provided on the Sciex programme as well as on Euraxess.

The CB improved the Scoring templates to be used for evaluation of the applications at the CB and at the sending institutions. These were approved by the CB before the end of the second open call. The Scoring templates are in line with the Scholarship Fund Agreement.

After the closing of the call, the CB checked all 16 applications on their formal eligibility according to the check list W-1 provided by CRUS and submitted necessary information about the outcome of this check. 6 applications were submitted in the field of social sciences and humanities and 10 in the

field of physical and biotechnological sciences. Out of 16 applications 4 were eligible, 12 had some drawbacks that had to be corrected before the scoring procedure. The Supervisory Board established at the CB has scored all eligible applications 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, 5 applications of doctoral students and 3 applications of postdocs were awarded 557 000 CHF in total.

The third call for proposals was announced on 3 January 2012 and will be closed on 1 April 2012. Information on the publicity activities on this call 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.

The CB regularly provides assistance to researchers concerning the Scholarship Fund and the announced open calls. Till May 2011 the responsible Sciex administrator in the CB was Ms. A. Vilkanauskytė, afterwards Ms. Kornelija Janavičiūtė has been nominated as administrator. On 24 August 2011 K. Janavičiūtė attended the Sciex Steering Committee Meeting in Fribourg. On 19 October 2011 K. Janavičiūtė participated at the Event with Sciex Fellows and on 20 October - at the training session in Bern, organised by CRUS.

After the end of the 2 open call (1 April 2011) the CB provided data on the eligibility and quantity of received proposals to CRUS and to the IB in Lithuania for compilation of the required progress reports. CB also prepared progress reports in April and September 2011 for CRUS.

2.4 Flexibility clause

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

- *project "Creation and Implementation of the System for Video Transmission, Recording and Storage in Courts":*
 - form: amendment to the Project Agreement,
 - date: 25th July 2011,
 - reasoning: a new activity was introduced under the project and the project budget was increased (by about 51 000 CHF of the Swiss Contribution and about 9000 CHF of the national co-financing).
- *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).

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

During the reporting period four Project Agreements (PA) were signed between the Republic of Lithuania and the Swiss Confederation for the financing of the programme:

- on the individual project “The Creation and Implementation of the System for Video Transaction, Recording and Storage in Courts” (Swiss grant – 1,72 MCHF, Lithuanian co-financing – 0,304 MCHF, total budget – 2,024 MCHF). After the Amendment to the PA, signed on 25th July 2011, the Swiss grant amounts to 1,771 032 CHF, Lithuanian co-financing – 0,313 MCHF, total budget – 2,084 MCHF);
- on the NGO block grant (Swiss grant – 5,553 MCHF, Lithuanian co-financing – 0,98 MCHF, total budget – 6,533 MCHF);
- on the programme “Introduction of Energy Efficient Technologies into the Lithuanian Hospitals Providing Perinatal and Neonatal Health Care Services” (Swiss grant – 19 MCHF, Lithuanian co-financing – 3,353 MCHF, total budget – 22,353 MCHF);
- on the programme “Improvement of Perinatal and Neonatal Health Care Services in Lithuania” (Swiss grant – 26,6 MCHF, Lithuanian co-financing – 4,694 MCHF, total budget – 31,294 MCHF).

Total amount of the Swiss Contribution committed since the signature of the Framework Agreement (according to the Project Agreements signed): 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 1.

Tentative commitments and disbursements for the next reporting period

The commitment of the Lithuanian – Swiss Cooperation Programme was completed in 2011.

Overall financial statement on the past and tentative future disbursements and commitments for the entire Lithuanian-Swiss Cooperation Programme is summarised in Annex 1 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. 3 for the expenditures of NCU for the reporting period 01/07/2010 - 31/12/2010 was executed in 26 January 2011;
- Audit for Payment Claim No. 4 for the expenditures of NCU for the reporting period 01/01/2011 - 30/06/2011 was executed in 19 August 2011;
- Audit for Payment Claim No. 5 for the expenditures of NCU for the reporting period 01/07/2011 - 30/09/2011 was executed in 24 October 2011;
- Audit for Payment Claim No. 6 for the expenditures of NCU for the reporting period 01/10/2011 - 31/12/2011 was executed in 1 February 2011;
- Audit for Payment Claim No. 6 for the expenditures of CPMA for the reporting period 01/10/2010 - 31/12/2010 was executed in 20 January 2011;
- Audit of Payment Claim No. 7 for the expenditures of CPMA for the reporting period 01/01/2011 - 31/03/2011 was executed in 18 April 2011;

- Audit of Payment Claim No. 8 for the expenditures of CPMA for the reporting period 01/04/2011 - 30/06/2011 was executed in 18 July 2011;
- Audit of Payment Claim No. 9 for the expenditures of CPMA for the reporting period 01/07/2011 - 30/09/2011 was executed in 21 October 2011;
- Audit of Payment Claim No. 10 for the expenditures of CPMA for the reporting period 01/10/2011 - 31/12/2011 was executed in 13 January 2012.

Also Combined Interim and Annual Project Report on the TAF for the year 2010 was verified by the audit company on 3 March 2011 and the final financial audit of the Project Preparation Facility was completed on 11 April 2011.

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 2.

3. Swissness

Health sector programmes

On 3 May 2011 the Hospital of Lithuanian University of Health Sciences Kauno klinikos (EA) has issued an invitation for cooperation to the partners in Switzerland: Zurich University hospital, Geneva University Hospital and Basel University Woman Hospital.

On 5-7 December 2011 the delegation of Swiss hospitals' representatives came for the first visit to discuss the possible partnership issues. The Swiss delegation also visited several Lithuanian hospitals that will receive Swiss financial assistance. The areas of future cooperation and other related issues were also discussed between the Swiss representatives and the MoH. The draft partnership plan is under discussions. It should be finalised in April 2012 during the visit of the representatives of the EA to Switzerland.

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 will be selected and funded on a competitive basis. The Joint Selection Committee (which includes scientific representatives nominated by both countries) will take the responsibility for the approval of a 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.

NGO Fund

On 21st April 2011 the MoF submitted to the SCO a plan for development of partnerships between the Lithuanian and Swiss NGOs. The plan was coordinated with the members of the NGO Fund Steering Committee.

Plan for development of partnerships foresaw such items as:

- submitting requests for partnerships (through the SCO);

- giving 1 additional point (during the value-for-money assessment stage) for the application containing Swiss partner;
- foreseeing that only partners from Switzerland and Lithuania are possible;
- foreseeing that sub-project activities can be implemented only in Lithuania and/or Switzerland.

Confirmation by the SCO on the implementation of the 3rd condition of the Decision Letter on the approval of the FPP on the NGO Fund was received on 27th April 2011.

The NCU/IB and EA informed NGOs about the NGO Fund and possibilities for cooperation with the Swiss NGOs during various meetings, information seminars, relevant information inviting NGOs to search for the Swiss partners was published in the websites of the MoF and the CPMA. The Lithuanian NGOs were encouraged to contact the NCU and/or EA for assistance in finding the NGO partner organisation in Switzerland. 35 Swiss-partnership requests were sent to the SCO during April - November 2011.

Individual project

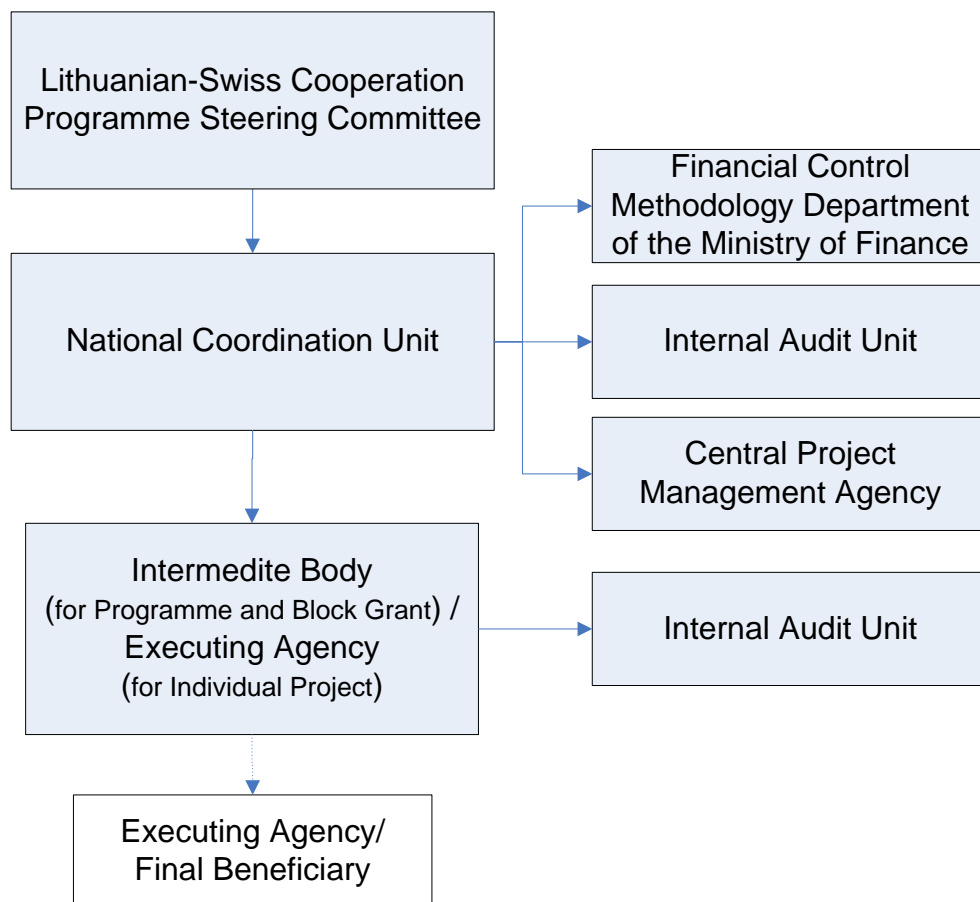
A study visit to Lozane (Switzerland) was organised on 14-17 December 2011. During this study visit the Lithuanian delegation visited the Swiss Federal Supreme Court and security control where the Swiss judicial system, including the legal basis for the use of video-conferences was presented; the video-conference between 2 sites of the court has been demonstrated. The delegation also visited the Prosecutor's Office, where they were introduced to the tasks and organization of the Federal Prosecutor's Office, possibilities to use the video-conferences in its work, the video-conference between 2 sites of the Prosecutor's Office has been demonstrated and discussions about the video-conferences within the preliminary criminal enquiry have been held. Both parties exchanged experience in the field of video conference system. The study visit could serve as a positive impact for possible future cooperation between the respective institutions.

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 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

The following documents on the administration of the Lithuanian-Swiss Cooperation Programme were adopted:

- 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) were approved by the Minister of Finance on 4 April 2011 (Order No. 1K-132);
- Rules for implementation and financing of the NGO Fund (describing issues related to procurements, the currency exchange rate, eligibility of costs and other financial questions) were approved by the Minister of Finance on 1 July 2011 (Order No. 1K-234);
- modifications of the *Rules of Disbursement from the Technical Assistance Fund and the Project Preparation Facility under Lithuanian-Swiss Cooperation Programme* (Order of the Minister of Finance No. 1K-268 of 5 August 2009) were approved by the Minister of Finance on 2 September 2011 (Order No. 1K-298). The main reason for modification of the rules was to include relevant provisions regarding the NGO Fund.

During the reporting period the following implementation agreements were signed:

- Programme Implementation Agreement on the programme “Research and Development” (between the NCU, IB and the CPMA) was signed on 10 June 2011. Amendment to this Agreement was signed on 19 October 2011;
- Individual Project Implementation Agreement (between the NCU, CPMA and EA) was signed on 3 August 2011.
- Project Implementation Agreement for the programme “Research and Development” (between the CPMA, IB and EA) was signed on 5 November 2011.
- Block grant Implementation Agreement (between the IB and CPMA) was signed on 28 October 2011.
- Programme Implementation Agreements for the health sector programmes (between the NCU, IB and CPMA) were signed on 9 February 2012.

In its capacity, the CPMA takes part in the preparation of legal acts for the implementation and monitoring of the Lithuanian–Swiss Cooperation Programme.

The CPMA has prepared, discussed with the NCU and approved the following forms:

- Interim/Final Project Implementation Report form which will be submitted with the Payment Claims (approved by the CPMA Director’s Order No. 2011/8-10 on 17 January 2011);

- Project Completion Report form (approved by the CPMA Director's Order No. 2011/8-11 on 18 January 2011);
- Payment Claim form for NGO Block Grant (approved by the CPMA Director's Order No. 2011/8-215 on 5 December 2011);
- 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);
- Payment Claim form (approved by the CPMA Deputy Director's Order No. 2012/20-2-2 on 10 January 2012).

The CPMA also developed and approved the following forms:

- Public Procurement Plant form (approved by the CPMA Director's Order No. 2011/8-86 on 13 May 2011);
- Form of NGO Fund sub-projects' public procurements, also forms of the protocols and reports for executing procurement procedures for the final beneficiaries acting as non-contracting authorities according to the Public Procurement Law of the Republic of Lithuania (approved by the CPMA Director's Order No. 2011/8-112 on 5 July 2011);
- Standard public procurement document form for open tender in order to purchase services (approved by the CPMA Deputy Director's Order No. 2011/20-2-10 on 18 August 2011);
- Standard public procurement document forms for (1) open tender in order to purchase goods, (2) simplified open tender in order to purchase goods (3) simplified open tender in order to purchase services (approved by the CPMA Deputy Director's Order No. 2011/20-2-31 on 14 December 2011).

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.cpya.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 will be procured in order to follow the information spread in the media. CPMA will be responsible for the implementation of this activity.

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 and disseminated among the eligible higher education and research institutions;
- On 21 January 2011 the information day on the 2nd call for proposals for the interested doctoral and post-doc fellows was held at the CB. Approximately 50 participants attended this event;
- on 31 January 2012 the information day 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
- 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 on the websites of the EA, IB, NCU and the website address http://www.erweiterungsbeitrag.admin.ch/en/home/selection_procedure/call_for_proposals.
- On 3 October 2011 the press release on the programme and the information day was published and disseminated by the EA, on 5 October 2011 – by the IB.
- On 5 October 2011 the information day on the promotion of the programme and upcoming open call for proposals was organised by the Research Council of Lithuania and the Ministry of Education and Science. The programme and main conditions of the open call (guidelines for applicants) were presented to the audience. In total 138 participants attended the event.
- On 26 October 2011 a representative of the Research Council of Lithuania participated in the information day in University of Freiburg.
- On 7 November 2011 press release on the signed Project Implementation Agreement was published and disseminated by the EA.
- On 8 November 2011 an interview on the programme and the signed Project Implementation Agreement was conducted in the Lithuanian radio news.
- Information on the programme was included in the publication of the EA "International research programmes" in December 2011. Publication distributed to the representatives of higher education and research institutions.

➤ NGO Fund:

- On 28 January 2011 the representatives of the NCU and CPMA participated in the closing event of the NGO Fund under the EEA and Norwegian financial mechanisms. Information on the NGO Fund of the Lithuanian–Swiss Cooperation Programme was presented for the participants of this event. The NGOs were informed about possible assistance in finding the Swiss partner (NGO) for possible cooperation;
- On 17 March 2011 the representatives of the NCU and CPMA participated in the meeting of the NGO coordination commission in the Ministry of Social Affairs and Labour. Information on the NGO Fund of the Lithuanian–Swiss Cooperation Programme was presented for the members of that commission (half of them represent

the NGO sector). The NGOs were informed about possible assistance in finding Swiss partner (NGO) for possible cooperation;

- On 3 May 2011 the press release of the MoF on signing the PA for the establishment of the NGO Fund was communicated to the main news agencies (BNS, ELTA). This press release was re-published by a number of information portals. Message on the NGO fund was also published in the CPMA website.
- On 23 June 2011 the representatives of the NCU and CPMA participated in the XII forum of Lithuanian NGOs. Information on the NGO Fund, upcoming open call for proposals was presented to the audience.
- On 8 July information on the NGO Fund was published in the CPMA website.
- On 5 October 2011 the press release on the NGO Fund and planned information seminars was developed jointly by the EA and the IB and communicated to the main news agencies (BNS, ELTA). This press release was re-published by a number of information portals.
- On 5 October 2011 a text on the NGO Fund (regarding the open call for proposals) was published by the CPMA in the national newspaper "Lietuvos rytas". Information on the launch of the call was published also in the websites of the MoF, CPMA, a number of municipalities.
- On 6 October 2011 a telephone interview with the representative of the EA on the possibilities of the NGO Fund, planned information seminars was done by the national broadcaster (I channel of the national radio).
- During the period of 10 to 28 October information and training seminars for potential applicants were organised by the EA in 10 cities (1 additional seminar was held in Vilnius). In total 609 participants attended these seminars.

➤ Individual project:

- On 3 May 2011 the press release of the MoF on signing the PA for the individual project was communicated to the main news agencies (BNS, ELTA). This press release was re-published by a number of information portals.
- On 11 August 2011 a press release on the implementation of the project was prepared by the NCA and communicated to the mass media. Information was also published in the website of the institution.
- Posters on the project were produced and distributed to the courts and imprisonment institutions/custodial establishments participating in the project. Posters are also displayed in the premises of the EA and the Prisons Department under the Ministry of Justice.
- In beginning of February 2012 a project was shortly mentioned by the national TV channel in the main news programme "Panorama".

➤ 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 available on the main page of the website.
- On 21 October 2011 the article on the programmes to be implemented was published in the daily newspaper "Lietuvos rytas" (PPF study mentioned as well). Translation of the article was submitted to the SCO.
- On 20 December 2011 an opening event "Lithuanian-Swiss Cooperation Programme: step forward for better future generation health care" was organised by the NCU (in cooperation with the MoH). During this event such topics as the Swiss Contribution for the health sector in the 1990s and the lessons learned, information on the new

programmes, cooperation between Swiss and Lithuanian hospitals were presented. In total 55 participants attended the event.

- Information about the signed PAs was published in the website of the IB (www.sam.lt/go.php/lit/Placiau/2500).
 - Information about the programmes and the first visit of the Swiss delegation on partnership issue was published in the website of the Hospital of Lithuanian University of Health Sciences Kauno klinikos (http://www.kmuk.lt/naujienos_senos.php#303).
 - On 20 December 2011 two press releases of the MoF were distributed to the mass media: the 1st press release was related to the opening event, finalisation of commitment of the Lithuanian – Swiss Cooperation Programme, the 2nd press release was communicated to the mass media after the opening event and was related more to the health programmes.
 - On the same day an information on the signed programmes, financed by the Swiss Contribution, was communicated by the national TV channel in the main news programme “Panorama”.
- 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. The organisation of the opening event for health programmes organised by the NCU and financed by the TAF is described under the publicity activities for health programmes.

A more detailed survey of the Lithuanian – Swiss Cooperation Programme or its’ separate programmes/projects was submitted to the SCO in November 2011. Additional input (related to health programmes) was submitted at the end of December 2011. In order to follow the publicity and visibility of the Swiss Contribution it was decided to procure the media monitoring services and the necessary financial resources are planned for this purpose under the TAF. The execution of this activity is delegated to the CPMA.

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 (2011/09)	Achieved in time/ delayed	Reasons for deviations
Tasks related to the programmes in the focus areas „Rehabilitation and modernisation of basic infrastructure and Improvement of the environment“ and „Health“			
Project Agreements signed	November 2011	Slightly delayed	Due to the tight agenda of the high level authorities of both Parties, the date for signing the PAs was set for 20 December 2011.

Programmes implementation agreements signed	December 2011	Slightly delayed	Due to the delayed signing of the PAs, the programme implementation agreements were signed on 9 February 2012.
Project implementation agreements signed	January 2012	Delayed	Delay in signing these agreements were also influenced by delays in signing the PAs and PIAs. Delay is also caused by a complexity of the programmes, long process of harmonisation between the parties involved.
Tasks related to the programme in the focus area „Research and development“			
Project Implementation Agreement signed	October 2011	Slightly delayed	Agreement signed on 5 November 2011.
Launch of the open call for joint research and/or institutional partnership projects	October 2011	Slightly delayed	Open call launched on 16 November 2011 (due to slight delay in signing the Project implementation agreement and official publication of guidelines for applicants).
Information day for potential applicants organised	October 2011	Achieved in time	-
Tasks related to the NGO block grant			
Information seminars for potential applicants organised	October 2011	Achieved in time	-
Collection of applications started	November 2011	Slightly delayed	Collection of applications started on 2 December 2011 (due to the date of the official publication of guidelines).
Administrative and eligibility assessment concluded	January 2012	Achieved in time	The first evaluation stage was done by the CPMA in December 2011 – January 2012. The preliminary evaluation report was prepared on 26 January 2012. The Steering Committee approved the preliminary evaluation results on 20 February 2012.
Tasks related to the individual project			
Preparation of legal acts for the use of project results	January 2012	Delayed	The delays are caused by a complexity of the issues to be covered by these legal acts.
Study visits organised	October and December 2011, February 2012	1 study visit conducted in time (December 2011) 2 study visits	The delays in organising study appeared due to possibilities of the countries addressed on this issues to accept the Lithuanian delegation, to find time for that, etc.

		delayed	
Launch of the tender for design of architecture of the system for video transmission, recording and storing in courts	October 2011	Slightly delayed	Tender launched on 23 November 2011. Slight delay due to prolonged coordination of tender documents between the EA and the CPMA.

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 continued with the development of the implementation agreements on the national level, preparation of the national legal acts on setting the detailed provisions for implementation and financing of the projects.

Due to the efficient work and collaboration of all the institutions involved on both (Lithuanian and Swiss sides), the commitment stage under the Lithuanian – Swiss Cooperation Programme was completed earlier than the deadline set for the beneficiary countries.

After signing the PAs, the IBs and EAs concentrated on preparation of the procurement documents, development of guidelines and other documents necessary for the execution of open calls for proposals, consultations for potential applicants, etc. Whenever it was possible the preparatory activities for practical implementation of the programmes and projects began already before the official signing of the PAs. 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.

Successful and smooth execution of procurement processes, open calls, evaluation of applications - 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:

- in the Project Agreement of the TAF it is stated that the ending date for eligibility of costs is 14 June 2017. In case any of the projects approved under the Lithuanian - Swiss Cooperation Programme will be prolonged till this final date (2017/06/14), the last reporting and other related steps will have to be done in the 2nd half of 2017. Therefore, the prolongation of the date for eligibility of costs of the TAF would be necessary.

Annex 2 Statistics of tenders, contract awards and successful bidders

Tender title	Tender type (procedure used)	Tender budget (according to FPP)	Information on tenderers	Successful bidder	Contract amount	Implementation period
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	60 038 CHF	There were four proposals received by the set deadline: 1) JSC "S4ID", 2) JSC "Konferencijų ir audiovizualinės sistemos", 3) JSC "Investment Development Agency", 4) JSC "Elipsis".	N/A (evaluation is still in process)	N/A (evaluation is still in process)	N/A (evaluation is still in process)

All low value procurements under the TAF and other projects have been made according to the Rules for Simplified Procurements of the Ministry of Finance and the Lithuanian Law on Public Procurement which is in compliance with EU Procurement Directives. More detailed and comprehensive information on these contracts is provided in the project reports to Switzerland.