

Standard Summary Project Fiche

Project Number 2002/000.620.08.01

1. Basic Information

- 1.1. CRIS No.** 2002/000.620.08.01
- 1.2. Title** Improvement of Public Service Management via strengthening of Agency of the Public Service Management
- 1.3. Sector** Public Administration, Public Finance, Privatisation
- 1.4 Location** Public Service Department of the Ministry of the Interior (MoI), Lithuania

2. Objectives

2.1. Overall Objective

The overall objective of this **1.77 MEUR** institution building and investment project, of which **0.27 MEUR** is provided from national co-financing is to develop Lithuanian public service into a modern, independent, professional and efficient public service, and fully apply and implement public service legislation so that it is in line with the Copenhagen criteria and good practice of the EU Member states.

2.2. Project Purpose

- Strengthen administrative capacities of the Agency of Public Service Management .
- Ensure implementation of Public Service Law, including preparation and implementation of necessary secondary legislation and necessary methodologies.
- Increase the administrative capacity of ministries and government institutions via development of plans and tools for human resource management (HMR) and implementation of the Public Servants Management System (PSMS) according to good practice in EU Member States.

2.3. Accession Partnership and NPAA Priorities

Lithuanian Accession Partnership 1999 as a medium-term priority foresees implementation of the public administration law and the public service law. It also mentions the necessity to strengthen public financial control functions through the provision of adequate staff, training, equipment and also establishing of a clear separation of ex-ante internal control and monitoring. On its part, Accession Partnership 2001 also foresees consolidation of a modern, independent, professional and efficient public service as a high priority by ensuring further training, an appropriate level of remuneration and greater inter-departmental co-ordination.

Additionally, the NPAA 2001 includes measure 4.1-P-A2 concerning implementation of the public service reform. The emphasis is placed on the rationalisation of the distribution of administrative functions, improvement of the accountability system, the development of a professional public service and improvement of relationship between the Central Government and other institutions.

3. Description

3.1. Background and Justification

The 2001 Regular Report states that Lithuania has made progress in implementing the legislation on public administration and public service. However, it goes further suggesting that there is still a number of issues, which need to be addressed, namely, the level of remuneration, additional training and improved inter-ministerial co-ordination.

Additionally, the Thematic Report on Public Administration Reform No. S/ZZ/PAD/01003 prepared by OMAS Consortium on 24 September 2001 among public service weaknesses mentions such as:

- non existing weak Human Resources Development policy (job description, competitive appointment, appraisal, career development, pay scales and pay progression, etc);
- lack of public information on ministerial responsibilities and activities on which officials are responsible for individual policy areas;
- no manuals for the execution of policy or standards of public service delivery;
- no written rules of procedure;
- no national system of civil service training.

In order to solve the problems mentioned above the Lithuanian Public Service Law adopted on July 8, 1999 (No.VIII-1316) was revised and Seimas approved its new version on April 23, 2002. At the moment the law has to be signed by the President of the Lithuania. It will come into force from July 1, 2002. The revised Law addresses such issues as:

- Positions of public servants;
- Recruitment to the position;
- Duties and rights of public servants;
- Public servants career development;
- Remuneration system;
- Training;
- Incentives and responsibility of public servants;
- Social and other guarantees for public servants,
- Dismissal of a public servant,
- Management of a public service.

However, even though the law was revised and approved, its successful implementation still needs secondary legislation and new methodologies to be created (such as revision of public servants' activity evaluation procedure, methodology how to plan training needs and recruitment to the office procedure) This Phare project would be expected to assist in the revision/creation of secondary legislation and methodologies ensuring them to be in line with the good practices of EU Member States.

The revised Public Service Law foresees three key players to implement the law: the government, the Minister of the Interior and Agency of the Public Service Management (APSM). The establishment of the APSM is foreseen in Article 12 of the "Law on the implementation of the Public Service Law" dated April 23, 2002. This institution has to be established by 1 January 2003 and will start functioning from 1 January 2003. The establishment of APSM is also foreseen in the Resolution No.1196 of the Government of the Republic of Lithuania dated October 4, 2001 "Concerning approval of implementation measures of the Governmental programme for the year 2001-2004". The measure No.475 of the Resolution foresees that APSM has to be established on the 4th quarter of 2002. The Order of the Minister of the Interior dated March 7, 2002 also foresees the establishment of the APSM and responsible for the implementation of the measure are Economics and Finance Department and Public Service Department of the Ministry. Functions of APSM will be carried out by the Ministry of the Interior (here meaning Public Service Department) as long as this institution will be established, as it is foreseen in Article 5 of the "Law on implementation of the Public Service Law".

Functions of the APSM are described in Article 49 of the Public Service Law. This institution will control the implementation of this Law and related legal acts, manage PSMS, draft legal acts related to the public service, ensure an integral system for managing the public service staff and planning the career development of public servants, approve training programmes for public servants, co-ordinate the implementation of the strategy for the training of public servants and etc.

This Article also says that APSM will be the institution under the Ministry of the Interior. It is expected that the current Public Service Department of the MoI will be transferred into this institution, which will employ between 30 to 35 public servants (at the moment the staff of Public Service Department consists of 18 public servants). However APSM will need additional advice and training in order to be able to implement functions prescribed to them by the law.

Additionally the APSM (currently the Public Service Department) will be managing Public Servants Management System, which is an IT based pilot-tested system at the moment covering 200 institutions. According to the revised Public Service Law, it should be expanded to include information about public servants of all institutions which labour relations are regulated by the Public Service Law (approx 700). The database shall include information on structure of the institutions, public servants employed, functions they perform, information about their remuneration, etc. It is planned that this system will be the main source of information for the planning of the remuneration fund. This Phare project would be expected to assist with the expansion of PSMS.

On this background the Lithuanian public service reform is in need of assistance in order to solve the problems mentioned and this project is expected to provide the assistance required.

During the preparation of the project, the Trade Union of State Institutions was consulted and the majority of the comments was taken into account.

3.2. Linked Activities

Public service sector has received previous Phare assistance (Phare project LI9701) concerning preparation of draft Public Service Law. The task was completed successfully and this project would follow on from the previous project and assist further in drafting necessary secondary legislation and methodologies, so that they would be in line with new trends in public service sector.

Additionally, Phare project (LI9906.01) (the LIPA project) deals with public service training. The training provided by LIPA project covers general public service training and EU accession training and is more designated for public servants from different institutions focusing on specific topics relevant for them. The proposed project will build on LIPA's achievements. While LIPA was concentrating on pilot training (how to select topics, how to prepare training courses, etc), the proposed project will go further and deal with planning of training needs so that the training could be delivered to all public servants who need it. Additionally, functions of LIPA and those of APSM are describes in Article 45 of the revised Public Service Law, which clearly separates the types of training to be provided by LIPA and that to be provided by other institutions, which have to be approved by the order of the Minister of the Interior (APSM being one of them).

Bilateral assistance was also received from the IPSPELL (Improving Public Sector Performance in Estonia, Latvia and Lithuania). International Enlargement Department of the British Government supports efforts of Lithuanian, Latvian and Estonian Governments to improve performance in a public sector. The project is implemented by the British Council together with other British and Swedish organizations. The project carries out seminars in all three countries. It will be ensured that this Phare project would co-ordinate with IPSPELL, so that topics provided by both of them would not overlap.

3.3. Results

Twinning

- Drafts of necessary secondary legislation and methodologies for the successful implementation Public Service Law prepared.
- Manual on Human Resource Management (HRM) preparation strategy and its implementation guidelines to be used by all public service institutions prepared and published. The purpose of this manual is to improve strategic planning in Lithuania introducing factor of HRM (i.e. 1.

planning of institution's functions; 2. planning of number of job positions with certain categories 3. planning of the remuneration fund based on number of staff and their categories).

- Training programmes on HRM prepared and delivered to the personnel of Agency of the Public Service Management and Heads of Personnel Departments of all public service institutions (about 700). The training will be provided for one representative per institution involved in the project. The training will also include train-the-trainer component.
- Training programmes (including train-the-trainer component) on the operation of PSMS prepared and provided for the personnel of Agency of the Public Service Management and representatives from each institution involved in the project (about 700 representatives), who will be working with the PSMS.

Technical Assistance

- Operational software for PSMS including data from all institutions, which labour relations, are regulated by Public Service Law (about 700), including transfer of information from old database.

Supply

- Hardware, software and telecommunications equipment for expansion of PSMS installed and fully operational.

3.4. Activities

3.4.1 Twinning and Training package

Guaranteed results/expected outputs

- Review existing secondary legislation to Public Service Law, prepare and document draft proposals for necessary new secondary legislation and methodologies.
- Prepare and deliver training courses for the personnel of APSM on best practices in HRM and Public Service Management.
- Prepare and publish manual on HRM preparation strategy and its implementation guidelines (which could include rules of ethics for the public servants, evaluation of public servants official activity (extra payment to the salary will be depending from evaluation), determination of public servants training needs, planning of funds for training, system of acceptance to the public service) to be used by all public service institutions.
- Prepare and approve training programmes on how to use HRM manual and operation of PSMS and conduct first round of training (including train-the trainer component). The training will include limited number of study visits to Member State.

Scope of the twinning

- Preparation and delivery of several courses for the personnel of APSM on best practises in HRM and Public Service Management. Each delivered course should contain the most updated information on the topic, so that APSM would be always informed about existing new trends in the area.
- Conducting Gaps analysis of existing secondary legislation for the Public Service Law.
- Preparation of new draft secondary legislation and methodologies.
- Conducting needs analysis for preparation of manual on HRM preparation strategy and its implementation guidelines.
- Preparation and publishing of HRM manual.
- Preparation of training programmes on the use of HRM manual for the personnel of Public Service Management Institution and Heads of Personnel Departments of institutions involved (about 700 representatives) and delivery of training.
- Preparation of training programmes on the operation of PSMS for representatives of each institution (about 700 representatives) using the system and delivery of training.
- Assist in preparation of Tender Dossier for the Supply component.

Required inputs

One PAA over a period of 18 man/months with good administrative and management skills and good knowledge of written and spoken English. S/he will be providing general management and institutional support to ensure an effective implementation of the project. Additionally the PAA will possess the following qualifications:

- At least 5 years of working experience in the field of public administration and human resource management;
- Experience in solving co-ordination and co-operation issues;
- Good knowledge of EU Member State practice in the field of public administration reform.
- Practical experience in establishing of PSMS or adequate database would be an advantage.

Short and medium term experts

A group of short-term experts (STEs) for 20 man/months. All must be experienced in the field of public service management and have experience in preparation and delivering of training programmes, and have good knowledge of spoken and written English. Additionally some of the experts must possess enough experience to provide assistance in preparation of ToR for Tender Dossier for the Supply component. Experts assisting in preparation of ToR for the supply component must possess the following qualifications:

- Good knowledge of EU member state practice in establishment operation of PSMS or adequate register.
- Practical experience in the establishment of PSMS.
- Practical experience in the preparation and implementation of training packages related to management and use of PSMS.

Operating environment of the Twinning

The Agency of the Public Service Management will be the counterpart for the twinning project. To ensure smooth operations, it will provide office accommodation and the usual office equipment to the project. It will also contribute to covering the expenses of seminars in Lithuania and of local travel costs.

3.4.2 Technical Assistance

A company will be contracted to develop the software for PSMS. Its task will consist of:

- Programming
- Software test and summary of results
- Installation of software
- Development of computer network and insurance of system's security
- Training on how to work with the new software for persons who will be working with the PSMS in Agency of the Public Service Management (number to be specified).

Technical Assistance component should result in newly created operational software for the PSMS including transfer of information from already existing database. Among other functions the new software must be designed in a way that it could provide data on:

- Statistics, analysis, data reports;
- Management of written exams for the recruitment (database of tests);
- Planning of remuneration fund;
- Recruitment and selection of high-skilled public servants;
- Management of public servants' career development;
- Registration of the training institutions and training programs;
- Other functions necessary for the management of personnel.

Database of PSMS will be located in Agency of the Public Service Management , which will be responsible for the management of the database.

Terms of Reference for Technical Assistance will be prepared by the Agency of the Public Service Management . .

3.4.3 Supply contract

Equipment, which is necessary for the expansion of PSMS funded by Phare and co-financed by the Ministry of the Interior, will be acquired in one tendering operation.

The initial technical preparations have been completed, and a preliminary equipment list is provided in Annex 4. The final technical specifications and final list of equipment will be prepared with the advice of the PAA and STEs.

3.5. Lessons learned

The sector of Public Administration has received Phare assistance with the project LT9906.01 (the LIPA project). Currently this project is under implementation, but it will end by the 1 November 2002. The monitoring report No. M/LT/FIN/02/006 prepared for JMC on 15 May 2002 says that the implementation of the project was going smoothly and the proposed project will build on achievements of LIPA's project (for more detail, please section 3.2).

4. Institutional Framework

The project will include representatives from institutions which labour relations are regulated by the Public Service Law (about 700 institutions). They will include institutions such as Seimas Office of the Republic of Lithuania, President Office of the Republic of Lithuania, Government Office of the Republic of Lithuania, municipalities and counties etc. The detailed list of the institutions involved will be prepared by the start of preparation of the Twinning Covenant.

The main institution responsible for the implementation of this project will be the Agency of the Public Service Management , which among other responsibilities will control the implementation of the Public Service Law, management of PSMS, draft legal acts related to the public service, ensure unified HRM system and etc. It is planned that APSM will have between 30 to 35 employees.

An inter-institutional steering group for the co-ordination of project activities and its smooth implementation will be created. The group will consist of representatives of the institutions involved in the project and will be chaired by the representative of Agency of the Public Service Management . Preliminary the steering group will include Head of Personnel Department of Seimas Office, Head of Personnel Department of Government Office, representatives from the Ministry of Finance, Ministry of Social Security and Labour, Ministry of the Interior, and APSM. The members of the group will be senior public servants, who will be able to ensure that representatives of their institutions would participate in training programmes. Additionally, according to **Provisional Regulations of the Public Servants Management System of the Republic of Lithuania**, the institutions are obliged to manage the database, therefore their participation in training concerning the use of new system will be ensured as well.

The steering group will have regular meetings at least once per month and more often if necessary. On day-to-day basis, the technical co-ordinator of the project components will be the representative from Agency of the Public Service Management appointed by the steering group.

5. Detailed Budget (in MEUR)

Project Components	Investment Support	Institution Building	Total Phare (I + IB)	National Co-financing	IFI	TOTAL
Twinning and training package		0.7	0.7			0.7
Technical Assistance	0.11		0.11	0.04		0.15
Supply	0.69		0.69	0.23		0.92
TOTAL	0.8	0.7	1.5	0.27		1.77

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.

6. Implementation Arrangements

6.1. Implementing Agency

PAO: Zilvinas Pajarskas
Director of Central Financing and Contracting Unit under the Ministry of Finance

Address: J.Tumo-Vaižganto 8A/2 Telephone: 370 2 685367
2600 Vilnius Fax: 370 2 225335
Lithuania e-mail: info@cfcu.lt

SPO Laimutė Butautienė
Acting Director of Public Service Department of the Ministry of the Interior

Address: Sventaragio 2 Telephone: 370 2 718420
LT-2600 Vilnius Fax: 370 2 718563
Lithuania e-mail: lbutautiene@vrm.lt

6.2. Twinning

The Twinning Team will be located in the Public Service Department of the MoI. The contact person for the Twinning Component will be Mrs. Laima Tuleikiene - Public Service Department of the MoI, tel. 370 2 718448, fax. 370 2 718563, e-mail: latu@vrm.lt

6.3. Non-standard aspects

The project contains no non-standard aspects. PRAG and Twinning Manual will be applied fully. The project has three components: one Twinning Component, one Technical Assistance Component and one Investment Component.

6.4. Contracts

There are three tenders foreseen for the implementation of this project activities:

Value of Twinning Covenant 0.7 MEUR
Value of Technical Assistance component 0.15 MEUR, including 0.04 MEUR of national co-financing
Value of Supply component 0.92 MEUR, including 0.23 MEUR of national co-financing

7. Implementation Schedule

Component	Start of Tendering	Start of Project Activity	Project Completion
Twinning Component	4Q/02	3Q/03	4Q/04
Technical Assistance	4Q/03	1Q/04	3Q/04
Supply Component	4Q/03	2Q/04	3Q/04

8. Equal Opportunity

The institution involved in the project execution will observe equal opportunity of men and women in its recruitment and human resources development. The beneficiary will also ensure equal access of men and women to the project activities and results. All the manuals, any strategies, training programmes and other products that are developed under the project will take into account gender aspects.

9. Environment

The investment component of this project relates to institution building activities.

10. Rates of Return

The investment component of this project relates to institution building activities.

11. Investment Criteria

The investment component of this project relates to institution building activities.

12. Conditionality and sequencing

The Public Service Law must be in force before the project begins.

According to the "Implementation Law for Public Service Law" dated 23 April 2002 Agency of the Public Service Management should be established by January 1, 2002 and start functioning from 1 January 2002.

The Government Programme of the Republic of Lithuania contains the necessary elements for expansion of PSMS and establishment of APSM.

Lithuanian side will contribute 0.27 MEUR in line with the Phare co-financing requirements.

Lithuanian side will ensure further maintenance of the database after the PSMS is expanded. It commits itself to guarantee the proper functioning of the system in the future also the allocations of financial resources needed in order to sustain, support and further develop the system.

All tendering activities can start as outlined in section 7 and detailed in Annex 2. Sufficient human resources will be made available by the MoI and the other involved institutions for the timely implementation of all the planned operations.

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 studies**
- 5. List of relevant laws and regulations**



LOGFRAME PLANNING MATRIX FOR Project: Improvement of Public Service Management

LOGFRAME PLANNING MATRIX FOR Project: Improvement of Public Service Management				
	Programme Name and Number Contracting Period Expires 4Q/2004 Total Budget: 1.77 MEUR	Improvement of Public Service Management Disbursement Period Expires: 4Q/2005 Phare Budget: 1.5 MEUR		
Overall Objective: <ul style="list-style-type: none">Lithuanian public service developed into a modern, independent, professional and efficient public service and public service legislation in line with Copenhagen criteria and other good practice of the Member States is fully applied and implemented.	Objectively Verifiable Indicators: <ul style="list-style-type: none">Lithuanian public service operates as a modern, independent, professional and efficient public service accordingly to good practices of the Member States.			
Project Purpose: <ul style="list-style-type: none">Strengthen administrative capacities of Agency of the Public Service ManagementEnsure implementation of Public Service Law, including preparation and implementation of necessary secondary legislation and necessary methodologies.Increase the administrative capacity of ministries and government institutions via development of plans and tools for human resource management (HRM) and implementation of the Public Service Management System according to good practice in EU Member States.	Objectively Verifiable Indicators: <ul style="list-style-type: none">Agency of the Public Service Management functions at the same level as the adequate institutions in the state of Twinning partner.Secondary legislation enacted and methodologies applied.Ministries and government institutions are applying manual on HRM preparation strategy and its implementation guidelines.PSMS includes data from all institutions, which labour relations are regulated by the Public Service Law (about 700 institutions).	Source of Verification <ul style="list-style-type: none">EU-pre-accession reportsRegular progress reports issued by Public Service Department of the Ministry of Interior.	Assumptions <ul style="list-style-type: none">Cross party political support for Public administration reform and public service reformRemainder of the Acquis-related public service reform instituted	
Results <ul style="list-style-type: none">Prepared drafts of necessary secondary legislation and methodologies for the successful implementation of Public Service Law.Manual on HRM strategy and implementation guidelines to be used as recommendation by all public service institutions prepared and published.Prepared training programmes on HRM and the use of PSMS and people trained.Software and hardware for PSMS created/purchased and installed.	Objectively Verifiable Indicators <ul style="list-style-type: none">Review of legislation conducted and recommendations documented.HRM preparation strategy and implementation guidelines manual accepted and put in forceTraining programmes on how to use HRM manual and PSMS documented, approved and training conducted (training conducted for about 1400 representatives - 2 persons from about 700 institutions).Hardware and software received in time, and at the required quality, as planned.	Source of Verification <ul style="list-style-type: none">PAA reportsStrategy documentEU-pre-accession reportsProject reports	Assumptions <ul style="list-style-type: none">HRM strategy supported by the GovernmentDraft legislation enacted as planned.Overall fiscal limits allow for budgetary allocations to meet HRM targets set out in the strategy.Internal support from Public Service	
Activities <ul style="list-style-type: none">Prepare and deliver courses for the personnel of APSM on best practices in HRM and Public Service Management.Conduct Gaps analysis of existing secondary legislation for the Public Service Law.Prepare new draft secondary legislation and methodologies.Prepare and publish manual on HRM preparation and its implementation guidelines.Prepare training materials and conduct first round of training on how to use HRM manual and operation of PSMS.Study visits to Twinning Partner State.Assist in preparation of ToR for TA component.Assist in preparation of Tender Dossier for Supply component.Create new operational software for PSMS.Purchase hardware, software and telecommunications equipment necessary for expansion of PSMS.	Means <ul style="list-style-type: none">One Twinning component with 1 PAA for 18 months and a group of STEs for 20 p/m.Technical Assistance contract for creation of software for PSMS.Supply contract for hardware, software and telecommunications equipment.	Source of Verification <ul style="list-style-type: none">Twinning Covenant, reports drafted by PAAs, CFCEU, and EC Delegation in Vilnius.	Assumptions <ul style="list-style-type: none">High quality project management	
			Preconditions <ul style="list-style-type: none">Co-financing available.Establishment of Agency of the Public Service ManagementPublic Service Law put in force	

Detailed Implementation Chart for the Project

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
Twinning Com- ponent																								
Technical Assis- tance																								
Supply Contract																								

Design
Tendering
Implementation

CUMULATIVE CONTRACTING AND DISBURSEMENT SCHEDULE (1.5 MEUR)

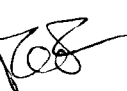
	Date									
	2002		2003		2004		2005			
	30/06	30/09	31/12	31/03	30/06	31/03	30/09	31/12	31/03	30/06
Contracting										
• Twinning Component					0.7					
• Technical Assistance						0.11				
• Investment Component							0.69			
Total contracting (cumulative)					0.7	0.81	1.5	1.5	1.5	
Disbursement										
• Twinning Component					0.23	0.32	0.41	0.5	0.59	0.68
• Technical Assistance							0.033	0.0715	0.11	
• Investment Component								0.414	0.621	0.69
Total disbursement (cumulative)					0.23	0.32	0.443	0.5715	1.321	1.48
										1.5

Reference to Feasibility/Pre-feasibility Studies

Preliminary List of Equipment for Expansion of Public Servants Management System

The preliminary calculations were conducted by the Public Service Department of the MoI in consultation with private company "Iteria" Ltd., which was creating application software for Pilot PSMS, which includes 200 institutions. Calculations were done in the year 2001.

Title	Amount	Total (€)
Investment		
Servers (system hardware and software)	12	400 000
Data protection equipment and software		300 000
Network and telecommunication equipment		140 000
Equipment and software for making certificates for Public Servants (international standard ISO/IEC 7810:1995(E) card type ID-1). Certificates of a public servant shall be issued on the basis of data in the Public Servants Management System.	12	80 000
Technical Assistance		
Applications (tender for development of a new software)		150 000
	Total:	1 070 000




Laws regulating Public Service

1. **Public Service Law**, 8 July 1999/ No. VIII – 1316 (revised version approved by Seimas on April 23, 2002)
2. **Article 76 of Public Service Law concerning Procedure of Implementation**, Order of the Minister of Public Administration Reforms and Local Authorities, 25 October 2000 / No. 118
3. **Procedure concerning Imposition of Sanctions**, Resolution of the Government of Lithuania, 27 October 2000 / No. 1282
4. **Model Regulations for Candidates into Public Service Selection Commissions**, Order of the Minister of Public Administration Reforms and Local Authorities, 08 September 2000 / No. 97
5. **Procedure concerning Organisation of Competition on the Recruitment to the Public Service**, Order of the Minister of Public Administration Reforms and Local Authorities, 08 September 2000 / No. 96
6. **Procedure concerning Establishment of Relation between Public Servants' Education Programs and Formal Education Programs**, Order of the Minister of Public Administration Reforms and Local Authorities, 5 October 2000 / No. 107
7. **Procedure concerning Approval of Vacations for Personal Reasons**, Order of the Minister of Public Administration Reforms and Local Authorities, 8 September 2000 / No. 95
8. **Procedure concerning Approval of Public Servants Positions Model List**, Order of the Minister of Public Administration Reforms and Local Authorities, 4 July 2000 / No.79.
9. **Procedure concerning Description and Evaluation of Public Servants' Positions**, Order of the Minister of Public Administration Reforms and Local Authorities, 28 June 2000 / No.75
10. **Resolution concerning Approval of Methodology for Description and Evaluation of Public Servants Positions and Public Service Management Functions**, Resolution of the Government of Lithuania, 19 June 2000 / No. 639
11. **Approval of Procedure concerning the Compensation of Public Servant's Transfer Costs to Different Position and Different Place of Living**, Order of the Minister of Public Administration Reforms and Local Authorities and Minister of Finance, 8 July 2000 / No.70/149
12. **Requirements for the Content of Public Servants Training Programmes and Procedure Concerning their Preparation and Reporting**, Order of the Minister of Public Administration Reforms and Local Authorities, 24 May 2000 / No.65
13. **Provisional Procedure concerning the Transfer to Different Position in the Public Service**, Order of the Minister of Public Administration Reforms and Local Authorities, 3 April 2000 / No.35
14. **Provisional Procedure of the Dismissal from the Public Service**, Order of the Minister of Public Administration Reforms and Local Authorities, 3 April 2000 / No.34
15. **Provisional Procedure on Status Renewal for Carrier Public Servants**, Order of the Minister of Public Administration Reforms and Local Authorities, 24 January 2000 / No.13
16. **Provisional Regulations of the Public Servants Management System of the Republic of Lithuania**, Order of the Minister of Public Administration Reforms and Local Authorities, 18 January 2000 / No.06
17. **Resolution concerning Implementation of Remuneration System for Public Servants**, Resolution of the Government of Lithuania, 25 September 2001/ No. 1158
18. **Resolution concerning Approval of Procedure for extra payments for Public Servants**, Resolution of the Republic of Lithuania, 25 September 2001 / No. 1159
19. **Resolution concerning Approval of Procedure on Calculation of Length of Service for the Republic of Lithuania**, Resolution of the Government of the Republic of Lithuania, 26 September 2001 / No. 1168
20. **Resolution concerning Approval of Position Levels and Categories for Servants of Public Administration**, Resolution of the Government of the Republic of Lithuania, 26 September 2001 / No. 1169

Public Service Department of the Ministry of the Interior has prepared following draft resolutions for the Government of Lithuania:

1. Concerning Dismissal Procedure from the Public Service
2. Concerning Establishment of Procedure for Transfer to Different Position in the Public Service
3. Concerning Attribution of Public Servants' Positions to Different Levels and Categories
4. Concerning Establishment of Procedure for Restoring in the Public Servant's Status.
5. Concerning Establishment of Procedure for Evaluation of Public Servants Professional Knowledge.
6. Concerning the Training Strategy for Public Servants.
7. Concerning Establishment of Procedure for Organisation of Public Servants Training Process.
8. Concerning the Implementation of Article 55 of Public Service Law
9. Concerning the Approval of List for Highest Category Positions, which Require the Certificate of Graduation of Educational Program from the Institute of Public Administration of Lithuania.

