



LITHUANIAN - SWISS COOPERATION PROGRAMME

ANNUAL MEETING

Wednesday, 25 April 2012

Venue: Ministry of Finance, Vilnius
Conference Room 331
9.30 – 12.30h

MINUTES

Lithuania (LT):

1. Mrs. Audronė Nikšaitė, Head of International Financial Assistance Coordination Division, Ministry of Finance, NCU,
2. Mrs. Jūratė Vlaščenkienė, Deputy Head of International Financial Assistance Coordination Division, Ministry of Finance, NCU,
3. Ms. Simona Židonytė, Chief Specialist of International Financial Assistance Coordination Division, Ministry of Finance, NCU,
4. Gita Šematovičiūtė, Chief Specialist of International Financial Assistance Coordination Division, Ministry of Finance, NCU,
5. Mrs. Rasa Suraučienė, Deputy Director of Central Project Management Agency (CPMA),
6. Mr. Artūras Žarnovskis, Deputy Head of the International Programmes' Management Department, CPMA,
7. Mrs. Barbora Juozėnienė, Senior Financier of Financial Management Division, CPMA,
8. Ms. Giedrė Vilčinskaitė, Chief Project Manager of Swiss Programme Division, CPMA,
9. Mrs. Indrė Šniukaitė-Bartusevičienė, Project Manager of Swiss Programme Division, CPMA,
10. Mrs. Virginija Ambrazevičienė, Head of the International Financial Assistance Division, Health Economics Department, Ministry of Health (MoH),
11. Ms. Gytė Paltanavičiūtė, Chief Specialist of the International Financial Assistance Division, Health Economics Department, MoH,
12. Mrs. Aušra Gribauskienė, Division of Science, Department of Higher Education, Science and Technology, Ministry of Education and Science (MoES),
13. Mr. Donatas Kiauzaris, Advisor to the Director of the National Courts Administration (NCA),
14. Mr. Marius Paužuolis, Deputy Head of Informatics Division, NCA,
15. Ms. Aiste Vilkanauskytė, Head of the International Affairs Unit, Research Council of Lithuania (RCL),
16. Mindaugas Kliučinskas, Head of the Obstetrics and Gynecology Division of the Kaunas Clinics, Lithuanian University of Health Science (LUHS),
17. Daiva Tirvaitė, Head of the Projects administration Division of the Kaunas Clinics, LUHS,
18. Viktoras Margulevičius, Kaunas Clinics, LUCH.

Switzerland (CH):

1. Mr. Urs Bühler, Chargé d'Affaires a.i. of Switzerland, Embassy of Switzerland in Riga,
2. Mr. Hugo Bruggmann, Head of Division, State Secretariat for Economic Affairs, SECO,
3. Ms. Paula Wey, Programme Manager, Swiss Enlargement Contribution Division, SECO,
4. Ms. Barbara Buser, Programme Manager, Swiss Enlargement Contribution, Division SECO,
5. Mr. Patrick Etienne, Head, Swiss Contribution Office (SCO),
6. Mrs Olita Berzina, Programme Officer, SCO.

Presentation on the Implementation of the Lithuanian-Swiss Cooperation Programme

Mrs. Audronė Nikšaitė welcomed all the participants for coming and opened the 4th Annual Meeting of the Lithuanian-Swiss Cooperation Programme (LT-Swiss Programme).

Mrs. A. Nikšaitė shortly presented the content of the Agenda and proposed to approve it. Swiss delegation had no additional proposals and agreed with the Agenda.

Mrs. A. Nikšaitė suggested to make presentation about the progress and further planning of the LT-Swiss Programme and invited the Swiss side to provide their views and comments on the each item of the Agenda.

Discussions/Decisions

Reporting Period of the Annual Report

Mrs. A. Nikšaitė informed that the Annual Report covering the period from 1 January 2011 to 2 March 2012 was prepared by the National Coordination Unit (NCU) (based on the information submitted by the Central Project Management Agency (CPMA), Intermediate Bodies (IB), Executing Agencies (EA)). The Annual Report covering the information of the operational and financial progress, implementation issues, administrative framework, publicity strategy and activities was approved by the Steering Committee (SC) of the LT-Swiss Programme by the written procedure on 22 March 2012. Mrs. A. Nikšaitė noted that during the reporting period LT successfully finalized the commitment phase, all the project agreements were signed, other activities involved development and signature of the respective implementation agreements, preparation for and launching of the open calls, development of procurement documentation, implementation of procurement.

Mr. Hugo Bruggmann congratulated the participants with the fact that the programmes and projects are going forward so smoothly and stressed the hope that the implementation of the LT-Swiss Programme will be completed in time.

Health Sector Programmes: “Introduction of Energy Efficient Technologies into the Lithuanian Hospitals Providing Perinatal and Neonatal Health Care Services” (further referred as to the Energy Efficiency Programme) and “Improvement of Perinatal and Neonatal Health Care Services in Lithuania” (further referred as to the Perinatal Programme)

Mrs. A. Nikšaitė pointed out that those two health sector programmes are very important for Lithuania and informed about the main activities implemented under these programmes (more detailed information about progress under the Energy Efficiency Programme is summarized in the Slides No. 5, 6, 7; and under the Perinatal Programme in the Slides Nr. 9, 10, 11, *see Annex I*).

Mr. H. Bruggmann expressed the hope that despite the huge number of partners and other parties involved, the implementation of the health sector programmes will not be delayed. A request from the Swiss side was to push forward the programme by putting all the necessary resources for their implementation. It was also agreed that the Swiss side is open to specific technical changes if needed, but those changes have to be very clear and reasonable.

Mrs. Virginija Ambrazevičienė informed the participants that though the project implementation agreements between the MoH, CPMA and hospitals are not signed yet, implementation of the health sector programmes is going on quite smoothly (hospitals have already started to prepare the procurement documents that are reviewed and checked by the CPMA).

Mr. Patrick Etienne said that the Swiss side is glad to know that everything is moving smoothly and all the ambitious plans are achieved in time. Referring to the upcoming mission of external monitoring experts (appointed by the Swiss side) to Lithuania, he suggested the MoH to prepare the documents for the expert’s opinion, from what LT could benefit as well because such an expertise could give additional insight and recommendations for a better and smoother implementation of the health sector programmes.

Mrs. A. Nikšaitė briefly informed about the work plans for the Energy Efficiency Programme (Slide No. 8, *Annex I*) and the Perinatal Programme (Slides No. 12, 13, *Annex I*) for the year 2012.

Mrs. A. Nikšaitė raised the question about the technical and legal possibilities of reallocation of funds between health sector programmes until the deadline of commitment. Mrs. A. Nikšaitė informed that according to preliminary calculations savings occurred in the Energy Efficiency Programme due to the fluctuations of the exchange rate, and possibility to shift the saved funds to the Perinatal Programme was also considered by the respective LT institutions. Mr. H. Bruggmann pointed out that the shift of the savings between different health sector programmes could be complicated and legal possibilities should be further discussed inside the Swiss institutions. He highlighted that other possibilities to use saved money inside the Energy Efficiency Programme should be elaborated as well.

Research and Development (R&D) Programme

Mrs. A. Nikšaitė informed the participants about the main activities implemented and achievements reached under this programme, also a plan for the year 2012 (more detailed information is provided in the Slides No. 14, 15, 16, *Annex I*).

Mr. P. Etienne inquired whether the problems related to the 1st Open Call were expected. Mrs. Aušra Gribauskienė from the MoES stressed that the LRC was successfully coordinating the

R&D Programme. Ms. Aistė Vilkanauskytė from the LRC assured that LRC put a lot of efforts to avoid the problems that could arise.

Individual Project (IP) "The Creation and Implementation of the System for Video Transaction, Recording and Storage in Courts"

Mrs. A. Nikšaitė presented the information about the main achievements, activities implemented under the project, also a plan for the year 2012 (more detailed information is provided in the Slides No. 17-20, *Annex 1*).

Mrs. A. Nikšaitė noted that according to the provisions of the Project Agreement the NCU has to submit to the SCO the summary of the statutory legal acts within a year since the signature of the Project Agreement (namely, till 3 May 2012). Mrs. A. Nikšaitė informed that one of the statutory legal acts was already approved by the Board of Judges, other necessary acts were drafted but not yet approved. Mr. Donatas Kiauzaris explained that such a delay does not pose any problems or threats as the project implementation is in progress, and the video system could be developed without completing the development of the relevant statutory legal acts, moreover, all the legal acts could not be finalised till the final stage of the development of the video system. Mr. P. Etienne agreed that the condition set in the SDC decision letter and described in the Project Agreement could be implemented in full extent later than the deadline set in the Project Agreement and stressed that this would not be treated by the Swiss side as breach of the condition. However, situation regarding the status of the legal acts should be detailed in the forthcoming reports.

Mr. P. Etienne mentioned that the representatives from the NCA are invited to take part in the meeting of the courts' administrations of the three Baltic countries (organised by the Swiss side) for the exchange of experience as all three countries implement similar projects regarding video conferencing system. Mr. D. Kiauzaris said that exchange of experience is always useful and that the NCA is looking positively towards such a meeting.

Scholarship Fund (SF)

Mrs. A. Nikšaitė informed about the activities of the responsible Lithuanian institutions while implementing the SF (more detailed information is provided in the Slide No. 21, *Annex 1*).

Mrs. Olita Berzina inquired whether the LRC organised the information days for universities. Ms. A. Vilkanauskytė informed that two information days were organized for the interested doctoral and post doc fellows in the LRC and another information day in Kaunas. She also added that the LRC regularly sends news letters to universities to call their attention to the ongoing or upcoming calls, etc. Mrs. O. Berzina asked the LRC if they could share their experience in organising the information days and other publicity activities with the Latvian colleagues. Ms. A. Vilkanauskytė agreed to share their experience.

NGO Fund

Mrs. A. Nikšaitė informed the participants about the main activities implemented by the Ministry of Finance (as the IB) and the CPMA (as the EA) during the reporting period and plans for the year 2012 (detailed information is provided in the Slides No. 22, 23, 24, *Annex 1*).

There were no further comments provided or questions raised from the both sides regarding the Open Call and implementation of the overall NGO Fund from the participants of the meeting.

Technical Assistance Fund (TAF)

Mrs. A. Nikšaitė informed about the main activities of the NCU and CPMA under the TAF (detailed information is provided in the Slides No. 25, 26, *Annex I*).

Both sides agreed that the TAF is very helpful, and it gives the possibility to facilitate the implementation of the overall LT-Swiss Programme.

Mrs. A. Nikšaitė informed the Swiss side about the need to amend the TAF budget for 2012. The proposed amendments are related to the increased needs for expertise to check the procurement documents of the health sector programmes (shift between the budget lines is necessary). The respective request for official approval from Swiss side is expected in a few days.

Disbursements and Commitments

Mrs. A. Nikšaitė shortly presented the information about the Commitments and Disbursements made during the reporting period (more detailed information is provided in Slides No. 27, 28 *Annex I*).

Mr. H. Bruggmann expressed a wish that in all countries, including Lithuania, the implementation of the projects would be faster in order to avoid the concentration of disbursements during the year 2014-2015 when the peak of disbursements is expected. The LT side explained that most of the disbursements according to the approved plans are expected during the year 2014 and 2015 when concrete projects will be in their final stage of implementation.

Regarding the hospital infrastructure programme Ms. Barbara Buser inquired why the Disbursement Plan attached to the Project Agreement deviates from the figures shown in the presentation Slide No. 28, *Annex I*. The LT side explained that those substantial changes indicate the real situation of disbursements which, according to the updated calculations and awaited procurements, are expected. It was agreed that the LT side will send an updated annex of the Indicative Disbursement Plan to the SCO when the use of savings under the hospital infrastructure programme will be planned and more exact prognosis on disbursements could be made.

Administrative Legal Basis

Mrs. A. Nikšaitė briefly informed that during the reporting period on 4 April 2011 the Rules for Implementation and Financing of the Programmes and the Individual Project and on 1 July 2011 the Rules for Implementation and Financing of the NGO Fund were approved. In addition, the Rules for Disbursement from the TAF and the PPF under the Lithuanian-Swiss Cooperation Programme were amended on 2 September 2011.

Swissness

Mrs. A. Nikšaitė mentioned that a lot of points under the Swissness were introduced under each stage of presentation of the programmes and projects (the detailed information is provided in the Slides No. 30, 31, *Annex 1*).

Mr. H. Bruggmann noted that Swiss side expects that the procurement procedures for the equipment of the health sector programmes would provide conditions for a fair competition, making possibilities for the Swiss suppliers to participate in these tenders as well. In response to the concern expressed by the Swiss side Mrs. V. Ambrazevičienė explained the difficulties in developing the tender documents. Mr. H. Bruggmann stressed that external experts could help to formulate the criteria for the tender documents, so that the procurements could be performed not only at the lowest price, but also taking into consideration high quality, lifecycle and liability requirements.

Information and Publicity Activities

Mrs. A. Nikšaitė made a concentrated presentation of the information and publicity activities that were performed at the level of the LT-Swiss Programme, under each programme, NGO Fund, IP (more detailed information in the Slides No. 32- 35, *Annex 1*).

Mr. H. Bruggmann agreed that the main purpose of the publicity and the way to publicize the LT-Swiss Programme is the success of the programmes and projects. The sustainability and transparency of the LT-Swiss Programme are important as well. Therefore, the information not only about the achieved goals but also on the mistakes that were made during the implementation would be useful to know.

NCU Proposals for Discussion

Regarding the TAF, the LT side raised the question on the possibility to extend the eligibility of the date for the costs of the TAF. Mr. H. Bruggmann confirmed that according to the Framework Agreement the date for the eligibility of costs ends on 14 June 2017, but he is confident that the Lithuanian and Swiss side could agree on a pragmatic and flexible solution when this will be needed.

Both sides agreed to have a Technical Meeting to discuss and develop the Note on Irregularities (Internal Regulations of the Lithuanian NCU) straight after the Annual Meeting.

Annexes: Annex 1. NCU presentation “Implementation of the Lithuanian-Swiss Cooperation Programme: 4th Annual Meeting”.

1.

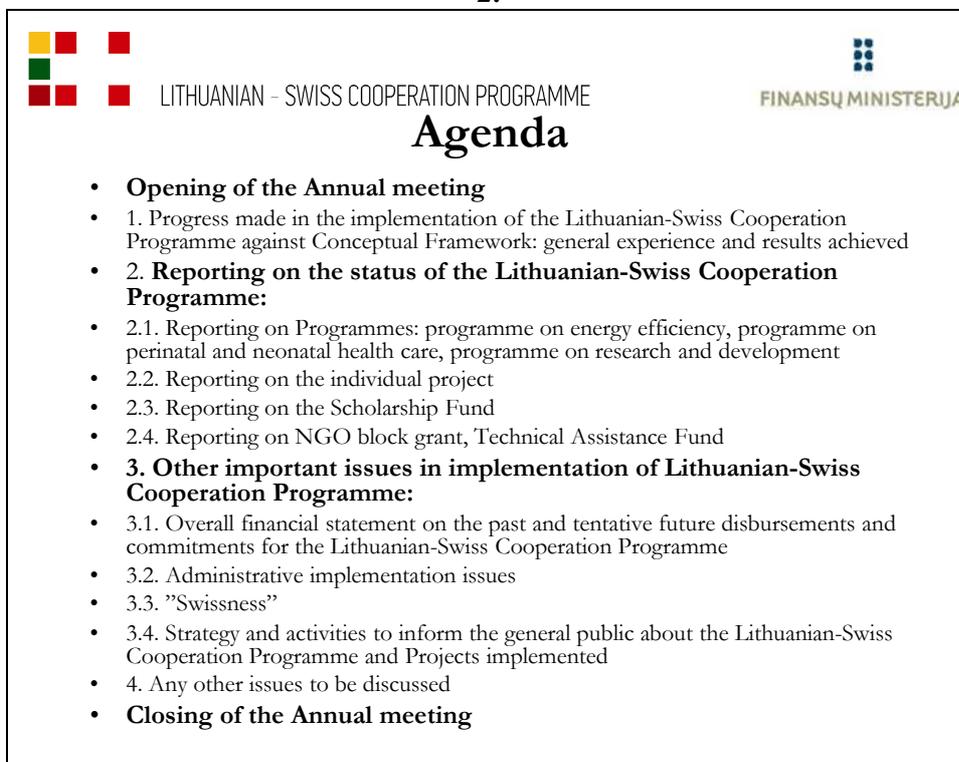


LITHUANIAN - SWISS COOPERATION PROGRAMME FINANSŲ MINISTERIJA

Implementation of the Lithuanian–Swiss Cooperation Programme: 4th Annual Meeting

25 April 2012
Vilnius

2.



LITHUANIAN - SWISS COOPERATION PROGRAMME FINANSŲ MINISTERIJA

Agenda

- **Opening of the Annual meeting**
- 1. 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 Lithuanian-Swiss Cooperation Programme:**
 - 2.1. Reporting on Programmes: programme on energy efficiency, programme on perinatal and neonatal health care, programme on research and development
 - 2.2. Reporting on the individual project
 - 2.3. Reporting on the Scholarship Fund
 - 2.4. Reporting on NGO block grant, 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 for the Lithuanian-Swiss Cooperation Programme
 - 3.2. Administrative implementation issues
 - 3.3. "Swissness"
 - 3.4. Strategy and activities to inform the general public about the Lithuanian-Swiss Cooperation Programme and Projects implemented
- 4. Any other issues to be discussed
- **Closing of the Annual meeting**

3.

LITHUANIAN - SWISS COOPERATION PROGRAMMEFINANSŲ MINISTERIJA

Annual Report

- **Reporting period:** 1 January 2011 – 2 March 2012
- **Report covers** operational and financial progress, implementation issues, administrative framework, publicity strategy and activities, etc.
- **Report approved** on 22 March by the Steering Committee of the Lithuanian–Swiss Cooperation Programme (written procedure)

4.

LITHUANIAN - SWISS COOPERATION PROGRAMMEFINANSŲ MINISTERIJA

Progress made in implementation of the Lithuanian-Swiss Cooperation Programme

- During the reporting period the activities were related to:
 - finalisation of the commitment phase (signing of the Project Agreements)
 - signing of the implementation agreements
 - launching of the open calls for proposals
 - preparation of procurement documents

5.



LITHUANIAN - SWISS COOPERATION PROGRAMME



FINANSŲ MINISTERIJA

Reporting on the status of the Lithuanian–Swiss Cooperation Programme (1)

- Programmes “Introduction of energy efficient technologies into the Lithuanian hospitals providing perinatal and neonatal health care services ” and “Improvement of perinatal and neonatal health care services in Lithuania ”:
- Project Agreements signed on 20 December 2011
- Programmes Implementation Agreements signed on 9 February 2012
- draft Project Implementation Agreements (to be signed between the Ministry of Health, CPMA and hospitals) were developed by the CPMA:
 - 1st draft of the Agreement under perinatal health care programme was submitted to the Ministry of Health for comments on 14 February 2012, 2nd draft on 7 March 2012 (draft was also submitted to the Executing Agency for comments). On 11 April the final draft was submitted to the Ministry of Health for final review.
 - Typical agreement under energy efficiency programme was submitted to the Ministry of Health for comments on 30 March 2012.

6.



LITHUANIAN - SWISS COOPERATION PROGRAMME



FINANSŲ MINISTERIJA

Reporting on the status of the Lithuanian–Swiss Cooperation Programme (2)

- Main activities implemented under energy efficiency programme:
 - On 7 July 2011 an introductory seminar (training) for hospitals participating in the programme was organised by the CPMA.
 - On 18 July 2011 the Internal Procedures Manual was approved by the Order of the Minister of Health.
 - On 27 October 2011 the Joint Steering Committee approved the budgets for preparation of technical documentation, technical supervision and other engineering services, also budgets for management costs for each hospital.
 - Each of 15 hospitals drafted their procurement plans: plans of 11 hospitals are approved by the CPMA, plans of 4 hospitals are not approved yet.

7.

 LITHUANIAN - SWISS COOPERATION PROGRAMME  FINANSŲ MINISTERIJA

Reporting on the status of the Lithuanian–Swiss Cooperation Programme (3)

- Procurement of services for preparation of technical projects and technical supervision: procurement documents approved for 3 hospitals, procurement documents of 1 hospital are being reviewed by the CPMA. 1 hospital already implemented procurement procedures, contract is under harmonisation.
- Procurement of works: CPMA received draft procurement documents and submitted the comments for 1 hospital.
- Procurement of management services: CPMA received draft procurement documents and submitted the comments for 1 hospital.

8.

 LITHUANIAN - SWISS COOPERATION PROGRAMME  FINANSŲ MINISTERIJA

Work plan for 2012

Energy efficiency programme	
To sign Project Implementation Agreements (to organise publicity event for this purpose)	May 2012
To prepare the technical specifications for procurement of project management services and to launch the tenders	till May-June 2012
To prepare procurement documents for preparation of technical projects and to launch the tenders	till October 2012
To prepare procurement documents for technical supervision services and to launch the tenders	till December 2012
To prepare technical specification for procurement of programme impact evaluation services	December 2012

9.


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LITHUANIAN - SWISS COOPERATION PROGRAMME

Reporting on the status of the Lithuanian–Swiss Cooperation Programme (4)

- Main activities implemented under perinatal programme:
 - On 18 July 2011 the Internal Procedures Manual was approved by the Order of the Minister of Health.
 - On 5-7 December 2011 first meetings with the Swiss delegation were organised for discussing the possibilities for cooperation and development of the partnership plan.
 - On 15 February 2012 a draft Partnership plan was submitted to the Ministry of Health and the Swiss side for comments.
 - On 16-20 April 2012 a visit of the Lithuanian delegation to Switzerland on finalisation of the Partnership plan and other related activities was conducted.

10.


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LITHUANIAN - SWISS COOPERATION PROGRAMME

Reporting on the status of the Lithuanian–Swiss Cooperation Programme (5)

- Executing agency (Kaunas Clinics) drafted the procurement plan. CPMA provided the comments on 22 December 2011. Amended draft of the Plan was submitted to the CPMA on 16 April 2012.
- Procurement of services:
 - draft procurement documents on development of the computer database submitted to the CPMA on 21 November 2011, comments provided on 12 December 2011.
 - draft procurement documents on provision of trainings and development of methodological guidelines submitted to the CPMA on 29 February 2012, comments provided on 21 March 2012.

11.



LITHUANIAN - SWISS COOPERATION PROGRAMME



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Reporting on the status of the Lithuanian–Swiss Cooperation Programme (6)

- Procurement of equipment:
 - 17 draft procurement documents (for 61 type of equipment) developed by the Executing Agency. All of them reviewed by the CPMA and comments provided.
 - Documents for procurement of incubators were conditionally approved by the CPMA on 21 March 2012.
 - 5 draft procurement documents are reviewed by the CPMA for the 2nd time.
 - All 6 procurement documents shall receive no-objection from the SDC.
 - Translation services are not yet procured by the Executing Agency.
 - Other 11 procurement documents are being review by the CPMA, consultations with the Executing Agency ongoing.

12.



LITHUANIAN - SWISS COOPERATION PROGRAMME



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Work plan for 2012

Perinatal health care programme (1)	
To sign Project Implementation Agreement	May 2012
To prepare and sign the partnership agreements between Executing Agency and beneficiaries (hospitals)	May 2012
To launch the tender on provision of trainings and development of methodological guidelines	May 2012
To finalise development of the Partnership Plan and to submit it for the approval of the Joint Steering Committee	May - June 2012
To launch the tenders for 17 procurements (under the 1st priority list)	May – December 2012

13.

	
LITHUANIAN - SWISS COOPERATION PROGRAMME	FINANSŲ MINISTERIJA
Work plan for 2012	
Perinatal health care programme (2)	
To prepare technical specification for procurement of technical supervision services for the development of the computer database and to agree on it with the responsible institutions	September 2012
To implement activities necessary for integration of the planned computer database into the Lithuanian e-health system	September 2012
To prepare the agreements for cooperation of Lithuanian and Swiss specialists and to harmonise them with the Swiss hospitals	November 2012
To prepare technical specification for procurement of programme impact evaluation services	December 2012

14.

	
LITHUANIAN - SWISS COOPERATION PROGRAMME	FINANSŲ MINISTERIJA
Reporting on the status of the Lithuanian-Swiss Cooperation Programme (7)	
➤ <u>Programme “Research and Development”</u>	
Agreements signed:	
➤ Programme Implementation Agreement between the Ministry of Finance, CPMA and Ministry of Education and Science signed on 10 June 2011. Amendment to the Agreement signed on 18 October 2011.	
➤ Project Implementation Agreement between the Ministry of Education and Science, CPMA and the Lithuanian Research Council signed on 5 November 2011.	

15.




LITHUANIAN - SWISS COOPERATION PROGRAMME

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Reporting on the status of the Lithuanian-Swiss Cooperation Programme (8)

- Activities implemented under Programme management:
 - On 23 August 2011 the Steering Committee for monitoring of the programme established.
 - Personnel employed by the Lithuanian Research Council (8 persons)
 - Procurement plan approved by the CPMA on 27 December 2011. Amendments to the plan approved on 13 April 2012.
- Activities implemented for organisation of the open call:
 - Guidelines for applicants approved by the Chairman of the Lithuanian Research Council on 9 November 2011.
 - Call for proposals launched on 16 November 2011, end of the call – 16 May 2012.
 - Electronic system for submission of proposals was developed and became operational in February 2012.
 - Consultations for potential applicants were provided by the Intermediate Body and Executing Agency.

16.




LITHUANIAN - SWISS COOPERATION PROGRAMME

FINANSŲ MINISTERIJA

Work plan for 2012

Programme “Research and development”	
To organise the Steering Committee meeting	July-August 2012
To elaborate and approve the internal procedures for estimation of payment claims and project reports	May-June 2012
To organise the 2nd information day for potential applicants	May 2012
To evaluate project applications	May-September 2012
To organise the Joint Selection Committee meeting for making final decision on projects	September 2012
To sign project agreements with beneficiaries	September-October 2012

17.


FINANSŲ MINISTERIJA

**Reporting on the status of the Lithuanian-Swiss
Cooperation Programme (9)**

➤ **Individual project**

Agreements signed:

- Project Agreement between the Ministry of Finance and the Swiss Agency for Development and Cooperation signed on 3 May 2011. Amendment to the Agreement signed on 25 July 2011.
- Project Implementation Agreement between the Ministry of Finance, CPMA and National Court Administration signed on 3 August 2011.

Project management activities:

- Project staff employed (1 project manager and 1 financial officer) since 5 September 2011.
- Steering committee established on 7 September 2011.
- Procurement plan approved by the CPMA on 2 September 2011, amendments approved on 15 November 2011.

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**Reporting on the status of the Lithuanian-Swiss
Cooperation Programme (10)**

Activities implemented under the individual project:

- National Court Administration and Ministry of Justice elaborated the legal acts necessary for the use of project results (functioning of video conference system):
 - On 3 February 2012 the Council of Judges approved the work description on the usage video conference equipment during the criminal proceedings.
 - National Court Administration in cooperation with the Ministry of Justice drafted the the work descriptions on the usage video conference equipment during civil and administrative proceedings.
- 1st study visit to Lozane (Switzerland) organised on 14-17 December 2011.
- On 23 November 2011 a public procurement for the analysis services, design of architecture and preparation of technical specification was launched.

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 LITHUANIAN - SWISS COOPERATION PROGRAMME  FINANSŲ MINISTERIJA

Reporting on the status of the Lithuanian-Swiss Cooperation Programme (11)

- During the open tender 4 proposals received.
- Contract signed on 4 April 2012 with the JSC “S4ID”:
 - Contract amount: 94 380 LTL (about 33 700 CHF)
 - Result of the contract shall be provided within 3 months (July 2012), end of the contract – 4 October 2012.

20.

 LITHUANIAN - SWISS COOPERATION PROGRAMME  FINANSŲ MINISTERIJA

Work plan for 2011

Individual project	
To approve legal acts necessary for the use of project results	August 2012
To organise 2nd and 3rd study visits	June – September 2012
To implement the analysis stage and prepare technical specification	July 2012
To prepare and agree with the CPMA tender documents for procurement of video conference equipment	July 2012
To submit draft tender documents to the Swiss side for no-objection	August 2012
To launch the tender for procurement of video conference equipment	November - December 2012

21.


FINANSŲ MINISTERIJA

**Reporting on the status of the Lithuanian-Swiss
Cooperation Programme (12)**

Scholarship Fund

- 2nd call for proposals launched on 3 January 2011, closed on 1 April 2011.
- On 21 January 2011 an information day organised by the Lithuanian Research Council (50 participants).
- 16 applications received, 8 applications approved for financing (total amount 557 000 CHF).
- 3rd call for proposals launched on 3 January 2012, closed on 1 April 2012.
- On 31 January 2012 information day organised by the Lithuanian Research Council (43 participants).
- 13 applications received, evaluation on-going.

22.


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**Reporting on the status of the Lithuanian-Swiss
Cooperation Programme (13)**

NGO Fund

- Agreements signed:
 - Project Agreement between the Ministry of Finance and the Swiss Agency for Development and Cooperation signed on 3 May 2011.
 - Block grant Implementation Agreement between the Ministry of Finance and the CPMA signed on 28 October 2011.
- Legal framework created:
 - NGO Fund implementation and financing rules drafted by the CPMA and approved by the Order of the Minister of Finance on 1 July 2011.
 - Guidelines for applicants drafted by the CPMA and approved by the Order of the Minister of Finance on 21 September 2011.

23.




LITHUANIAN - SWISS COOPERATION PROGRAMME

FINANSŲ MINISTERIJA

Reporting on the status of the Lithuanian-Swiss Cooperation Programme (14)

- Organisation and implementation of the open call:
 - Collection of applications started on 2 December 2011, ended on 15 December 2011.
 - Publicity activities implemented (11 information seminars organised, consultations provided, etc.).
 - 380 applications received, total amount requested is about 80 million Litas (about 30 million CHF).
 - Preliminary report on administrative compliance and eligibility assessment of applications approved by the NGO Fund steering committee on 20 February 2012.
 - Strategy for value-for-money assessment was discussed by the Steering Committee.
 - On 10 February 2012 Evaluation Committee for value-for-money assessment was established by the CPMA.
 - Value-for-money assessment ongoing.

24.




LITHUANIAN - SWISS COOPERATION PROGRAMME

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Work plan for 2012

NGO fund	
To complete the administrative compliance and eligibility assessment (approve final report)	May 2012
To approve the preliminary value-for-money assessment report	May 2012
To complete value-for-money assessment (approve final report)	June 2012
To sign sub-project agreements	July 2012
To conduct trainings for the beneficiaries on sub-project implementation	July 2012
To execute sub-projects' implementation	Since July 2012




LITHUANIAN - SWISS COOPERATION PROGRAMME

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Reporting on the status of the Lithuanian-Swiss Cooperation Programme (13)

➤ **Technical Assistance Fund:**

- Detailed budget of the TAF for 2012 submitted for approval on 30 November 2011, approval received on 10 January 2012. Amendments to the 2009-2017 TAF budget were approved by the same letter.
- During the reporting period the following main activities were performed by the NCU (Ministry of Finance):
 - annual meeting organized on 3 May 2011.
 - 1 civil servant participated in the training course on Project Cycle Management (provided by the European Institute of Public Administration).
 - Interpretation services provided in a number of seminars, other events under the Lithuanian-Swiss Cooperation Programme. Translation services provided for translation of the material needed.
 - New contract on interpretation and translation services signed on 23 August 2011 (for 2 years).




LITHUANIAN - SWISS COOPERATION PROGRAMME

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Reporting on the status of the Lithuanian-Swiss Cooperation Programme (14)

- During the reporting period the following main activities of the TAF have been performed by the CPMA:
 - A total of 9 employees of the CPMA who work with the Swiss-Lithuanian Cooperation Programme attended the training courses in Lithuania (CPMA).
 - Since 2012 an expert for review of ToRs of medical equipment (under perinatal health care programme) was hired.
 - Internal procedures for supervision of public procurements was updated on 13 February 2012.
 - Media monitoring services were procured. Contract signed on 28 March 2012 with the JSC “Mediaskopas” (contract duration – 3 years).

27.



LITHUANIAN - SWISS COOPERATION PROGRAMME



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Disbursements and Commitments (1)

- **Commitments and disbursements of the reporting period:**
 - **Grant amount committed:** 52 924 000 CHF (4 Project Agreements signed)
 - **Disbursements made by Lithuania:** 77 011 CHF (of the Swiss grant) and 1 216 CHF (of the national co-financing)
 - **Reimbursements made by Switzerland:** 298 351 CHF (for the TAF and PPF projects)
- **Commitments since the signature of the Framework Agreement:** 67 320 000 CHF (without funds for Swiss programme management)
- **Disbursements for next reporting period:**
 - about 4,82 million CHF (of the Swiss grant) and about 0,83 MCHF (of the Lithuanian co-financing).
- **Reimbursements by Switzerland for next reporting period:**
 - About 0,27 million CHF (of the Swiss grant).

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Disbursements and commitments (2)

Item	Tentative eligible expenditures to be approved and paid out by the State Treasury in 2012 (in CHF)	Tentative disbursements to be made by Switzerland in 2012 (in CHF)
Technical Assistance	121 498,08 (grant)	40 523,13
Hospital infrastructure programme	819 642,86 (grant) 144 642,86 (co-financing)	1 517,86
Perinatal and neonatal health care programme	1 583 125 (grant) 279 375 (co-financing)	1 517,86
Research and Development	584 800,01 (grant), 103 200 (co-financing)	33 939,17
NGO Fund	1 606 004,56 (grant), 283 488,20 (co-financing)	123 584,80
Modernisation of judiciary	106 322,88 (grant) 18 762,86 (co-financing)	65 947,88
Total	4 821 393,39 (grant), 829 468,92 (co-financing)	267 030,69




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Administrative legal basis

- **New legal acts approved:**
 - Rules for implementation and financing of the programmes and individual project approved on 4 April 2011.
 - Rules for implementation and financing of the NGO Fund approved on 1 July 2011.
- **Legal acts modified:**
 - Rules for Disbursement from the TAF and the PPF under the Lithuanian-Swiss Cooperation Programme modified on 2 September 2011.




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Swissness (1)

- **Health sector programmes**
 - On 3 May 2011 Kaunas Clinics (Executing Agency of the perinatal health care programme) issued an invitation for cooperation to the partner hospitals in Switzerland.
 - Partnership plan is under preparation:
 - On 5-7 December 2011 the 1st visit of the Swiss delegation was organised for discussing the possible partnership issues. Meetings with the Executing Agency (Kaunas Clinics), Ministry of Health were organised, several hospitals visited.
 - On 16-20 April 2012 the Lithuanian delegation had meetings in Switzerland in order to finalise the partnership plan and to discuss other issues with regard to the implementation of health programmes.
 - Possibility for the Swiss private sector to participate in public procurements
- **Programme “Research and Development”**
 - Joint research and institutional partnership projects between Lithuania and Switzerland will be financed
 - Scholarship Fund – studies in Switzerland

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Swissness (2)

- **NGO Fund**
 - A plan for development of partnerships between Lithuanian and Swiss NGOs was prepared, discussed with the NGO Fund Steering Committee and submitted to the Swiss Contribution Office on 21 April 2011. Confirmation on the implementation of the condition, defined in the SDC Decision letter, was received on 27 April 2011.
 - Information about possibilities for cooperation with the Swiss NGOs is presented during various meetings and other public events related to NGOs.
 - 35 requests for Swiss partnership were submitted to the SCO during April – November 2011.

- **Individual project (of the National Court Administration)**
 - Study visit to Lozane (Switzerland) on exchange of experience on the use of video conferencing equipment in court proceedings was conducted on 14-17 December 2011.
 - Possibility for the Swiss private sector to participate in public procurements.

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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)
- A survey of the information on the Lithuanian – Swiss Cooperation Programme, programmes and projects financed was submitted to the SCO in November 2011. Additional input with regard to health sector programmes (signing of the Project Agreements) was submitted in December 2011.
- Publicity activities performed during the reporting period under health sector programmes:
 - Information about the programmes presented and constantly updated in the website of the Ministry of Health, also website of the Kaunas Clinics.
 - On 21 October 2011 an article on both programmes was published by the newspaper “Lietuvos rytas”.
 - On 20 December 2011 an opening event was organised by the Ministry of Finance (in cooperation with the Ministry of Health).
 - On 20 December 2011 two press releases were prepared and communicated by the Ministry of Finance .
 - Information about the signed PAs was communicated by “Panorama” (national TV channel).

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Information and publicity activities (2)

- Publicity activities performed during the reporting period under the programme “Research and Development”:
- Information about the programme presented and constantly updated in the website of the Ministry of Education and Science (IB), Research Council of Lithuania (EA).
- On 3 October 2011 the press release on the programme and the information day 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 the open call organised by the EA and the IB (138 participants).
- On 26 October 2011 a representative of the EA 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.

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Information and publicity activities (3)

- Publicity activities performed during the reporting period under the 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 Research Council of Lithuania and disseminated among the eligible higher education and research institutions;
- On 21 January 2011 the information day on the 2nd open call was held by the Research Council of Lithuania (50 participants);
- on 31 January 2012 the information day on the 3rd open call was held by the Research Council of Lithuania (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 on the Fund and the related procedures in Lithuania is being constantly communicated to the academic community. The Research Council of Lithuania also formed a network of the representatives interested in getting the information directly. This network encompasses all Lithuanian science and research institutions.

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Information and publicity activities (4)

- Publicity activities performed during the reporting period under the NGO Fund:
- Information on the NGO Fund was disseminated by the Ministry of Finance and the CPMA in different events related to the NGO sector. Information on the Fund is constantly updated on the websites of the Ministry of Finance and the CPMA.
- On 3 May 2011 the press release on signing the PA was communicated to the mass media.
- On 5 October 2011 the press release on the NGO Fund and planned information seminars was communicated to the mass media.
- On 5 October 2011 a text on the NGO Fund (regarding the open call) was published 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 CPMA on the possibilities of the NGO Fund, planned seminars was done by the national broadcaster (I channel of the national radio).
- During the period from 10 to 28 October 2011 11 information seminars for potential applicants were organised (609 participants).

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NCU proposals for discussion

- Possibility to extend the eligibility date for the costs of the Technical Assistance Fund:
 - 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.