

Standard Summary Project Fiche
Project Number 2002/000.601.01.01

1. Basic Information

- 1.1 CRIS-number:** 2002/000.601.01.01
1.2 Title: Strengthening the capacity to implement EU *Acquis* for Agriculture (CAP)
1.3 Sector: Agriculture
1.4 Location: Ministry of Agriculture of Republic of Lithuania

2. Objectives

2.1 Overall Objective:

The overall objective of this **7.49 MEUR** institution building and investment project, of which **1.5 MEUR** are provided as national co-financing, is to enable Lithuania to continue the strengthening of its technical and institutional capacity to implement CAP measures.

2.2 Project Purpose

The project consists of the following components: EAGGF, Common Market Organisations (CMO), Quality control, Farm Accountancy Data Network (FADN) components. The purposes of the project are as follows:

- Strengthening the administrative capacity of National Paying Agency to administer EAGGF Guarantee section expenditure (direct payments, milk quota and other quotas systems, support to producers organizations, accompanying measures) and assistance in installation of fully adopted system for accounting, reporting and payment as required for accreditation in the Commission Regulation No. 1663/95.
- Finalising the implementation of the information systems (IS) necessary for the administration of CAP measures in particularly Integrated Administration and Control System (IACS) and including Land Parcel Identification System (LPIS).
- Strengthening the administrative capacity of the Market Regulation Agency for Agriculture and Food Products to finalise the implementation of CMO schemes in particular intervention (EC/1262/2001) and various support schemes (EC/2571/97, EEC/2191/81, EEC/2921/90, EEC/429/90, EC/2707/00, EC/2799/99, EEC/1722/93, EC/659/97, EC/2826/00, ES/481/99, EC/80/01, EC/2814/00, EC/2509/00, EC/2493/01), trade mechanisms (EC/1291/00, EC/1520/00, EC/1563/01, EC/800/99, EC/2220/85) as well as market information system (MIS) (EC/295/96, EC/2705/98, EC/2806/79, EC/572/99, EEC/315/02, EEC/837/90, EEC/2137/92, EEC/461/93).
- Strengthening the administrative capacity for the quality evaluation, control system and marketing requirements in accordance with the EU system (Supervision and control of carcass classification EC/1208/81; quality evaluation of fresh fruits, vegetables EC/96/2200, EC/1148/2001; supervision and control in the wine sector, EC/1493/1999, EEC/1601/90, EC/2729/2000, EC/883/2001, EC/884/2001).
- Strengthening the administrative capacity of the Lithuanian Institute of Agrarian Economics and Lithuanian Agricultural Advisory Service to finalise the implementation of the Lithuanian Farm Accountancy Data Network (FADN);

2.3 Accession Partnerships and NPAA Priority

The 2001 Accession Partnership defined the necessity to upgrade the capacity of agricultural administration, in particular of the Market Regulation Agency for Agriculture and Food Products, and complete the preparations for the enforcement and practical application of the management mechanisms

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of the Common Agricultural Policy, in particular the Integrated Administration and Control System and strengthening capacity of the National Paying Agency to handle Common Agricultural Policy expenditure.

Actions to be taken in the priority areas as defined under the Accession Partnership are included in the Lithuania's EU accession programme (National Programme for the Adoption of the *Acquis*) under following chapters:

- 3.7.2 S14 Creation of IS for the administration of EAGGF and FIFG measures.
- 3.7.2-S5 Strengthening the capacity of the National Paying Agency to administer the CAP measures.
- 3.7.1-N1 Updating the cartographic material (aerial photography) and producing digital orthophoto maps.
- 3.7.1-S3 Development of the Market Regulation Agency to administer import-export licences, export refunds, import quota.
- 3.7.2-S4 Strengthening the capacity of the Market Regulation Agency to administer various support schemes
- 3.8-S5 Strengthening the capacity of the Market Regulation Agency to administer the intervention measures for fish.
- 3.7.2-S3 Strengthening the capacity of the Market Regulation Agency to administer the intervention measures.
- 3.7.2-S1 Strengthening the capacity of the Market Regulation Agency to ensure the implementation and administration of the Market Information System.
- 3.7.2-S8 Strengthening the capacity of the Unit to prepare, implement, administer and co-ordinate legislative acts in the field of food quality among institutions.
- 3.7.4.1-S9 Strengthening the capacity of the State enterprise „Agriculture animal milk recording control” according to the EU requirements.
- 3.7.2-S10 Strengthening the capacity of the laboratory at the Lithuanian Veterinary Academy on evaluation of animal carcass.
- 3.7.2-S12 Strengthening the capacity of the State Plant Protection Service to evaluate the quality of fresh fruits, vegetables.
- 3.7.2-S13 Strengthening the capacity of the State Food and Veterinary Service to instruct the capacities on supervision and control in the wine sector.
- 3.7.2-S15 Strengthening the capacity of State Food and Veterinary Service to evaluate the quality of fruits and vegetables.
- 3.7.2-S Strengthening the capacity of the Lithuanian Institute of Agrarian Economics and Agricultural Advisory Service to finalise the establishment of Farm Accountancy Data Network in Lithuania.

In the 2001 Regular Report on Lithuania's progress in the preparation for EU accession it is pointed out that further progress in the above-mentioned sectors is needed.

3. Description

3.1 Background and Justification

The project is based upon the Accession Partnership (2001), NPAA priority 2001 – 2003, Priorities for PHARE 2002 – 2003 from the Gap Analysis, EU Commission Regular Reports of 2000 and 2001 on Lithuania's preparation for EU accession. According to the above mentioned documents the prioritisation of the project expected outputs has been set up.

The EU Commission 2001 Regular Report on Lithuania's preparation for EU accession noted that progress had been achieved in policy harmonisation, while the need to strengthen the institutional and administrative capacity as well as the widespread need for training to improve staff development was still outstanding.

Importance of the Agricultural and Rural Sectors to Lithuania

In the beginning of 2000 the agricultural land in Lithuania covered 3.95 million hectares and accounted for 60.4 % of the total territory of the country (6.53 million hectares). Forest covered 2.009 million hectares or 30.7 % of the total territory of Lithuania.

Agriculture in Lithuania accounted for 7.6 % of the gross value added in 2000, as opposed to 8.4% in 1999¹. Employment in agriculture has declined over recent years, accounting for 18 % of total employment in 2000² as opposed to 20.2 % in 1999. But agriculture and the rural economy still play a relatively important part in Lithuania compared to EU Member States and also to many Candidate Countries.

Lithuania has continued reforming its structures in the field of agriculture in order to be able to implement the *Acquis*. However, important measures still remain to be taken in particular regarding the enforcement and practical application of the management mechanisms of the Common Agricultural Policy and further preparations for the National Paying Agency.

EAGGF component

At present, the National Paying Agency under Ministry of Agriculture (acting as the SAPARD Agency) is accredited to administer SAPARD funds. However, there is an urgent need for timely transformation of the SAPARD Agency into the Paying Agency in order to be ready for administration of EAGGF Guarantee section expenditure. Thus, this project will focus on the administrative arrangements related to transformation of the SAPARD Agency into the accredited Paying Agency that will be the responsible body for the administration of EAGGF Guarantee section expenditure.

According to the additional information provided to the European Commission (Position paper of the Republic of Lithuania, Chapter "Agriculture") at the date of accession, the National Paying Agency (currently acting as the SAPARD Agency) will be the only accredited body for the administration of EAGGF expenditure. For this purpose the National Paying Agency under the Ministry of Agriculture (Agency) is planning:

- to employ and train additionally 425 employees on the central and regional level;
- to establish appropriate administrative structure which ensures separation of duties;
- to ensure an adequately functioning internal audit function, which will be independent from other Agency's departments and will report directly to the Agency's top management;
- to prepare detailed work procedure manuals, checklists and instructions for administration of all implemented schemes;
- to create all preconditions for effective control systems, which includes also check-on –spot and scrutiny actions;
- to establish a centralised payment execution system, which allows the Agency to pay the authorised amount to the claimant (or his assignee);

¹ The source for all agricultural statistics is EUROSTAT unless otherwise specified.

² Eurostat Labour Force Survey (LFS). Agricultural employment is defined in LFS terms as economically active persons who gain a significant part of their income from agriculture.

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- to ensure proper accounting for payment, namely recording of the payment in the Agency's separate books of account of EAGGF expenditure, which will be in the form of an electronic data processing system, and the preparation of periodic summaries of expenditure, including the monthly and annual declarations to the European Commission;
- to develop information system, which ensures proper administration and authorisation of applications, accounting and reporting of executed expenditures related to milk and other quotas and rural development programs administration.

There is a clear need to receive professional advice and EU experience in these matters. Thus, during the whole process professional advice should be provided on the basis of good practice in Member States. Also preparations for starting implementation of administrative and control functions will be carried out. For this, staff-training programs have been initiated and will have to continue in the coming years. In addition, a substantial part of the investment element shall be allocated for finalisation and co-ordination of information systems to administer EAGGF Guarantee section expenditure.

Identified accreditation requirements imply the need for the establishment of administrative procedures, preparation of work documents, written procedures, manuals, designing and maintaining of internal control system and adequate presence of internal audit function as well as elaboration of risk analysis and physical controls. Financial support will also be required to finalise implementation of information systems and application of information security standards.

Also it is very important to strengthen the extension service element especially in respect of the agro-environment measure. Without operational system that has capacity to provide a professional advisory service it would be hard to start the measure on full scope. For this reason a separate module for advisors should be implemented. This module shall provide skills necessary for preparation of the holdings environmental management plans that are the basis for the proper implementation of the agro-environmental measure. The urgency of such action is stressed by two main pre-conditions:

1. Today there is almost no advisory service that specialises in this field or even possesses ability to provide such a service;
2. There is a need for no less than 100 adequately trained specialists ready to work within the framework of this measure.

The expected result of this module would be at least 50 adequately trained and certified advisors on agro-environmental planning.

This project could also cover any additional technical assistance required by the SAPARD agency in order to achieve and where needed to maintain full EU accreditation for implementation of the SAPARD programme, as far as this is not covered by any other projects.

The preparation of the National Paying Agency for the accreditation exercise requires a close co-operation with an adequately staffed international audit company, which could provide assistance in the pre-accreditation review of prepared documentation and transfer of skills. This project proposal takes into account these needs and the planned project activities, which are not overlapping with other PHARE projects, and expected results are consistent with the recommendations of the EU Commission

As regards the development of the Integrated Administration and Control System, some progress can be noted. The Rural Business Development and Information Centre was established in 1998. Its main tasks are to co-ordinate the establishment of the agricultural information system, to maintain farmer, animal and land parcel identification databases. The identification and registration system for bovine animals has been completed. The decision has been taken to use a block basis for the Land Parcel register (See 3.2 Linked activities).

For the implementation of the IACS LPIS component a block database shall be created. A block is a continuous land area bordered by permanent boundaries (natural and artificial) in which agricultural parcels (crop fields) are located. According to the EU requirements the block database shall be

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established following the principles of the creation of Geographic Information Systems on the basis of digital orthophoto maps. Orthophoto maps are produced from with the use aerial photography. During 1995-1999 such type of aerial photography was regularly taken. To ensure the establishment of a well-operating IACS in the central and local level the data must be correct and regularly updated and based on a reliable background.

First steps for the LPIS creation have already been made. However, this IACS component is one of the most expensive because of using graphical as well as orthophoto map data. The payment for declared crops will depend on the reliability of the LPIS data.

For the implementation other part of IACS – IS for administration area and animal payments (including collection of application, cross-checks with other databases and registers, calculating of payments), the National Paying Agency under the Ministry of Agriculture is responsible. With the help of this project it is planned to finalise the implementation of the mentioned IS.

CMO component

As regards Common Market Organisations, the Market Regulation Agency for Agriculture and Food Products set up in July 1998 under the Ministry of Agriculture has been authorised to purchase, administer and sell surplus of agricultural production: state and intervention purchase thus regulating the market of cereals, meat and milk. The intervention measures for cereals are similar to those of EU. The intervention measures for other products (dairy, meat, sugar, fish) are not operational at present. The current national support schemes differ considerably from the CAP mechanisms. The Market Regulation Agency has to develop the capacity to implement CAP measures and to administer trade mechanisms – import/export licences, export refunds, import quota.

Concerning the administration of general CAP requirements, training is still needed for the Market Regulation Agency. New administrative structures will therefore need to be established for the CAP measures. So far little attention has been paid and few actions taken to develop these structures.

As regards the development of the Market information system (MIS) some progress can be noted but MIS still needs the assistance for improvement and further development for achievement the EU requirements.

Quality component

Agriculture and Food Department of the Ministry of Agriculture together with related institutions are responsible for preparation of the national legal acts on food quality.

The carcass quality evaluation will be enforced by May 2002. Some quality requirements for fresh fruits, vegetables, wine products were enforced already in 2001 and some of them will be enforced during 2002. The institutions (State Plant Protection Service, State Food and Veterinary Service, Lithuanian Institute of Horticulture, Lithuanian Association of Commercial Enterprises "Fruit and Vegetables", Lithuanian Associations of Fruit and Vegetable Growers, Lithuanian Veterinary Academy, State enterprise „Agriculture animal milk recording control") involved carry out necessary preparations, however, they are not sufficient in order to comply with EU requirements. Strengthening the capacity in the field of quality evaluation, control system and marketing requirements according to the EU is still needed. Assistance in staff training, development of IT systems and control documentation is required.

The associations mentioned-above were involved in seminars and training courses regarding the quality requirements for fruit and vegetables and the evaluation of quality as well as in the process of drafting national legal acts in the field of quality sector. It is foreseen that Lithuanian Institute of Horticulture will be involved in the project especially for training purposes.

As regards the development of the Farm Accountancy Data Network, the system is being developed smoothly. The Governmental Resolution No. 435 and Order of MoA No. 132 for the Surveys of Farming Results of Agricultural Producers were adopted in 2001. These regulations appointed the Lithuanian Institute of Agrarian Economics as the institution responsible for the Lithuanian FADN development and implementation, and the Lithuanian Agricultural Advisory Service – as responsible for data collection. The sample size, foreseen in the National Programme for the adoption of the *acquis*, had almost been reached, however, due to the lack of information on the total number of farms, it was not possible to draw the selection plan. After carrying out of the Agricultural Census by Statistical Department, it will be necessary to evaluate typology and other characteristics of agricultural holdings and utilise this information for making the selection plan. Training of staff for this job is an important task.

All aspects of the preparation for EU accession in the Ministry and related institutions are at regular intervals being discussed with representatives of relevant NGO's. In particular this is the case in regular meetings of the Collegium of the Ministry of Agriculture, where the Lithuanian Chamber of Agriculture is a member. The Collegium of the Ministry of Agriculture (hereinafter referred to as the Collegium) is an advisory body to the Minister, which is built in accordance with the Law on the Government of the Republic of Lithuania, article 32, and the Regulations of the Ministry of Agriculture. The Collegium consists of the Minister (the Chairman of the Collegium), the Vice-ministers, the Secretary to the ministry. Other staff of the ministry as well as representatives of other institutions and organisations can also be included in the Collegium. The Minister approves the number of the Collegium members, the members and the rules of procedure. Representatives from other ministries, state and other institutions or organisations or scientists (with their consent) can be invited to the Collegium meetings.

The Collegium discuss strategic issues related to activities of the ministry, long-range programmes, key draft orders of the Minister and other draft legal acts, hear reports by directors of departments and heads of subordinate institutions, information about execution of the Government Programme and instructions.

The organisation of tasks mentioned in this fiche and the institutional responsibilities have recently been agreed by the Collegium. Any changes to the set-up as presented here will similarly to be agreed in this forum.

3.2 Linked activities:

Activities to develop CAP measures have been carried out within the framework of PHARE projects:

- LI 9703-01-01, 99-5081-00 "Farm Accountancy Data Network and Economics Accounts for Agriculture".
- LI9803.01.02 "Integrated Farm Register and Agricultural Information System".
- 1998 SPP – "Special Preparatory Programme for the Structural Funds in Lithuania".
- LI99/IB-AG-01 "Modernisation of Rural Administrative Systems".
- LI 2000/IB-AG-01 "Strengthening the Capacity of the Ministry of Agriculture and Related Institutions to Manage and administer the EU *Acquis* for Agriculture (CAP) and Rural Development".
- LT 01.09.02 "Special Preparatory Programme for the Structural Funds in Lithuania II".

Within the framework of a PHARE project LI 9703-01-01, 99-5081-00. "Farm Accountancy Data Network and Economic Accounts for Agriculture" the Modification of the Forms for primary Accountancy Data collection and the Development of computerised Application for primary Data collection and control were elaborated. Training was held for the FADN Data customers how to use FADN Data for Policy Analysis. The projects of Regulations for the Surveys of farming Results of Agricultural Producers and Development of the Lithuanian FADN were prepared.

Within the framework of a PHARE project LI9803.01.02 "Integrated Farm Register and Agricultural Information System", the development of a system for the identification and registration of land parcels commenced at the beginning of the year 2000. A working group has been set up with the aim to draw up a project for the identification and registration of parcels as well as for carrying out a pilot project. The second stage of the pilot project is to develop the methodology (the second half of 2001) and create the basis for launching a service tender under PHARE 2000. This is planned to lead to full implementation of the LPIS by 2003.

The Special Preparatory Programme for the Structural Funds in Lithuania started activities that facilitated strengthening of the administrative capacities of the newly established SAPARD Agency. During the programme the administrative structure of the Agency was established, the key officials trained, working documents and other preconditions for the provisional accreditation of the SAPARD Agency to administer SAPARD support funds were prepared and translated into English.

Within the framework of a PHARE project LI 99/IB-AG-01 the development of a Market Information System (MIS) has started. A working group has been set up with the aim of drafting the regulation on the establishment and development of MIS. Regulation was drafted and the administrative institutions were set up: Ministry of Agriculture, Lithuanian Agricultural Market and Foodstuff Regulation Agency, Chamber of Agriculture. Further technical assistance in developing of MIS is needed (see Annex 5). As well the attention to other fields were paid in the framework of the PHARE project:

- improving decision making, administrative and monitoring capacities of MoA top management and staff for EU accession preparation;
- establishing the national and regional network for administration, monitoring and control of CAP market intervention and EU policy measures;
- establishing of Land Parcel Information System (IACS Parcel Register) and IACS controls;
- setting-up a function for carcass classification (for beef and sheep meat).

PHARE project LI 2000/IB-AG-01 continues the previous project activities for the development of CAP measures. More detailed information is provided in Annex 5.

LT 01.09.02 "Special Preparatory Programme for the Structural Funds in Lithuania II" will continue activities that were started by the SPP I. The objective of this project is to lead the SAPARD Agency into full accreditation. For this purpose an information system for the administration of SAPARD will be implemented. The administration of the Rural development programmes according to the European Community Council Regulation No. 1257/1999 will be based on the established information system and the administrative structure, implemented under this project. 20 people of the SAPARD Agency at central and regional levels will be trained on programming and evaluation of Structural funds. This number will be split in the following way: SAPARD department – 6 people, Finance and Accounting Department – 2, Control Unit – 2, Regional Units – 10.

Bilateral assistance

Activities to develop quality control measures have been carried out within the framework of Danish-Lithuanian bilateral projects in 1999:

„Establishing classification and value based payments for slaughter pigs”.

Activities to establish a quality management system for horticultural products (in particular vegetables and fruits) within the framework of the Netherlands -Lithuanian project:

“Upgrading the quality management for fruit and vegetables in line with EU regulations”.

3.3 Results

EAGGF component:

- Administrative and control authorities (116 people) of National Paying Agency ready for administration of arable area payments, animal payments, milk quota system, other quotas (potatoes starch, dried fodder, sugar, flax fibre guarantee quantity) systems and support to producers organisations;
 - Key officials of transformed SAPARD Agency fully prepared, trained for rural development measures and ready for operation;
 - Administrative and control system of transformed SAPARD Agency ready for accreditation;
- Implemented and fully physically operational IS for administrating arable area payments, animal payments, milk and other quotas and rural development programmes;
- Fully adopted accounting system for accounting, reporting and payments;
 - Fully implemented LPIS:
Data base created
 - at the central level;
 - at the local level.

Common Market Organization component:

- fully implemented, secure and operational intervention, import-export measures as well as delegated product disposal schemes in compliance with EC requirements and staff of the Market Organization Department of Market Regulation Agency (16 people) are properly trained;
- fully implemented, secure and physically operational IS for administration of intervention measures, support schemes and trade mechanisms;
- fully implemented, secure and physically operational MIS. All IS are in compliance with EC requirements and staff of the Information Department of the Market Regulation Agency (5 people) are properly trained.

Quality evaluation component:

- Finalised implementation of quality evaluation and control system for marketing requirements according to the EU system (supervision of carcass classification; quality evaluation of fruits, vegetables, supervision and control in wine sector). Staff trained (120 people), laboratory upgraded.

FADN component:

- Fully operational FADN according to the EU requirements:
Staff trained (7 people), elaborated procedures for selection of the returning; IT programme implemented.

3.4 Activities

The project will be implemented through one Twinning Arrangement with the Ministry of Agriculture, Market Regulation Agency for Agriculture and Food Products and with the National Paying Agency under the Ministry of Agriculture, one Service Contract and one Supply Contract.

3.4.1. Scope of Twinning package

Finalising implementation of direct payments and quota systems:

Support to the National Paying Agency through advice and training in the following:

- Implementation of arable area payments system:
 - preparation of working procedures;
 - establishing of administration and control system;

- review of working documents;
- supervision of IT programming (arable areas payments).
- Implementation of animal payments system:
 - preparation of working procedures;
 - establishing of administration and control system;
 - review of working documents;
 - supervision of IT programming (animal payments).
- Finalising implementation of milk quota system;
 - preparation of working procedures;
 - establishing of administration and control system;
 - super-levy calculation;
 - quota transfers;
 - national reserve;
 - review of working documents;
 - supervision of IT programming (milk quota system).
- Quota systems (potatoes starch quotas, dried fodder quotas, sugar quotas, flax fibre guarantee quantity):
 - preparation of working procedures;
 - establishing of administration and control system;
 - review of working documents;
 - supervision of IT programming (quota system).
- Support to producers organisations
 - preparation of working procedures;
 - establishing of administration and control system;
 - review of working documents;
 - supervision of IT programming;

After proper implementation of the above training programme there will be the following result of trained staff in the National Paying Agency:

SAPARD Department – 20;

National Support Department – 60 people;

Control Unit – 32 people;

Internal Audit Unit – 5 people;

Information Technology Unit – 5 people.

- 26 people of the Finance and Accounting Department (of NPA) will be trained to administrate the financial part of direct payments;
- Rural development units – 60 people.

Administration of rural development measures in the National Paying Agency:

The twinning counterparts will have to elaborate the training programme that is aimed to develop necessary skills for the administration of accompanying measures, namely:

- Agro-environment;
- Early retirement;
- Forestry;
- Less favoured areas with environmental restrictions

The training programme shall cover different modules, i.e. objectives and programming principles of the measures (including Semi-subsistence farm scheme), practical administrative arrangements of the measures and other relevant topics that could assist the staff of the National Paying Agency in acquisition of practical skills to administer the above-mentioned measures.

The training shall be arranged so that firstly the staff is trained in general groups on general practices regarding administration of rural development measures. Lately, those groups shall be divided on measure

and function basis. In other words, we expect that after proper implementation of the training programme there will be the following result of trained staff:

	Measure	Structural units of the Paying Agency				
		SAPARD (RDP) department	Control Unit	Regional units	Finance and Accounting department	Total
1	Agro-environment	8	4	30 (10x3)	4	46
2	Early retirement	4	2	10 (10x1)	2	18
3	Forestry	4	2	10 (10x1)	2	18
4	LFA	4	2	10 (10x1)	2	18
Total:		20	10	60	10	100

CMO schemes component

Strengthening of administrative capacity of Market Regulation Agency for Agriculture and Food Products (MRA):

- Finalising implementation of intervention measures for sugar, fish:
 - preparation of working procedures;
 - review of working documents (forms, contracts, reports);
 - staff training of MRA Market Organization Department;
- Finalising implementation of trade mechanisms: import/export licensing, export refunds, import quotas system through staff training of MRA:
 - preparation of working procedures;
 - review of working documents (applications, forms, reporting);
 - staff training of MRA Licensing and Quotas Division;
- Support to create the procedures for administration of various support schemes for milk and milk products (e.g. School milk subsidy), fruit and vegetables (e.g. Free distribution of fruit and vegetables); sugar (e.g. Sugar used in the Chemical industry); starch refund; for development of the flower and live plants sector through training of MRA staff:
 - preparation of working procedures;
 - review of working documents (forms, contracts);
 - staff training of MRA Private storage and Support Schemes Division.
- Improvement of IT systems for administration of intervention measures, creation of IT systems for support schemes and import/export licensing through consultations and training of MRA staff;
- Consultations and training for MRA staff in further development of MIS:
 - extending MIS for other products;
 - extensive testing and creation of online based real time reporting system;
 - improving security of MIS.

Quality evaluation and control system component:

Strengthening of the capacity of the institutions (State Plant Protection Service, State Food and Veterinary Service, Lithuanian Institute of Horticulture, Lithuanian Association of Commercial Enterprises "Fruit and vegetables", Lithuanian Associations of Fruit and Vegetable Growers, Lithuanian Veterinary Academy, State enterprise „Agriculture animal milk recording control”):

- Strengthening of supervision of carcass classification through training of trainers, evaluators and supervisors (38 people);
- Strengthening of quality evaluation of fruit, vegetables, through training of trainers and inspectors (3 trainers and 57 inspectors);
- Strengthening of supervision and control in wine sector through training of specialists and inspectors (22 people);

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- Qualifying of food inspectors (6 people) through the study tours;
- Upgrading of National Veterinary Laboratory according EU requirements.

FADN component:

Support to the Lithuanian Institute of Agrarian Economics and Lithuanian Advisory Service to implement the FADN system through advice and training in following:

- training of staff for 7 people;
- preparation of the computerised applications for
 - a) processing of the Agricultural Census Data for evaluation typology of the farm population;
 - b) drawing the selection plan and choosing the returning holdings for the FADN survey;
- supervision of IT programming.

Required Inputs:

A 1 year Pre-Accession Adviser (PAA) – A (12 p/m) providing general management and institutional support to the SAPARD Agency for capacity building of the Paying Agency and FADN as well as consultations on various levels (improvement of staff qualification, legal adjustments, administrative procedures), plus overall project supervision.

General profile of the PAA (A) for EAGGF and FADN

- A senior civil servant from EU Member State Government institution with a significant experience of working on practical implementation of Common Agricultural Policy measures in key sectors of agricultural and rural development activities;
- Ability to give practical and theoretical advice on CAP administration, particularly in direct payments and quotas administration system;
- Relevant experience in drawing selection plans for FADN and weighting of results;
- Familiarity with the main accreditation criteria and procedures;
- Familiarity with annual clearance of accounts procedures;
- Understanding of pre-accession process and regulations;
- Familiarity with the proposals of the European Commission on the Accompanying measure regime to be applied to the candidate countries after accession.
- Familiarity with Member State Ministry and associated bodies' structures and procedures;
- Fluency in English (written and spoken)

A 1 year PAA – B (12 p/m) providing general management and institutional support to the Ministry of Agriculture and related institutions for implementation of Common Agricultural Policy measures in key sectors of agriculture.

General profile of PAA (B) for the CMO schemes and Quality control component:

- A senior civil servant from an EU Member State Government institution with significant experience of working with the practical implementation of Common Agricultural Policy measures in key sectors of agricultural;
- Familiarity with main components of CAP, specifically Common Market Organisation systems and their inter-linkage;

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- Ability to give practical and theoretical advice on CAP administration, particularly in market regulation measures;
- Understanding of organisational and administration issues of food quality control system;
- Familiarity with Member State associated bodies' structures and procedures;
- Good communication and management skills;
- Fluency in English (written and spoken).

Short term experts

An extensive series of short term expert inputs (approx. 48 p/m) is required. Short term experts should be skilled in:

EAGGF (IACS system including administration of direct payments)

- Relevant experience of working in national / regional authority acting as paying authority for administration of CAP;
- Having a specific experience of IACS system;
- Experience in designing IT systems for CAP administration;
- Solid and relevant experience of the EU Structural Funds and knowledge of national and EU financial control system;
- Some training experience would be necessary;
- Good communication and team-building skills;
- Computer literacy and working command of English.

CMO schemes (including intervention, import-export mechanisms and market information system)

- Understanding of organisational and administration issues relating to implementation of EU policy on Common Agricultural Policy;
- Relevant experience in legal and organisational matters of the implementation and adjustments regarding the intervention, import-export measures, support schemes, Market Information System;
- Modelling the methods of data analysis;
- Organising training programmes for staff;
- Good communication and team-building skills;
- Computer literacy and working command of English.

Quality control component

- Understanding of organisational and administration issues of food quality control system;
- Knowledge and relevant experience in the field of carcass classification, evaluation of quality, setting categories for fruit and vegetable;
- Knowledge and experience in the working field with quality requirements for wine and quality evaluation methodology;
- Good communication and team-building skills;
- Computer literacy and working command of English.

FADN component

- Relevance experience in drawing selection plans for FADN and weighting of results;
- Educational background in mathematics, economics, IT;
- Good knowledge in handling RDBMS;
- Some training experience would be necessary;
- Good communication and team-building skills;

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- Fluent English.

3.4.2 Procurement Contract

A Tender will be organised and will be divided into 3 lots, reflecting the needs of the project beneficiaries (see Annex 4).

3.4.3 Technical Assistance (Service Contract)

One TA (service contract) to provide assistance for the pre-accreditation review. The pre-accreditation review is a pre-condition for the accreditation of the Paying Agency and the whole administration system according to eligibility criteria laid down in Commission regulation No. 1663/95.

The contract should be concluded with an international audit company that can provide a combination of international experience with local and operational expertise. Similar assistance was used at the accreditation exercise for SAPARD when the basics for the creation of the internal audit function and internal controls system was laid down in co-operation with an audit company. Also in most of the Member States the Competent Authority is employing an international audit company to carry out accreditation review.

3.5 Lessons learned

Despite the fact that some of the above mentioned projects are not finished, some of the conclusions may be drawn:

- The establishment (and/or transformation) of the Paying Agency shall also be assisted by experienced international audit company that has skills and ability to carry out effectively pre-accreditation review that is one of the precondition for timely accreditation – start of assigned activities.
- More applicable and operational form of contract in establishment of information systems is the supply contract because it enables beneficiary to acquire the custom software and to develop it for the needs of beneficiary. And this was proved by the SPP II project. In addition to this, the implementation of modern information systems is the acquisition of the putting in place the final product.

4. Institutional Framework

The Project will support key elements of the current agricultural policy of Lithuania. It will be co-ordinated by the Ministry of Agriculture. The Project's direct beneficiaries are the Agri-food Eurointegration Department under MoA, the National Paying Agency, the Market Regulation Agency for Agriculture and Food Products, the State Plant Protection Service, the State Food and Veterinary Service, the Lithuanian Institute of Horticulture, the Lithuanian Association of Commercial Enterprises "Fruit and Vegetables", the Lithuanian Associations of Fruit and Vegetable Growers, the Lithuanian Veterinary Academy, the State enterprise „Agriculture animal milk recording control", the Lithuanian Institute of Agrarian Economics, the Lithuanian Agricultural Advisory Service.

The Departments of the Ministry of Agriculture most immediately involved in the project will be:

- Rural Development and Information Department;
- Agriculture and Food Department.

Various Government bodies and services will be involved in the project, as follows:

The **Market Regulation Agency for Agriculture and Food Products** was reorganised in July 2001. It buys and sells surpluses. The Agency has to develop the capacity to implement CAP measures.

The **National Paying Agency (SAPARD Agency)** under the MoA, initially for SAPARD, which will have to take on CAP functions as well. Currently the task of National Paying Agency is to ensure proper administration of SAPARD support funds and national programmes for agriculture and rural development.

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The institutional set-up for the administration of EAGGF expenditure in Lithuania is agreed and presented in the negotiation position of the Republic of Lithuania. There it is clearly indicated that the National Paying Agency under the Ministry of Agriculture will be the only accredited authority responsible for administration of EAGGF expenditures.

In July 2000, the State Veterinary Service was reorganised, along with the State Quality Inspection and State Hygiene Inspection, into the **State Food and Veterinary Service** and State Non-food products Inspection. All staff involved received extensive training. Prior to this, in April 2000, the National Veterinary Laboratory was accredited to carry out physical, chemical, and microbiological checks of foodstuffs of animal origin, and certain checks of foodstuffs and fodder of other than animal origin, in line with EC standards.

The **State Plant Protection Service** under the Ministry of Agriculture implements the Lithuanian phytosanitary and plant protection policy, including foreign trade control. As of 1 January 2000, the State Plant Protection Service including regional quarantine and plant protection posts and phytosanitary border posts had 202 staff members. The Phytosanitary Research Laboratory in the State Plant Protection Service is undergoing modernisation to make it the backbone of the Lithuanian phytosanitary system. In addition to the detection and identification of harmful organisms, the Laboratory carries out training for inspectors from regional and border posts.

The **State enterprise „Agriculture animal milk recording control”** was established at 1984. One of the responsibilities of the State enterprise „Agricultural animal milk recording control” is evaluation of animal carcass classification. According to the evaluation results (quality and quantity) the purchase price is settling up. As well the State enterprise is responsible for control of the evaluators. For the evaluators training purpose the co-operation with the **Lithuanian Veterinary Academy** is carrying out.

The **Lithuanian Institute of Agrarian Economics (LIAE)** was established at 1990. The Institute is responsible for research works in the field of agricultural policy considering Lithuanian Integration Process into EU. In addition, LIAE is responsible for the implementation and administration of Lithuanian FADN. The FADN unit at the Institute carries out this task.

The **National Land Service** under the Ministry of Agriculture was established on 1 July, 2001 following reorganisation of the Department of Law and Land Service under the Ministry of Agriculture and National Service of Geodesy and Cartography under the Government of the Republic of Lithuania. At the present time the National Land Service is responsible for the geographical digital database the block database creation and updating, data reliability control, aerial photography process organization and also orthophoto maps producing and updating.

The number of staff in the various administrations to be trained.

National Paying Agency under MoA:

National Support Department – 60 people;

SAPARD Department – 20;

Control Unit – 32 people;

Internal Audit Unit – 5 people;

Information Technology Unit – 5 people.

The Finance and Accounting Department - 26 people.

TOTAL – 148

Rural development units – 60 people.

Market Regulation Agency for Agriculture and Food Products:

Market Organisation Department – 16 people;

Information Department – 5 people;

TOTAL – 21 people.

State Food and Veterinary Service, State Plant Protection Service, Veterinary academy of Lithuania, State enterprise „Agriculture animal milk recording control”, Lithuanian Institute of Horticulture:

3 trainers in the field of fruit and vegetables quality evaluation;
 57 inspectors in the field of fruit and vegetables quality evaluation;
 38 people working in the field of carcass evaluation (evaluators, consultants, auditors);
 22 people working in the field of wine quality sector;
 TOTAL - 120 people.

Lithuanian Institute of Agrarian Economics, Lithuanian Agricultural Advisory Service:

7 people working on the FADN

Ministry of Agriculture will arrange Steering Committee meetings (according to the PHARE program implementation procedures) with the related institutions involved in the project activity. The Steering Committee will be responsible for practical implementation of the project.

5. Budget (in MEUR)

Project Components	Phare Support			National Co-financing	IFI	TOTAL
	Investment Support	Institution Building	Total Phare (I + IB)			
Twinning Component		1.70	1.70			1.70
Technical Assistance (Service)		0.19	0.19			0.19
Procurement	4.10		4.10	1.50		5.60
TOTAL	4.10	1.89	5.99	1.50		7.49

The Phare amount is binding as a maximum amount available for the project. The ratio between the Phare and national co-finance amounts is also binding and has to be applied to the final contract price. The national co-financing commitment is a tax-excluded net amount.

6. Implementation Arrangements

6.1. Implementing Agency

The CFCU will be the Implementing Agency responsible for tendering, contracting, and accounting.

PAO: Mr. Z. Pajarskas, CFCU Director

J. Tumo- Vaizganto 8A/2- 2600 Vilnius- Lithuania

Tel: +370/2/791 487, Fax: + 370/2/225 335, e- mail: info@cfcu.lt

The following officers will be responsible for technical preparation and control under the overall policy guidance by the Ministry of Agriculture:

Laimonas Čiakas, Deputy Director of Agrifood Eurointegration Department under MoA, Tel. + 370 2 39 10 97, e-mail. laimon@zum.lt

Saulius Silickas, Deputy Director of National Paying Agency, Tel.+370 2 39 13 94, e-mail: saulius@nma.lt

Germanas Lamsodis, Market Regulation Agency for Agriculture and Food Products, Tel.+ 370 2 68 50 51, e-mail: g.lamsodis@litfood.lt

Mr. Jogaila Mackevicius, Head of European Integration Division, State Plant Protection Service, tel. 31 25 42, e-mail vaates@vaat.lt

Mr.Vytautas Jankauskas, Head of State Food Products Inspection of State Food and Veterinary Service, vmppi@isd.lt

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Arvydas Kuodys, Lithuanian Institute of Agrarian Economics, tel.+370 2 61 72 31, e-mail: arvydas@laei.lt

Audrius Kairevičius, Director of GIS and Cadastre Department of National Land Service under MoA + 370 2 39 84 40, AKAI@zum.lt

6.2 Twinning

The PAA (A) and Twinning Team responsible for EAGGF and FADN will be located at the National Paying Agency under the Ministry of Agriculture.

The PAA (B) and Twinning Team responsible for the CMO schemes and Quality control component will be located at the Ministry of Agriculture.

The Project's Counterpart from Lithuanian side will be Mr. Laimonas Čiakas, Acting Director of Agrifood Euro-integration Department under the Ministry of Agriculture, Tel. + 370 2 39 10 97, e-mail: laimon@zum.lt

6.3 Non-standard aspects

None. PRAG rules and procedures and the Twinning Manual guidelines will be strictly applied.

6.4 Contracts

Value of Twinning Component: 1.7 MEUR

Value of Technical Assistance 0.19 MEUR

(Service) Contract:

Value of the Procurement 5.6 MEUR, of which 1.5 MEUR is national co-financing.
Contract:

7. Implementation Schedule

Component	Start of Tendering	Start of Project Activity	Project completion
Twinning Arrangement	3Q/02	2Q/03	1Q/04
Technical Assistance (Service)	2Q/03	3Q/03	1Q/04
Procurement Contract	4Q/02	2Q/03	4Q/04

8. Equal Opportunity

Lithuanian Constitution, the Law on Equal Opportunity between Men and Women, and other legal acts explicitly forbid the discrimination on the basis of sex, nationality, and religion. A Controller on equal opportunities between men and women is appointed by the Seimas (Parliament). The beneficiary will also ensure equal access of men and women to the project activities and results. An inter-institutional steering group to be created for the implementation of this project will also ensure equal opportunities for both genders.

9. Environment

All equipment supplies will respect the relevant environmental standards of the European Union.

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10. Rates of Return

The investment elements of the project refer to institutional development activities for which rates of return are not calculated.

11. Investment Criteria

11.1. Catalytic effect:

The project will finance activities that will help the beneficiary institutions to comply with EU standards and other international requirements by the end of 2003 or in early 2004. Without Phare support, full compliance could be achieved only much later. The project is also catalytic in that it will strengthen the administrative capacities and facilitate the accession processes in the agriculture sector.

11.2. Co-financing:

Lithuanian government institutions will contribute 1.5 MEUR of the investment component of the project.

11.3. Additionally:

No other financiers will be displaced by the Phare intervention.

11.4. Project readiness and size:

The necessary strategic studies have been completed with Phare support. Preparation for Phare tendering and contracting can commence immediately.

11.5. Sustainability:

Relevant government policies ensure sustainability. All beneficiary institutions are in a position to operate the project and the procured equipment and created IT systems effectively in the long run. Funds for the operation will be provided by the budget of the Ministry of Agriculture. All acquired equipment and created IT systems will respect the standards applicable after Lithuania's accession to the Union.

11.6. Compliance with state aids provisions:

The state aids provisions of the Europe Agreement will be respected.

11.7. Contribution to National Development Plan:

Not applicable

12. Conditionally and sequencing

The project is conditional to the availability of national co-financing. The components that have to comply upon accession will be implemented as early components before accession as shown in the Implementation Schedule. The project also will be closely coordinated with SPPII and any other related projects.

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Annexes to the Project Fiche

1. Logframe Matrix.
2. Detailed Implementation Chart.
3. Cumulative Contracting and Disbursement Schedule for the Project (MEUR).
4. Reference to Feasibility/Pre-Feasibility Studies (Investment Part)
5. Implementation time-table and Phare assistance for developing capacity for administration of the CAP and creation of Agricultural Information Systems
6. Implementation time-table measures

Logframe Planning Matrix for Project Strengthening the Capacity to implement the EU <i>Acquis</i> for Agriculture (CAP)				Project name and number	Strengthening the Capacity to implement the EU <i>Acquis</i> for Agriculture (CAP) L12002-X-XX
				Contracting Period Expires: 3Q/04	Disbursement Period Expires: 3Q/05
				Total Budget: 7.49 MEUR	Phare Contribution: 5.99 MEUR
Overall objective	Objectively verifiable indicators	Sources of Verification	Assumptions		
Strengthening of the technical and institutional capacity to implement CAP measures	Operating Agencies for management, control and verification of CAP following EC best-practice.	EU Commission: Regular Reports, OJ. Records of MoA and other relevant institutions.	Adequate Government resources allocated to the project according to the defined project time-scale.		
Project purposes	Objectively verifiable indicators	Sources of Verification	Assumptions		
Strengthening the administrative capacities of the Paying Agency for administration of EAGGF Guarantee section expenditure and assistance in its accreditation as required in the Commission Regulation No. 1663/95. Finalising implementation of information systems (IS) necessary for administration of CAP measures in particular IACS and including LP/IS	Fully operational Paying Agency, which is accredited according EC Regulation No. 1663/95. Prepared written procedures for administration of rural development measures and implemented information system. Operating inspection and remote sensing system.	EU Commission: reports; Records of MoA and other relevant institutions; Annual assessments by independent evaluators and Ministry of Agriculture; Regular project reports and STA's reports; New or amended national laws and Resolutions. Reports of the SAPARD Agency	Full co-operation between staff in Ministry and it's associated bodies as well experts carrying out the project. No fundamental changes to the requirements for accreditation of Paying Agencies at the time of accession. No fundamental changes in application of EC regulation No. 1257/1999.		
Strengthening the administrative capacity of the Market Regulation Agency for Agriculture and Food Products to finalise the implementation of CMO schemes in particular intervention (EC/1262/2001), various support schemes (EC/2571/97, EEC/2191/81, EEC/2921/90, EEC/429/90, EC/2707/00, EC/2799/99, EEC/1722/93, EC/659/97, EC/2826/00, ES/481/99, EC/80/01, EC/2814/00, EC/2509/00, EC/2493/01 trade mechanisms (EC/1291/00, EC/1520/00, EC/1563/01, EC/800/99, EC/2220/85), market information system (MIS) (EC/295/96, EC/2705/98, EC/2806/79, EC/572/99, EEC/315/02, EEC/837/90, EEC/2137/92, EEC/461/93)).	Efficient administration of market regulation schemes and support to producers organisations other EU support measures under the European Council Regulations No. 1258/1999 and 2792/19. Efficient administration of intervention, import-export measures and support, disposal schemes. Fully enforced quality evaluation and control system, administrative and control authorities under operation.				
Strengthening of the administrative capacity for quality evaluation, control system and marketing requirements according to the EU system. (Supervision of carcass classification EC/1208/81; quality evaluation of fruits, vegetables, EC/96/2200, EC/1148/2001; supervision and control in wine sector, EC/1493/1999, EEC/1601/90, EC/2729/2000, EC/883/2001, EC/884/2001).	Fully operational FADN according to the EU requirements.				

Results	Objectively verifiable indicators	Sources of Verification	Assumptions
<p>Strengthening of the administrative capacity to finalise the implementation of the Lithuanian FADN;</p> <p>Enhanced effectiveness of the Ministry of Agriculture and related institutions in relations with EU;</p> <p>Improved pace and coherence of <i>acquis</i> implementation and policy development;</p> <p>National Paying Agency: Administrative and control system of transformed SAPARD Agency ready for accreditation;</p> <p>National Paying Agency ready for administration of arable area payments, animal payments, milk quota system, other quotas (potatoes starch, dried fodder, sugar, flax) fibre guarantee quantity) systems and support to producers organisations;</p> <p>Key officials of transformed SAPARD Agency fully prepared, trained for rural development measures and ready for operation (Council regulation 1257/99);</p> <p>LPIS fully implemented and updated: Data base created in central level; in local level.</p> <p>Implemented and fully physically operational IS for administering arable area payments, animal payments, milk and other quotas and rural development programmes;</p> <p>Fully adopted accounting system for accounting, reporting and payments;</p> <p>Common Market Organization component: Fully implemented, secure and operational intervention, import-export measures as well as delegated product disposal schemes in compliance with EC requirements and staff of the Market Organisation Department of Market Regulation is qualified;</p> <p>Fully implemented, secure and physically operational IS for administration of intervention measures, support schemes and trade mechanisms fully implemented, secure and physically operational MIS.</p> <p>Quality evaluation component: Finalised implementation of quality evaluation and control system.</p> <p>Sustainability encouraged by provision of relevant training materials and manuals.</p>	<p>SAPARD Agency fully prepared for transformation;</p> <p>Civil servants of National Paying Agency under MoA (148) and Rural Development Units (60) trained and qualified;</p> <p>Proper administration structure prepared according the EU requirements.</p> <p>Staff trained (100); Working procedures prepared, Review of working documents done for the implementation of rural development measures;</p> <p>Ready for direct payments administration and control</p> <p>Implemented, co-ordinated and tested information systems for administration of arable areas payments, animal payments and rural development measures.</p> <p>Fully functioning integrated registers system</p> <p>Staff of Market Regulation Agency for Agriculture and Food Products, (16) trained;</p> <p>All IS are in compliance with EC requirements and staff of Information Department of the Market Regulation Agency (5 people) are properly trained.</p> <p>Inspectors and evaluators working in the field of food quality control following specialists (120 people) are trained: 3 trainers in the field of fruit and vegetables</p>	<p>Annual Commission report and Government NPAA progress report.</p> <p>Project reports and independent assessments.</p> <p>Manuals.</p> <p>Curricula.</p>	<p>Sufficient absorption capacity in the beneficiary institutions to effectively utilise project resources.</p> <p>Sufficient budget funds for staffing and operational costs.</p> <p>The trained staff will stay at the related institutions.</p>

<p>The main methods in the wine analyses (indicated in Commission regulation 2676/90EEB) are introduced.</p> <p>FADN component:</p> <p>Fully operational FADN according to the EU requirements</p>	<p>quality evaluation; 57 inspectors in the field of fruit and vegetables quality evaluation; 38 people working in the field of carcass evaluation (evaluators, consultants, auditors); 22 people working in the field of wine quality.</p> <p>The national veterinary laboratory upgraded (Commission regulation 2676/90EEB)</p> <p>The staff of FADN unit (7 people) of Lithuanian Agrarian Economics Institute and Lithuanian Agricultural Advisory Service trained, elaborated procedures for selection of the returning holdings from the Agricultural Census data, IT programme implemented.</p>		
Activities			Assumptions

2002

2002

<p><i>Strengthen the administrative capacities for the implementation of rural development measures:</i></p> <ul style="list-style-type: none"> - expand and strengthen SAPARD Agency to be ready for administration of EAGGF expenditure; - prepare training schemes and train officials of transformed SAPARD Agency for operation; - finalize implementation and coordination of necessary information systems for rural development measures and practical implementation of information security standards <p>operational IACS including up-to-date registers (farm, parcel, and animal)</p> <p>operational IACS including LPIS</p> <p><i>Finalize implementation of direct payments and quota systems:</i></p> <ul style="list-style-type: none"> - arable area payments system (preparation of working procedures; establishing of administration and control system; review of working documents; supervision of IT programming; - animal payments system (preparation of working procedures; establishing of administration and control system; review of working documents); - milk quota system (preparation of working procedures; establishing of administration and control system; super levy; quota transfers; national reserve; review of working documents; supervision of IT programming); - quotas systems (preparation of working procedures; establishing of administration and control system; review of working documents). <p><i>Strengthen the administrative capacity for CMO schemes:</i></p> <ul style="list-style-type: none"> - finalising implementation of intervention measures for sugar, fish refunds, import quotas system; - support to create the procedures for administration of various support schemes for milk and milk products (e.g. School milk subsidy), fruit and vegetables (e.g. Free distribution of fruit and vegetables); sugar (e.g. Sugar used in the Chemical industry); starch refund; for development of the flower and live plants sector; - improvement of IT systems for administration of intervention measures, creation of IT systems for support schemes and import/export licensing, export refunds, import quotas system;; - further development of MIS (extending MIS for other products, extensive testing and creation of online based real time reporting system, improving security of MIS). <p><i>Quality evaluation and control system:</i></p> <ul style="list-style-type: none"> - strengthening of supervision of carcass classification; - strengthening of quality evaluation of fruit, vegetables; - strengthening of supervision and control in wine sector. <p>FADN component:</p> <p>Implementation of the FADN system:</p> <ul style="list-style-type: none"> - preparation of the computerised applications for processing of the Agricultural Census Data for evaluation typology of the farm population; - preparation of the computerised applications for drawing the selection plan and choosing the returning holdings for the FADN survey, - supervision of IT programming 	<p>Twinning package: PAA (A) for EAGGF and FADN (12 p/m), PAA (B) for the CMO schemes and Quality control component (12 p/m) and short and medium term experts (48 p/m).</p> <p>Technical assistance (Service) contract</p> <p>Procurement Contract. A Procurement Tender will be organised and will be divided into 3 lots, reflecting the needs of the project beneficiaries:</p> <ul style="list-style-type: none"> Lot 1 procurement of software and hardware Lot 2 procurement of control equipment Lot 3 procurement of laboratory equipment 	<p>Sufficient absorption capacity in the beneficiary institutions to effectively utilise project resources.</p> <p>Sufficient budget funds for staffing and operational costs.</p> <p>Smooth process of procedures concerning the tendering, contracting and implementation.</p>
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	Preconditions
	National co-financing available. Suitable Twinning partner can be found

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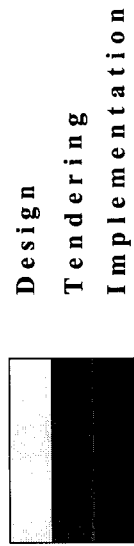
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Detailed Implementation Chart for the Project

Strengthening the Capacity to implement the EU *Acquis* for Agriculture (CAP)

Year		2002												2003												2004												2005					
Month	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	10	11	12	1	2	3	4	5	6							
Twinning																																											
TA																																											
Procurement																																											



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Cumulative Contracting and Disbursement Schedule (Phare Contribution only - MEUR)

Strengthening the Capacity to implement the EU *Acquis* for Agriculture (CAP)

	Date									
	2002		2003				2004			
	30/09	31/12	31/03	30/06	30/09	31/12	31/03	30/06	30/09	31/12
Contracting										
• Twinning				1.7						
• TA (Service)					0.19					
• Procurement				4.1						
Total contracting (cumulative)				5.8	5.99					
Disbursement										
• Twinning				0.4	0.8	1.2	1.4	1.7		
• TA (Service)					0.057	0.101	0.145	0.19		
• Procurement					1.26	1.26	1.26	1.26	1.26	4.1
Total disbursement (cumulative)				0.4	2.117	2.561	2.805	3.15	3.15	5.99

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Reference to feasibility / pre-feasibility studies*Procurement*

Assessment of the needs for funding.

LOT1. Software and Hardware

Beneficiaries are National Paying Agency, Market Regulation Agency, State Food and Veterinary Service, Lithuanian Institute of Agrarian Economics, Lithuanian Agricultural Advisory Service, **State Plant Protection Service, State enterprise for Animal milk recording control:**

Lot consist of following items:

No.	Item	Quantity	Price per Unit	Price
1.	Information system for the animal payments administration	As per specification	Lump sum	1 680 000 EUR
2.	Information system for the area payments administration	As per specification	Lump sum	1 650 000 EUR
3.	Information system for the milk and other quota administration	As per specification	Lump sum	330 000 EUR
4.	Information systems for the rural development programs administration	As per specification	Lump sum	300 000 EUR
5.	Conversion of the accounting system for the administration of the all CAP measures	As per specification	Lump sum	220 000 EUR
6.	Aerial photography and digital ortophoto maps producing	As per specification	Lump sum	300 000 EUR
7.	Market Information System (MIS): – creation of online based real time reporting system; – improving security of MIS	As per specification	Lump sum	58 000 EUR
8.	Information system for the administration of the intervention measures	As per specification	Lump sum	92 000 EUR
9.	Information system for the administration of import/export licensing, import quotas and export refund	As per specification	Lump sum	81 000 EUR
10.	Information system for the administration of various due support schemes	As per specification	Lump sum	15 000 EUR
11.	Information System for data evaluation, control and administration in the field of carcass classification, fruits, vegetables, wine.	As per specification	Lump sum	173 300 EUR
12.	Information technologies for FADN	As per specification	Lump sum	33 000 EUR
Total price				4 962 300

Items 1- 5

With the reference to the measures implementation plan, submitted to the European Union Commission in response of the Republic of Lithuania negotiations unit No. 7, "Agriculture" sector, and in the complementary information to the EU Common negotiations position (in accordance with the Order of Minister of Agriculture of 21 June 2001 No. 203 "Common negotiations position and adequate actions of Lithuania"), the information

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systems for the administration of the EU Common Agricultural Policy shall be established up to the end of the year 2003.

In the measures implementation plan it is indicated, that the National Paying Agency is responsible for the implementation of following information systems: information system for the animal and area based payments administration, IS for milk and other quotas administration, IS for the rural development programs administration, conversion of the existing accounting reporting and payment execution IS for the administration of all CAP measures.

Lithuania should establish Integrated Administration and Control System – IACS (Council Regulation (EEC) No 3508/92 of 27 November 1992 establishing an integrated administration and control system for certain Community aid schemes), in order to assure possibility to administer area and animal aid based direct payments after Lithuanian accession to the EU. The integrated system shall comprise the following elements:

1. Computerised data base (the data base shall record the data, for each agricultural holding, obtained from the aid applications).
2. An alphanumeric identification system for agricultural parcels (established on the basis of land registry maps and documents, other cartographic references or of aerial photographs or satellite pictures or other equivalent supporting references or on the basis of more than one of these elements).
3. An alphanumeric system for the identification and registration of animals (set up in accordance with Articles 4, 5, 6 and 8 of Directive 92/102/EEC).
4. Aid applications (aid applications, which should be submitted till the deadline of submission date in order to receive aid).
5. An integrated control system (cover all aid applications submitted on-the-spot checks, in particular as regards administrative checks, and, if appropriate, verification by aerial or satellite remote sensing).

Implementation information system for the animal and area based payments administration is similar as implementation information system mentioned in elements 1, 4 and 5 of IACS.

In accordance with the international methodologies and standards of software development (eg. CASE, Rational Unified Process and others), information systems development is complicated process, because there is a need for system's analysis and programming in every stage of the system implementation process. But generally, all development process can be divided in 2 stages: preparation of the specifications of the information system and implementation of the information system.

The first stage of IS development process – the specifications will have been prepared before the starting of this project. Specifications for the development of information system for the animal and area based payments administration, IS for milk and other quotas administration and conversion of the existing accounting reporting and payments execution IS for the administration of the all CAP measures will be prepared using funds of national budget.

The specifications for IS for the rural development programs administration (agro-environment; early retirement; forestry; less favoured areas with environmental restrictions) will be elaborated under the PHARE SPPII project.

In the framework of this project it is planed to implement second part of the implementation of the IT systems – development.

The pending price involves the specification of costs of software and hardware needs, costs of designing and implementation. It is scheduled to allocate a part of investments for purchasing hardware. The contractors will include the following activities: elaborate in details and update specifications for the IS; prepare specifications

for the investments; specify the understanding of the system contained in the IS specifications and develop the conceptual model (draft) of the system; on the basis of the requirements with regard to the entire IS, design or acquire necessary components (hardware, software systems, application programs, databases, etc.); integrate all the components into one whole; make sure that the designed system satisfies the requirements formulated in the IS specifications and in the general project; prepare full IS documentation: descriptions of IS components, user's manuals, IS security description, techniques of IS administration, etc.; install the IS and prepare it for the work; prepare workstations and introduce them to future IS users; train the future IS users to use the IS; carry out testing of the operation of the IS, eliminate the established irregularities and improve the system having regard to the experience accumulated during the operation testing.

The indicated investment price was co-ordinated with IT experts from Denmark and Finland, which have experience on establishment of analogous systems.

IT systems must be fully functional by the end of 2003. On the basis of the examples of the other EU Member States it is possible, provided that an adequate financing is secured, which allows allocating more resources to the establishment of the system.

Item 6.

Lithuania shall establish the Integrated Administration and Control System - IACS. Land Parcel Identification System (LPIS) – is part of the IACS system. The total sum for the creation of LPIS is about 12 MEUR. First step of the LPIS creation have already been made. The creation of a Block database for the Land Parcel Identification System of the Integrated Administration and Control System has already started. For this purpose PHARE 2000 support (750 000 EUR) will be used. The block database is conventionally divided into production units each of them covering the area of 5x5 km. The production units correspond to 1:10 000 scale map sheet subdivision in the Lithuanian State Coordinate System. The whole Lithuanian territory is covered by 2781 map sheets.

According to the EU requirements the block database shall be established following the principles of creation of Geographic Information System creation on the bases of the digital orthophoto maps at a scale of 1:10 000. The whole Lithuanian territory is covered by the orthophoto maps. The Orthophoto maps are produced from with the use of aerial photography. The information about the aerial photography is presented at the table 1.

Table 1

Aerial photography of the Lithuania (year)	Number of the map sheets	Part of the Lithuanian territory (%)
1993	56	2,1
1995	698	25,1
1996	759	27,3
1997	791	28,4
1998	271	9,7
1999	206	7,4
Total	2781	100

For some areas where the situation reflected by orthophoto maps has changed extremely new aerial photography will have to be made.

Items 7-10

1. *Market Information System (MIS)*. Within the framework of a PHARE project LI 99/IB-AG-01 the development of a Market Information System (MIS) has started (see 3.2 Linked activities). Further planned development of MIS needs the creation of online-based real time reporting system and improvement of MIS security.

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2. Information system for the administration of intervention measures.

Objective – to gather, analyse data systematically concerning the intervention and private storage aid for respective products and provide information to corresponding institutions.

- Intervention buying-in, storing and selling (prices, quantity, quality, etc.);
- Private storage (quantity, quality, etc.);
- Reporting to the EU and National institutions.

3. Information system for the administration of import/export licensing, import quotas and export refund.

Objective - to gather, analyse systematically data concerning the import/export licensing, import quotas and export refund administration and provide information to corresponding institutions.

- Application recording;
- Automatic information exchange with Customs Department under the MoF concerning the movement of products
- Automatic information exchange with NMA concerning the administration of export refunds
- Reporting to the EU and National institutions.

4. Information system for the administration of various due support schemes.

Objective – to gather, analyse data systematically concerning the support schemes for the respective products and provide information to corresponding institutions.

- Information on applicants for support schemes;
- Processing of the applications;
- Support accounting data processing;
- Statistical reporting to the EU and National institutions.

The pending price involves the specification of costs for software and hardware needs, costs of designing and implementation to perform the delegated to MRA functions. The contractors will include the following activities: elaborate in details and update specifications for the IS; prepare specifications for the investments; specify the understanding of the system contained in the IS specifications and develop the conceptual model (draft) of the system; on the basis of the requirements with regard to the entire IS, to formulate the requirements for separate system components and prepare their specifications; prepare the IS description (general project); design or acquire necessary components (hardware, software systems, application programs, databases, etc.); integrate all the components into one whole; make sure that the designed system satisfies the requirements formulated in the IS specifications and in the general project; prepare full IS documentation: descriptions of IS components, user's manuals, IS security description, techniques of IS administration, etc.; install the IS and prepare it for the work; prepare workstations and introduce them to future IS users; train the future IS users to use the IS; carry out testing of the operation of the IS, eliminate the established irregularities and improve the system having regard to the experience accumulated during the operation testing.

All the mentioned above IT systems must be fully functional by the end of 2003.

Item 11

The implementation of quality evaluation system of fresh fruit and vegetables:

Information system is necessary in order to implement quality requirements for imported, exported and intended for internal market fresh fruits and vegetables. A database shall be set up which contains:

- registries of importers, growers, enterprises which package fruits and vegetables, and exporters;
- data of quality control performed on imported fresh fruits and vegetables;
- data of quality controls performed on exported and intended for internal market fresh fruits and vegetables;

Computerised data system will serve to establish the unconformity to marketing standards as well as frequency and place of assessing and its data will be used to appropriate and adjust necessary control measures.

The implementation of wine quality evaluation system:

According to the EU regulations the control of alcohol beverages including wines has been started in Lithuania since 2002. The hardware and software available at the State Food and Veterinary Service is insufficient and it has to be updated to meet the EU requirements (General requirements for control and maintenance of communications within the wine sector were established in accordance to Commission Regulation 2729/2000/EC and come into force since 1 April 2002) with the purpose to carry out documentation of alcohol beverages which can be both imported, exported, produced and sold within the local market. At this stage it is urgent to design a integrated information system for the control of alcohol beverages. Where all distinct administrative units of the Republic of Lithuania are integrated.

For the implementation carcass classification system:

It is necessary in order to collect, amend and disseminate data on the classification of carcasses of adult bovine animals and pigs carcasses in 28 approved establishments.

Item 12

Detailed activities for the implementation of measures concerning the FADN:

- to implement the requirements of the *Acquis* regulating the surveys of farming results of agricultural producers and establishment of the Farm Accountancy Data Network based on such surveys.
- to increase staff at the Lithuanian Institute of Agrarian Economics and the Lithuanian Agricultural Advisory Service and improve the qualifications of them. To strengthen technical basis (hardware and software – 33 000 Euro: 24 000 for obtaining hardware, 9000 - software) at these two institutions.
- to prepare the computerised application for processing data of the Agricultural Census.
- to make the selection plan of the national sample and elaborate software for selection of returning holdings stratified by Criteria of the European Community Farm Typology.

LOT 2. Control equipment

Beneficiaries are National Paying Agency, State Plant Protection Service, State Food and Veterinary Service, State enterprise „Agriculture animal milk recording control”:

Lot consists of the following items:

No.	Item	Quantity	Price per Unit	Price
1.	Devices of area measurement	11	7363 EUR	81 000 EUR
2.	The Global position system (GPS)	2	15 000 EUR	30 000 EUR
3.	Special vehicles (for execution of check on spot, carcass control)	11	16 800 EUR	184 000 EUR
4.	Mini control equipment for inspectors	44	3 636 EUR	160 000 EUR
5.	Manual for inspectors		12 000 EUR	12 000 EUR
			Total price	467 000 EUR

Item 1-3

Devices of area measurement

It is planned to obtain by one instrument for the holding area measurement for every Agency's regional structural unit and one for the Control unit, for the execution of check on spot.

If calculating the number of check on spot, when check on spot is being executed by 2 officials, without having any measurement instruments, we would have to engage 218 people. In the case, when in the check on spot execution there is being used an instrument for the measurement of holding area, during one day would be possible to check 2 applicants holdings, the number of needed officials would decrease till 109 and it would decrease economical expenses of control process.

The Global position system (GPS)

It is planned to obtain two GPS for the Agency. These instruments will be used in those cases, when due to a bad weather or other conditions will be difficult to measure holding area with the instruments mentioned previously. In the cases, when the applicant declares many small holding areas, which are located in different regions, this instrument will speed up check on spot process. The main purpose of GPS – identification of holdings area limits in the case of appeals examinations and check on spot, when there will arise disputes between applicant and examiner regarding the size of holding area.

10 Special vehicles for execution of check on spot and 1 vehicle for the visiting of slaughterhouses

It is planned to obtain 10 specialised vehicles by one for every National Paying Agency's regional structural unit and for the carcass classification control State enterprise „Agriculture animal milk recording control“, will use 1 vehicle.

The National Paying Agency is going to administrate about 18 direct payment schemes and 10 rural development programmes. The greatest amount of claims for support (about 80-100 thousand) it is expected to have under direct payments schemes for arable crops and cattle. That will require to perform about 5 thousand checks-on-spot. Around 250 claimants will have to be checked by one regional unit in 2-3 months (during the growth period of crops) what makes 4 to 5 checks each working day.

It is planned to obtain 10 specialised vehicles - one for each National Paying Agency's regional structural unit to drive for the check on spot. Taking into account the fact, that crops and stock-rising check will be executed in the rural locality, fields, where there is a bad communication, technical characteristics of vehicles must ensure that vehicle is able to drive in bad weather and road conditions. Also, the size of vehicle must ensure the safe transportation of measuring instruments and other tools being used during the check on spot process.

Taking into account the fact, that the permanent control, collecting amendment and dissemination data on the classification of carcasses in slaughterhouses is necessary and the carcass supervisor should visit 28 approved slaughterhouses in different regions one vehicle is in urgent need.

Items 4-5

Mini control equipment, and Manual for inspectors (fruit and vegetables control).

Mini control equipment and manuals will be supplied for 44 regional offices of State Plant Protection Service and 13 regional offices of State Food and Veterinary Service for the evaluation of the conformity to the marketing standards for different groups of fresh fruit and vegetables (quality class, size class, degree of maturity, authenticity of colour, sugar content etc.).

LOT 3. Laboratory Equipment

Beneficiary is National veterinary laboratory

No.	Item	Quantity	Price per Unit	Price
1.	Laboratory equipment (wine control)	As per specification	Lump sum	200 300 EUR
			Total price	200 300 EUR

At the moment National Veterinary Laboratory performs analyses of imported wines. Trying to introduce the main methods indicated in Commission Regulation No 2676/90/EEB (Commission regulation (EEC) No.2676/90 of 17 September 1990 determining Community methods for the analysis of Wines)

The requirement for equipment is presented in table1.

No.	Equipment	Destination
1	2	3
1.	Water bath	Subsidiary equipment for determination, alcoholic strength, total dry extract,
2.	Colorimeter (spectrophotometer)	For determination of Citric, lactic and other individual acids, food additives analysis. Chromatic properties. Fiolin-ciocalteu index.
3.	Rotary evaporator	Subsidiary equipment for determination of contaminants in wine
4.	Refraktometer	For evaluation of the sugar concentration, reducing sugars,
5.	Alkolaizer	For determination, alcoholic strength, total dry extract, total acidity and others
6.	Equipment for measuring of density	For determination of density and specific gravity, alcoholic strength, total dry extract
7.	Equipment for distillation	Subsidiary equipment for determination, alcoholic strength, volatile acidity.
8.	Equipment for determination of carbon dioxide	For determination of carbon dioxide.
9.	Glassware	Subsidiary equipment for all determinations
10.	Chemicals	Subsidiary for all determinations
11.	Standard materials	For Quality assurance procedures
Total:		

Trying to cover all methods indicated in Commission Regulation No 2676/90/EEB it is also necessary to have equipment presented in table 2.

Table 2

No.	Equipment	Destination
1	2	3
1.	Gas Chromatograph	For determination methanol, contaminants, food additives, allyl isothiocyanate, inisitol
2.	Gas generator	Subsidiary equipment at gas chromatograph
3.	Generator of nitrogen	Subsidiary equipment at gas chromatograph
4.	HPLC system	Evaluation of the sugar concentration, reducing sugars, food additives and hydroxymethylfurfurol analysis
5.	Polarymeter	Evaluation of the sugars concentration,
6.	Centrifuge	For determination of Cyanide derivatives
7.	Balances	Sulfates, Tartaric acid, and other determinations
8.	Laboratory supplies	Subsidiary equipment for all determinations
9.	ICP-OEC equipment	For determination of Sodium, Magnesium, Calcium, Iron, Copper, Cadmium, Lead and other minerals in Wine

Implementation time-table and Phare assistance for developing capacity for administration of the CAP and creation of Agricultural Information Systems

Measures	2000 – 2001 (projects under Phare 99)	2001-2003 (projects under Phare 2000)	2002-2004 (project under Phare 2002)
CAP, Common Market Organisations			
Direct payments	Staff training Assisted by Phare 99	Operational direct payments scheme for arable crops and animals Administrative IT systems Assisted by Phare 2000	Necessary IT investments, systems design. Assisted by Phare 2002
Intervention Trade mechanisms	Administrative procedures Staff training Assisted by Phare 99	Operational intervention (dairy, meat, cereals) and import/export licenses, export refund schemes operational Assisted by Phare 2000	Operational intervention measures (sugar, fish) and import quota Necessary IT investments, systems design, inspection teams Assisted by Phare 2002
Milk quotas	Initial discussions of principles	Legal basis Administrative procedures System design Assisted by Phare 2000	Necessary IT investments Administrative and control procedures Staff training Assisted by Phare 2002
Processing and consumption schemes	-	Legal basis Staff training Assisted by Phare 2000	Administrative set-up, legislation, necessary IT systems, inspection and testing facilities Assisted by Phare 2002
Quality control and classification	Carcass classification: legal basis and training Assisted by Phare 99 Quality standards Assisted by bilateral prog.	Practical implementation of carcass classification Practical implementation of quality standards – fruit and vegetables	Fully operational systems introduced and tested Assisted by Phare 2002
Agricultural Information Systems			
Market Information System	Preparation of institutional set-up and legal basis Pilot scheme introduced for one commodity Equipment procured Assisted by Phare 99	Implementation for all major commodity sectors Improving methodology and reporting Assisted by Phare 2000	Market Information System fully implemented and reporting to the EU operational Assisted by Phare 2002
Integrated Administration and Control	Assessment of existing system. Pilot projects for LPIS. Procurement of equipment Institutional set-up prepared Assisted by Phare 99 Assisted by Phare 2000	Creating and Strengthening of LPIS Further development of Animal Register Design of IACS system Development of control procedures Assisted by Phare 2000 and Phare 2001	Fully operational IACS including up-to-date registers (farm, parcel and animal) Institutional responsibilities established Inspection teams Assisted by Phare 2002
Measures	2000-2001 (projects under Phare 99)	2001-2003 (projects under Phare 2000)	2002-2004 (projects under Phare 2002)
Agricultural Information Systems (contd.)			
FADN		Standard Gross Margin	FADN fully implemented and reporting to the EU

		<p>calculation, aggregation of individual farm accountancy data, procedures for data conversion to the EU FR format, applications for data control, theoretical sampling model, modelling and forecasting.</p> <p>Assisted by Phare 2000</p>	<p>operational Selection of the returning holdings from farm population.</p> <p>Assisted by Phare 2002</p>
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	Modernisation of Rural Administration System (1999)	Special Preparatory Programme for the Structural Funds in Lithuania I	Strengthening the Capacity of the Ministry of Agriculture and Related Institutions to Manage and Administer the EU Acquis for Agriculture and Rural Development (2000)	Special Preparatory Programme for the Structural Funds in Lithuania II	Strengthening the capacity to implement EU <i>Acquis</i> for Agriculture (CAP) (2002)
Establishment and expansion of SAPARD Agency		SAPARD Agency established			Expanded and strengthened SAPARD Agency SAPARD Agency ready for accreditation Pre-accreditation review performed
Training and other assistance					
Direct payments schemes and quotas	3 officials trained		General advice on CAP implementation, administration and organisation procedures: arable crops, milk, meat.		116 officials trained and ready for administration of arable area payments, animal payments, milk quota system and other quota systems Support when preparing working procedures and its evaluation IS programming supervision
Rural development measures		Training of employees for administration of SAPARD		Programming and evaluation of Structural funds that are from EAGGF Guidance Section	40 officials on central and 60 on regional levels trained to administer namely the following rural development measures (from EAGGF Guarantee Section): - agro-environment; - early retirement; - forestry; - less favoured areas with environmental restrictions.
Internal Audit Unit			Staff of Internal Audit Unit trained on EU internal auditing procedures (Training topics: - risk analysis working documents; - data testing selection)		5 officials of Internal Audit Unit trained on administration of direct payments
Implementation of information systems					
Rural development measures				Implemented SAPARD module	Development of software for administration of rural development measures
Arable area and animal premium schemes			Hardware for direct payments administration		Development of software for direct payments administration

	Modernisation of Rural Administration System (1999)	Special Preparatory Programme for the Structural Funds in Lithuania I	Strengthening the Capacity of the Ministry of Agriculture and Related Institutions to Manage and Administer the EU Acquis for Agriculture and Rural Development (2000)	Special Preparatory Programme for the Structural Funds in Lithuania II	Strengthening the capacity to implement EU <i>Acquis</i> for Agriculture (CAP) (2002)
Quotas					Development of software for milk and other quotas administration
Implementation of accounting, reporting and payment systems				Created for SAPARD	Adopted for all CAP measures

Implementation time-table measures

Measures	2003	2004
Intervention	Fully implemented and operational intervention measures for sugar, fish (stuff trained, necessary IT provided)	
Trade mechanisms	Fully implemented and operational system for administration of import quota system (stuff trained, necessary IT provided)	
Various support schemes	Fully implemented and operational various support and promotion schemes (stuff trained, necessary IT provided)	
Market information system	Fully implemented and operational MIS, reporting to the EU (stuff trained, necessary IT provided, security system introduced)	
The quality control system of fresh fruits, and vegetables	Fully implemented quality evaluation and control system of fresh fruits, vegetables	
The carcass classification and control system	Fully implemented carcass classification and control system	
Supervision and control in the wine sector	Fully implemented control system in wine sector	
LPIS	The LPIS created according to the commitments of negotiation	Updating the LPIS background. Made the new aerial photography and digital ortophoto maps for some areas where the orthophoto maps are the oldest
FADN	computerised applications for processing of the Agricultural Census data	Evaluation of farm typology from Agricultural Census data, drawing the FADN national sample, computerised application for choosing the returning holdings for the FADN survey