



LITHUANIAN - SWISS COOPERATION PROGRAMME

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Implementation of the Lithuanian–Swiss Cooperation Programme: 5th Annual Meeting

23 April 2013

Vilnius



Agenda

1. Opening of the Annual meeting

General remarks on progress made in the implementation of the Lithuanian-Swiss Cooperation Programme against Conceptual Framework: general experience and results achieved

2. Reporting on the status of the Programmes and other measures:

- 2.1. Programme on energy efficiency in hospitals
- 2.2. Programme on perinatal and neonatal health care
- 2.3. Programme on research and development. Scholarship Fund
- 2.4. Individual project
- 2.5. NGO Fund
- 2.6. Technical Assistance Fund

3. Other important issues in implementation of Lithuanian-Swiss Cooperation Programme:

- 3.1. Overall financial statement on the past and tentative future disbursements and commitments
- 3.2. "Swissness"
- 3.3. Strategy and activities to inform the general public about the Lithuanian-Swiss Cooperation Programme and measures implemented
- 3.4. Reporting, monitoring and controlling
- 3.5. Any other issues to be discussed

Closing of the Annual meeting



Annual Report

- **Reporting period:** 1 January 2012 – 1 March 2013
- **Report covers** operational and financial progress, implementation issues, administrative framework, publicity strategy and activities, etc.
- **Report approved** on 25 March by the Steering Committee of the Lithuanian–Swiss Cooperation Programme (written procedure)



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Reporting on the status of the Programmes and other measures: status of implementation, issues, next steps in 2013



Reporting on the Energy Efficiency in Hospitals Programme (1)

Expected results of the Programme **“Introduction of energy efficient technologies into the Lithuanian hospitals providing perinatal and neonatal health care services”**: buildings of hospitals and energy efficient engineering systems renovated/installed, premises of units for perinatal and neonatal care services renovated

- Programme Implementation Agreement signed on 9 February 2012 (MoF, MoH, CPMA)
- Project Implementation Agreements (MoH, CPMA and 16 hospitals) were signed on 12 June 2012.
- On 30 August 2012 a training seminar for hospitals was organised by the CPMA (in cooperation with MoH)
- In June – September 2012 the procurement plans for all 16 hospitals were prepared, reviewed and approved by the CPMA.
- Up to date main activities of most of the hospitals were related to preparation and harmonization with CPMA of public procurement documents, launching of tenders and implementation of contracts for preparation of Technical projects, technical supervision and other engineering services
- Only few hospitals started works procurement and implementation procedures



Reporting on the Energy Efficiency in Hospitals Programme (2)

Main issues:

- Suspended procurement procedures for number of the hospitals due to not taken decision on the reserve funds (about 12 mln. Litas):
 - In December 2012 the energy expert services were procured for the analysis of information and provision of recommendations on the use of Programme reserve funds
 - On 18 March 2013 three alternatives were sent to the Swiss Contribution Office for comments
 - No final agreement which alternative is to be approved up to date



Energy Efficiency in Hospitals Programme: Work plan for 2013

Technical projects/technical supervision

To prepare tender documents and receive the CPMA approval	5 in 2Q/2013, 2 in 4Q/2013
To announce public procurements	8 in 2Q/2013, 2 in 3Q/2013 1 in 4Q/2013
To sign contracts	5 in 2Q/2013, 9 in 3Q/2013
Works	
To prepare tender documents and receive the CPMA approval	4 in 2Q/2013, 2 in 3Q/2013 3 in 4Q/2013
To announce public procurements	4 in 2Q/2013, 2 in 3Q/2013 1 in 4Q/2013
To sign contracts	3 in 2Q/2013, 3 in 3Q/2013 1 in 4Q/2013



Reporting on Improvement of perinatal and neonatal health care services in Lithuania Programme (1)

Expected results of the Programme: Lithuanian hospitals (in main cities, regions and periphery) will be provided with new modern 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

- Programme Implementation Agreement signed on 9 February 2012 (MoF, CPMA, MoH)
- Project Implementation Agreement (MoH, CPMA and Kaunas Clinics - Executing Agency) signed on 12 June 2012
- On 15 October 2012 procurement plan approved by the CPMA
- In 2nd half of 2012 20 partnership agreements between the Executing Agency and end recipients – LT hospitals were signed. Last agreement signed in March 2013.



Reporting on Improvement of perinatal and neonatal health care services in Lithuania Programme (2)

- Procurement of medical equipment:
 - In July – December 2012 tender documents for 17 procurements were prepared by the Executing Agency (9 of them submitted for the Swiss non-objection)
 - 7 public procurements were launched in August, 9 - in November, 1 in December 2012
 - In October 2012 – February 2013 7 contracts for 5 public procurements were signed. 1 contract signed in March 2013.
- Repair works:
 - In August – November 2012 3 hospitals prepared the procurement documents (for repair works) and submitted to the Executing Agency
 - In 2nd half of 2012 2 hospitals prepared tender documents for procurement of technical project and supervision and submitted to the CPMA (one approved in January, another – in February 2013)
- Procurement of services:
 - tender on provision of services for professional competence improvement and preparation of guidelines and protocols was launched in February 2013
 - draft tender documents for procurement of the technical supervision services for the computer database development and installation were reviewed by the CPMA for several times (conditionally approved on 19 March 2013, tender launched in beginning of April 2013)



Reporting on Improvement of perinatal and neonatal health care services in Lithuania Programme (3)

Main issues:

- Partnership plan for institutional cooperation with Swiss hospitals prepared and agreed with Swiss authorities. On 30 October 2012 draft partnership agreements submitted to Zurich, Geneva and Basel hospitals.
- However only one Partnership agreement signed and activities started (with Geneva University Hospital in February 2012). Delays and even unclear commitment to co-operate from Zurich and Basel hospitals delays implementation of partnership component of the Programme



Improvement of perinatal and neonatal health care services in Lithuania Programme: Work plan for 2013 (1)

Medical equipment	
To complete public procurement procedures and sign the contracts for 11 tenders	5 in 2Q/2013, 3 in 4Q/2013
To start contracts' implementation and installation of equipment in hospitals	5 in 2Q/2013, 6 in 4Q/2013
To agree with the CPMA the tender documents for 7 new procurements and to launch the tenders (1 tender documents shall be agreed with the Swiss side)	2Q/2013
To conclude the contracts for 7 tenders	4Q/2013
Repair works	
To agree with the Executing Agency and the CPMA tender documents for procurements for repair works and launch the tenders	2 in 2Q/2013, 1 in 3Q/2013 2 in 4Q/2013
To agree with the Executing Agency and the CPMA tender documents for procurements for preparation of technical projects and technical supervision services and launch the tenders	3 in 4Q/2013
To sign contracts on preparation of technical projects and technical supervision services	2 in 3Q/2013
To sign contracts on execution of repair works	2 in 2Q/2013, 1 in 4Q/2013



Improvement of perinatal and neonatal health care services in Lithuania Programme: Work plan for 2013 (2)

Other activities	
To submit the draft tender documents on the procurement of special vehicles for the CPMA review	4Q/2013
To conclude the service contract on professional competence improvement and preparation of guidelines and protocols and start execution of activities	3Q/2013
To agree with the CPMA the tender documents for technical supervision services for the computer database development and installation	2Q/2013
To conclude the contract on the technical supervision services for the computer database development and installation and start preparation of tender documents	3Q/2013



Reporting on Research and Development Programme (1)

Expected results of the Programme: capacities and experience of Lithuanian researchers enhanced, their wider involvement into the international research field facilitated

Main activities in 2012 - open call for proposals, evaluation and selection of the projects, signing of project implementation contract:

- Electronic system for submission of proposals was developed and became operational in February 2012,
- Open call closed on 16 May 2012 (launched on 16 November 2011), 42 proposals submitted:
 - 1 proposal rejected as ineligible
 - 41 proposal evaluated by the experts, Joint Selection Committee meeting organised on 25 September 2012
 - Lists of the projects to be financed and reserve projects approved by the Research Council (Executing Agency) on 9 October 2012
 - Implementation agreements with the beneficiaries (1 institutional partnership project, 11 joint research projects) signed on 26 October 2012, implementation of projects started
 - Electronic system for submission and evaluation of annual reports developed in November – December 2012
 - Training seminar for the beneficiaries conducted on 15 January 2013 (33 participants)
 - 11 consortium agreements between Lithuanian and Swiss institutions signed by end of February 2013.



Reporting on the Research and Development Programme (2)

Main issues:

Institutional partnership project (by Lithuanian University of Health Sciences) cancelled, as initially agreed Swiss partner withdrew from the implementation



Research and Development Programme: Work plan for 2013

Management activities

To collect and check interim payment claims and implementation reports (Executing Agency)

April – December 2013

To coordinate implementation of programme (Intermediate body) and agreements with beneficiaries (Executing Agency)

April – December 2013

Projects

To organise and implement public procurements of the projects

April – December 2013



Reporting on the Scholarship Fund (1)

➤ Main activities:

- **3rd call** for proposals launched on 3 January 2012, closed on 1 April 2012.
 - On 31 January 2012 information day organized by the Lithuanian Research Council (43 participants).
- 13 applications received, 5 of them approved for financing (total amount 390 000 CHF, after 3 calls ~1,5 mln. CHF of funds granted).
- On 29 November 2012 advance information day on the upcoming 4th call for proposals organized by the Lithuanian Research Council (29 participants).
- **4th call** for proposals launched on 2 January 2013, closed on 1 April 2013 (25 applications submitted). Decision on selected applications expected in August 2013.
 - Information day was also organized on 6 February 2013 (18 participants).
 - On 11 February information about the call was presented in the information event in Kaunas University of Technology (48 participants).

➤ Main issues:

- High risk not to use all the funds
- Proposal to organize additional call in autumn 2013 and to start immediately all relevant formal procedures



Reporting on the Individual Project (1)

Expected results of the project „**Creation and Implementation of the System for Video Transaction, Recording and Storage in Courts**“: after implementation of the video equipment the court proceedings will be optimized and possibilities for specific groups of society to participate in these proceedings will be simplified.

Main activities of the project:

- Compulsory legal acts for the use of video-conferencing equipment:
 - On 3 February 2012 the Judicial Council approved the Description of the Usage of Video Conferencing Equipment during the Trial Procedure for the Questioning of Witnesses
 - On 7 December 2012 the Ministry of Justice approved the description of procedures regulating the usage of video conferencing equipment in civil and administrative cases.
 - Summary information to the SCO submitted on 12 February 2013.
- 2 study visits organised: to Portugal (June 2012) and Denmark (in December 2012), practical experience of functioning of video conference systems in the courts acquired



Reporting on the Individual Project (2)

- On 4 April 2012 the contract on analysis, design of architecture and preparation of technical specifications concluded between the National Court Administration and the JSC „S4ID“ (planned results delivered in time)
- On 15 November 2012 the National Court Administration approached the NCU regarding the project modifications in order to use savings, respective NCU letter to the SCO submitted on 21 November 2012 (approval received on 4 December 2012).
- On 27 December the CPMA approved the tender documents for procurement of video equipment, on 7 January 2013 the technical specification was pre-announced in central information system for public procurements
- March-April 2013 tender documents harmonised with SCO



Individual Project: Work plan for 2013

To launch the tender for procurement of video-conferencing equipment	April 2013
To conclude and implement the contract	August - December 2013
To organise the final conference	November/December 2013



Reporting on the NGO Fund (1)

Expected results of the Fund: capacities of NGOs in Lithuania strengthened, cooperation between the civil society and governmental sector enhanced, cooperation between LT and Swiss NGOs enhanced.

- During the reporting period the CPMA and the Ministry of Finance proceeded with the implementation of the open call:
 - Preliminary report on the administrative compliance and eligibility assessment approved by the NGO Fund Steering Committee on 20 February 2012.
 - 13 complaints received after the 1st phase of evaluation (8 rejected, 5 satisfied)
 - Final report on the administrative compliance and eligibility assessment approved by the Steering Committee on 4 July 2012 (309 applications met the assessment criteria, 67 applications rejected, 4 not evaluated)
 - Preliminary value-for-money assessment report approved by the Steering Committee on 4 July 2012
 - 36 complaints received after the 2nd stage of evaluation (30 rejected, 6 partially satisfied)
 - 11 applications were re-assessed following the decision of the Steering Committee, corrected preliminary assessment report approved on 13 September 2012



Reporting on the NGO Fund (2)

- After completion of the complaints handling procedures, the final value-for-money assessment report was approved by the Steering Committee on 20 December 2012 (87 applications recommended for financing, 68 recognized as reserve, 153 recommended not to be financed, 1 applicant lost the right to receive Fund support).
- In January – February 2013 85 sub-project agreements were signed (2 applicants refused to accept funding). Implementation of sub-projects started (advance payments, procurement plans, procurement procedures).
- In the end of January 2013 the CPMA conducted 3 training seminars for the final beneficiaries on the implementation of sub-projects (145 participants in total).
- On 16 April 2013 by the decision of the Steering Committee remaining funds allocated for 12 sub-projects from reserve list (in total 97 applications planned to be financed)



NGO Fund: Work plan for 2013

To sign the sub-project agreements and conduct trainings for the additionally selected beneficiaries	May 2013
To perform activities related to the procedures of verification and confirmation of the submitted payment claims	April – December 2013
To perform control of procurement procedures executed by the final beneficiaries	April – December 2013
To perform activities related to verification and approval of the sub-project implementation reports	April – December 2013
To carry out on the spot checks	April – December 2013
To consult the final beneficiaries on the sub-project implementation issues	April – December 2013



Reporting on the Technical Assistance Fund

- During the reporting period the following main activities of the NCU (Ministry of Finance) were financed from the Fund:
 - annual meeting organized on 25 April 2012
 - interpretation and translation services provided in relation to the implementation of the Lithuanian-Swiss Cooperation Programme
 - Promotional material (calendars) produced.

- During the reporting period the following main activities of the Fund have been performed by the CPMA:
 - 4 employees were working exclusively with the Swiss-Lithuania Cooperation Programme.
 - A total of 12 employees of the CPMA who work with the Swiss-Lithuanian Cooperation Programme attended training courses in Lithuania.
 - Since 2012 an expert for review of technical specifications of medical equipment (under perinatal health care programme) was hired.
 - Media monitoring services were procured. Contract signed on 28 March 2012 with the JSC “Mediaskopas” (contract duration – 3 years).



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Other important issues in implementation of Lithuanian-Swiss Cooperation Programme



Disbursements and Commitments (1)

- **Commitments since the signature of the Framework Agreement:** 67 320 000 CHF (without funds for Swiss programme management)
- **Disbursements (eligible expenditures) approved and paid out by the State Treasury:**
 - **during the reporting period:** ~0,686 million CHF (of the Swiss grant) and ~ 0,106 million CHF (of the national co-financing).
 - **since the signature of the Framework Agreement** ~1,09 million CHF (of the Swiss grant) and ~ 0,152 million CHF (of the national co-financing).
- **Reimbursements made by Switzerland:**
 - **during the reporting period :** 0,258 million CHF
 - **since the signature of the Framework Agreement** ~ 0,620 million CHF
- **Disbursements (eligible expenditures) to be approved and paid out by State Treasury in 2013:**
 - ~ 25 million CHF (of the Swiss grant) and ~ 4,4 million CHF (of the Lithuanian co-financing).
- **Reimbursements to be made by Switzerland in 2013:**
 - ~ 5,8 million CHF (of the Swiss grant).

Disbursements and Commitments (2)

Item	Tentative eligible expenditures to be approved and paid out by the State Treasury in 2013 (in CHF)	Tentative disbursements to be made by Switzerland in 2013 (in CHF)
Technical Assistance	189 822,87 (grant)	62 661,67
Hospital infrastructure programme	8 106 666,67 (grant) 1 430 588,23 (co-financing)	1 977 243,07
Perinatal and neonatal health care programme	12 735 785,00 (grant) 2 247 491,47 (co-financing)	1 081 797,66
Research and development	1 151 000 (grant), 203 117,65 (co-financing)	1 106 474,32
NGO Fund	1 287 521,00 (grant), 227 209,59 (co-financing)	1 479 444,97
Modernisation of judiciary	1 672 405,52 (grant) 295 130,39 (co-financing)	86 228,16
Total	25 143 201,06 (grant), 4 403 537,32 (co-financing)	5 793 849,85



Swissness (1)

➤ Health sector programmes

- Partnership plan approved by the Joint Steering Committee in October 2012, submitted to the SCO in December 2012.
- Draft Partnership agreements with the Swiss hospitals were submitted to Swiss partners for comments in October 2012.
- In February 2013 partnership agreement between the Kaunas Clinics and Geneva university hospital was signed.
- Possibility for the Swiss private sector to participate in public procurements

➤ Programme “Research and Development”

- 11 consortium agreements on the projects’ implementation signed between Lithuanian and Swiss research institutions



Swissness (2)

➤ **NGO Fund**

- 5 sub-projects selected for financing will be implemented with the Swiss NGOs

➤ **Individual project**

- Special meeting on exchange of experience on the use of video conferencing equipment in court proceedings between three Baltic states and Switzerland was conducted in March 2013.
- Possibility for the Swiss private sector to participate in public procurements.



Information and publicity activities (1)

- www.swiss-contribution.lt is being constantly updated with the latest information on the Lithuanian-Swiss Cooperation Programme (also the website of the CPMA: www.cpva.lt)
- 3 reports on media monitoring analysis submitted to the SCO
- Publicity activities performed under health sector programmes:
 - Information about the programmes presented and constantly updated in the website of the Ministry of Health, also websites of the hospitals.
 - On 12 June 2012 the project implementation agreements' signing event was organized by the Ministry of Health. Information in relation to this event and the Swiss Contribution assigned to health programmes was widely publicized by the mass media.
 - Information about the programmes presented in Facebook.



Information and publicity activities (2)

- Publicity activities performed during the reporting period under the 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);
 - 2nd information day for potential applicants was organized on May 9, 2012 and consultations were provided. The event was attended by 76 participants;
 - Guidelines for Applicants 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



Information and publicity activities (3)

➤ Publicity activities performed under the Scholarship Fund:

- information about the open calls is being 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 by the Research Council(43 participants);
- information about the 3rd call was also presented during the information day „International research programmes“ at Vytautas Magnus University in Kaunas in January 2012;
- information about the forthcoming call and programme was presented during the additional information day held by the Research on November 29, 2012 (29 participants)
- letters encouraging young researchers to submit applications, to be their home mentors in Lithuania and to mediate in finding mentors in Switzerland from the Research Council sent to the managers of projects‘ financed from the programme “Research and development”.
- in January, 2013 press release about Sciex and the new call was prepared together with the MoES and published on the MoES and Research Council websites.
- On February 6, 2013 the information day for the interested doctoral and post-doc researches was held at Research Council (18 participants).
- On February 11, 2012 the information about the call and programme was presented during the information day “Individual fellowships for researchers. The 7th Framework Programme and Swiss Scholarship Fund Sciex” held at Kaunas University of technology (48 participants).



Information and publicity activities (4)

- Publicity activities performed under the 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).
 - First publications on the Swiss financial support to the implementation of the sub-projects published by the mass media

- Publicity activities performed under the individual project:
 - Information about the project is presented and updated by the NCA 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.



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Any other issues to be discussed