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## GOVERNMENT OF THE REPUBLIC OF LITHUANIA

### RESOLUTION

#### ON THE APPROVAL OF THE DESCRIPTION OF PROCEDURE FOR THE IMPLEMENTATION OF DEVELOPMENT COOPERATION ACTIVITIES AND PROVISION OF HUMANITARIAN AID BY STATE AND MUNICIPAL INSTITUTIONS AND AGENCIES

26 March 2014 No 278 Vilnius

Acting in accordance with Article 7(4), (5) and (7) and Article 11(1) and (2) of the Law of the Republic of Lithuania on Development Cooperation and Humanitarian Aid and Article 20(7) and (8) of the Law of the Republic of Lithuania on the Management, Use and Disposal of State and Municipal Assets, the Government of the Republic of Lithuania has resolved:

1. To approve the Description of Procedure for the Implementation of Development Cooperation Activities and Provision of Humanitarian Aid by State and Municipal Institutions and Agencies (as appended).

2. To appoint the Ministry of Foreign Affairs of the Republic of Lithuania an authority responsible for the supervision of the implementation of the procedure for the gratuitous transfer of state assets intended for carrying out the development cooperation activities and providing humanitarian aid.

3. To recommend that the municipalities are guided by points 100 to 102 of the Description of Procedure for the Implementation of Development Cooperation Activities and Provision of Humanitarian Aid by State and Municipal Institutions and Agencies approved by this Resolution in their decision making on issues of the gratuitous transfer of assets owned by the municipalities intended for carrying out the development cooperation activities and providing humanitarian aid.

Prime Minister

Algirdas Butkevičius

Minister for Foreign Affairs

Linas Linkevičius

APPROVED

By Resolution No 278 of the Government of the Republic of Lithuania of 26 March 2014 (Version of Resolution No 129 of the Government of the Republic of Lithuania of 22 February 2017)

**DESCRIPTION OF PROCEDURE FOR THE IMPLEMENTATION OF DEVELOPMENT COOPERATION ACTIVITIES AND PROVISION OF HUMANITARIAN AID BY STATE AND MUNICIPAL INSTITUTIONS AND AGENCIES**

**CHAPTER I  
GENERAL PROVISIONS**

1. The Description of Procedure for the Implementation of Development Cooperation Activities and Provision of Humanitarian Aid by State and Municipal Institutions and Agencies (hereinafter ‘the Description of Procedure’) sets out a procedure for state and municipal institutions and agencies (hereinafter ‘the institution’) for the participation in the development cooperation activities and the implementation of development cooperation projects, financial requirements for the implementation of these projects, a procedure for the provision of development assistance by other means, a procedure for providing humanitarian aid, and a procedure for the transfer of state-owned assets managed by institutions on a trust basis and intended for the development cooperation activities or the provision of humanitarian aid, as well as for public information on the development cooperation activities and the provision of humanitarian aid.

2. In their decision making on the participation in the development cooperation activities and the provision of humanitarian aid outside the Republic of Lithuania (hereinafter ‘Lithuania’), the institutions shall be guided by the Law of the Republic of Lithuania on the Development Cooperation and Humanitarian Aid (hereinafter ‘the Law’) and the Description of Procedure, and have regard to recommendations of the Ministry of Foreign Affairs of the Republic of Lithuania (hereinafter ‘the Ministry of Foreign Affairs’).

3. In accordance with the Law and the Description of Procedure, the institution shall have the right to draw up its own description of procedure for the implementation of development cooperation activities and the provision of humanitarian aid (hereinafter ‘the Institutional Description of Procedure’) approved by the head of the institution.

*Point amended:*

*No 301, 03-04-2019, published in TAR on 08-04-2019, id. code 2019-05742*

4. Decisions on carrying out development cooperation activities and the provision of humanitarian aid shall be made by the head of the institution or his authorised person. In the cases specified in point 7 of the Description of Procedure, the adoption of any decision of the head of the institution or his authorised person shall require a recommendation of the Development Cooperation and Humanitarian Aid Commission (hereinafter ‘the Commission’).

5. The commissions shall be set up by the ministries, institutions not subordinated to the

ministries or state institutions headed by the manager of state budget appropriations under the Law of the Republic of Lithuania on the Budget Structure, and municipal institutions and agencies, as well as diplomatic representations, consular posts and special missions under the procedure set forth by the Minister for Foreign Affairs. Setting up the Commission shall be mandatory only where the institutions have the intention to participate in the development cooperation activities and/or provide humanitarian aid. The institutions where no Commission is set up shall follow the recommendations from the Commission of the ministry of the relevant sphere of governance or the appropriate municipality.

*Point amended:*

*No 301, 03-04-2019, published in TAR on 08-04-2019, id. code 2019-05742*

6. When setting up the Commission, the institution shall approve the regulations of the Commission laying down its operational goals and functions, the rights and responsibilities of its members and the rules of procedure.

7. The Commission shall make recommendations to the head of the institution or his authorised person for decision making in the cases specified in points 39, 80, 97 and 102 of the Description of Procedure. The institution shall inform the Ministry of Foreign Affairs about these decisions of the head of the institution or his authorised person within 10 working days from such decision making.

8. For the purposes of this Description of Procedure, the following definitions shall apply:

8.1. **Co-funding** means a way of providing development assistance where more than one international donor is involved in joint funding of development assistance projects and programmes targeted at a partner country.

8.2. **Democracy promotion** means a part of the development cooperation policy, which aims to promote democratic processes in a partner country, i.e. to consolidate good governance principles, ensure the dissemination of democratic values and the rule of law, thereby contributing to the mitigation of threats to the national security of Lithuania.

8.3. **Partner in a partner country** means a legal person registered in or a natural person residing in a partner country who cooperates when implementing a development cooperation project.

8.4. **Revised development cooperation project application** means a development cooperation project application which is drawn up in accordance with the approved form and which takes into account reservations of the Commission and recommendations of the institution.

8.5. **Development cooperation project** (hereinafter 'project') means a non-commercial activity aimed to achieve the goals of the development cooperation policy of Lithuania in a partner country or Lithuania and carried out in accordance with the development cooperation project implementation agreement.

8.6. **Development cooperation project administrator** (hereinafter 'project administrator') means an entity that administers a project.

8.7. **Administration of development cooperation projects** means the organisation of project selection and/or the conclusion of implementation agreements on selected projects, and/or the supervision of implementation of these agreements, and/or the evaluation of reports on implemented projects.

8.8. **Development cooperation project implementation agreement** (hereinafter ‘project implementation agreement’) means an agreement concluded between the project administrator and the project implementer for achieving the development cooperation goals set out in the project application or revised project application.

8.9. **Development cooperation project concept** (hereinafter ‘project concept’) means the initial project selection procedure document, which, with account of the type of a call for applications, is drawn up by the institution or project applicant, and which presents the project idea, goals and outcomes.

8.10. **Development cooperation project application** (hereinafter ‘project application’) means a document drawn up in accordance with the approved form and containing project goals and objectives, and representing a mandatory annex to the project implementation agreement.

8.11. **Development cooperation project manager** means a person appointed by the project implementer to organise the implementation of the project according to the project implementation agreement.

8.12. **Development cooperation project implementer** means a Lithuanian or foreign legal person, other organisation, a division thereof, or a natural person who becomes a party to a project implementation agreement the other party being the project administrator.

8.13. Other definitions used in the Description of Procedure shall be those as defined in the Law and the Law of the Republic of Lithuania on the Management, Use and Disposal of State and Municipal Assets.

9. The Minister for Foreign Affairs shall approve the recommended forms of the documents required for the implementation of development cooperation activities and the provision of humanitarian aid.

*Point amended:*

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10. The procedure for the implementation of projects on bilateral development assistance provided by Lithuania shall apply also to projects which foresee cooperation with more than one partner country.

## **CHAPTER II**

### **PARTICIPATION OF STATE AND MUNICIPAL INSTITUTIONS AND AGENCIES IN DEVELOPMENT COOPERATION ACTIVITIES**

11. The priorities of development cooperation activities are specified in the development cooperation policy guidelines laid down in the Development Cooperation Interinstitutional Action Plan approved by the Government of the Republic of Lithuania

(hereinafter ‘the Development Cooperation Policy Guidelines’).

12. With a view to the situation in a particular partner country which necessitates to increase or reduce the development cooperation assistance provided by Lithuania or amend the priorities of such assistance, the Ministry of Foreign Affairs shall make appropriate recommendations to the institutions.

13. The institution that plans to carry out development cooperation activities not provided for in the Development Cooperation Policy Guidelines or the recommendations of the Ministry of Foreign Affairs shall, prior to taking a decision on the participation in such activities, apply to the Ministry of Foreign Affairs. On evaluating the information provided, the Ministry of Foreign Affairs shall, within 10 working days from receipt of the application, make a recommendation to the institution concerning the reasonableness of participation in such development cooperation activities.

14. Having regard to the Development Cooperation Policy Guidelines and after evaluating the recommendations of the Ministry of Foreign Affairs, the institution shall take the decision on the participation in development cooperation activities. Where such activities cover the implementation of projects, these shall be managed by the Central Project Management Agency (hereinafter ‘the Central Project Management Agency’), a public body, except where the institution is capable of managing such projects on its own with greater efficiency, using the funds allocated to it in a rational way.

15. The institution managing a project or the Central Project Management Agency shall be considered the project administrator.

16. The institution shall evaluate the ability to manage projects with greater efficiency, using the allocated funds in a rational way, on the basis of the following criteria:

16.1. The institution has successfully managed at least one project of the value not less than 70 per cent of the project to be managed within the last three years. The project managed by the institution was completed and managed by relying only on the capacity of the institution. A project shall be considered successfully managed if the institution can confirm its completion by a letter of confirmation of project implementation or the final report.

16.2. The institution has a sufficient number of qualified civil servants and/or employees working under an employment contract (hereinafter ‘employees’) capable of ensuring successful project management. The requirements for the number and competences of employees shall be set out with account being taken of the complexity, length and scope of a project. An institution wishing to manage a project on its own shall have at least one employee who within the last three years has managed at least one development cooperation project of the value not less than 70 per cent of the value of the project to be managed. The completion of a project managed by an employee shall be confirmed by a letter of confirmation of project implementation or the final report.

17. Taking into consideration the results of the evaluation referred to in point 16 of the Description of Procedure, the institution shall take the decision to manage on its own a development cooperation project to be implemented if it meets the criteria specified in point 16 hereof, or shall transfer the project administration functions to the Central Project Management

Agency.

18. The institution shall provide information on the results of the evaluation referred to in point 16 of the Description of Procedure and the decision taken on the project administrator to the Ministry of Foreign Affairs within 5 working days from the adoption of the decision.

19. Where the Central Project Management Agency acts as a project administrator, a partnership agreement between the institution allocating the funding for projects and the Central Project Management Agency shall be concluded. The agreement shall specify the procedure for project selection, the procedure for the award of contracts to selected projects and the supervision of their implementation, the payment procedure for project administration and the rules for setting the rates, and the procedure for transferring the funds of the institution funding the projects to the Central Project Management Agency. The partnership agreement may also lay down other conditions of cooperation between the institution allocating the funding and the Central Project Management Agency. Payment to the Central Project Management Agency for project administration shall be the compensation of expenses relating to project administration incurred by the Central Project Management Agency. This compensation shall not exceed 10 per cent of the value of projects subject to administration.

### **CHAPTER III PROJECT IMPLEMENTATION**

20. The institution shall take the decision on a call for applications for projects or project concepts (hereinafter 'the call') regarding its content and method of publication, deadlines for submission of applications for projects or project concepts and other related issues.

21. Calls may be of the following two types:

21.1. a call for applications for projects in accordance with the project concepts developed by the institution, and

21.2. a call for project concepts in accordance with the Development Cooperation Policy Guidelines.

22. When taking the decision to publish a call for applications for projects and/or project concepts, the institution shall allocate funds earmarked for the implementation of projects by the type of each call.

23. Completed and signed project applications or project concepts including the mandatory annexes may be sent by email and/or registered post, or delivered to the address specified in the call or submitted by other means indicated in the call until the deadline specified in the call.

24. The project administrator shall register project applications or project concepts that meet the general requirements concerning the means and dates of document submission as indicated in the call. Project applications or project concepts submitted after the expiry of the deadline and ignoring the means of submission specified in the call shall not be registered and evaluated, and the person submitting the project application or project concept shall be notified

thereof by email.

25. The project application shall specify at least one partner in a partner country and include the partner's consent to cooperate on project implementation. No partner in a partner country shall be required for the implementation of activities related to public information or democracy promotion, or in case the applicant is an entity of a partner country or an international organisation.

26. In the project application and revised project application (if any) the applicant shall specify the total value of the project, the share of financing requested from the budget of the institution, the existing (future) amount of funding from other sources if provided for, and the applicant's financial contribution or the contribution in kind (if any).

27. The project budget shall constitute an integral part of any project application. It shall be drawn up in accordance with the project structure and comply with the project activities.

28. The project application and project concept submitted shall comply with the strategic agreements and/or bilateral cooperation agreements of the European Union, Lithuania and the partner country involved in project implementation, and/or development strategies of a partner country, and/or the Development Cooperation Policy Guidelines.

29. On expiry of the deadline for the submission of project applications and/or project concepts, the project administrator shall, not later than 15 working days from the expiry of the deadline, publish on its website the information about the registered project applications and/or project concepts, specifying the total number of project applications or project concepts received, the applicants, project titles and the total amount of funds claimed.

30. Project applications and project concepts shall be evaluated by the employees appointed by the project administrator, unless the partnership agreement referred to in point 19 of the Description of Procedure provides otherwise. The evaluation shall start after the expiry of the deadline for the submission of project applications and/or project concepts.

31. Project applications and project concepts shall be evaluated in the following phases:

31.1. the administrative evaluation of a project application or project concept, which shall determine whether a project application or project concept is fully completed or whether all annexes to the project application or project concept have been submitted, etc.;

31.2. the evaluation of the content of a project application or project concept, which shall determine whether a project application or project concept meets the content criteria set out in the call and whether a project is eligible for financing.

32. The evaluation of project applications and project concepts shall respect the principles of:

32.1. confidentiality: it must be ensured that information provided in project applications and project concepts will be used for evaluation purposes only;

32.2. fairness: all project applications and project concepts must be subject to the same evaluation and selection principles;

32.3. impartiality: all persons involved in the evaluation and selection of project applications and project concepts must declare a potential conflict of interest, and must be made aware of their functions and responsibilities;

32.4. transparency: the selection results of project applications and project concepts must be made public.

33. If the administrative evaluation of a project application or project concept finds that a project application or project concept has some shortcomings, except where the shortcomings are inessential (technical errors), a communication shall be sent by email to the applicant who submitted a project application or project concept specifying the identified shortcomings and informing the applicant that the content of a project application or project concept will not be subject to evaluation. If a project application or project concept is found to contain inessential shortcomings (technical errors), the project administrator shall notify the applicant thereof, and the applicant may, within 5 working days from the dispatch of the information on inessential shortcomings (technical errors), submit a revised project application or project concept. The list of inessential shortcomings (technical errors) shall be compiled by the project administrator.

34. The content of a project application or project concept in which no shortcomings are found during the administrative evaluation or the inessential shortcomings (technical errors) of which are corrected by the applicant within the time limit specified in point 33 of the Description of Procedure shall be evaluated in accordance with the same evaluation form. The evaluation form shall be published together with other call related documents and shall specify the possible lowest and highest score assigned to each criterion referred to in point 36 of the Description of Procedure.

35. During the evaluation, an appropriate score shall be awarded to each project application or project concept in accordance with compliance to the criteria referred to in point 36 of the Description of Procedure. This score shall be equal to the sum of scores awarded for compliance with each criterion. An additional score may be awarded to an application for compliance with the additional criteria of evaluation of project applications specified in the call of the institution. The additional criteria may be provided for if the call foresees a specific development cooperation activity and the applicants are expected to have specific abilities or experiences. The score that may be awarded for compliance with the additional criteria shall not exceed 20 per cent of the maximum total score that may be given to a project application or project concept.

36. The general project evaluation criteria shall be as follows:

36.1. project relevance: the evaluation examines whether a project complies with the development cooperation activities and partner countries specified in the call, contributes to the implementation of the United Nations sustainable development goals, helps to transfer the experience of Lithuanian institutions gained when implementing democratic reforms and good governance, and contributes to the development of democracy, security and stability and/or economic development and trade growth in a partner country or to the cooperation of a partner country with the European Union;

36.2. project efficiency: the evaluation examines whether the objectives and tasks of a project are properly formulated (are concrete, measurable and defined in terms of time), whether the expected outcomes comply with the project objectives and tasks and meet the needs of a



partner country and/or region, and whether the planned activities are related to the planned expenses for achieving appropriate outcomes;

36.3. justification of project financing: the evaluation examines whether the project budget submitted is drawn up in accordance with the project structure and complies with the planned activities, and whether the expenses provided for in the project budget for the implementation of activities are eligible for financing;

36.4. project continuity and impact: the evaluation examines whether the proposed project is or can be continual, whether clear arguments confirming the need for and possibility of continuity are provided, whether the expected outcomes will ensure project continuity and be used following the implementation of the project, whether the institutional capacity of a partner country is sufficient for continuing the activities commenced, using the outcomes of the implemented project in a partner country and monitoring their utilisation, and whether the participation of the partner of the project implementer in a partner country in project implementation is foreseen;

36.5. ability of the project implementer to organise and manage the project: the evaluation examines whether the functions of project participants and the need for participating in the project are clearly and appropriately defined and their responsibility is identified, whether the organisational structure provided by the project implementer is appropriately established and the functions of the team are defined, and whether the project implementer has the experience and competence required for implementing the submitted project;

36.6. ability of the project implementer to publicise the project: the evaluation examines whether the project provides for particular measures designed for ensuring the visibility of the project in Lithuania and encouraging the Lithuanian public to support development cooperation, and whether the project foresees some information events or measures in a partner country for increasing the visibility of Lithuania.

37. After the evaluation of all project concepts and/or project applications is completed, the evaluations of project applications and/or project concepts shall be submitted for consideration to the Commission which shall, having regard to project applications and/or concepts with the content that has received the best evaluation, as well as to the funds assigned for project implementation and the priorities of the Programme of the Government of the Republic of Lithuania, adopt a recommendation as to which project applications should be approved, approved with a reservation or disapproved, and/or decide which applicants who submitted project concepts should receive a proposal to draw up a project application or project application with a reservation. The reservation may be related to the scope of the project, revision or modification of activities, finances, etc.

38. If the Commission decides to propose the applicant submitting a project concept to draw up a project application or application with a reservation, a time limit of 20 working days from the dispatch of information for drawing up the application shall be set, unless the Commission defines another time limit which may not be shorter than 10 working days.

39. The recommendation of the Commission concerning project applications which should be approved or approved with a reservation or disapproved shall be submitted to the

head of the institution or his authorised person. Having regard to the recommendation of the Commission, the head of the institution or his authorised person shall take the decision on the granting of financing for the implementation of project applications.

40. The information on project applications with respect to which the decision to grant financing has been taken shall be provided in writing by the project administrator to the Ministry of Foreign Affairs prior to notifying the applicant thereof, with a view to preventing double project funding (this procedure shall not apply with respect to projects funded by the Ministry of Foreign Affairs). Such information shall specify project implementers, project titles, project activities and partner countries (if any). If the Ministry of Foreign Affairs finds out that all the project activities are already funded by another institution, it shall, not later than within 5 working days from receipt of this information, notify in writing the project administrator who supplied the information. No project implementation agreement shall be signed with such an applicant. If the Ministry of Foreign Affairs finds out that part of the project activities is already funded by another institution, the project administrator shall grant the applicant a time limit of 5 working days from the dispatch of information for revising the application to contain only activities not funded by other institutions. A revised project application shall be evaluated under the procedure laid down in this chapter.

*Point amended:*

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41. The applicants submitting project applications and project concepts shall be informed of the decisions taken with regard to the evaluation of project concepts and project applications by the project administrator by email not later than within 10 working days from the adoption of the decision.

42. The project administrator shall sign a project implementation agreement with the applicant who submitted the project application for which the funding has been allocated, except in cases defined in point 40 of the Description of Procedure. Project application or revised project application shall be attached to the project implementation agreement.

43. The project implementation agreement shall lay down:

43.1. the subject matter of the project implementation agreement;

43.2. the starting and closing dates for project implementation;

43.3. the rights and obligations of the parties to the project implementation agreement;

43.4. the funding amount, payment terms, including possible advance payment, as well as the procedure;

43.5. liability of the parties to the project implementation agreement;

43.6. terms and conditions for the modification and termination of the project implementation agreement;

43.7. dispute settlement procedures;

43.8. procedure for submitting a project implementation report and an interim project implementation report (if the length of the project is more than one year).

*Point amended:*

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44. The project implementation agreement may also lay down other terms and conditions related to project implementation.

*Point amended:*

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45. The project implementer shall be responsible for setting up a project team with clearly defined roles and responsibilities. The project implementer shall appoint a project manager. The project implementer shall bear the responsibility for the actions of the project manager, their impact on the project and their compliance with the provisions and objectives of the project implementation agreement.

46. The starting date of project implementation shall be the date of signature of the project implementation agreement, unless the project implementation agreement provides otherwise.

*Point amended:*

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47. The project administrator shall regularly monitor the implementation of the project. If the Central Project Management Agency acts as a project administrator, it shall provide information on the progress of project implementation to the institution funding the project under the procedure laid down in the partnership agreement referred to in point 19 of the Description of Procedure.

48. The project implementation agreement may foresee the possibility for the project implementer to modify at the project implementation stage the activities and/or their schedule and/or the project budget provided for in the project application or revised project application, which have no essential impact on the scope, goal and objectives of the project, do not increase the share of the project budget funded by the institution, do not reduce the amount of the financial contribution by the project implementer and do not exceed the limits applicable to the expenditure. If such modifications are necessary, the project manager shall contact the project administrator by email and submit a reasoned request to authorise non-essential modifications of the activities and/or their schedule and/or the project budget line. Following the consideration of the request, the project administrator shall approve the request in full or in part or reject it and notify the project implementer thereof, specifying the reasons by email within five working days from receipt of the request.

*Point amended:*

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49. Where necessary, project funds may be transferred from one budget line to another, but not exceeding 15 per cent of the value of the project budget line funded by the institution. With respect to the transfer of funds, the project implementer shall address the project

administrator by email with a reasoned request. Following the consideration of the request, the project administrator shall approve the request in full or in part or reject it and notify the project implementer thereof, specifying the reasons by email within five working days from receipt of the request.

*Point amended:*

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50. If at the project implementation stage expenditure savings are generated and the project implementer proposes to use them for new activities not included in the project, or objective reasons occur which require modification of the deadline of project implementation, the project implementer shall inform the project administrator thereof by email. The project administrator may take the decision to change the deadline of project implementation so that the modification thereof would ensure effective project implementation, and/or to allow using the saved funds for other activities not included in the project which comply with the project objectives and would add value to the project.

*Point amended:*

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51. If the project administrator takes the decision to allow using the saved funds for new activities not included in the project and/or changing the deadline of project implementation, an addendum to the project implementation agreement shall be signed. The addendum shall specify new activities, if any, and new deadlines and terms for the new activities or the activities not yet implemented. In case an addendum is signed on the use of savings, it shall be accompanied by a project estimate specifying the funds allocated for each activity.

*Point amended:*

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52. Having implemented the project, the project implementer shall submit a project implementation report to the project administrator by 1 December of the current year, unless the project implementation agreement provides otherwise. The project implementation report (the signed project implementation report along with the copies of documents supporting project expenditure) shall be sent to the project administrator by registered post or email or delivered by other means specified in the project implementation agreement. The date of receipt of the project implementation report shall be considered the date of registration of the project implementation report with the project administrator.

*Point amended:*

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53. The project implementation report shall consist of the content and financial parts.

54. The content part of the report shall cover the following points:

54.1. relevance: the consistency of the obtained outcomes with the goals and the needs of the target group;

54.2. impact: the impact that the project will have on the future social and economic

changes of the beneficiaries;

54.3. risk factors: problems encountered when implementing the project (if any), and their impact on the project outcomes; notable circumstances or factors to be considered when planning to continue the project or implement a new project, relying on the experience gained when implementing this project;

54.4. sustainability: the continuity ensured by the project outcomes and the benefit gained by the beneficiaries after the completion of the project;

54.5. effectiveness: rational use of financial resources to achieve the outcomes, and the relation of the project's financial and other costs (human, time, etc.) with the outcomes of the project.

55. The financial part of the project implementation report shall be compiled in accordance with the requirements of the Law of the Republic of Lithuania on Accounting.

56. Evaluation of the project implementation report shall be performed by the project administrator, unless the partnership agreement referred to in point 19 of the Description of Procedure provides otherwise. The aims of evaluation of the project implementation report shall be to:

*Point amended:*

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56.1. evaluate the outcomes achieved by the project;

56.2. evaluate the impact of the project on the target groups;

56.3. identify the project's strengths and weaknesses;

56.4. evaluate the appropriateness of the choice of the project, the project implementer and the activities;

56.5. evaluate the rationality of the use of funds for the implementation of project activities and the achievement of the goal.

57. The evaluations of the project implementation report drawn up by the project administrator shall be submitted for consideration to the Commission which shall make a recommendation to the head of the institution to approve the project implementation report in full or in part or reject it. The recommendation of the Commission shall specify the reasons of the proposal to approve the project implementation report in part or reject it and, in case of the recommendation to approve the project implementation report in part is taken, the amount of the project expenditure proposed to be recognised as eligible. The Institutional Description of Procedure may foresee the right of the Commission to take the decision to approve the project implementation report in full or in part or reject it.

*Point amended:*

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58. If the decision to approve the project implementation report in part or reject it is taken, the reasons shall be specified in the decision. If the decision to reject the project implementation report is taken, the project implementer shall return to the project administrator the funds transferred by the project administrator for project implementation under the

procedure established by the head of the institution.

*Point amended:*

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59. Following the approval by the head of the institution or the Commission, where such a right is set forth for the Commission in the Institutional Description of Procedure, of the project implementation report in full or in part, the project administrator together with the project implementer shall, within 10 working days from the adoption of the decision, unless otherwise provided for in the project implementation agreement, sign the statement confirming the implementation of project activities. The statement shall also specify the funds repayable (if any) by the project implementer to the project administrator and the amount due (if any) by the project administrator to the project implementer, as well as the settlement deadlines according to the procedure established by the head of the institution.

*Point amended:*

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60. The project shall be considered completed when the obligations of the parties to the agreement have been fulfilled and the statement confirming the implementation of project activities has been signed.

#### **CHAPTER IV FINANCIAL REQUIREMENTS FOR PROJECT IMPLEMENTATION**

61. The acquisition of arms, military and other equipment, nuclear technology not intended for peaceful purposes, luxury goods, services or gifts and other activities contrary to the interests of Lithuanian foreign policy shall not be financed from the development cooperation assistance provided by the institutions.

*Point amended:*

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62. The project implementation agreement concluded in relation to the implementation of a project lasting more than one year may contain a reservation concerning project funding which in each calendar year of the validity of the project implementation agreement is made dependent on the funds allocated by the institution as development cooperation assistance. In addition, each calendar year the project administrator may conclude with the project implementer an addendum to the project implementation agreement already signed regarding funding to be made in a current calendar year.

*Point amended:*

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63. The project implementer must ensure the implementation of all the activities (i.e. works completed, services provided, etc.), and credibility and eligibility of the expenditure, i.e. the expenditure shall be actually incurred during the implementation of the project. The use of funds must be recorded in the project implementer's accounting documents.

64. Eligibility of expenditure shall be evaluated by the project administrator. The

incurred expenses shall be recognised as eligible by the head of the institution or the Commission, where such a right is set forth for the Commission in the Institutional Description of Procedure, by approving the report and the interim report (if any).

*Point amended:*

No 301, 03-04-2019, published in TAR on 08-04-2019, id. code 2019-05742

65. Expenditure recognised as eligible shall include only expenses which:

65.1. are provided for in the project application or the revised project application annexed to the project implementation agreement;

65.2. comply with the terms and conditions of the project implementation agreement and are intended for the achievement of project goals;

65.3. are incurred when implementing the project;

65.4. are in line with the principle of cost-effectiveness;

65.5. are supported by documents justifying the expenses incurred by the project implementer and payment confirmations or documents of equivalent probative value, which are easy to verify, and which provide detailed specification of the actual expenses incurred. If payment confirmation documents originate in a partner country, the explanatory notes in the document must be made in Lithuanian by a person in charge of the financial part of project implementation.

*Point amended:*

No 301, 03-04-2019, published in TAR on 08-04-2019, id. code 2019-05742

66. The following project expenses shall be considered eligible:

66.1. Direct project expenses:

66.1.1. expenses for planned activities, such as fees for speakers and experts and their social security contributions;

66.1.2. remuneration expenses related to the implementation of project activities, and remuneration-related expenses;

66.1.3. secondment (travel) expenses;

66.1.4. expenses for the purchase of services (such as event organisation, catering, transport, rent of equipment for events) in line with market prices;

66.1.5. expenses for the acquisition of equipment where that is an integral part of the project;

66.1.6. works performance (contractual) expenses where that is an integral part of the project;

66.1.7. expenses related to project publicity (articles, dissemination of information in social media, posters, brochures, etc.);

66.1.8. remuneration for employees of institutions involved in the implementation of projects focusing on the activities aimed at pursuing the mission and goals of the institution, if this does not contradict the provisions of legislation on their remuneration;

66.1.9. necessary project implementation expenses paid by the partner of the project implementer when implementing the project, if such expenses were foreseen in the project application;

66.1.10. value added tax (hereinafter 'VAT'), which cannot be claimed back by the project implementer;

66.1.11. other expenses directly related to the implementation of project activities.

66.2. Indirect project expenses are foreseen project implementation expenses, which are not allocated for the direct implementation of the project activities but are necessary and directly related to direct project expenses, such as expenses for the lease of office space, vehicle rental and maintenance, acquisition or lease of current tangible assets, communications, financial services (payment services) and external audit, project management expenses incurred by the project implementer (for example, expenses for the actual remuneration of the project manager, coordinator, financial officer of the project and other members of the project team and remuneration-related expenses, where such expenses have been estimated and paid for the actual time spent on project implementation, or expenses for the procurement of project management or accounting services), and other expenses which are not foreseen in the project estimate but are necessary for the successful project implementation or have added value to the project.

*Point amended:*

*No 301, 03-04-2019, published in TAR on 08-04-2019, id. code 2019-05742*

66<sup>1</sup>. The amount of the indirect project expenses specified in point 66.2 of the Description of Procedure shall not exceed 25 per cent of the amount of the actual direct project expenses recognised as eligible and referred to in point 66.1 of the Description of Procedure. The specific percentage of the indirect project expenses not exceeding the rate indicated herein may be set by the head of the institution.

*Point amended:*

*No 301, 03-04-2019, published in TAR on 08-04-2019, id. code 2019-05742*

67. Expenses recognised as ineligible shall not be covered. The following shall be considered ineligible project expenses:

67.1. interest paid by the project implementer, having benefited of the funds provided;

67.2. expenses for the acquisition of real estate, except when that is an integral part of the project implementation agreement;

67.3. expenses for the acquisition of non-current assets and other investments related expenses, including construction works, except when that is an integral part of the project;

67.4. in-kind contributions not provided for in the project implementation agreement instead of the foreseen funding;

67.5. expenses already being funded from other sources;

67.6. expenses which increase the cost of the project without adding proportionate value to the project;



67.7. VAT refundable to the project implementer;

67.8. all expenses incurred in breach of the Law of the Republic of Lithuania on the Budget Structure and the provisions of legislation on the utilisation of funds of other institutions.

*Point amended:*

*No 301, 03-04-2019, published in TAR on 08-04-2019, id. code 2019-05742*

68. If one or more of the activities of the project are not implemented or are implemented partially or inappropriately, or the intended outcomes are not achieved or they are inadequate, the amount of expenses or a part thereof assigned for the activities may be deemed to be ineligible expenses by the Commission decision.

69. Expenses for catering shall not be covered, if experts, persons conducting courses and training and other participants in the project are paid per diem allowances during their official mission.

70. Per diem and housing rental expenses shall be regarded as eligible project expenses when calculated in accordance with the Resolution No 526 of the Government of the Republic of Lithuania of 29 April 2004 on the Payment of Per diem and Other Mission Expenses or, when the project implementer is an entity of a partner country or an international organisation, in accordance with the procedure specified in the legislation of the respective partner country or international organisation on the payment of mission expenses, if that has been agreed upon in the project implementation agreement.

*Point amended:*

*No 301, 03-04-2019, published in TAR on 08-04-2019, id. code 2019-05742*

71. The interest earned on the disposal of the project funds in a bank account must be returned to the project administrator within the period referred to in the statement confirming the implementation of project activities, but not later than five working days before the end of the current year, and in cases where the Central Project Management Agency acts as a project administrator - not later than 10 working days before the end of the current year.

72. The project implementer may include in the financial part of the project implementation report only those expenses that were incurred and paid at the project implementation stage.

73. All project expenses must be supported also by payment documents, such as payment orders, account statements, cash register orders, receipts (slips) or other documents showing that the payment was made. In case a financial contribution of an applicant is foreseen in the application, it must be supported by documents.

*Point amended:*

*No 301, 03-04-2019, published in TAR on 08-04-2019, id. code 2019-05742*

74. Activities which cannot be supportable by accounting documents shall be supported by the accounting documents of the related economic (financial) transactions and economic events: invoices from contractors, service providers or suppliers, transfer and acceptance certificates, timesheets, travel or other documents.

75. The documents referred to in point 74 of the Description of Procedure and provided as documents supporting the payment of expenses must be signed by the project implementer or his authorised person.

76. At the request of the project administrator, the project implementer must submit the appropriate accounting documents supporting the reported expenses and revenues of the project activities.

77. If the project implementation agreement provides for an external audit, the auditor's findings and a copy of a contract with the audit company or a certified self-employed auditor shall be attached to the report.

*Point amended:*

*No 301, 03-04-2019, published in TAR on 08-04-2019, id. code 2019-05742*

78. The project implementer must repay the unused balance of the funds to the project administrator within the time limit specified in the statement confirming the implementation of activities.

*Point amended:*

*No 301, 03-04-2019, published in TAR on 08-04-2019, id. code 2019-05742*

## **CHAPTER V PROVISION OF DEVELOPMENT ASSISTANCE BY OTHER MEANS**

79. The institution shall provide multilateral development assistance by paying mandatory contributions and dues to the funds carrying out or coordinating development cooperation activities, as well as to international organisations and international financial institutions, including a certain share of contributions paid to the European Union budget.

80. The institution may also provide multilateral development assistance by paying voluntary contributions and dues to the funds carrying out or coordinating development cooperation activities, as well as to international organisations and international financial institutions. The decision on voluntary contributions and dues shall be taken by the head of the institution on a recommendation from the Commission.

81. The head of the institution or his authorised person shall sign agreements on the payment of voluntary contributions and dues, under which the funds allocated for development cooperation are transferred to the entities specified in point 80 of the Description of Procedure, including agreements on delegated cooperation, except when the conclusion of an agreement is governed by the procedure laid down in the Rules of Drawing up and Concluding Treaties of the Republic of Lithuania as approved by Resolution No 1179 of the Government of the Republic of Lithuania of 1 October 2001 on the Approval of the Rules of Drawing up and Concluding Treaties of the Republic of Lithuania.

*Point amended:*

*No 301, 03-04-2019, published in TAR on 08-04-2019, id. code 2019-05742*

82. The decision to provide bilateral and multilateral development assistance by other means set out in the Law, such as technical support, delegated cooperation, participation in projects funded by international donors (such as the European Union Twinning Programme),

support for the development of the trade system and the private sector of a partner country (including the granting of low interest loans and guarantees and participation in private sector economic entities of partner countries) and for the strengthening of the civil society, co-funding of projects and programmes as well as budget support, shall be taken by the head of the institution or his authorised person.

*Point amended:*

*No 301, 03-04-2019, published in TAR on 08-04-2019, id. code 2019-05742*

83. If the decision is taken to provide technical support to a partner country in cooperation with another institution, the institution taking the decision may conclude an agreement on the use of budget funds with another unsubordinated budgetary institution in accordance with the Procedure for the Drawing up and Implementation of the State Budget of the Republic of Lithuania and Municipal Budgets approved by the Resolution No 543 of the Government of the Republic of Lithuania of 14 May 2001 on the Approval of the Procedure for the Drawing up and Implementation of the State Budget of the Republic of Lithuania and Municipal Budgets.

84. The procedure set forth in this Chapter shall not apply where technical support is provided or co-financing is carried out under the procedure set out in Chapters III and IV of the Description of Procedure.

85. When the institution takes the decision to submit an application for participation in the implementation of a project of international donors independently or together with a natural or legal person possessing appropriate competence, it shall draft such application in cooperation with the Central Project Management Agency, except when the institution is capable of preparing the application on its own and, in case its proposal is selected, it has the capacity to ensure the administrative and financial management of the project in a more efficient way through the rational use of allocated funds.

86. The capacity to submit applications for participation in the implementation of projects of international donors in a more efficient way, through the rational use of allocated funds and to ensure the administrative and financial management of the project shall be evaluated by the institution in accordance with the following criteria:

86.1. Within the last three years, the institution has successfully drawn up at least one application for participation in the implementation of a project of international donors for the value not lower than 70 per cent of the project to be managed, and has successfully performed the administrative and financial management of this project. The project must be completed, and the administrative and financial management of the project must rely only on the capacities of the institution.

86.2. The institution has the sufficient number of qualified employees capable of ensuring the successful drawing up of the application and the financial and administrative management of the project. The number of employees and their competences shall be determined with account taken of the complexity, length and scope of the project. The institution wishing to draw up the application and ensure the financial and administrative management of the project independently must have at least one employee who during the last

three years has successfully drawn up or participated in drawing up at least one successfully prepared application for the participation in the implementation of a project of international donors and has performed the administrative and financial management of at least one project funded by international donors for the value not lower than 70 per cent of the project to be managed. The project managed by the employee should have been implemented with success.

87. Having regard to the results of evaluation, the institution shall take the decision to draw up a project application on its own if it meets the criteria of point 86 of the Description of Procedure, or draw up a project application together with the Central Project Management Agency. If the project application drawn up together with the Central Project Management Agency wins the tendering procedure of international donors, the administrative and financial management of the project shall be performed by the Central Project Management Agency.

88. Information on the evaluation results and the decision taken on the drawing up of the project application shall be provided by the institution to the Ministry of Foreign Affairs within five working days from the evaluation.

89. Payment for the administrative and financial management of projects of international donors shall be made to the Central Project Management Agency in accordance with the rules for the setting of rates as approved by the Ministry of Foreign Affairs and agreed on with the Ministry of Finance of the Republic of Lithuania.

90. The agreement of programme donors for the programmes referred to in the Law and intended for achieving particular development cooperation objectives or, where no such agreement exists, the description of the programme approved by the Government of the Republic of Lithuania shall specify which institution is to open an account for the programme funds, conclude agreements required for implementing the programme, supervise their implementation and control the utilisation of funds.

## **CHAPTER VI PROVISION OF HUMANITARIAN AID**

91. Humanitarian aid shall be provided where an appeal or request for humanitarian aid has been received from a country faced with a natural or manmade disaster (hereinafter 'disaster'), or an appeal or request to provide humanitarian aid has been announced by the United Nations or the United Nations specialised agencies, an organisation that is part of the International Red Cross and Red Crescent Movement, other international organisations or European Union institutions.

92. In providing humanitarian aid, institutions shall be guided by the Geneva Conventions of 1949 on the protection of war victims, their additional protocols of 1977 and 2005 and other international laws, Resolution No 46/182 (1991) of the United Nations General Assembly on the strengthening of the coordination of humanitarian emergency assistance of the United Nations, and the European Consensus on Humanitarian Aid (2008/C 25/01) adopted in 2008 by the Joint Statement by the Council and the Representatives of the Governments of the Member States meeting within the Council, the European Parliament and the European

Commission.

93. When taking decisions on the provision of humanitarian aid, institutions shall be guided by the needs assessment report of international organisations or countries faced with a disaster, if drawn up, and shall take account of the recommendations and financial possibilities of the Ministry of Foreign Affairs and the scale of the disaster determined on the basis of the number of victims, injured persons, refugees and/or other people requiring assistance.

94. Institutions may provide immediate and long-term humanitarian aid by the following means:

94.1. by sending experts to countries faced with a disaster and/or allocating financing for the organisation of humanitarian aid missions;

94.2. by paying the costs of services and travel of rescuers, medical personnel and experts to/from countries faced with a disaster;

94.3. by paying the costs related to the shipment of means of transport and their crews to countries faced with a disaster for the transportation of humanitarian aid or the transfer of the population affected by a humanitarian crisis from the area affected by the crisis to another location or country;

94.4. by paying the costs of treatment and health care services;

94.5. by transferring gratuitously assets owned by the state or municipality and managed by institutions on a trust basis and intended for the provision of humanitarian aid to the ownership of international organisations, state or municipal institutions of other countries or public legal persons of other countries;

94.6. by paying cash contributions to international organisations, their agencies or European Union institutions following the decision to participate in international community initiatives and to assign funds for the prevention of humanitarian crisis, unforeseen cases of humanitarian aid provision and other joint initiatives;

94.7. by transferring funds to the accounts of countries faced with a disaster and their competent authorities, the United Nations and United Nations specialised agencies, organisations that are part of the International Red Cross and Red Crescent Movement, other international organisations or European Union institutions where an appeal or request has been received from a country faced with a disaster or such an appeal or request for the provision of humanitarian aid to a country faced with a disaster has been announced by the United Nations or the United Nations specialised agencies, an organisation that is part of the International Red Cross and Red Crescent Movement, other international organisations or European Union institutions;

94.8. municipalities may also transfer funds earmarked for humanitarian aid to the accounts of local or regional government institutions or their associations of countries faced with a disaster.

95. The institution, on receiving directly or analysing independently a publicly announced request of a country faced with a disaster from the United Nations or a United Nations specialised agency, an organisation that is part of the International Red Cross and Red Crescent Movement, another international organisation or a European Union institution for the

provision of humanitarian aid to a country faced with a disaster, shall, within its competence, assess the justification of humanitarian aid needs.

96. If the assessment finds that the request for the provision of humanitarian aid to a country faced with a disaster is justified, the institution shall inform the Ministry of Foreign Affairs thereof in writing or by email and specify the needs of the country faced with a disaster, the type of humanitarian aid (immediate or long-term) and the possibilities of the institution to provide the requested humanitarian aid. On evaluating the information received, the Ministry of Foreign Affairs shall, within five working days from receipt of the request, make a recommendation to the institution as to the expediency of providing humanitarian aid.

97. Having regard to the criteria for the provision of humanitarian aid specified in point 93 of the Description of Procedure and the recommendation from the Ministry of Foreign Affairs, the Commission of the institution shall consider the request for the provision of humanitarian aid to the country faced with a disaster and make a recommendation to the head of the institution or his authorised person on the decision to provide humanitarian aid. The recommendation from the Commission shall specify the country faced with a disaster, the purpose of granting humanitarian aid, the possible means of providing humanitarian aid and the size of such aid, the institution, body, local or regional state institution or their association, the international organisation or agency of the affected country to which humanitarian aid is granted, and other related information.

97<sup>1</sup>. If the decision is taken to provide humanitarian aid together with another institution, in providing humanitarian aid institutions may conclude an agreement on the use of budget funds with another unsubordinated budgetary institution in accordance with the Procedure for the Drawing up and Implementation of the State Budget of the Republic of Lithuania and Municipal Budgets laid down by Resolution No 543 of the Government of the Republic of Lithuania of 14 May 2001 on the Approval of the Procedure for the Drawing up and Implementation of the State Budget of the Republic of Lithuania and Municipal Budgets.

*Point inserted:*

*No 301, 03-04-2019, published in TAR on 08-04-2019, id. code 2019-05742*

98. After taking the decision to provide humanitarian aid in a way or ways stipulated in paragraph 94 of the Description of Procedure, the institution shall, no later than within three working days from the adoption of the decision, inform the Ministry of Foreign Affairs in writing or by email about the decision taken and specify the type, way and size of humanitarian aid provided, as well as other information related to the humanitarian aid provided.

99. In providing humanitarian aid, the institution shall procure goods and services in accordance with the Law of the Republic of Lithuania on Public Procurement.

**CHAPTER VII**  
**TRANSFER OF STATE-OWNED PROPERTY MANAGED BY INSTITUTIONS ON**  
**A TRUST BASIS FOR THE PURPOSE OF DEVELOPMENT COOPERATION**  
**ACTIVITIES AND PROVISION OF HUMANITARIAN AID**

100. State-owned property intended for the purpose of development cooperation activities and managed by institutions on a trust basis may be transferred free of charge to the ownership of international organisations and state or municipal institutions or public legal persons of other countries, if it is an integral part of the project or if the gratuitous transfer of the ownership of the property in line with the Law and the Development Cooperation Policy Guidelines is effected on the basis of a reasoned request of an international organisation, a state or municipal institution or public legal person of a partner country, and the transfer of such property is necessary to ensure assistance to a specific partner country provided for in the Development Cooperation Policy Guidelines.

101. State-owned property intended for the purpose of humanitarian aid and managed by institutions on a trust basis may be transferred free of charge to the ownership of international organisations, state or municipal institutions or public legal persons of other countries, if this property is transferred free of charge on the basis of an appeal or request of a country faced with a disaster, the United Nations or a United Nations specialised agency, an organisation that is part of the International Red Cross and Red Crescent Movement, another international organisation or a European Union institution, and the transfer of such property is necessary to ensure the provision of humanitarian aid.

102. Property transfer-related issues shall be considered and recommendations to the property manager shall be provided by the Commission of the institution. The Commission may also consider and make recommendations to the property manager regarding specific property that may be intended for the use in development cooperation activities or the provision of humanitarian aid.

103. If the Commission decides to recommend to the property manager to transfer state-owned immovable or non-current tangible movable property with a residual book value of more than EUR 30 000, including amortisation and depreciation, the institution shall initiate the drafting of a relevant resolution of the Government of the Republic of Lithuania and submission thereof to the Government of the Republic of Lithuania, following the procedure prescribed by the Rules of Procedure of the Government of the Republic of Lithuania, approved by Resolution No 728 of the Government of the Republic of Lithuania of 11 August 1994 on the Approval of the Rules of Procedure of the Government of the Republic of Lithuania.

104. The draft resolution of the Government of the Republic of Lithuania or draft decision of the property manager on the transfer of property for the purpose of development cooperation assistance or provision of humanitarian aid shall be agreed with:

104.1. the founder of the institution transferring the property (except in case of institutions where the founder is the Seimas of the Republic of Lithuania or the Government of the Republic of Lithuania) or the institution authorised to perform the functions of the founder;

104.2. the Ministry of Education and Science of the Republic of Lithuania if property managed by state science and educational institutions on a trust basis is being transferred.

105. The proposed draft resolution of the Government of the Republic of Lithuania or draft decision of the state property manager on the transfer of property for the purpose of development cooperation activities or the provision of humanitarian aid shall be accompanied by:

105.1. a reasoned request of an international organisation, a state or municipal institution or public legal person of a partner country to transfer state-owned immovable or non-current tangible movable property or current assets, or an appeal for the provision of humanitarian aid;

105.2. the decision of the Commission of the institution to recommend the transfer of property recorded in the minutes;

105.3. for movable non-current property and short-term tangible property subject to transfer, the list of the property to be transferred approved by the head of the institution managing the property on a trust basis; the list must be executed as an annex to the resolution of the Government of the Republic of Lithuania or the decision of the property manager, and must specify:

105.3.1. the acquisition value (if any) of the unit of property;

105.3.2. the residual value of the unit of movable non-current tangible property;

105.3.3. the total value of property subject to transfer (residual value of movable non-current tangible property and acquisition value of movable current tangible property);

105.4. other data identifying movable non-current and current tangible property;

105.5. information extracts from the central database of the Real Estate Register when immovable property is transferred and copies of the files of the Real Estate Cadastre when an immovable item is transferred;

105.6. the statements of agreement indicated in points 104.1 and 104.2 of the Description of Procedure.

106. The property manager or his authorised person and the recipient of the transferred property or his authorised person shall, within 15 working days from the entry into force of the resolution of the Government of the Republic of Lithuania or signature of the decision by the property manager, sign a transfer and acceptance certificate for the transfer of state-owned movable and immovable property intended for development cooperation activities or the provision of humanitarian aid.

107. When supervising the implementation of the procedure for the transfer of state-owned property intended for the development cooperation activities and the provision of humanitarian aid, the Ministry of Foreign Affairs shall collect and store information about the property transferred by institutions (the institution transferring the property, the entity receiving the property, the property value and date of transfer).



**CHAPTER VIII**  
**PUBLIC INFORMATION ON DEVELOPMENT COOPERATION ACTIVITIES AND**  
**PROVISION OF HUMANITARIAN AID**

108. Institutions shall publish information on development cooperation activities and the provision of humanitarian aid on their websites, as well as use other media outlets.

109. Institutions providing bilateral development assistance in accordance with Chapters III and IV of the Description of Procedure shall publish information on a project being implemented only after the signature of the project implementation agreement.

*Point amended:*

*No 301, 03-04-2019, published in TAR on 08-04-2019, id. code 2019-05742*

110. When bilateral development assistance in accordance with Chapters III and IV of the Description of Procedure is provided, project implementation agreement must indicate that the project implementer or the institution providing development cooperation assistance shall, after the signature of the agreement, publish information on projects being implemented or assistance provided on its websites and also, where possible, shall publish such information in other media outlets and in a partner country as well as ensure visibility of the institution in the project by other means.

*Point amended:*

*No 301, 03-04-2019, published in TAR on 08-04-2019, id. code 2019-05742*

111. The Commission may decide not to publish information on applications concerning democracy promotion projects, concepts, activities, project implementers and funds, the publication of which could have a negative impact on their implementation or project implementers and also cause undesirable effects after their implementation.

112. Institutions carrying out development cooperation activities and/or providing humanitarian aid shall, by 31 January of each year, provide the Ministry of Foreign Affairs with information on development cooperation assistance and/or humanitarian aid provided in the previous calendar year, including information on the property transferred.

113. The Ministry of Foreign Affairs shall summarise the information received from institutions and publish it on its website by 1 March of each year.

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*Amendments to the Annex:*

**TAR note.** *The provisions of the new version of the Description of Procedure for the Implementation of Development Cooperation Activities and Provision of Humanitarian Aid by State and Municipal Institutions and Agencies approved by this Resolution shall apply to development cooperation projects started and not completed by the entry into force of this Resolution to the extent they do not contradict the provisions of the implementation agreements.*

*No 129, 22-02-2017, published in TAR on 01-03-2017, id. code 2017-03408*

**Amendments:**

1.

Government of the Republic of Lithuania, Resolution

No 58, 28-01-2015, published in TAR on 01-02-2015, id. code 2015-01374

Amending Resolution No 278 of the Government of the Republic of Lithuania of 26 March 2014 on the Approval of the Description of Procedure for the Implementation of Development Cooperation Activities and Provision of Humanitarian Aid by State and Municipal Institutions and Agencies

2.

Government of the Republic of Lithuania, Resolution

No 129, 22-02-2017, published in TAR on 01-03-2017, id. code 2017-03408

Amending Resolution No 278 of the Government of the Republic of Lithuania of 26 March 2014 on the Approval of the Description of Procedure for the Implementation of Development Cooperation Activities and Provision of Humanitarian Aid by State and Municipal Institutions and Agencies

3.

Government of the Republic of Lithuania, Resolution

No 301, 03-04-2019, published in TAR on 08-04-2019, id. code 2019-05742

Amending Resolution No 278 of the Government of the Republic of Lithuania of 26 March 2014 on the Approval of the Description of Procedure for the Implementation of Development Cooperation Activities and Provision of Humanitarian Aid by State and Municipal Institutions and Agencies