1. **Basic Information**
1.1 **Désirée Number:**
1.2 **Title:** National Tourism Information and Pilot Tourism Infrastructure in Utena Region
1.3 **Sector:** Economic and Social Cohesion
1.4 **Location:** Lithuania

2. **Objectives**
2.1 **Overall Objective**

The overall objective of this **1.09 MEUR** project with a Lithuanian co-financing contribution of 0.2175 MEUR is the economic and social cohesion of Lithuania based on improved tourism services and infrastructure.

2.2 **Project Purposes:**

The project purpose is the development of the Tourism sector. The two main components are:

- Development of national information infrastructure and services to support tourist development

- Development of pilot tourism infrastructure within Utena region

2.3 **Accession Partnership and NPAA priority**

The project is in line with the 1999 Accession Partnership, which defines economic and social cohesion as a medium-term priority and which identifies the need to support measures similar to those supported in Member States through the European Regional Development Fund. It also reflects the priorities set in the chapter on economic and social cohesion of the National Programme for the Adoption of the Acquis of May 2000.

- 3.4.6. The need to integrate the register of tourist services and tourism resources within a common Lithuanian tourist information system. As a medium-term priority attention is given to central integration of information and creation & introduction of a comprehensive system of tourism information and road signs.

- 3.4.6. Implement the National Tourism Development Programme (which includes a priority for regions to prepare and implement plans for camping infrastructure – see in Annexe).

2.4 **Contribution to National Development Plan**

The project addresses the first priority of the National Development Plan (NDP), which concerns the development of the productive and service sectors. In particular the project is focused on the following two measures as set out in the NDP:

- Measure 1.5: Development of Tourism Infrastructure

The NDP identifies weaknesses in infrastructure that must be addressed if the potential of the Lithuanian tourism sector is to be realised. One such weakness is the limited choice of tourist accommodation services and lack of accommodation places, and in particular an underdeveloped network of camping places. Moreover, there is emphasis given to the development of service infrastructure in those regions such as Utena where the natural recreational resources provide a favourable basis for tourism development.

- Measure 1.6: Development of Tourism Services, Establishment of the Tourism Information System, Training and Marketing.

This measure identifies specific weaknesses that act as a major constraint on tourism development in the country. This includes an incomplete Tourism Service & Resource Registry (TSSR), underdeveloped road sign system of tourism information, and an underdeveloped TIC network.

2.5   Cross-Border Impact: n/a

3.   Description
3.1   Background and justification:

The project is based on two key elements:

- The importance of the tourism sector and the need to develop a more effective national infrastructure within which economic development can proceed in the tourism sector in the future.

- The priority to develop the tourism infrastructure within Utena region to enable exploitation of the tourism potential and to provide a contribution to the diversification of the economy in response to the economic and social impacts of the decommissioning of the Ignalina NPP.

With regard to the development of Tourism Information, the National Tourism Development Programme sets out a framework for development of the tourism sector, and sets out priority measures to develop the tourism information system and the tourist infrastructure.

Concerning the **tourism information system** the very low level of development currently in place makes it an urgent priority to take action in this area. In particular it is essential to take action in an integrated way in several key areas:

- There is no fully functioning national system of tourist information that is both integrated and comprehensive. There is both a lack of a systematic basis for the gathering and analysis of national data on tourist activity, and also a strong need to introduce an integrated and comprehensive national reservation system, particularly in relation to rural tourism which is presently only covered by a number of relatively limited localised and /or commercial reservation systems. In response to this it is necessary at the central level to develop the systems (customised software and some hardware), and also to undertake training and capacity-building activities to ensure effective operation and management of such a national information and reservation system.

- In order for a national system to work effectively it is also a requirement to undertake further investment across the network of Tourist Information Centres in Lithuania. At this level also there is a need for both limited equipment and also training and development of staff in the TICs, particularly in the use of the existing and new information systems and in dealing with customers. In this way the TIC network will be able to make a full contribution to the effective functioning of the national information and reservation system.

- Investment is also needed in the infrastructure used for providing information to tourists. Firstly, the minimum requirements for TICs include provision of information off working hours, which means permanent "self-access" to information by tourists. At present there is almost a complete lack of such facilities. Where these do exist (e.g. in Alytus region) this new generation of information kiosks constitute an extremely useful tool for the provision of information to visitors. The systems available on the market now are all based on the concept of "network" and are connected to the central database of tourist information. They are therefore as up-to-date as possible and their maintenance is very low cost. To implement this it is necessary to both establish the terminals at TIC sites, to train the TIC staff in the operation and ongoing use of such information tools and to increase the visibility of the TICs/terminals.

- Furthermore, it is necessary to continue to develop a comprehensive road sign system of tourism information; at present there are very few signs in place and this is a major constraint on the development of tourist activity. Whilst local signposting is undertaken by the municipalities, the State Department of Tourism is responsible for sign-posting major roads. Consequently, a study has been launched and is still underway to identify specific locations for road signs to be installed along the following key axes: Via Baltica, Vilnius-Kaunas-Klaipeda and Nemunas River area. Additional signs will be posted along the Eurovelo international cycling route and at border crossings not presently equipped.

- Finally, there is a need to take action in international promotion of the Lithuanian tourism sector. Although this area is recognised within the National Tourism Development Programme as important, lack of resources has limited the scope for action. As a first priority in this area it is necessary to support the development of an international promotional strategy and to implement specific actions in the future.

In addition to these activities at the national level, and with the specific aim of encouraging rural tourism, it is proposed to invest in a specific **pilot tourist infrastructure project in Utena region**. This project aims to create 4 campsites in an area where there is presently none but which does witness "illegal camping" every year. This proposal is based on the principles set out in the National Tourism Development Programme and will lead to a full national development plan for campsites. A feasibility study into the development of campsites in the Utena Region was commissioned by the State Tourism Department in 2000. A full copy of the study has been provided. The key points to note are as follows:

- The development of campsites and "touring holidays" in Lithuania is seen as a major priority for the tourism sector. As yet there has been almost no investment in campsite development and there is a great need to undertake a pilot project that can demonstrate and realise the potential in this sphere. The location of Utena is

ideal for such a project. It is within 100km of all three major population centres in Lithuania, and is particularly close to the main city and tourist attraction – Vilnius. It is located on transit routes for foreign tourists, and on the Eurovelo international cycling route. It is therefore ideal to attract "touring" holidaymakers.

- The potential for "nature tourism" via camping in the region is significant, with a number of areas being very well suited to this form of activity. In this respect, the choice of Utena region as a priority for a pilot project reflects the fact that the County has huge potential. It has around 1,000 lakes & rivers, with 31% of the land covered by forests and 900 monuments of cultural heritage.

- The development of tourism will play a key part in the economic diversification of the region. In response to the decommissioning of Ignalina there is a clear need to support the promotion of such forms of economic activity as part of the strategy to address the social and economic consequences of the closure. It is expected that the support to the development of the campsites will act as a catalyst for further private investment in tourism products and services.

- There is a commitment to the development on the part of all 4 municipalities and the County Administration, and all formal requirements for the construction work are agreed in principle with the local building control authorities (municipal architects) although the formal applications will still, of course, need approval. Moreover, the feasibility study establishes a sound basis for the development of the project.

- The land for the campsites is presently used illegally by tourists who come to the region for active holidays. This illegal activity is creating limited environmental damage that can best be overcome by providing good infrastructure whilst not increasing the cost of accommodation too much. The 4 municipalities concerned feel that the construction of official campsites will help them overcome this situation.

- The land earmarked for the campsite is owned, and will continue to be owned, by the municipalities. With regard to the future operational management of the sites it is intended in the first instance to manage these as part of the municipal tourism support function, with the daily management of the campsites being devolved to the Tourist Information Centres who will employ additional seasonal staff. Within the project consideration will be given to the feasibility of franchising out the management where appropriate. Forecast revenues from the sites are expected to cover the operational costs.

3.2 Linked activities:

The State Tourism Department in collaboration with municipalities have undertaken a series of activities using own resources in the two areas prioritised for this project. These activities can be summarised as follows:

- 24 Tourist Information Centres are established and operational (some of them only in high season) on the Lithuanian territory;

- 4 Tourist Information Centres are operational abroad (Russia, Germany, USA and Japan)

- 11 TICs already have websites, although these are generally of fairly poor quality;

- 200 road signs with the letter "i" have been produced and installed;

- Tourist Information Road Signs study on-going (findings to be used for the installation of the signposts and information boards applied for in this project).

- 5 national information boards have been produced and installed (Vilnius Airport, Vilnius Railway Station, 3 border crossing points;

- full surveys of foreign visitors are being carried out yearly since 1994;

- Lithuanian tourism was presented at 9 international fairs in 2000 (although this activity was more developed in previous years when Phare financial support enabled participation in 14 to 17 fairs annually)

Resources have been insufficient to achieve the comprehensive developments necessary and outlined in the National Tourism Development Programme.

Within the framework of the Phare CREDO programme, the County of Alytus benefited from the installation of 9 modern computer-based tourism information kiosks which have been in operation since the beginning of 2001. The information provided in the kiosks is gathered by officials from each district in Alytus County and transmitted to the project central server in Suwalki (leader of the CREDO project). This information is therefore accurate and up-to-date. The kiosks are seen as crucial to information services as they are functional 24 hours a day in rural areas where it is otherwise impossible to provide tourism information. The key information is provided in 4 languages, thereby catering for the local Polish and Lithuanian tourists as well as for international visitors using English and/or German. Whilst it is too early to provide a full evaluation of the use of the kiosks, and whilst some teething technical problems are still being encountered with the transmission of data, it can already be said that the kiosks are proving popular both with the local population (information on local activities, festivals, etc) and with foreign visitors.

As far as the region of Utena is concerned, Phare assistance has been granted under the 2000 Phare ESC programme to support the general economic development of the area. Within this Phare 2000 ESC project, there is to be support for the development of a regional tourism strategy in Utena County. This work will involve the strengthening of the regional strategy currently existing, but will focus on the broader strategic framework and will not directly involve proposals for specific infrastructure developments. The complementarity between the proposed project and the previous Phare 2000 ESC project lies in the fact that the first will aim to demonstrate the viability of rural tourism services whilst the second one will create the conditions for new private investments in the future through for instance advisory services, training, support for feasibility studies, etc.

Furthermore, within the Phare 2000 ESC project for Utena there is the facility to support small business development projects, including two tourism pilot projects. The specific guidelines for the use of this funding are still being finalised, but there is no conflict with the present proposal. The cost for the campsites development would involve the full allocation of all available resources to these small projects, which is clearly not in line with the intentions of the fund nor the needs in the region. The funding of the campsite infrastructure within the Phare 2001 ESC project would enable the 2000 funding to be used for the wide range of tourism development needs

clearly existing within Utena region, thus contributing to the increased diversification of the local economy. There will be clear local liaison to ensure that there is no overlap in funding and that the guidelines for pilot tourism projects in the Phare 2000 project reflect this.

Finally, the Tourist Information Centre in Kaunas has received financial support in the framework of the Phare CBC Small Project Facility for the development of a Convention and Visitors Bureau, using best practice from their partner region in Denmark. The project has started in the second quarter of 2001.

3.3   Results:

The project will achieve the following results:

- Establishment of Integrated Information System (IIS) linking Tourist Information Centres (TIC) in Lithuania.

- Completion of the national network of TICs, with 5 new ones equipped and trained and existing TICs equipped to operate the uniform information system

- Provision of central data and information collection on tourism activity via IIS. Staff at State Tourism Agency trained in utilisation of tourism-related information.

- Improved market research on domestic and international tourist activity, leading to better input into the action plan for development of tourism on the basis of information gained.

- National reservation system, focused particularly on rural tourism facilities (e.g. campsites, farms, B&B), with full local access in all TICs in Lithuania via IIS. Staff at all TICS trained in operation of the system and in general customer-care.

- Extension of network of tourist information signage, with new road signs designed/produced/installed along main roads and close to the TICS. New tourism information boards produced and installed on Via Baltica, along the Vilnius-Kaunas-Klaipeda road, on the Eurovelo route and at border crossings not presently equipped.

- Extension of network of open access "Information Kiosks", with new kiosks set up and connected to computerised information system. The kiosks will be based near the existing TICs and provide 24 hours a day access to information. It is expected that around 40,000 tourists will use the kiosks per year.

- Detailed strategy and action plan on the future development of the promotion of Lithuanian tourism, including clear proposals for financing options for increased participation in international tourism fairs.

- Essential infrastructure in place for 4 campsites in Utena region. The 4 sites are in the following municipalities: Ignalina, Moletai, Utena, Zarasai. Local staff recruited and trained in the management and operation of the sites, and in marketing/promotion.

- Approximately 70 staff trained in the national reservation system, customer care techniques, operation of Info-Kiosks.

3.4   Activities:

The project activities will include the following:

3.4.1.   Technical Assistance

The following activities will be dealt with by a Technical Assistance contract:

Support from EU and local expertise to the State Department of Tourism and Tourist Information Centres (TICs) in:

- Development and implementation of a national data collection system within the tourism sector.

- Development and implementation of a national reservation system for rural facilities.

- Development of tools and methodologies for the analysis and utilisation of national tourism data.

- Design and delivery of training modules for central staff and TIC staff on two specific areas: the operation of the reservation system and customer-care techniques.

- Assistance in performing tourism market research (statistics and surveys) leading to a better understanding of the tourism sector in Lithuania (strengths & weaknesses).

- Design and delivery of training for central and TIC staff on operation of Info Kiosks.

- Preparation of a strategy for international promotion of Lithuania, including concrete proposals on future financing options for sustainable tourist promotion.

- Support to the initial management, marketing and operation of municipal campsites. Drafting of proposals for possible franchising of operational management in the future. (Utena region TICs only).

Upon completion of the Technical Assistance contract, the State Tourism Department will take full responsibility for the continued operation and maintenance of the national information and reservation system. Own IT capacity will be established to ensure sustainability of the system.

3.4.2   Supply

There will be two supply contracts with small works components for the following:

- Contract 1 – IT Equipment

Equipment for national information system (Central Server(s) and system software)

Equipment and software for rural tourism reservation system.

Equipment for 5 new TICs and additional data-related equipment for existing TICs.

Info Kiosks purchased and installed.

Website development software.

- Contract 2 – Road Signs

Design, production and installation of Road Signage (road signs: "Place of Interest", "Rural Tourism", "Tourist Information")

Design, production and installation of Information Boards (information boards: on rest places along major roads, along Eurovelo cycle route, at border crossings)

3.4.3. Works

There will be one works contract for the following:

- Necessary construction work to establish the infrastructure for 4 campsites in Utena region. At each site there will be connection to essential services such as electricity/water/sewerage, completion of wooden "lodges", facilities for caravans, and spaces for tents. The specific tender documentation will be prepared on the basis of the detailed feasibility work (in annexe) and plans already prepared by the Department of Urban Engineering of Vilnius Gediminas Technical University which will be revised by experts contracted through the PPF.

4.   Institutional Framework

The State Department for Tourism will co-ordinate the project and will manage the operational implementation of the project. The contact person is Alfredas Slekys, General Director, Republic of Lithuania State Department of Tourism, Vilniaus Str 4/35, 2600 Vilnius. Tel: +370 2312089. Fax: +370 2226819. Email: vtd@tourism.lt.

A horizontal Steering Committee (SC) for all Phare 2001 ESC projects, chaired by the Ministry of Finance, will be set up. The SC will be linked to the SC for Phare 2000 ESC and will ensure close coordination between the measures and activities implemented under both programmes.

5.   Detailed Budget (€Million)

Contract	Phare Support			National Co-financing	IFI	TOTAL
	Investment Support	Institution Building	Total Phare (I+IB)			
TA		0.23	0.23			0.23
Supply 1	0.24525		0.24525	0.08175		0.327
Supply 2	0.13725		0.13725	0.04575		0.183
Works	0.26		0.26	0.09		0.35
Total	0.6425	0.23	0.8725	0.2175		1.09

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 and will be responsible for contracting and overall financial management of the project. Specific implementation tasks will be delegated to the State Tourism Department.

The PAO will be Mr Z Pajarskas, Director of the CFCU, Ministry of Finance, J. Tumo-Vaizganto 8a, 2600 Vilnius; telephone: +370 2 61 19 32, fax: +370 2 22 53 35 and e-mail: cfcu@takas.lt.

The contact within the State Tourism Department is Alfredas Slekys, General Director, Republic of Lithuania State Department of Tourism, Vilniaus Str 4/35, 2600 Vilnius. Tel: +370 2312089. Fax: +370 2226819. Email: vtd@tourism.lt.

6.2   Twinning: N/A

6.3   Non-standard aspects

Implementation will be managed in accordance with the relevant Phare regulations and guidelines.

All documentation will be fully in line the new "Practical Guide for Phare, SAPARD and ISPA" which is applied for the Phare Economic and Social Cohesion from 1 January 2001.

6.4   Contracts

The project will be carried out through four international tenders:

- A service contract for Technical Assistance with a total value of 230,000 Euro.

- A supply contract for IT services and equipment with a total value of 327,000 Euro (including national co-financing – 81,750 Euro).

- A supply contract for Road Signs and Boards with a total value of 183,000 Euro (including national co-financing – 45,750 Euro).

- A works contract with a total value of 350,000 Euro (including national co-financing – 90,000 Euro).

It should be noted that the ToRs and tender documentation for all contracts are to be prepared in advance of the commencement of the project as part of the Project Preparation Facility (draft Terms of Reference in annexe).

7.   Implementation Schedule

Contract	Start of Tendering	Start of Project Activity	Completion
TA	1Q/2002	3Q/2002	4Q/2003
Supply 1 & 2	1Q/2002	3Q/2002	2Q/2003
Works	1Q/2002	3Q/2002	2Q/2003

8.   Equal Opportunity

All project activities will have equal access for women, men and disadvantaged groups.

9.   Environment

In line with requirements, a full Environmental Impact Assessment will be carried out during the preparation phase, using resources allocated from the Project Preparation Facility. (See draft terms of reference are attached in annexe). It is foreseen that the EIA will be completed and approved by the Ministry of Environment during the second quarter of 2002.

10.   Rates of return

The feasibility study in annexe provides a full forecast of revenues for the next 7 years.

11.   Investment criteria

11.1 Catalytic Effect and Additionality:

In line with the requirements, this project includes Phare support which catalyses a priority, accession driven action which would otherwise not have taken place or which would have taken place at a later date. Phare grants shall not displace other financiers especially from the private sector or IFIs. On the contrary, it is expected that the demonstration infrastructure project will foster future private sector investment in the tourism sector.

11.2 Co-financing:

Co-financing for the Investment part of the project has been secured by the Ministry of Economy.

It is to be noted that the 4 municipalities involved in the pilot infrastructure project in Utena region will provide the necessary co-financing for the construction works around the 4 campsites. However, should these municipalities, for any reason outwith their control, experience difficulties with raising the necessary co-financing, the funds will be guaranteed by the Ministry of Economy. A letter to this effect is included in annexe.

11.3 Project Readiness and Size:

For the proposed works component there has been a full feasibility study conducted, including the preparation of detailed plans for the necessary infrastructure work (see in annexe). In addition, the planning authorities in the municipalities have been involved in the preparation process and all necessary approvals will be in place.

For all aspects of the project, ToRs and all related documentation such as bills of quantities will be produced in advance of the project as part of the Project Preparation Facility (draft ToRs in annexe).

11.4 Sustainability:

The feasibility study provided in annexe includes a detailed forecast of the usage that is anticipated for the campsites. Projected figures clearly indicate that the 4 sites will be economically viable in the short to medium-term.

11.5 Compliance with state aids provisions

Investments respect the state aids provisions of the Europe Agreement and national legislation.

12.   Conditionality and sequencing

A condition of support to the project will be the formal agreement of the 4 municipalities involved to re-invest the operating profits of the campsites into the improvement of the facilities and services at the campsites (Campsites must be established as Public Enterprise so as to retain control over their operating profits).

Sequencing will be important in the sense that the Supply contract for IT must be in place prior to the completion of the TA contract so as to ensure that training is carried out.

Annexes to Project Fiche

1. **Logical framework matrix in standard format**

2. **Detailed implementation chart**

3. **Contracting and disbursement schedule**

4. **Reference to feasibility / pre-feasibility study for the project**

5. **Structure and functions of the Implementation Framework for the project**

6. **Summary of draft Terms of Reference for PPF support**

LOGFRAME PLANNING MATRIX FOR **Tourism Infrastructure**		Programme Name and Number National PHARE Programme 2001 Economic and Social Cohesion LT 01.12.01	Tourism Infrastructure
		Contracting Period Expires: 3Q/2003	Disbursement Period Expires: 3Q/2004
		Total Budget: 1.09 MEUR	Phare Budget: 0.8725 MEUR
Overall Objective: Economic and social cohesion based on increased tourism activities.	Objectively Verifiable Indicators: Regional differences in income and employment decrease	Source of Verification: • **Commission's Regular Reports** • **National Tourism Data** • **SME Development Stats**	
Project Purpose: • Sustained development and growth of the tourism sector in Lithuania	Objectively Verifiable Indicators: • Growing small and medium-scale tourism industry • Improved services via TICs • Growth in camping activity in Utena region (average tourist turnover in May-September is 32,000 tourists)	Source of Verification: • National & regional statistics and appraisals • Commission's Regular Reports	Assumptions: • Tourism development in Lithuania free of external and internal blocks • Accession policies continue • Linked projects produce results
Results: • National infrastructure for tourism development developed • Infrastructure for Camp Sites created in Utena Region;.	Objectively Verifiable Indicators: • Integrated information system (IIS) established. All TICs equipped and 49 staff trained to operate the system. • Provision of central data and information collection on tourism activity via IIS. Staff at the State Dept. of Tourism trained in utilisation of tourism-related information. • National reservation system for tourism facilities, with full local access in all TICs via IIS. 150 rural tourism services suppliers trained to operate the system. • Extension of network of Tourist Information signage, with new signs designed/produced/installed and new information boards. • Extension of network of open access "Information Kiosks", with new kiosks set up and local & central staff trained on operation of kiosks. Number of users of Info-Kiosks is 40,000 per year. • 70 staff trained in reservation system, info-kiosks, and customer care. • 4 Campsites built and operational., campsites workers trained.	Source of Verification: • Project reports • National statistics and appraisals	Assumptions • Close co-operation between State Tourism Department & TICs, and with Utena municipalities
Activities: • National data collection system within the tourism sector and a national reservation system. • Tools and methodologies for the analysis and utilisation of national tourism data. • Training of central staff and TIC staff • Strategy for international promotion of Lithuania. • Creation of infrastructure for 4 campsites in Utena.	Means: • TA contract for training & capacity building. • Supply contract for equipment and road-signage • Works contract for camp-sites infrastructure	Source of Verification: • Reports of the Project Monitoring Committee • Reports of the management structure	Assumptions: • All participating institutions co-operate successfully. • Adequate implementation and monitoring capacity assured • State Tourism Department is committed to the project.
			Preconditions: • Agreement of the 4 municipalities involved to re-invest profits in campsites

| | • National co-finance available when required |
| | • High-quality project management assured |

Detailed Implementation Chart for the Project

Year	2001						2002												2003												2004					
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
Works			design	design	design	design	tend	tend	tend	tend	tend	tend	impl	impl	impl	impl	impl	impl	impl	impl	impl	impl	impl	impl												
TA			design	design	design	design	tend	tend	tend	tend	tend	tend	impl	impl	impl	impl	impl	impl	impl	impl	impl	impl	impl	impl	impl	impl	impl	impl	impl	impl						
Supply 1			design	design	design	design	tend	tend	tend	tend	tend	tend	impl	impl	impl	impl	impl	impl	impl	impl	impl	impl	impl	impl												
Supply 2			design	design	design	design	tend	tend	tend	tend	tend	tend	impl	impl	impl	impl	impl	impl	impl	impl	impl	impl	impl	impl												

Legend:
- design
- tendering
- implementation

Cumulative Phare Contracting and Disbursement Schedule for the Project (€Million)

	Date													
	2001			**2002**				**2003**				**2004**		
	30/06	30/09	31/12	31/03	30/06	30/09	31/12	31/03	30/06	30/09	31/12	31/03	30/06	30/09
Contracting														
Works					0.26									
TA					0.23									
Supply 1					0.24525									
Supply 2					0.13725									
Total contracting (cumulative)					**0.8725**									
Disbursement														
Works						0.026	0.095	0.164	0.233	0.26	0.26	0.26		
TA						0.069	0.086	0.13	0.157	0.184	0.21	0.23		
Supply 1						0.147	0.147	0.147	0.221	0.24525	0.24525	0.24525		
Supply 2						0.082	0.082	0.082	0.123	0.13725	0.13725	0.13725		
Total disbursement (cumulative)						**0.324**	**0.41**	**0.523**	**0.734**	**0.8265**	**0.8525**	**0.8725**		

Reference to feasibility / pre-feasibility study for the project

1. National Tourism Development Programme
2. Feasibility Study for Nature Tourism in Utena Region (Commissioned by the State Tourism Department and prepared by the Department of Urban Engineering of the Vilnius Gediminas Technical University), and clarification note related to this project.
3. Utena Region Tourism Strategy

Structure and functions of the Implementation Framework for the project

Tourism Infrastructure for Economic and Social Cohesion

A horizontal Steering Committee (SC) for all Phare 2001 ESC projects, chaired by the Ministry of Finance, will be set up. The SC will be linked to the SC for Phare 2000 ESC and will ensure close coordination between the measures and activities implemented under both programmes.

Steering Committee:

This would include ministers/vice-ministers and senior civil servants from the Ministry of Economy (including the State Tourism Department), CFCU, National Aid Co-Coordinator. National Authorising Officer, Representatives of Ministry of Interior, Regions Social and economic and partners, EC Delegation.

- Approving revisions of the programme
- Monitor financing of the project, its eligibility and compliance with the requirements of the Phare Programme;
- Take steps to speed up implementation of the programme;
- Decide on arrangements for publicity;
- Take responsibility for providing accurate information for the Monitoring Reports;
- Approve contracting for issue by the Implementing Agency.
- Ensure close co-ordination with other related projects.

SUMMARY OF DRAFT TERMS OF REFERENCE FOR PPF SUPPORT

For the preparation of implementation of this project the LI9917.01.01 *Phare Project Preparation Support* will provide assistance to the State Department of Tourism in the following:

- Preparation of full Tender Dossier for Technical Assistance contract included within the Phare ESC 2001 project. The TA contract will have a budget of up to 230,000 Euro and will include: support in structuring of the national tourism data collection system; structuring national reservation system; tools for analysis of tourism data; training central staff & TICs in the national data & reservation systems and in customer service; advice on pilot research into tourism activity; training on operation of Info Kiosks; assistance in preparation of a strategy for international promotion of Lithuania. The Contractor should review the current operations of TICs and Info Kiosks so that proposals for improvement of their operations can go into the Tenders for the Technical Assistance and Supply Contracts.

- Preparation of technical specifications for the hardware/software to be used for the national information system, and for the Information Kiosks.

- Preparation of technical specifications for the design, production and installation of road signage based on on-going study determining sign locations. The ongoing study should be reviewed by the Contractor within in the first month of the project and submitted to the beneficiary for comments before the technical specifications for road signage are prepared.

- Assessment and proposals for improvement of the Feasibility Study made by the Technical University in connection with the development of the 4 campsites. After the first month of the project, the proposal for the improvement of the Feasibility Study must be submitted to the beneficiary and the EC Delegation for discussion and comments, so that all comments are taken on board in the modified Feasibility Study and the Tender Dossier.

- Preparation of a Full Tender Dossier, on the basis of the modified feasibility study, of technical specifications (including bills of quantities) for a works contract to create 4 campsites in Utena region. In addition, support should be provided to the beneficiaries for the preparation of an Environmental Impact Assessment study to be submitted to the Ministry of Environment for approval by early 2002.

A draft version of the Full Tender Dossiers should be presented in draft after 2/3 of the project to the beneficiary and the EC Delegation for discussion and comments to be considered/incorporated in the final versions.