



LIETUVOS RESPUBLIKOS FINANSŲ MINISTERIJA

Lietuvos ir Šveicarijos bendradarbiavimo
programos nevyriausybinių organizacijų
subsidių schemos įgyvendinimo priežiūros
komiteto nariams

2014-03-25 Nr. (4.127-26)-6K-1402521

DĖL LIETUVOS RESPUBLIKOS IR ŠVEICARIJOS KONFEDERACIJOS BENDRADARBIAVIMO PROGRAMOS NEVYRIAUSYBINIŲ ORGANIZACIJŲ SUBSIDIJŲ SCHEMOS ĮGYVENDINIMO LAIKOTARPIO PRATĖSIMO IR PRITARIMO PROJEKTO ATASKAITOMS ŠVEICARIJAI

Vadovaujantis Lietuvos ir Šveicarijos bendradarbiavimo programos nevyriausybinių organizacijų subsidių schemos priežiūros komiteto (toliau – priežiūros komitetas) darbo reglamento 30 straipsniu, Finansų ministerija 2014 m. kovo 3 d. raštu Nr. (4.127-26)-6K-1401975 paprašė priežiūros komiteto narių pareikšti savo nuomonę dėl teikiamų tvirtinti VŠĮ Centrinės projektų valdymo agentūros (toliau – CPVA) parengtų ir tarpinės institucijos papildytų Lietuvos Respublikos ir Šveicarijos Konfederacijos bendradarbiavimo programos, kuria siekiama sumažinti ekonominius ir socialinius skirtumus išsiplėtusioje Europos Sąjungoje, paramai gauti pagal nevyriausybinių organizacijų subsidių schemos (toliau – NVO fondas) tarpinės Nr. 5 už 2013 m. II pusmetį ir metinės Nr. 3 už 2013 m. ataskaitų Šveicarijai ir NVO fondo įgyvendinimo laikotarpio pratęsimo.

Informuojame, kad priežiūros komiteto nariai pritarė siūlomam sprendimui (11 – „už“, 1 – „susilaikė“, 0 – „prieš“).

Siunčiame Jums atitinkamą Priežiūros komiteto sprendimą.

PRIDEDAMA:

1. Priežiūros komiteto sprendimas, 8 lapai.
2. Balsavimo rezultatai, 1 lapas.

Finansų viceministras

Aloyzas Vitkauskas

S. Židonytė
tel. 219 4483

dėl sprendimo pritarti PIR ir pratęsimui

Valstybės biudžetinė įstaiga
Lukiškių g. 2, LT-01512 Vilnius

Tel. (8 5) 239 0000 El. paštas finmin@finmin.lt
Faks. (8 5) 279 1481 <http://www.finmin.lt>

Duomenys kaupiami ir saugomi Juridinių
asmenų registre, kodas 288601650

**Lietuvos ir Šveicarijos bendradarbiavimo programos
nevyriausybinių organizacijų subsidijų schemos įgyvendinimo
priežiūros komiteto sudėtis**

- Aloyzas Vitkauskas – Finansų ministerijos, Finansų viceministras.
- Audronė Nikšaitė – Finansų ministerijos Tarptautinės finansinės paramos koordinavimo skyriaus vedėja (Komiteto pirmininko pavaduotoja);
- Judita Akromienė – viešosios įstaigos „Europos namai“ direktorė;
- Arūnas Gražulis – Lietuvos savivaldybių asociacijos patarėjas Europos Sąjungos klausimais;
- Neringa Junčytė-Kurapkaitienė – Mykolo Romerio universiteto dėstytoja;
- Ilona Kazlauskaitė – Švietimo mainų paramos fondo Aukštojo mokslo programų skyriaus vadovė;
- Arūnas Kučikas – Socialinės apsaugos ir darbo ministerijos Socialinės aprėpties ir bendruomenių departamento Bendruomenių reikalų skyriaus vedėjas;
- Jūratė Matikovienė – Lietuvos CARITAS projektų vadovė;
- Marija Prokopčik – Vilniaus universiteto Komunikacijos fakulteto docentė;
- Rasa Suraučienė – viešosios įstaigos Centrinės projektų valdymo agentūros direktoriaus pavaduotoja;
- Rūta Svarinskaitė – Jungtinių Tautų vystymo programos Lietuvoje projektų vadovė;
- Artūras Vasiliauskas – Britų tarybos biuro Lietuvoje vadovas.

**LIETUVOS IR ŠVEICARIJOS BENDRADARBIAVIMO PROGRAMOS
NEVYRIAUSYBINIŲ ORGANIZACIJŲ SUBSIDIJŲ SCHEMOS ĮGYVENDINIMO
PRIEŽIŪROS KOMITETAS**

**SPRENDIMAS
DĖL LIETUVOS RESPUBLIKOS IR ŠVEICARIJOS KONFEDERACIJOS
BENDRADARBIAVIMO PROGRAMOS NEVYRIAUSYBINIŲ ORGANIZACIJŲ
SUBSIDIJŲ SCHEMOS ĮGYVENDINIMO LAIKOTARPIO PRATĖSIMO IR PRITARIMO
PROJEKTO ATASKAITOMS ŠVEICARIJAI**

2014 m. kovo 5 d.
Vilnius

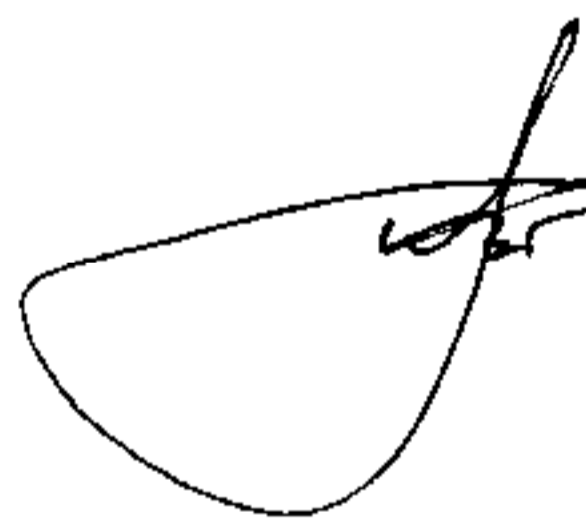
Siūlomi Lietuvos ir Šveicarijos bendradarbiavimo programos nevyriausybinų organizacijų subsidijų schemos įgyvendinimo Priežiūros komiteto sprendimai:

1. Patvirtinti VŠĮ Centrinės projektų valdymo agentūros parengtą tarpinę projekto ataskaitą Šveicarijai Nr. 5.
2. Patvirtinti VŠĮ Centrinės projektų valdymo agentūros parengtą metinę projekto ataskaitą Šveicarijai Nr. 3.
3. Pritarti kreipimuisi į Šveicarijos plėtros ir bendradarbiavimo agentūrą dėl Paramos susitarimo įgyvendinimo laikotarpio pratęsimo iki 2014 m. gruodžio 31 d.

PRIDEDAMA:

1. Tarpinė projekto ataskaita Šveicarijai Nr. 5, 4 lapai;
2. Metinė projekto ataskaita Šveicarijai Nr. 3, 3 lapai;

Priežiūros komiteto pirmininkas



Aloyzas Vitkauskas

**LIETUVOS IR ŠVEICARIJOS BENDRADARBIAVIMO PROGRAMOS
NEVYRIAUSYBINIŲ ORGANIZACIJŲ SUBSIDIJŲ SCHEMOS ĮGYVENDINIMO
PRIEŽIŪROS KOMITETAS**

BALSAVIMO REZULTATAI

**DĖL LIETUVOS RESPUBLIKOS IR ŠVEICARIJOS KONFEDERACIJOS
BENDRADARBIAVIMO PROGRAMOS NEVYRIAUSYBINIŲ ORGANIZACIJŲ
SUBSIDIJŲ SCHEMOS ĮGYVENDINIMO LAIKOTARPIO PRATĖSIMO IR PROJEKTO
ATASKAITŲ ŠVEICARIJAI PRITARIMO**

2014 m. kovo 11 d.
Vilnius

Vardas, pavardė	Institucija, pareigos	Balsavo Už/Prieš	Pastabos
Aloyzas Vitkauskas	Finansų viceministras (Komiteto pirmininkas)	Už	
Audronė Nikšaitė	Finansų ministerijos Tarptautinės finansinės paramos koordinavimo skyriaus vedėja (Komiteto pirmininko pavaduotoja)	Už	
Arūnas Gražulis	Lietuvos savivaldybių asociacijos patarėjas tarptautinių ryšių ir programų klausimais	Už	
Arūnas Kučikas	Socialinės apsaugos ir darbo ministerijos Šeimos ir bendruomenių departamento bendruomenių reikalų skyriaus vedėjas	Už	
Rasa Suraučienė	Centrinės projektų valdymo agentūros direktoriaus pavaduotoja	-	Dėl siūlomo sprendimo susilaikė.
Artūras Vasiliauskas	Britų tarybos biuro Lietuvoje vadovas	Už	
Neringa Junčytė Kurapkaitienė	Mykolo Riomerio universiteto dėstytoja	Už	
Marija Prokopčik	Vilniaus universiteto Komunikacijos fakulteto docentė	Už	
Ilona Kazlauskaitė	Švietimo mainų paramos fondo Aukštojo mokslo programų skyriaus vadovė	Už	
Rūta Svarinskaitė	Jungtinių Tautų vystymo programos projektų vadovė	Už	
Jūratė Matikovienė	Lietuvos CARITAS, projektų vadovė	Už	
Judita Akromienė	Viešosios įstaigos „Europos namai“ direktorė	Už	
Iš viso:		11 - už 1 – susilaikė 0 - prieš	

PROJECT INTERIM REPORT



LITHUANIAN - SWISS COOPERATION PROGRAMME

Interim Report No.	5		
Focus area	NGO Block Grant		
Agreement signing date	03.05.2011		
Agreement No.	7F-06882.01		
Agreement title	NGO Block Grant		
Intermediate Body (name and address)	Ministry of Finance of the Republic of Lithuania, Lukiškių 2, 01512 Vilnius		
Contact person	Ms. A.Niksaite, Head of the International Financial Assistance Coordination Division Tel.: +370 5 239 01 06 E-mail: A.Niksaite@finmin.lt		
Executing Agency (name and contacts)	Central Project Management Agency, S. Konarskio 13, 03109 Vilnius		
Contact person	Mr. Artūras Žarnovskis, Director of the International Programme Management Department Tel.: +370 5 249 91 81 E-mail: A.Zarnovskis@cpva.lt		
Eligibility period	From:	03.05.2011	To: 08.08.2014
Reporting period	From:	2013.07.01	To: 2013.12.31

Headings of the budget lines of Project Agreement	Project budget, CHF	Eligible expenditures approved by CPMA and paid by NCU*				Remaining available budget, CHF	Progress to date, %
		Previous periods, CHF	Reporting period, LTL	Reporting period, CHF	Total, CHF		
1	2	3	4	5	6	7	8
NGO Fund sub-project implementation	5 879 500,00	279 079,69	6 081 413,19	2 168 557,12	2 447 636,81	3 431 863,19	41,63%
NGO Fund management costs	653 175,00	362 886,60	311 504,19	111 004,09	473 890,69	179 284,31	72,55%
Total 100%	6 532 675,00	641 966,29	6 392 917,38	2 279 561,21	2 921 527,50	3 611 147,50	44,72%
Swiss contribution 85%	5 552 775,00	545 678,55	5 433 979,81	1 937 625,63	2 483 296,18	3 069 478,82	44,72%
National co-financing 15%	979 900,00	96 287,74	958 937,57	341 935,58	438 231,32	541 668,68	44,72%
Recoverable VAT		-	-	-	-	-	
Other non-eligible expenses		-	-	-	-	-	

* Eligible costs may include advance payments paid to the suppliers by beneficiaries, and not include advance payment paid to the beneficiary by NCU.

** FOR NGO FUND ONLY: The table above shows eligible expenditures only from the Swiss contribution and National co-financing sources. Please refer to the table on the right side for the amounts of expenditures from the source of private co-financing approved by CPMA during the reporting period and total up to date.

Private co-financing, LTL	
Reporting	759 073,77
Total, up to date:	861 536,61

We would like to notice that date of grant payment from treasury and date of co-financing payment is not the same. Because of that proportion of funding sources in currency of CHF is not equal to Swiss contribution 85% and national co-financing 15%.

Reporting period No.	Reporting period		Disbursement plan for reimbursement of (submitted with previous PIR)**		Actual disbursement			Deviations, CHF (to be explained in the field below this table)	Updated disbursement plan for reimbursement of (for the next PIR)**		
	From	To	Advance payments, CHF	Eligible expenditures incurred, CHF	Eligible expenditures incurred, CHF	Covering of advances and other corrections, CHF	Actual disbursement (basis for reimbursement request), CHF		Advance payments, CHF	Eligible expenditures incurred, CHF	
	1	2	3	4	5	6	7	8	9	10	11
1	2011.05.05	2011.12.31									
2	2012.01.01	2012.06.30	55 507,17	118 901,01	118 901,01		118 901,01	55 507,17	55 507,17	118 901,01	
3	2012.07.01	2012.12.31		108 165,12	108 165,12		108 165,12			108 165,12	
4	2013.01.01	2013.06.30	1 055 047,83	318 604,42	318 604,42		318 604,42	1 055 047,83	1 055 047,83	318 604,42	
5	2013.07.01	2013.12.31		1 100 000,00	1 937 625,63		1 937 625,63	837 625,63		1 937 625,63	
6	2014.01.01	2014.06.30		2 200 000,00						1 709 482,92	
7	2014.07.01	2014.12.31		596 549,45						249 440,90	
Total	X	X	1 110 555,00	4 442 220,00	2 483 296,18		2 483 296,18	272 929,37	1 110 555,00	4 442 220,00	

* This disbursement plan was submitted with the previous PIR and is included in the PIR of this reporting period for comparison of planned and actual disbursement.

** Updated disbursement plan is included in this PIR for the accuracy of forecasting - future disbursements are updated according to the actual disbursements up to date.

Explanation of deviations:

It should be noted that some of the sub-projects activities were implemented more quickly than planned, therefore amount of funds paid to the final beneficiaries was higher than planned (it was planned to pay 1 100 000,00 CHF, in fact it was paid 1 937 625,63 CHF to the final beneficiaries during the reporting period).

Signatures			
Prepared by:	CPMA as Executing Agency	Approved by:	CPMA
Position	Director of the International Programme Management Department	Position	Deputy director
Name	Mr. Artūras Žarnovskis	Name	Mrs. Rasa Suraičienė
Signature		Signature	
Date		Date	

1. Implementation of the NGO Fund	
Activities planned for this reporting period	During the reporting period it was planned: 1) to continue implementation of 95 sub-projects (July-December 2013); 2) to sign the last 2 additional sub-project implementation agreements with the final beneficiaries (July 2013).
Activities implemented during this reporting period	1) The implementation of 95 sub-projects continued. The following observations can be made regarding the status of sub-project implementation: a. During the reporting period 4 sub-projects (CH-5-FM-1/3, CH-5-FM-1/8, CH-5-FM-1/16, CH-5-FM-1/74) were successfully completed (sub-project results were achieved, activities fully implemented and relevant indicators achieved. CPMA on its behalf has completed all necessary activities related to the successful completion of the sub-projects, i.e. approved final implementation reports, verified payment claims, and carried out on-the-spot checks). b. 7 sub-projects (CH-5-FM-1/32, CH-5-FM-1/40, CH-5-FM-1/53, CH-5-FM-1/55, CH-5-FM-1/70, CH-5-FM-1/85, CH-5-FM-1/89) have slight deviations - their activities implementation slightly fall behind the implementation schedule. This occurred mainly due to delay in public procurement procedures. The final beneficiaries take all steps to ensure that sub-projects would be implemented in time, therefore no risk is identified in this case. c. Nearly a third of 95 sub-projects (34) have implemented nearly all main activities foreseen in the agreements, the remaining activities are such as audit and publicity measures, as well as submission of implementation reports and payment claims. The remaining sub-projects have implemented nearly half of the activities foreseen in the agreements. d. In general physical completion of the NGO fund is 60 %. This number reflects expenditures approved as eligible as well as progress of implemented activities in each sub-project. More than a half of expenditures is approved as eligible by CPMA, more than half of total procurement procedures are completed (921 of 1625 contracts with suppliers are signed). CPMA actively conducts on-the-spot checks, and monitors the physical achievement of sub-projects results. The amount of reimbursements to the final beneficiaries has been planned in accordance with each beneficiary's individual reimbursement plan. It should be noted that some of the sub-projects' activities were implemented more quickly than planned; therefore the amount of funds paid to the final beneficiaries was higher than planned for this reporting period (it was planned to pay 1.100.000,00 CHF, in fact it was paid 1.937.625,63 CHF to the final beneficiaries during the reporting period). 2) During the reporting period 2 additional sub-project implementation agreements with the final beneficiaries have been signed (July 2013) and their implementation has started.
Procurement procedure used, brief description of the tender process	During the reporting period final beneficiaries provided 60 (July - December 2013) tender documents for procurement of goods and services to CPMA for approval and all were approved (the procurement procedures used: 1) simplified open procurement procedure (6); 2) low value procurement procedure (54)). CPMA verified 564 (July - December 2013) ex-post documents for procurement of goods and services, which were provided by the final beneficiaries with the payment claims. All procurements did not exceed the threshold of CHF 100.000. All procurements were carried out in accordance with the Law on Public Procurement of the Republic of Lithuania, Simplified Public Procurement Rules of the final beneficiaries (each beneficiary has their individual rules) and NGO Fund Procurement Rules for Non-Purchasing Organizations (rules dedicated to the final beneficiaries who don't act according Lithuanian Public Procurement Law).
Activities planned for the next reporting period	During the next reporting period it is planned: To continue implementation of 93 sub-projects (January - June 2014). 56 sub-projects are planned to be completed during the next reporting period (36 will be completed in January, 1 in February, 2 in April and 7 in May and 10 in June).
Information regarding deviations, measures taken, other relevant information	No deviations from the plan for the reporting period shall be stated. As it was mentioned in the previous report, parties involved in the NGO Block Grant implementation foresee the need for the extension of NGO Block Grant Agreement implementation period. There are several reasons for this change. Background information. At the initial state of planning of the NGO Block Grant implementation (development of the Final Project Proposal) it was foreseen that the duration of sub-projects would be 12 months, which was in line with the NGO Block Grant Agreement provisions. During the Steering Committee meeting (held on 8 March 2011) it was decided to extend the duration of sub-projects up to 18 months in order to ensure the effectiveness of measures to be implemented in sub-projects as well as to ensure timely and efficient use of funds and relevant reporting. At the time when additional 12 sub-project implementation agreements were signed, standard 18 month sub-project duration exceeded the period of implementation of the NGO Block Grant Agreement. Therefore final beneficiaries were asked to shorten their sub-projects implementation periods. Not all of them were in a position to do that since not in all cases the same results could have been achieved during the shorter period of time. Therefore there is a number of sub-projects that are beyond or very close to the final date of the NGO Block Grant Agreement (which is on 8 August 2014). Reasoning. The extension of the NGO Block Grant Agreement implementation period (for 3 to 4 months) is needed because: 1. 35 projects' ending dates are very close (first decade of August 2014) to the final date of the NGO Block Grant Agreement (which is on 8 August 2014), several projects end beyond this date; 2. CPMA already has information that there are savings in most sub-projects and final beneficiaries are approaching with requests for additional activities that could highly contribute to the results of sub-projects. Taking this into account there may be a need for extension of implementation period of sub-projects; 3. More time is needed in order to ensure sound financial fund absorption and timely and effective physical implementation of sub-projects. Activities to be performed after physical completion of sub-projects activities are: audit to be performed at the level of sub-project, the verification of payment claims by the CPMA, approval of final reports, payments from state budget, etc. 4. NGO Block Grant closing event was foreseen in June 2014, however not all sub-projects will be implemented by then, therefore the full presentation of the achieved results of the Block Grant will not be possible. The most attractive timing for the closing event therefore would be September, when it is anticipated to gather large audience and the presentation of achieved results would be most possible. Implications. No financial implications due to the extension of NGO Block Grant Agreement are foreseen.
2. NGO Fund management costs	
Activities planned for this reporting period	During the reporting period it was planned: 1) To sign the remaining 2 sub-project implementation agreements (July 2013); 2) To continue verification and confirmation procedures of sub-projects procurement plans and payment claims (July - December 2013); 3) To continue verification and confirmation procedures of sub-projects tender documents (July - December 2013); 4) To organize 8 sub-projects on-the-spot checks (July - December 2013); 5) To provide all necessary information and consultations to 12 additional final beneficiaries about sub-project implementing stages, preparation of sub-project implementation reports and payment claims, public procurements in sub-project, eligible expenditures of sub-project and etc.

Activities implemented during this reporting period	<p>During the reporting period CPMA prepared and signed 2 additional sub-project implementation agreements with the final beneficiaries, verified 208 (July - December 2013) sub-projects payment claims (July - December 2013), performed 45 (July - December 2013) sub-projects on-the-spot checks (22 non planned on-the-spot checks, when trainings organized by the final beneficiaries were visited (these trainings were financed from the sub-projects budget) and 23 planned on-the-spot checks, when sub-projects results were checked). During on-the-spot checks one essential inadequacy was indicated (related to the organization's keeping of records), which was corrected afterwards by final beneficiary. CPMA continues to perform active monitoring of this sub-project.</p> <p>CPMA verified and approved 60 (July - December 2013) tender documents for procurement of goods and services provided by the final beneficiaries (the procurement procedures used: 1) simplified open procurement procedure (6); 2) low value procurement procedure (54)). CPMA verified 564 (July - December 2013) ex-post tender documents for procurement of goods and services, which were provided by the final beneficiaries with the payment claims.</p> <p>During the reporting period CPMA provided all necessary information and consultations to 12 additional final beneficiaries about sub-project implementing stages, preparation of sub-project implementation reports and payment claims, public procurements in sub-project, eligible expenditures of sub-project and etc.</p> <p>While implementing its functions during the reporting period 4 CPMA employees working with the NGO Fund strengthened their competence and administrative capacities and attended the training courses (topics: project management, corporate law, quality and environmental management systems auditing in public sector, public procurements and etc.).</p>
Procurement procedure used, brief description of the tender process	<p>During the reporting period CPMA carried out 6 public service procurements for employee trainings and 2 public goods procurements for stationery items. Services and goods were purchased for CPMA employees working with NGO fund. Aforementioned procurements did not exceed the threshold of 30.000 CHF. The procurements were carried out in compliance with the Law on Public Procurement of the Republic of Lithuania and Simplified Public Procurement Rules of the CPMA.</p>
Activities planned for the next reporting period	<p>During the next reporting period it is planned:</p> <p>1) To continue verification and confirmation procedures of sub-projects payment claims (January - June 2014); 2) To continue verification and confirmation procedures of sub-projects tender documents (January - June 2014); 3) To organize 51 sub-projects on-the-spot checks (January - June 2014); 4) To provide all necessary information and consultations to final beneficiaries about sub-project implementing stages, public procurements in sub-project, eligible expenditures of sub-project and etc.; 5) To complete 56 sub-projects implementation, of them 36 will be completed in January, 1 in February, 2 in April and 7 in May, 10 in June; 6) Intermediate Body will be approached for initiating an amendment of the NGO Block Grant Agreement in aim to extend the NGO Fund implementation period.</p>
Information regarding deviations, measures taken, other relevant information	<p>No significant deviations from the plan for the reporting period regarding NGO fund management shall be stated. Several sub-projects have slight deviations, which didn't affect management work yet. For the next period it was planned to organize a final NGO closing event in June, 2014. According to the fact that at that time not all sub-projects will be completed, and summer time isn't very suitable for attracting people to event, CPMA suggests to reconsider and to have the final NGO closing event in September, 2014 instead. As it was mentioned above there is a risk that at least 3 months extension of the NGO Block Grant Agreement might be needed to finalize projects, reports and payment claims.</p>
Physical completion (%)	60

We confirm the following:

a) the tender documents contain a description of the tender process;	<input checked="" type="checkbox"/>
b) the tender documents contain an integrity clause;	<input checked="" type="checkbox"/>
c) declarations of impartiality and confidentiality was signed by the public procurement evaluation committee members;	<input checked="" type="checkbox"/>
d) tender documents were submitted to the responsible Swiss authority for non-objection;	<input type="checkbox"/>
e) an English translation of tender documents was made available to tenderers;	<input type="checkbox"/>
f) procurements were made according to the Lithuanian law and in compliance of the respective EU directives;	<input checked="" type="checkbox"/>
g) an English translation of the summary of the minutes of the winner announcement meeting was provided to the responsible Swiss authority for information.	<input type="checkbox"/>

1. Status of indicators (Annex 1);

<List of the documents attached>

<i>Intermediate Body</i>		<i>Prepared by CPMA</i>	
Position	Head of the International Financial Assistance Coordination Division	Position	Director of the International Programme Management Departmen
Name	Mrs. Audronė Nikšaitė	Name	Mr. Artūras Žarnovskis
Signature		Signature	
Date		Date	
<i>Endorsed by NCU</i>			
Position	Vice-minister		
Name	Mr. Aloyzas Vitkauskas		
Signature			
Date			

*Executing Agency signs the Report in the case of the Individual Project

ANNEX 1
to the Project Interim Report No. 5

STATUS OF INDICATORS

Overall objective/aim (Impact)	Objectively verifiable overall objective (impact) indicators	Current status
<ul style="list-style-type: none"> to promote civil society's contribution to economic and social cohesion as important actors of development and participation to contribute to the further development of NGOs sector in Lithuania 	<ul style="list-style-type: none"> Increased society's participation in NGO and voluntary activities NGO's, which received Block Grant funding, are able to contribute with Government and municipalities providing social and another services to the communities/society 	<ul style="list-style-type: none"> sub-projects are being implemented during the reporting period therefore the indicator has not been achieved yet sub-projects are being implemented during the reporting period therefore the indicator has not been achieved yet
Outcome/s	Objectively verifiable project purpose/s (outcome/s) indicators	Current status
<ul style="list-style-type: none"> to strengthen NGOs by developing their institutional capacities to strengthen the cooperation between NGOs and local municipalities 	<ul style="list-style-type: none"> at least 90% of sub-projects are properly implemented at least 90% of sub-projects which foresee strengthening the cooperation between NGOs and municipalities are properly implemented 	<ul style="list-style-type: none"> sub-projects are being implemented during the reporting period therefore the indicator has not been achieved yet sub-projects are being implemented during the reporting period therefore the indicator has not been achieved yet
Results (Outputs)	Objectively verifiable results (outputs) indicators	Current status
<p>1st component "Management of the NGO Fund"</p> <ul style="list-style-type: none"> Managerial set-up of the NGO Fund established and operational Sound financial management ensured Availability of the NGO Fund introduced for the society <p>2nd component "Implementation of the NGO Fund"</p> <ul style="list-style-type: none"> Open calls organized Applications assessed and selected for financing, sub-projects agreements signed Trainings and consultations for final recipients on the sub-projects implementation conducted NGOs projects implemented Funds disbursed for eligible expenses Information and publicity regarding the implementation and the results of the NGOs Fund ensured at sub-projects' level 	<ul style="list-style-type: none"> 1 Steering Committee established and operational 95-100% of reimbursement requests submitted to Swiss authorities are approved 90-100% of costs declared in the reimbursement requests submitted to the Swiss authorities are reimbursed At least 3 press releases or messages in/for mass media At least 1 open call launched At least 1 set of documentation for the open call approved by the SC for NGO Fund and formalised by the Order of the Head of the Intermediate Body 10 information and training seminars for potential applicants organised for each open call (in total about 400 potential applicants to be trained) Information on the call published in local newspapers, websites of the Executing Agency, Intermediate Body, local authorities 100% of applications received in due time are assessed From 90% to 100% of selected sub-projects are contracted At least 2 training seminars for final beneficiaries on project implementation (in total at least 100 final beneficiaries to be trained). 90-100% of costs declared in the reimbursement requests submitted to the Swiss authorities are reimbursed From 80% to 100% of sub-projects properly implemented from 95% to 100% of NGO Fund available is committed for financing 85-100% of funds allocated for sub-projects disbursed for final recipients 95% - 100% of information and publicity measures implemented according to sub-project implementation agreements 	<ul style="list-style-type: none"> indicator has been achieved sub-projects are being implemented during the reporting period therefore the indicator has not been achieved yet (100% of reimbursement requests submitted to Swiss authorities until the end of reporting period are approved) sub-projects are being implemented during the reporting period therefore the indicator has not been achieved yet (100% of costs declared in the reimbursement requests submitted to the Swiss authorities until the end of reporting period are reimbursed) indicator has been achieved indicator has been achieved indicator has been achieved indicator has been achieved indicator has been achieved indicator has been achieved (92 % of selected sub-projects are contracted: 97 sub-projects agreements are signed) indicator has been achieved (3 training seminars for final beneficiaries on project implementation organised (in total 145 representatives from final beneficiaries are trained)). sub-projects are being implemented during the reporting period therefore the indicator has not been achieved yet sub-projects are being implemented during the reporting period therefore the indicator has not been achieved yet indicator has been achieved sub-projects are being implemented during the reporting period therefore the indicator has not been achieved yet sub-projects are being implemented during the reporting period therefore the indicator has not been achieved yet
Activities	Means (Inputs)	Current status
<p>1st component "Management of the NGO Fund"</p> <ul style="list-style-type: none"> Establishment of the NGO Fund Steering Committee Control and supervision of the Fund implementation Performance of information and publicity measures on the NGOs Fund on a general level <p>2nd component "Implementation of the NGO Fund"</p> <ul style="list-style-type: none"> Organization of open calls Organization of appraisal and awarding process Organization of trainings and consultations for final recipients on sub-project implementation Implementation of the NGOs sub-projects Control and supervision of the sub-projects' implementation Implementation of information and publicity measures at sub-projects' level 	<ul style="list-style-type: none"> NGO Fund block grant implementation agreement signed between the Intermediate Body and Executing Agency Evaluation Committee established 	<ul style="list-style-type: none"> indicator has been achieved indicator has been achieved



ANNUAL PROJECT REPORT

I. BLOCK GRANT DATA			
Annual Project Report No.	3		
Focus area	NGO Block Grant		
Block Grant Agreement signing date	03.05.2011		
Block Grant number	7F-06882.01		
Block Grant title	NGO Block Grant		
Intermediate Body (name and address)	Ministry of Finance of the Republic of Lithuania, Lukiškių g. 2, LT-01512 Vilnius, Lithuania		
Executing Agency(ies) (names and addresses)	Central Project Management Agency, S. Konarskio g. 13, LT-03109 Vilnius, Lithuania		
Eligibility period	From:	From: 03-05-2011	To: To: 08-08-2014
Reporting period	From:	From: 01-01-2013	To: To: 31-12-2013

2. FINANCIAL STATUS								
Headings of the budget lines	For the reporting year				Cumulative to the end of the reporting year			
	Planned for the reporting year, CHF	Actual eligible expenditures for the reporting year (approved by CPMA and paid by NCU)**, CHF	Deviations (planned for the reporting year minus actual expenditures for the reporting year (2-3))* , CHF	Planned for the next reporting year, CHF	Indicative budget according to the Programme/Individual Project /Fund/Block Grant Agreement, CHF	Cumulative to date from start of the Programme/Block Grant/Individual Project (eligible expenditures approved by CPMA and paid by NCU)** , CHF	Remaining available budget (7-8), CHF	
1	2	3	4	5	6	7	8	
2.1. ELIGIBLE EXPENDITURES ACCORDING TO THE BUDGET LINES								
NGO Fund sub-project implementation	1.259.999,00	2.432.216,69	-1.172.217,69	3.447.283,31	5.879.500,00	2.432.216,69	3.447.283,31	
NGO Fund management costs	254.731,00	206.754,06	47.976,94	179.284,31	653.175,00	473.890,69	179.284,31	
Total eligible expenditures including co-financing	1.514.730,00	2.638.970,75	-1.124.240,75	3.626.567,62	6.532.675,00	2.906.107,38	3.626.567,62	
2.2. FUNDING SOURCES OF ELIGIBLE EXPENDITURES								
Swiss contribution	85%	1.287.520,50	2.256.230,05	-968.709,55	3.069.478,82	5.552.775,00	2.483.296,18	3.069.478,82
National co-financing	15%	227.209,50	398.160,82	-170.951,32	541.668,68	979.900,00	438.231,32	541.668,68
Total eligible expenditures including co-financing		1.514.730,00	2.654.390,87	-1.139.660,87	3.611.147,50	6.532.675,00	2.921.527,50	3.611.147,50

*Deviations are explained in the line "Information regarding deviations, measures taken, other relevant information" in the "Physical status" part of the Report

**Eligible costs may include advance payments paid to the suppliers by beneficiaries, and not include advance payment paid to the beneficiary by NCU.

***FOR NGO FUND ONLY: The table above shows eligible expenditures only from the Swiss contribution and National co-financing sources. Please refer to the table on the right side for the amounts of expenditures from the source of private co-financing approved by CPMA during the reporting period and total up to date.

Private co-financing, LTL	
Reporting period:	861.536,61
Total, up to date:	861.536,61

Signatures			
Prepared by:	CPMA as Executing Agency	Approved by:	CPMA
Position	Director of the International Programme Management	Position	Deputy director
Name	Mr. Artūras Žarnovskis	Name	Mrs. Rasa Suraučiienė
Signature		Signature	
Date		Date	

3. Physical status

I. Implementation of the NGO Fund - Implementation period from 01.01.2013 to 31.12.2013

Activities planned for the reporting year	It was planned to finalize signing of the sub-project implementation agreements with the final beneficiaries in February 2013 and to start implementation of the sub-projects.
Activities implemented during the reporting year	<p>During the reporting period in total 97 sub-project implementation agreements were signed and sub-projects' implementation started. 85 sub-projects' - that were approved after the final value-for-money assessment report by the NGO Fund Steering Committee (SC) on December 2012 - implementation agreements were signed in January-February, 2013. Additionally, the remaining 12 projects' - that were approved from the reserve list of the final value-for-money assessment results report by the NGO Fund SC on 16 April 2013 - implementation agreements were signed in June-July, 2013.</p> <p>During the reporting period 4 sub-projects (CH-5-FM-1/3, CH-5-FM-1/8, CH-5-FM-1/16, CH-5-FM-1/74) were successfully completed (sub-project results were achieved, activities fully implemented and relevant indicators achieved. CPMA on its behalf has completed all necessary activities related to the successful completion of the sub-projects, i.e. approved final implementation reports (4), verified payment claims (371), and carried out on-the-spot checks (53). The rest sub-projects are implemented according to the sub-projects' activities implementation schedules, 7 sub-projects (CH-5-FM-1/32, CH-5-FM-1/40, CH-5-FM-1/53, CH-5-FM-1/55, CH-5-FM-1/70, CH-5-FM-1/85, CH-5-FM-1/89) have slight deviations - their activities implementation slightly fall behind the implementation schedule. This occurred mainly due to delay in public procurement procedures. The final beneficiaries take all steps to ensure that sub-projects would be implemented in time, therefore no risk is identified in this case. In general physical completion of the NGO fund is 60 %. CPMA actively conducts on-the-spot checks, and monitors the physical achievement of sub-projects results.</p> <p>The amount for reimbursement has been planned in accordance with each beneficiary's individual reimbursement plan. In period of January-June 2013 the amount of funds paid to the final beneficiaries was according to the plan. It should be noted that in period of July-December 2013 some of the sub-projects' activities were implemented more quickly than planned. Therefore amount of funds paid to the final beneficiaries was higher than planned (it was planned to pay 1.100.000,00 CHF, in fact it was paid 1.937.625,63 CHF to the final beneficiaries during the reporting period).</p>
Activities planned for the next reporting year	<p>During the next reporting period it is planned:</p> <p>To continue and to complete implementation of 93 sub-projects: 36 will be completed in January, 1 in February, 2 in April, 7 in May, 10 in June, 36 in July, and 1 in September.</p>
Information regarding deviations, measures taken, other relevant information	<p>No deviations from the plan for the reporting period shall be stated.</p> <p>Parties involved in the NGO Block Grant implementation foresee the need for the extension of NGO Block Grant Agreement implementation period because:</p> <ol style="list-style-type: none"> 1. 35 projects' ending dates are very close (first decade of August 2014) to the final date of the NGO Block Grant Agreement (which is on 8 August 2014), several projects end beyond this date; 2. CPMA already has information that there are savings in most sub-projects and final beneficiaries are approaching with requests for additional activities that could highly contribute to the results of sub-projects. Taking this into account there may be a need for extension of implementation period of sub-projects; 3. More time is needed in order to ensure sound financial fund absorption and timely and effective physical implementation of sub-projects. Activities to be performed after physical completion of sub-projects activities are: audit to be performed at the level of sub-project, the verification of payment claims by the CPMA, approval of final reports, payments from state budget, etc.; 4. NGO Block Grant closing event was foreseen in June 2014, however not all sub-projects will be implemented by then, therefore the full presentation of the achieved results of the Block Grant will not be possible. The most attractive timing for the closing event therefore would be September, when it is anticipated to gather large audience and the presentation of achieved results would be most possible. <p>No financial implications due to the extension of NGO Block Grant Agreement are foreseen.</p>
2. NGO Fund management costs - Implementation period from 01.01.2013 to 31.12.2013	
Activities planned for the reporting year	<p>It was planned:</p> <ol style="list-style-type: none"> 1) To organize 3 training seminars for the final beneficiaries on sub-project implementation (January 2013); 2) to finalize signing the sub-project implementation agreements (February 2013); 3) to implement the activities related to verification and confirmation procedures of sub-projects procurements and payment claims (January - December 2013); 4) to perform the control of procurement procedures of final beneficiaries (incl. verification and confirmation of procurement plans, tender documents, contracts). (January - December 2013); 5) to start verification and approval of sub-project implementation reports and payment claims received from final beneficiaries (January-December 2013); 6) to carry out 40 on the spot checks (June - December 2013); 7) to consult the final beneficiaries on sub-project implementation (January - December 2013).
Activities implemented during the reporting year	<p>During the reporting period:</p> <ol style="list-style-type: none"> 1) 3 training seminars for the final beneficiaries on sub-project implementation were organized (145 training participants attended training seminars in total). The topics of seminars: implementation of sub-project agreement, sub-project on-the-spot check; preparation of sub-project implementation report, public procurements in sub-project, eligible expenditures of sub-project, preparation of sub-project payment claims (January 2013); 2) 97 sub-project implementation agreements were signed (85 agreements were signed in January-February 2013, 10 agreements were signed in June 2013 and 2 in July); 4 sub-projects (CH-5-FM-1/3, CH-5-FM-1/8, CH-5-FM-1/16, CH-5-FM-1/74) were already completed); 3) CPMA verified 371 sub-projects payment claims (respectively, approved the same number of sub-project implementation reports); 4) CPMA verified and approved 157 tender documents for procurement of goods and services provided by the final beneficiaries. CPMA verified 755 ex-post tender documents for procurement of goods and services, which were provided by the final beneficiaries with the payment claims; 5) CPMA performed 53 sub-projects on-the-spot checks (30 non planned on-the-spot checks, when trainings organized by the final beneficiaries were visited (these trainings were financed from the sub-projects budget) and 23 planned on-the-spot checks, when sub-projects results were checked). No essential discrepancies were detected; 6) CPMA provided all necessary information and consultations to final beneficiaries about sub-project implementing stages, preparation of sub-project implementation reports and payment claims, public procurements in sub-project, eligible expenditures of sub-project and etc.; 7) While implementing its functions during the reporting period 15 employees of the CPMA working with the NGO Fund strengthened their competence and administrative capacities and attended the training courses (topics: leadership, teamwork, consulting, project management, corporate law, quality and environmental management systems auditing in public sector, public procurements and etc.).
Activities planned for the next reporting year	<p>During the next reporting period it is planned:</p> <ol style="list-style-type: none"> 1) To continue and to complete verification and confirmation procedures of sub-projects payment claims (January - August 2014, in case NGO Block Grant Agreement is extended - activities are planned in January - October 2014); 2) To continue and to complete verification and confirmation procedures of sub-projects tender documents (January - July 2014, in case NGO Block Grant Agreement is extended activities are planned in January - September 2014); 3) To organize 66 sub-projects on-the-spot checks (January - August 2014, in case NGO Block Grant Agreement is extended activities are planned in January - September 2014); 4) To provide all necessary information and consultations to final beneficiaries about sub-project implementing and completion stages, public procurements in sub-project, eligible expenditures of sub-project and etc.; 5) To complete 93 sub-projects implementation (January - August 2014, in case NGO Block Grant Agreement is extended activities are planned in January - October 2014); 6) Intermediate Body will be approached for initiating an amendment of the NGO Block Grant Agreement in aim to extend the NGO Fund implementation period (for 3 to 4 month) (February 2014); 6) To organize final NGO closing event (June 2014, in case NGO Block Grant Agreement is extended activity is planned in September 2014); 7) To accomplish final financial audit (IV quarter, in case NGO Block Grant Agreement is extended final financial audit term may be prolonged).

Information regarding deviations, measures taken, other relevant information	No deviations from the plan for the reporting period regarding NGO fund management shall be stated. Several sub-projects have slight deviations, which didn't affect management work yet. As it was mentioned above, parties involved in the NGO Block Grant implementation foresee the need for the extension of NGO Block Grant Agreement implementation period (for 3 to 4 months). No financial implications due to the extension of NGO Block Grant Agreement are foreseen.
---	---

Physical completion (%)	60
--------------------------------	----

4. List of the Project Interim Reports, prepared during the reporting year

1. Project Interim Report No. 4 for the reporting period from 01.01.2013 to 30.06.2013
2. Project Interim Report No. 5 for the reporting period from 01.07.2013 to 31.12.2013

5. Signatures

<i>Intermediate Body</i>		<i>Approved by CPMA</i>	
Position	Head of the International Financial Assistance Coordination Division	Position	Director of the International Programme Management Department
Name	Mrs. Audronė Nikšaitė	Name	Mr. Artūras Žamovskis
Signature		Signature	
Date		Date	

<i>Endorsed by NCU</i>	
Position	Vice-minister
Name	Mr. Aloyzas Vitkauskas
Signature	
Date	