

Standard Summary Project Fiche for the Transition Facility

1. Basic Information

1.1 CRIS Number: **2005/017-494-04-01**

Twinning Contract LT/2005/IB/EC/01

1.2 Title: **Full integration of the Lithuanian National Standards Body into the European standards system**

1.3 Sector: Internal Market

1.4 Location: Lithuanian Standards Board,
Kosciuškos 30, 2600 Vilnius, Lithuania

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2. Objectives

2.1 Overall Objective:

The overall objective of this **0.95 MEUR** institutional building project, of which **0.076 MEUR** is national co-financing, is to strengthen the administrative and technical capacities of the Lithuanian National Standards Body (LST) and national technical committees for its full integration into the European standards system.

2.2 Project purpose:

The purpose of this project is:

- to increase active contribution of LST and national technical committees (TC's) to European standardization, efficiency in the standards development process in LST and access to standards by stakeholders;
- to improve involvement in standardization of stakeholders: national public institutions, SMEs and consumers in the standardization work;
- to develop and further improve the standardization management and information system (SMIS) of LST and national technical committees for information society and stakeholders needs.

In achieving these purposes the relevant European documents (Council Resolutions, Communications and Conclusions OJ C141 of 2000-05-19, OJ C66 of 2002-03-15, COM(2001) 264 final, COM(2002) 714 final, COM(2003) 238 final, COM(2003) 302 final, COM(2004) 130 final, COM(2004) 674 final, CEN/CENELEC Internal Regulations, etc.) will serve as guidelines, where clear indications are given what should be further improved in standardization field concerning strengthening of National Standards Bodies, it's technical committees and wider participation of stakeholders.

2.3 Justification:

The Comprehensive Monitoring Report on Lithuania's preparations for membership states that "efficient administrative capacity to apply horizontal and

procedural measures in areas such as standardization, certification and market surveillance is essential...Lithuania is expected to be in a position to adopt and implement the remaining *acquis* from accession”.

There is little mentioned in the National Development Plan about the LST and its services: however standardization procedures and all European standards adopted as national standards are essential to Lithuanian business development and free movement of goods.

The legal basis of the LST is: Law on Standardisation (Official Gazette Valstybės žinios, 2000, No. 35-972, Governmental Resolution No 472 of 26 April, 2004 on Information Exchange in the Field of Standards, Technical Regulations, Rules on Information Society Services and Conformity Assessment Procedures – 98/34/EC, 98/48/EC, WTO TBT (Official Gazette Valstybės žinios, 2004, No 2263), LST Order No 06 of 19 January, 2001 on the adoption of Code of Good Practice for the preparation, adoption and application of standards (Official Gazette Valstybės žinios, 2000, No 35-972).

A wide variety of political developments have taken place which have a bearing on European and national standardization:

The **Lisbon European Council** of 23 and 24 March 2000 set the European Union a new strategic objective for the coming decade of becoming the most competitive and dynamic knowledge-based economy in the world, capable of sustained economic growth with more and better jobs and greater social cohesion. The **new Internal Market strategy** (2003-2006) focuses on, amongst other things, removing the remaining obstacles to trade in goods and services, and thus responding to the challenges of enlargement, and to the need for Europe to be the world's most competitive economy by 2010.

In its Communication on “**Industrial Policy in an Enlarged Europe**”, the Commission is re-visiting EU industrial policy with a view to adjusting and improving it where necessary to meet EU enlargement, globalization, environmental and social challenges.

In its Communication on **Integrated Product Policy**, the Commission pointed out that standards have a high potential to support sustainable development, comprising economic, social and environmental aspects. All stakeholders in standardization are now encouraged to give greater consideration to the third pillar, the environment (Communication on the “**Integration of Environmental Aspects into Standardization**”) and to provide additional support of European and national standardization increasing competitiveness of enterprises (Communication on the “**Role of European standardization in the framework of European policies and legislation**”).

3. Description

3.1 Background and justification:

Standardization can and should play an important role to support these new political initiatives mentioned above. Therefore, the Commission proposes a review of European standardization policy allowing both to identify the challenges European standardization and their members are facing and to propose actions for

improvement. This review will also serve as a basis to raise awareness with all stakeholders of the European Union's standardization policy. It will also act as a starting point for a discussion as to how the Union's policies can bring standardization closer to market needs, in doing so improving the stakeholders participation in the standardization process. Member States are invited to take further steps ensuring the proper participation of all societal stakeholders in their national standards bodies.

The current European legal framework dealing with standardization (Directive 98/34) no longer fully reflects the latest developments and current needs in view of the importance that European standardization has in supporting European legislation and policies. This framework needs to be overhauled. Accordingly, in the context of the general revision of Directive 98/34, the Commission will either submit a proposal for the modification of the part of this Directive that deals with standards or submit a proposal for a separate legal act dealing exclusively with standardization.

Strong institution in the field of standardisation fully integrated into the European standards system is an important precondition for Lithuania to participate in the European internal market and plays an important role in business development.

The gap analysis of the standardisation situation was the basis for identifying the needs and prioritising them. Some of the gaps identified have been already filled in during activities of the PHARE project LI 02.01, e.g. LST became a full member of CEN (European Committee for Standardisation) in 2004 and CENELEC (European Committee for Electrotechnical Standardisation) in 2003, IT&T infrastructure has been reinforced, standard Livelink software implemented, work version of the Standardization Management and Information System (SMIS) has been implemented, Rules of Procedure and Basic standards LST-0 series have been improved, training manual has been elaborated, manager for training has been appointed, etc.

However, there is still a lot to be done having in mind the LST objective of the highest priority approved by Standardization Council: to achieve full integration into the "European standardization culture" according to the same criteria as the current members from the EU member states in order to ensure the proper functioning of the system. Extension of the use of standards in support of legislation and policies, implementation of New Deliverables and CEN/CENELEC, ISO/IEC environmental guides and checklists should be achieved. More active participation and increased contribution to European standardization should lead to the increased LST market relevance needs, improved curriculum and training modules related to SMEs, consumers, environmental aspects and environmental thinking, conforming to the best practice from old Member States, and optimization of the use of LST resources. Involvement of stakeholders and public relations function should be improved taking into account Commission challenges for standardization. SMEs should receive information and motivation for participation in standardization what is an easy way of competence development and implementation of standards in SMEs environment. Further SMIS software development for information society and stakeholders needs including standards webshop application and increased access

to standards via Internet, environmental helpdesk and standardization helpdesk for SMEs should be realized and operational as the activity of European standardisation becomes increasingly computerised. The additional software modules to improve interface between CENELEC Lotus Notes based system and currently existing LST standard Livelink system and to increase efficiency of existing Livelink based e-committees software should be purchased. Taking into account recommendations from project LI 02.01 experts additional hardware for achievement of 100% redundancy of LST IT infrastructure, implementation of standards webshop cluster for electronic distribution of standards and access to standards in relation to Directives (PPE, OHS, etc.) and expansion of SAN capabilities should be purchased.

These developments including acquis (COM(2004) 130 final, COM(2004) 674 final – standardization in support of societal needs, increased efficiency and effective participation of all interested parties, improved search and access to standards, etc.) related equipment will support EU Commission Recommendations to increase role of standardization in society life. Rapid progress in computerization of standardization process represents a great opportunity and a challenge for Lithuania and its economic operators: to catch up with the industrialised countries of EU through the challenge of rapidly developing necessary standardisation infrastructure and exploiting their potential. This project will contribute in achieving results in the identified areas.

All the activities mentioned indicate involvement and benefit for economic operators from the activities to be performed. In fact, various economic operators – interested parties in standardisation and other stakeholders will contribute to the Steering Committee to find the best available approach. Activities are intended not only to respect the needs of LST and LST TC's, but also to contribute to building awareness, which, in turn, would highly contribute to the better co-ordination and collaboration between interested parties.

Project purpose and activities have been discussed and approved by the Standardization Board. The members of the Standardization Board among other interested parties are representatives of the Lithuanian Industry Confederation, Association of the Chamber's of Commerce, Consumers Association representing Civil society and NGO's.

3.2 Linked activities:

LST has received technical assistance through PHARE National programmes and bilateral donors. All programmes provided step by step technical assistance to be prepared for joining EU single market and European standardization Organizations (ESO) CEN, CENELEC and European Telecommunications Standards Institute (ETSI):

- promotion of voluntary standardization;
- implementation of 98/34/EC and WTO TBT;
- creation of translation structure;
- strengthening of certification and accreditation services;
- strengthening of capacities to become a full member of CEN/CENELEC.

Technical assistance has included:

⇒ As the result of **PHARE** contract – 180.000 EUR (98-5420.00) Lithuanian quality system certification body LST-Sert started to operate as a separate division of LST in November 1999. Staff and four external auditors have been trained on the practical and operational aspects of running a certification body. Bilateral agreement with DGQ trained 12 external auditors.

⇒ The **Danish FEU** project “Assistance to LST” – 100.000 EUR provided 2 seminars for representatives of ministries and consumers on voluntary standardisation, 1 seminar for LST management group on DS (Dansk Standards) financing, training of 2 LST TC’s (Welding, Wood) on standards making procedure. With the assistance of DS gap analysis and LST Business Plan has been prepared. Provided consultations on database specifications and assistance in drafting Statutes for LST.

⇒ The **PHARE** Twinning project (LI 98/IB OT/03) – 300.000 EUR on standardisation and accreditation with the duration of one year has been performed in 2000. Strategy with respect to LST future development towards non-profit association has been developed and 5 seminars for possible stakeholders in five towns provided. Advice on POD system and implementation of QMS has been provided.

⇒ The **PHARE** project (LI 97.01.01.04.01) – 1.071.731 EUR supported the strengthening of LST Information Centre (equipment, training) to fulfil obligations of 98/34/EC and WTO TBT (Technical Barriers to Trade) and the creation of a translation structure (procedures for translation structure, proper operation and utilisation of terminology database has been performed during 2000.

PHARE (LI 98/IB OT/03) Twinning and PHARE (LI 97.01.01.04.01) projects strongly recommended further assistance to prepare for full membership in CEN/CENELEC. In particular the following priorities were highlighted: introduction of data base (top priority), electronic voting system, electronic format system, effective and productive POD system, sales and marketing system, extensive training of the technical officers and TC secretaries, support of participation in CEN/CENELEC TC meetings.

⇒ The **PHARE** project LI 0003.01 "Twinning and Training Package to strengthen the administrative and Technical Capacity to promote the Free Movement of Goods" (twinning between the Ministry of Economy and AENOR) provided only assistance for translation of 2000 pages – 70.000 EUR of European Standards (harmonised standards and test methods) and assisted with the certification on ISO 14000, while activities to increase the overall administrative capacity of LST has been not foreseen.

⇒ The **PHARE** Project LI 02.01 “e-LST: Strengthening the administrative and technical capacities as a mean to become a full member of CEN/CENELEC”, - 1.485.000 EUR which will end in February, 2005, strengthened the administrative and technical capacities of LST becoming a full member of CEN and CENELEC: capability to adopt European standards reinforcing IT&T infrastructure and awareness of LST activities among the economic operators has been increased, process of legal approximation in the field of standardisation for existing situation (first half 2004) has been completed. Director of LST Mr B. Šičkus, who will be responsible for this 2005 project, being a member of the Steering Committee of the LI 02.01 twinning project will ensure that there will be no duplications between these two projects on activity level.

3.3 Results:

- LST Strategy paper 2006-2010 developed and published as official document;
- Collaboration between units improved, resources optimized to provide increased efficient services;
- Extended use of standards in legislation promoted to the ministries;
- Legal status of New Deliverables (TS, CWA, etc.) defined in LST-0 series;
- Environmental guides and checklists for stakeholders implemented and published by LST;
- Participation of LST technical officers and experts in CEN/CENELEC, etc. TC meetings supported;
- Curriculum and training modules on environmental aspects, participation of SMEs, etc. improved;
- Standards writers trained on integration of environmental aspects;
- Stakeholders trained on how to provide national opinion;
- Awareness and environmental thinking of stakeholders increased;
- Senior managers – decision makers trained with respect to the advantages of standardization;
- Expanded Public Relations function in operation;
- SMIS version improved;
- Specified equipment delivered and implemented;

3.4 Activities:

Twining part:

- **Development of the LST Strategy paper for 2006-2010** – Strategy will take into account recent political development in EU such as environmental aspects, role of European standardization, will provide situation analysis, gap analysis and strategic issues to be in line with EU policies;
- **Improvement of LST institutional framework and financial viability, optimization of LST resources to provide efficient and coherent services** – Institutional framework should be improved to respond actively to the recent development in CEN/CENELEC and should explore new options to ensure the viable financing of LST. Financial and organizational resources should be optimized to increase efficiency of standards development and access to standards;
- **Extension of the use of standards in support of national legislation and policies** – Training for civil servants of the ministries will be provided to extent use of standards in national legislation;
- **Appointment of legal status of New Deliverables produced at national and European levels** – New Deliverables – TS, CWA, TR – these new document types should be implemented in LST documents to provide a tool for industry to faster adoption of technical documents needed for them;
- **Implementation of CEN/CENELEC and ISO/IEC environmental guides and checklists** – 2 guides and 1 checklist to be published as LST deliverables;
- **Practical follow-up participation in CEN/CENELEC, ETSI, ISO/IEC meetings** – Continuous activity (LI 02.01) to advise active participation in CEN/CENELEC, ETSI, ISO/IEC TC meetings, introduction to new TCs, partial financial support of participating technical experts;
- **Improvement and revision of existing curriculum and training modules** – curriculum and training modules concerning environmental aspects, role of European standardization, participation of SMEs and consumers will be implemented;

- **Training on facilitation the integration of environmental aspects** – standards writers will be trained to integrate environmental aspects;
- **Enhancing the further proper participation of all societal stakeholders in LST work** – Training of stakeholders will provide understanding of active participation in European TCs work and experience to provide national opinion during such meetings;
- **Raising awareness and environmental thinking of stakeholders** – training will increase awareness of stakeholders on environmental thinking and provide possible examples of „bad“ writing of standards;
- **Increasing the knowledge of senior managers of SMEs with respect to the advantages of standardization** – First of all senior managers – decision makers of SMEs should understand possibility to increase efficiency of the SME on 10-15 % using standards in time;
- **Provision of appropriate tools and resources for PR** - to allow the Public Relation function to operate in expanded manner, effectively and improve visibility of ESOs and LST;

Technical assistance part:

- **Implementation of further SMIS improvements and developments for information society and stakeholders needs** – development of new interfaces and functions, improvement of an access to standards via Internet and search in relation with Directives (PPE, OHS, etc.), standards webshop application, environmental helpdesk and standardization helpdesk for SMEs, etc.;

Supply:

- **Acquisition and implementation of equipment** – increasing 100 % redundancy of LST IT system and improved capabilities of standards webshop application and e-committees.

The implementation of the project activities will consist of three parts:

- **Twinning and Training Package** (activities from 1 to 12) seeks to strengthen the administrative and technical capacities and additional tools through the provision of adequate training, consultations, advice from experts, drafting procedures, specifications and terms of reference;
- **Technical Assistance** (activity 13) concentrates on further SMIS software development for new interfaces and functions and implementation including webshop application, environmental helpdesk and standardization helpdesk for SMEs and increase search and access to standards;
- **Supply** component (activity 14) for the acquisition of equipment related and recommended by project LI 02.01 experts new equipment for achievement of 100% redundancy of LST IT infrastructure and increasing capabilities of e-committees and standards webshop cluster for electronic distribution of standards and access to standards in relation to Directives (PPE, OHS, etc.).

Twinning and Training Package will be provided through twinning with a 1 year Resident Twinning Advisor (RTA), providing general management and support in the area of standardization, plus responsibility for overall management of the project. The RTA will be located at the LST and should provide broad strategic support across the whole field of the free movement of goods, internal market, enforcement, training, awareness, etc, in relation with standardization;

Profile of RTA

The RTA (12 calendar months) should have management experience and excellent inter-personal skills, be an expert in standards legislation and also have practical experience gained through the work in MS National Standards Body (NSB). The RTA will coordinate study visits to complement all activities, co-ordinate the activities on-situ and the inputs of the STE's, who will support the RTA with specific knowledge on the various areas. S/he will also be requested to deliver a significant input of training activities, particularly with regard to planning and management functions. The RTA will work closely with the management and staff of the LST.

The Twinning and Training Package will include 9-11 relevant Short and Medium Term Experts (STE's) for approximately 19 person months. An indicative schedule of inputs is shown in the table below:

Activity	RTA	STE's	Total months
Overall Management	5		5
Institutional support	4	6	10
General training	1	8	9
Other tools	1	1	2
IT&T		1	1
Awareness	1	3	4
Total	12	19	31

The exact schedule of inputs, their exact duration will be determined during preparation of the twinning covenant.

Profile of STE's

The STE's should have experience at a senior or middle management level in the NSB's or governmental institutions of a MS and have more than 5 years experience in the areas relevant to this Twinning. All the STE's should be fluent in English and should be capable of providing training and advice covering workshops, classroom training, on-the-job training as well as personal advice at a high level in the institutions involved.

Twinning will be provided to help plan and co-ordinate the legal and procedural aspects of the full integration process on the same condition as old MS NSBs, developing, reviewing and realizing training programs, carrying out consultations and advice from experts. Twinning should also be provided for a definition of specific training needs and the overall improvement of co-ordination of the delivery of training. Co-operation with economic operators needs to be improved through increased awareness and participation in standardization mirroring best practice in MS.

The RTA and STE's will also assist in the preparation of suitable training programs and advise on specifications for Technical Assistance and Procurement.

Technical Assistance (TA) – Twinning would not lead to desired results without TA, which will provide further development and implementation of SMIS for information society and LST needs and possibility to apply in practice all know-how of MS gained during Twinning. TA will be a 9 months contract providing additional software possibilities for LST and LST TC's needs such as improved and expanded Contract, Projects, Archive, Values functions (modules) and interfaces, supplement the user interface of SMIS internal users system with Web user interface, environmental helpdesk and standardization helpdesk and increased search in relation with Directives (PPE, OHS, etc.) and access to standards for SMEs. TA should take into account recent developments in CEN/CENELEC and ISO/IEC community to manage standardization processes and possibility to respond more efficiently to the high volume of data and document communication within the CEN/CENELEC system.

Supply component is based upon the review and needs analysis of the present situation of LST IT infrastructure. Additional hardware for achievement of 100% redundancy of LST IT infrastructure, implementation of standards webshop cluster for electronic distribution of standards should be implemented. Additional software modules should be purchased to increase capabilities of e-committees functionality. An indicative list recommended by LI 02.01 experts and price indication of LST software/hardware needs is provided as starting point in Annex 4. These procurement needs will support achievement of the overall objective of this project and is related to the acquis (COM(2004) 130 final, COM(2004) 674 final – standardization in support of societal needs, increased efficiency and effective participation of all interested parties, improved search and access to standards, etc.). Supplier should provide a training program and warranty. Additional items may be acquired where a particular need exists.

3.5 Lessons learned:

The conclusions and recommendations of the previous Evaluations and Reports (see 2.3, 3.2) have been considered and lessons learned (increasing capacities of the implemented hardware/software to adopt EN's, promotion a stronger involvement of interested parties in the standards preparation process, state-of-the-art of the management and information systems, advise of experts work, preparation of tender documents and announcement of tenders in time and appropriate shape, etc.) have been incorporated into this project design. It is important for all national standards bodies from new member states including LST to be integrated in the European standards system according to the same criteria as the current members from the EU member states in order to ensure the proper functioning of the system. The Commission is fully aware of the challenges the enlarged ESOs will be faced with and is supporting, both politically and financially, their efforts towards enlargement. In return, the standards organizations from the new members should consider themselves full members of the European system and contribute fully to this system Early consideration of all the potential problems, including those that arise for reasons beyond the control of the ESOs, should become automatic practice when deciding to start standardization work in a particular area This will assist with planning and

help manage expectations. It is a task of ESOs, their members and stakeholders to continuously improve the standardization process and to ensure effective project management. The awareness of the strategic advantages of standards at the board level of enterprises must be improved. Standardization should be put on the top of the business agenda.

4. Institutional Framework

The project will be implemented under the auspices of LST. The beneficiary of the project will be Lithuanian Standards Board (LST) under the Ministry of Environment. The scope of the project is to strengthen the administrative and technical capacities of the LST as the National Standards Body of Lithuania for its full integration into the European standards system.

The main functions of LST are:

- drafting of the Lithuanian standards;
- participation in the activities of international and European standards organizations representing the interest of the national economy;
- provision of information about the technical regulations, standards and conformity assessment procedures, also information on the issues of standardization to the public as well as state and municipal institutions;
- co-ordination of the standardization work in all spheres of activities, upgrading and developing national standardization;
- establishment of the technical committees and provision of conditions for all interested parties to participate in their work;
- creation of the terms used in the Lithuanian standards, carrying out expert examination of the terms and their management;
- organization and conducting courses of in-service training on the issues of standardization and related areas for the specialists and other services.

The senior management of the LST consists of the Director, Deputy Director, who is responsible for co-ordination of standardisation activities plus the Heads of various divisions, Quality Manager, International Relations Officer, Public Relations Officer, Personnel and Legal Officer. Main divisions: Standardisation-1, Standardisation-2, Planning and Proof-reading, Publishing and Sales, Library, Information centre, Accounting, Logistics. International Relations Officer (IRO) will be responsible for the implementation and co-ordination of this project.

In 1999 IRO assumed responsibility for the EU integration issues. During Lithuanian's Pre-accession phase the IRO was responsible for initiating and monitoring development/business strategy projects, co-ordinating and ensuring co-operation at the national and international level, as well as acting as a focal point for all relevant EU contacts.

In 2004 Public Relations Officer (PRO) assumed responsibility to manage training process. PRO is co-ordinating and managing training process and initiating new training modules.

At present, the total number of the LST TC's, members of which are representatives of industry, consumer organisations, public authorities,

educational establishments and other interested parties, amounts to 72. These LST TC's cover about 75 per cent of the CEN TC's scope and about 60 per cent of the CENELEC TC's scope. One LST TC usually covers more than one CEN/CENELEC TC. Activities of other CEN/CENELEC TC's are under the supervision of LST technical officers or working groups. By the end 2005 LST plans to establish 6 new TC's.

The owner of the asset (implemented and adapted software, delivered equipment etc.) will be LST and LST TC's in accordance with legislation.

The implementation of this project will be supervised by the Steering Committee appointed by the LST and consisting of representatives of the stakeholder departments of the LST. A representative of the Central Project Management Agency (CPMA) and National Aid Co-ordinator (NAC) will be invited to participate as observers. Steering Committee will hold its meetings in order to follow-up and monitor project implementation.

5. Detailed Budget

€M	Transition Facility Support			Co-financing			Total Cost (TF plus Co-financing)
	Investment Support	Institution Building	Total Transition Facility (=I+IB)	National Public Funds (*)	Other Sources (**)	Total co-financing of the project	
Twinning	-	0.65	0.65	-	-	-	0.65
TA	0.142	-	0.142	0.048	-	0.048	0.19
Supply	0.082	-	0.082	0.028	-	0.028	0.11
Total	0.224	0.65	0.874	0.076	-	0.076	0.95

(*) all the co-financing is joint co-financing and will be provided from the state budget. The requested sum will be earmarked for the beneficiary institution in its budgetary appropriations for the years 2006-2007. In the case where the final overall cost is lower than foreseen in the project fiche, the National Public and Transition Facility Co-financing are reduced proportionally so as to maintain the agreed rate of co-financing.

(**) private funds, FIs loans to private entities.

6. Implementation Arrangements

6.1 Implementing Agency

The Implementing Agency is the CPMA. The CPMA will be responsible for tendering and contracting:

PAO: Mr. Aloyzas Vitkauskas
Central Project Management Agency

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The responsibility for technical project preparation, implementation and control will remain with the beneficiary institution.

SPO: Mr. Brunonas Šičkus
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6.2 Twinning

The Twinning Team will be located in the Lithuanian Standards Board. The contact person for the Twinning will be Mr. M. Balčiauskas, International Relations Officer, Tel: +370 5 2709358, Fax: +370 5 2126252, e-mail: mindaugas.balciauskas@lsd.lt.

6.3 Non-standard aspects

There are no non-standard aspects to this project. The project will be implemented according to EDIS rules.

6.4 Contracts

There will be three tenders in this project:

Value of Twinning Contract: 0.65 MEUR

Value of Technical Assistance: 0.19 MEUR, including 0.048 MEUR of national co-financing.

Value of Supply: 0.11 MEUR, including 0.028 MEUR of national co-financing.

7. Implementation Schedule

Component	Start of Tendering	Start of Project Activity	Project completion
Twinning	3Q/05	1Q/06	4Q/06
TA	1Q/06	2Q/06	4Q/06
Supply	2Q/06	3Q/06	4Q/06

8. Sustainability

The Beneficiary institution – Lithuanian Standards Board has foreseen adequate staff and financial resources to maintain administrative function. The institution involved in the project execution will observe equal opportunity of men and women in its recruitment and human resources development. Vacancies are equally open to both genders. After the successful end the project will be in succession and LST staff will take opportunity of further development and improvement having experience of old EU members.

The Beneficiary institution – Lithuanian Standards Board has foreseen coverage of costs for maintenance and up-date where necessary.

9. Conditionality and sequencing

The project is conditional on co-financing being available for the procurement component of the project. Co-financing should be involved and approved by Seimas in time.

A clear administrative and management structure for the Project will be established within the LST, involving regular reporting on activities and achievement of targets, to both senior management and to the Commission.

No special preparation for non-investment part is needed before the start of the project.

The key milestones in this project are:

- ⇒ Appointment of Twinning Member State;
- ⇒ Commencement of Twinning;
- ⇒ Completion of legislation / reference guides;
- ⇒ TA and software/hardware tender launched;
- ⇒ Software/hardware delivered, implemented, tested and associated training completed;

ANNEXES TO PROJECT FICHE

1. Logical framework matrix in standard format
2. Detailed implementation chart
3. Contracting and disbursement schedule by quarter for full duration of programme (including disbursement period)
4. Indicative list of the software/hardware needs

Annex 1

LOGFRAME PLANNING MATRIX FOR Project: Full integration of the Lithuanian National Standards Body into the European standards system		Programme name:	2005 Transition Facility
		Contracting period expires: 4Q/07	Disbursement period expires: 4Q/08
		Total Budget: 0.95 MEUR	Transition Facility Budget: 0.874 MEUR
Overall Objective	Objectively Verifiable Indicators	Source of Verification	
To strengthen the administrative and technical capacities of the Lithuanian National Standards Body (LST) and national technical committees for its full integration into the European standards system.	National Standards Body integrated in the European Standards System according to the same criteria as the current members from the EU member states in order to ensure the proper functioning of the system and considers themselves full member of the European system and contributes fully to this system by the end of the project	<ul style="list-style-type: none"> - CEN/CENELEC reports; - Implementation Status Reports for Joint Monitoring Committee (JMC) meetings; - Monitoring reports for Sectoral Monitoring Sub-Committee (SMSC) meetings 	
Project Purpose	Objectively Verifiable Indicators	Source of Verification	Assumptions
<ul style="list-style-type: none"> - increase active contribution of LST and national technical committees to European standardization, efficiency in the standards development process at LST and access to standards by stakeholders; - improve involvement in standardization of stakeholders: national public institutions, SMEs and consumers in the standardization work; - develop and further improve the standardization management and information system (SMIS) of LST and national technical committees for information society and stakeholders needs. 	By the end of the project: <ul style="list-style-type: none"> - All LST TCs have mirror CEN/CENELEC TCs; - efficiency in the standards development process increased 15 %, implemented and operational access to standards via Internet to all society; - Involvement and active participation of all societal stakeholders in all LST TCs – all stakeholders are represented in national TCs; - SMIS operational and improved according information society and stakeholders needs. 	<ul style="list-style-type: none"> - Internal development reports; - CEN/CENELEC database; - LST database; - Annual reports; - Project progress reports, - Project evaluation reports, - Implementation Status Reports for JMC meetings; - Monitoring reports for SMSC meetings 	<ul style="list-style-type: none"> - Political commitment to implement the LST strategy; - State budget available for LST needs.
Results	Objectively Verifiable Indicators	Source of Verification	Assumptions
	By the end of the project:		

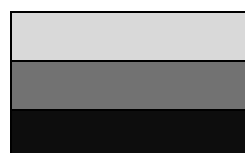
<ul style="list-style-type: none"> - LST Strategy paper 2006-2010 developed and published as official document; - Collaboration between units improved, resources optimized to provide increased efficient services; - Extended use of standards in legislation promoted to the ministries; - Legal status of New Deliverables (TS, CWA, etc.) defined in LST-0 series; - Environmental guides and checklists for stakeholders implemented and published by LST; - Participation of LST technical officers and experts in CEN/CENELEC, etc. TC meetings supported; - Curriculum and training modules on environmental aspects, participation of SMEs, etc. improved; - Standards writers trained on integration of environmental aspects; - Stakeholders trained on how to provide national opinion; - Awareness and environmental thinking of stakeholders increased; - Senior managers – decision makers trained with respect to the advantages of standardization; - Expanded Public Relations function in operation; - SMIS version improved; - Specified equipment delivered and implemented; 	<ul style="list-style-type: none"> - Strategy document published; - Efficiency of standards development increased up to 15 %, (shortened drafting time) new structure operational and efficient; - 20 civil state servants trained, guidelines on reference to standards published; - LST-0 series standards amendments published. - 2 guidelines and 1 checklist published; - Increased participation in European standardization (5 new TCs, 100% CEN/CENELEC activities covered); - Curriculum and training modules on environmental aspects, participation of SMEs, etc. in place and documented; - 25 standards writers trained; - 50 representatives of stakeholders trained; - 4 seminars provided, 10 new members in LST TCs dealing with environment; - 50 senior managers trained; - Visibility of ESOs and LST increased, 10 booklets and brochures published; - Improved SMIS version operational; - Webshop cluster operational, increased redundancy of IT system up to 100 %, established interface of e-comm with CENELEC system. 	<ul style="list-style-type: none"> - Project progress reports; - Project evaluation reports; - Implementation Status Reports for JMC meetings; - Monitoring reports for SMSC meetings - Manuals and training modules; - Statistical data; - Software and equipment documentation. 	<ul style="list-style-type: none"> - Commitment of the Government of making necessary organizational and financial decisions regarding LST; - Availability of LST staff increased
Activities	Means	Source of Verification	Assumptions

<ul style="list-style-type: none"> - Development of the LST Strategy paper for 2006-2010; - Improvement of LST institutional framework and financial viability, optimization of LST resources to provide efficient and coherent services; - Extension of the use of standards in support of national legislation and policies; - Appointment of legal status of New Deliverables produced at national and European levels; - Implementation of CEN/CENELEC and ISO/IEC environmental guides and checklists; - Practical follow-up participation in CEN/CENELEC, ETSI, ISO/IEC meetings; - Improvement and revision of existing curriculum and training modules; - Training on facilitation the integration of environmental aspects; - Enhancing the further proper participation of all societal stakeholders in LST work; - Raising awareness and environmental thinking of stakeholders; - Increasing the knowledge of senior managers of SMEs with respect to the advantages of standardization; - Provision of appropriate tools and resources for PR; - Implementation of further SMIS improvements and developments for information society and stakeholders needs; - Acquisition and implementation of equipment; 	<p>Twinning:</p> <ul style="list-style-type: none"> - RTA having overall responsibility for the project (12 person months) - Between 9 and 11 STEs (approximately 19 person months input) <p>Technical assistance</p> <p>Supply</p>		<ul style="list-style-type: none"> - Availability of suitable twinning partners; - Tender is not delayed/failed due to circumstances independent from Beneficiary (i.e appellations; lack of proposals and etc.) - Adequate LST staff recruited
			<p>Preconditions</p> <p>National co-financing available</p>

Annex 2

Detailed Implementation Chart for the Project

Year	2005												2006												2007								
Month	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
Twinning																																	
TA																																	
Supply																																	



Design

Tendering

Implementation

Cumulative Contracting and Disbursement Schedule (Transition Facility Contribution only – 0.874 MEUR)

	2005		2006				2007			
	30/09	31/12	31/03	30/06	30/09	31/12	31/03	30/06	30/09	31/12
Contracting										
• Twinning			0.65							
• TA				0.142						
• Procurement					0.082					
Total contracting (cumulative)			0.65	0.792	0.874					
Disbursement										
• Twinning			0.35	0.438	0.525	0.613	0.65			
• TA				0.0284	0.0284	0.136	0.142			
• Procurement					0.0164	0.0492	0.082			
Total disbursement (cumulative)			0.35	0.4664	0.5698	0.7982	0.874			

Indicative list of the software/hardware needs (according recommendations of the PHARE project LI 02.01 experts)

<p>Equipment for webshop cluster: servers 2xXeon/>3.06 GHz/4GB with MS Windows Enterprise or equivalent, expansion of volume and productivity of SAN optical discs area (10x73.4 GB, 15K rpm 2GB FC Hot-Swap HDD), expansion unit with turbo upgrade, supporting components</p> <p>Equipment (FAStT FC2-133 HBAs, SAN switches 8-port, MS Windows Server 2003 Enterprise Edition 2 licences or equivalent, supporting components) to increase redundancy of LST IT system up to 100 %.</p> <p>Additional modules to increase efficiency of currently existing Livelink based e-committees software (Lotus Notes Activator, Portals, eForms management, Adlib eXpress or equivalent – 50 users).</p> <p>Supplementary equipment to be specified</p>	0.0315	0.0095
	0.0150	0.0050
	0.0355	0.0135
	Indicative TF budget (MEUR)	Indicative Lithuanian budget (MEUR)
	0,0820	0.0280

An indicative list and price indication of LST IT infrastructure improvement needs should be reviewed by STEs and updated taking into account an experience of MS NSB's. No preparatory works for non-investment part. LST keeps premises and equipment for twinning team ready.