

## ANNEX XVI

### Template for the description of the management and control system – Article 69(11)

#### 1. GENERAL

##### 1.1. Information submitted by:

– **Member State:** LITHUANIA

– **Title of the programme(s) and CCI number(s): (all programmes covered by the managing authority where there is a common management and control system):**

LT - Programme Lithuania – BMVI (2021LT65BVPR001)

LT - Programme Lithuania – ISF (2021LT65ISPR001)

- **Name and email of main contact point: (body responsible for the description):**

Vice-Minister of the Interior Vaidotas Jakštas, [bendrasisd@vrm.lt](mailto:bendrasisd@vrm.lt)

BMVI / ISF: Head of the Home Affairs Funds Programmes Division of the EU Investments Department of the Ministry of the Interior of the Republic of Lithuania Rasa Butkienė, [rasa.butkiene@vrm.lt](mailto:rasa.butkiene@vrm.lt)

**1.2. The information provided describes the situation on (dd/mm/yyyy):** 19/02/2025

**1.3. System structure (general information and flowchart showing the organisational relationship between the authorities/bodies involved in the management and control system).**

By Resolution No 164<sup>[1]</sup> of the Government of the Republic of Lithuania (hereinafter – GRL) of 26 February 2020 (hereinafter – GRL Resolution), the authorities were designated to participate in managing the 2021-2027 Instrument for Financial Support for Border Management and Visa Policy, as part of the Integrated Border Management Fund, and the Internal Security Fund programmes (hereinafter – BMVI and ISF programmes):

- managing authority – Ministry of the Interior of the Republic of Lithuania;
- intermediate body – Public Institution Central Project Management Agency;
- audit authority – Centralised Internal Audit Division of the Ministry of the Interior of the Republic of Lithuania.

The functions of the **managing authority** are performed by the Ministry of the Interior of the Republic of Lithuania (hereinafter – MoI). The activities of the MoI administration are governed by the regulations of the MoI approved by Resolution No 291 of 14 March 2001 of the GRL ‘On Approval of the Regulations of the Ministry of the Interior of the Republic of Lithuania’ and the MoI rules of procedure approved by Order No 1V-558 of 17 July 2015 of the Minister of the Interior of the Republic of Lithuania ‘On Approval of the

---

<sup>[1]</sup>Resolution No 164 of 26 February 2020 of the Government of the Republic of Lithuania ‘On Designation of the Authorities Responsible for the Management and Control of the Instrument for Financial Support for Border Management and Visa Policy, as Part of the Integrated Border Management Fund, Programme and the Internal Security Fund Programme’

Rules of Procedure of the Ministry of the Interior of the Republic of Lithuania'. The MoI administration structure, unit regulations and job descriptions are approved by order of the Minister of the Interior of the Republic of Lithuania.

The performance of the functions of the managing authority of the BMVI and ISF programmes is delegated to the MoI EU Investments Department (hereinafter – EUID) and the MoI Department of Economics and Finance (hereinafter – EFD). The EUID is directly subordinate and accountable to the Vice-Minister of the Interior. The Home Affairs Funds Programmes (hereinafter – HAFP) Division is the EUID structural unit which performs the functions of the managing authority of Home Affairs Funds Programmes in the management areas assigned to the Minister of the Interior as determined by legal acts. The HAFP Division consists of the head of the division, senior adviser, advisers and chief specialists (civil servants). The EFD is directly subordinate and accountable to the Chancellor of the MoI. The Accountancy Division, Budget and Finance Division and Economics and Investment Projects Division are the EFD structural units that participate, within their competence, in the management of the BMVI and ISF programmes. The Accountancy Division, Budget and Finance Division and Economics and Investment Projects Division consist of division heads, advisers and chief specialists (civil servants), as well as employees working under employment contracts.

The following MoI units participate in the management of the BMVI and ISF programmes (i.e. planning, evaluation, implementation, financial management):

- The **EUID** performs the functions of the **managing authority** (for more details, see points 2.1 and 2.1.2 of the MCS description).
- The EFD performs the functions of the **managing authority** related to financial management. Within its competence, the EFD:
  - participates in the development of the management and control system for BMVI and ISF programmes and in the drawing up of the legislation governing the management and control system;
  - ensures the implementation of the strategic planning process at the MoI in planning the BMVI and ISF programme project funds and the technical assistance funds needed to implement the BMVI and ISF programmes in the state budget of the Republic of Lithuania;
  - prepares and revises BMVI and ISF programme estimates and controls how they are implemented;
  - prepares and submits payment applications to the State Treasury Department regarding the disbursement of BMVI and ISF programme projects funds and BMVI and ISF programme technical assistance funds;
  - carries out financial control regarding the management of BMVI and ISF programmes and the proper use of costs, and ensures proper accounting of these funds;
  - carries out financial management of BMVI and ISF programmes and financial accounting of BMVI and ISF programme project funds that are recoverable, recovered and paid out to final beneficiaries;
  - participates in preparing and approving plans of implementation of the BMVI and ISF programmes actions (hereinafter – actions implementation plan), making decisions on project financing, drawing up and approving lists of projects to be financed, grant agreements and amendments, drawing up decisions on the allocation of technical assistance and agreements on the provision of technical assistance to intermediate

bodies and amendments thereto, and so on (for more details, see points 2.1 and 2.1.2 of the MCS description).

- Within its competence, the **Public Security Policy Group** makes suggestions regarding the planning and implementation of BMVI and ISF programmes, assesses the aspects of the content of the activities necessary for the implementation of the programmes and their compliance with the planning documents, and submits relevant comments and suggestions.
- The **Administration Department** organises and coordinates the management of MoI documents in accordance with the requirements of legislation and methodological documents, handles incoming and outgoing correspondence, and accumulates, processes, records and stores permanent, long-term and short-term archived documents; within its competence, it also advises the ISF Division on the drawing up, amendment and execution of legislation and agreements.
- The **Corruption Prevention and Internal Investigations Division** performs anti-corruption assessment of draft legislation drawn up by the managing authority in the cases specified in the Republic of Lithuania Law on Prevention of Corruption.
- Within its competence, the **Strategic Communication Division** participates in carrying out information and publicity activities for BMVI and ISF programmes.

The functions of the **audit authority** are performed by the MoI **Centralised Internal Audit Division** (for more details, see point 1.3.4 of the MCS description).

The functions of the **intermediate body** are performed by Public Institution Central Project Management Agency (for more details, see point 2.1.3 of the MCS description).

In performing its functions, the managing authority consults with:

- in the BMVI and ISF programme planning stage – the **Inter-Institutional Working Group**;
- in the BMVI and ISF programme implementation stage – the Monitoring Committee for the 2021-2027 Instrument for Financial Support for Border Management and Visa Policy, as part of the Integrated Border Management Fund, and the Internal Security Fund programmes (hereinafter – **Monitoring Committee**).

The composition of the Inter-Institutional Working Group is established by order of the Minister of the Interior, which obliges it to submit recommendations to the MoI, as the managing authority, regarding the inclusion of possible priority areas, supported actions and/or activities in the BMVI and ISF programme projects. In accordance with Article 38(1) of the Common Provisions Regulation (hereinafter – CPR), the Monitoring Committee was established by Order No 1V-637 of 12-Oct-2022 of the Minister of the Interior, with the main function being to monitor and evaluate the implementation and progress of BMVI and ISF programmes.

### 1.3.1. Managing authority (name, address and contact point in the managing authority)

Ministry of the Interior,

Šventaragio str. 2, LT-01510 Vilnius, Lithuania, [bendrasisd@vrm.lt](mailto:bendrasisd@vrm.lt)

Vice-Minister of the Interior Vaidotas Jakštas

BMVI programme / ISF programme – Head of the HAFP Division of EUID of the  
MOI Rasa Butkienė, [rasa.butkiene@vrm.lt](mailto:rasa.butkiene@vrm.lt)

**1.3.2. Intermediate bodies (name, address and contact points in the intermediate bodies)**

Public Institution Central Project Management Agency (CPMA),

S. Konarskio str. 13, LT-03109 Vilnius, Lithuania, [info@cpva.lt](mailto:info@cpva.lt)

Mindaugas Rauba, [m.rauba@cpva.lt](mailto:m.rauba@cpva.lt)

**1.3.3. The body carrying out the accounting function (name, address and contact points in the managing authority or the programme authority carrying out the accounting function)**

Ministry of the Interior,

Šventaragio str. 2, LT-01510 Vilnius, Lithuania

Chancellor Dalius Kuliešius, [bendrasisd@vrm.lt](mailto:bendrasisd@vrm.lt)

Vice-Minister of the Interior Vaidotas Jakštas, [bendrasisd@vrm.lt](mailto:bendrasisd@vrm.lt)

**1.3.4. Indicate how the principle of separation of functions between and within the programme authorities is respected.**

In accordance with the GRL Resolution, the BMVI and ISF programme management and control system (hereinafter – MCS) was created. The main functions of the MCS are performed by the authorities designated by the GRL Resolution, the functions of which are clearly separated.

The separation and distribution of functions between authorities are established in the Description of the Procedure for the Separation of Functions Between Authorities in Implementing the 2021-2027 Instrument for Financial Support for Border Management and Visa Policy, as Part of the Integrated Border Management Fund, and the Internal Security Fund Programmes, approved by Order No 1V-705 of 2 September 2021 of the Minister of the Interior of the Republic of Lithuania (hereinafter – Description of the Procedure for Functions).<sup>1</sup>

The **managing authority** is responsible for the management, control and implementation of BMVI and ISF programmes in accordance with the principle of sound financial management and for relations with the European Commission (EC). The functions of

---

<sup>1</sup> Order No 1V-705 of 2 September 2021 of the Minister of the Interior of the Republic of Lithuania 'On Approval of the Description of the Procedure for the Separation of Functions Between Authorities in Implementing the 2021-2027 Instrument for Financial Support for Border Management and Visa Policy, as Part of the Integrated Border Management Fund, and the Internal Security Fund Programmes'

the managing authority are established in Section II of the Description of the Procedure for Functions.

The **intermediate body** performs the functions delegated to it by the managing authority, implements the requirements established by the managing authority and the recommendations provided relating to the performance of the tasks and delegated functions, is accountable to it for the performance of the delegated functions, and is responsible for the supervision of project implementation. The functions of the intermediate body are established in Section III of the Description of the Procedure for Functions.

The **audit authority** ensures that an audit of the MCS (system audit), an audit of projects (actions) and an audit of accounts are carried out. The functions of the audit authority are established in Section IV of the Description of the Procedure for Functions.

The **Monitoring Committee** monitors and evaluates the implementation and progress of BMVI and ISF programmes. The functions of the Monitoring Committee are established in Section V of the Description of the Procedure for Functions.

## **2. MANAGING AUTHORITY**

### **2.1. Managing authority – description of the organisation and the procedures related to its functions and tasks as provided for in Articles 72 to 75.**

The procedure for performing the functions and tasks of the managing authority specified in Articles 72 to 75 of the CPR is established in the Description of the Procedure for Functions, the 2021-2027 BMVI and ISF Programme Management Rules (hereinafter – Programme Management Rules), and the BMVI and ISF Project Management and Financing Rules (hereinafter – Project Management and Financing Rules). Part of the functions and tasks specified in Articles 72 to 75 of the CPR are delegated to the intermediate body.

- The **project selection function** (Articles 72(1)(a) and 73 of the CPR) is delegated to the intermediate body. BMVI and ISF programme projects are selected by way of state project planning. The managing authority, in accordance with the BMVI and ISF programmes approved by the European Commission, prepares actions implementation plans for each of the programmes and submits them to the Minister of the Interior for approval. The actions implementation plan includes the projects planned, the financing allocated for them, the call period for project implementation plans (hereinafter – applications) and prospective applicants. In accordance with the BMVI and ISF programme actions implementation plans, the intermediate body prepares application evaluation guidelines and coordinates them with the managing authority, sends applicants application calls that include the project selection and financing conditions, and evaluates the applications according to the predetermined project selection criteria. The selection criteria comply with the requirements established in Article 73(1) of the CPR and are divided into general and special selection criteria. The general selection criteria are established in the Project Management and Financing Rules. If necessary, special project selection criteria may be established. The general and special (if applicable) project selection criteria are considered and approved by the Monitoring Committee in accordance with the rules of procedure. After evaluating the applications (i.e. assessing the administrative compliance of the application and the eligibility of the project for financing), the intermediate body submits an application evaluation report to the managing authority,

which the managing authority examines and then prepares a decision on project financing and submits it to the Minister of the Interior for approval. The detailed procedure for project selection is established in the Project Management and Financing Rules and the application evaluation guidelines approved by the intermediate body.

- **Ensuring programme management** (Articles 72(1)(b) and 74 of the CPR):

- *management verifications* (Article 74(1)(a) of the CPR):

Within their competence, the managing authority and the intermediate body perform management verifications, including administrative and on-the-spot verifications. Management verifications consist of administrative verifications of payment claims and other related documents and on-the-spot verifications. Procedure for performing administrative verifications of documents when the payment of project costs is made using the method of payment of invoices and/or compensation of costs: the final beneficiaries submit applications to pay costs or applications for the compensation of costs and other related documents to the intermediate body, which the intermediate body examines and then assesses the eligibility of the declared costs for financing and submits its conclusion on the eligibility of expenditure to the managing authority, which examines the documents by completing checklists and then prepares a payment application for the payment of costs recognised as eligible and submits it to the Ministry of Finance of the Republic of Lithuania. When the advance payment method is used for the payment of project costs, the final beneficiary submits claims to receive funds to the managing authority, which the managing authority examines by completing checklists and then prepares a payment application for disbursement of part of the funds to the final beneficiary and submits it to the Ministry of Finance. The final beneficiary declares the costs incurred by submitting declarations of expenditure and other related documents to the intermediate body, which the intermediate body examines and then assesses the eligibility of the declared costs for financing and submits its conclusion on the eligibility of expenditure to the managing authority, which examines the documents by completing checklists. Unused funds paid in advance and/or project costs deemed ineligible by the intermediate body are returned to the managing authority in accordance with the procedure established in the Project Management and Financing Rules.

Procedure for performing on-the-spot verifications: the intermediate body carries out the on-the-spot verifications, during which it checks whether the project goods have been purchased, the services have been provided and the work has been completed, and whether the costs declared by the final beneficiaries were actually incurred and comply with the provisions of EU and national legislation. During on-the-spot verifications, the intermediate body also checks whether the goods are being used for the objectives set out in the project. The managing authority may also perform on-the-spot verifications of projects (in conjunction with the intermediate body or separately from the intermediate body, as required). The managing authority also performs on-the-spot ex-post verifications of projects for which the obligation to ensure investment continuity is established under the Project Management and Financing Rules.

- *the period for the disbursement of funds is no later than 80 days from the date of submission of the payment claim* (Article 74(1)(b) of the CPR):

The procedure for recognising project costs as being eligible and paying for them is established in the Project Management and Financing Rules, which ensure that the funds are disbursed to the final beneficiary within a period of less than 80 days. When the payment of project costs is made using the method of payment of invoices and/or compensation of costs,

the final beneficiaries submit payment claims and other related documents to the intermediate body, which the intermediate body examines within 10-45 working days of receipt of the payment claim (the time frame depends on the type of payment claim, as well as whether the payment claim is interim or final and whether advance/follow-up procurement verification has been performed) and then assesses the eligibility of the declared costs for financing and submits its conclusion on the eligibility of expenditure to the managing authority, which, within 7-10 working days of receipt of the conclusion on the eligibility of expenditure from the intermediate body (the time frame depends on the type of payment claim), examines these documents by completing checklists and then prepares a payment application for the payment of costs recognised as eligible and submits it to the Ministry of Finance. The deadline for the final beneficiary to eliminate shortcomings and/or submit additional documents must be at least 3 working days but no more than 5 working days, unless the intermediate body and the final beneficiary agree otherwise. After eliminating the shortcomings specified, the final beneficiary can submit the payment claim again. The intermediate body verifies the repeated payment claim in accordance with the procedure and the time frame established by the Project Management and Financing Rules. If the managing authority has comments on the conclusion on the eligibility of expenditure, the deadline for the intermediate body to eliminate the shortcomings must be at least 3 working days, unless the managing authority and the intermediate body agree otherwise. After the intermediate body eliminates the shortcomings, the managing authority prepares a payment application for the payment of costs recognised as eligible and submits it to the Ministry of Finance within 3 working days of receipt of the properly prepared documents from the intermediate body.

When the advance payment method is used for the payment of project costs, the funds are disbursed to the final beneficiary as follows: the final beneficiary submits claims to the managing authority to receive funds according to the disbursement schedule established in the grant agreement, which the managing authority, within 10 working days of receipt of the claim to receive funds, examines by completing a checklist and then submits a payment application for disbursement of part of the funds provided for in the grant agreement to the final beneficiary to the Ministry of Finance. Financing is transferred by the Ministry of Finance based on the payment applications submitted by the managing authority, in accordance with the payment procedures established for state budget funds.

- *having effective and proportionate anti-fraud measures and procedures in place and administering irregularities* (Articles 74(1)(c) and 74(1)(d) of the CPR):

The managing authority develops the management and control system for BMVI and ISF programmes, and draws up, coordinates and approves the legislation governing the management and control system and other procedures necessary for managing and controlling BMVI and ISF programmes. Within its competence, the intermediate body participates in the creation of the legislation governing the management and control system and other necessary procedures, or, if necessary, draws up and approves these procedures. The entire management and control system is aimed at ensuring that irregularities, including fraud (hereinafter – irregularities), are prevented. The procedure for the administration of irregularities is established in the Project Management and Financing Rules, the Programme Management Rules and the Technical Assistance Management Rules approved by Order No 1V-35 of 23 January 2023 of the Minister of the Interior of the Republic of Lithuania ‘On Approval of the Instrument for Financial Support for Border Management and Visa Policy, as Part of the Integrated Border Management Fund, and the Internal Security Fund Technical Assistance Management Rules’ (hereinafter – Technical Assistance Management Rules). Irregularities can

be suspected by every employee of the authority administering BMVI and ISF programmes in performing the functions of supervision, control or audit of grant agreements, by receiving information from third parties or noticing it in mass media, and in other cases. Upon suspecting an irregularity and/or receiving information about suspected irregularities, the managing authority or audit authority presents this information to the intermediate body. Upon suspecting or receiving information about circumstances leading to suspicion of an irregularity, the intermediate body conducts an investigation of the suspected irregularity in accordance with the procedure established by the intermediate body. If the intermediate body detects an irregularity that it considers impossible to correct, or if the irregularities are not eliminated within the time frame prescribed, it submits a conclusion on the investigation of the irregularity to the managing authority. Upon receiving a conclusion of the intermediate body on the investigation of an irregularity, or an audit report if the irregularity was established by the European Court of Auditors, the European Commission, the National Audit Office of the Republic of Lithuania or the audit authority, the managing authority takes a decision to terminate the grant agreement and demand full repayment of the financing disbursed (if funds were disbursed); or takes a decision to apply the financial correction chosen by the intermediate body and/or demand partial repayment of the financing disbursed; or may take other decisions and carry out other follow-up action, taking into account the legislation governing the implementation of BMVI and ISF programmes. If, during or after conducting an investigation of an irregularity, it comes to light that the act committed contains signs of a crime or a criminal offence or a corruptive criminal act, the managing authority notifies the Financial Crime Investigation Service under the Ministry of the Interior of the Republic of Lithuania (hereinafter – Financial Crime Investigation Service), the Special Investigation Service of the Republic of Lithuania or the Prosecutor General’s Office. The managing authority reports detected irregularities and cases of fraud to the European Commission and informs it in accordance with the procedure established in Articles 69(2) and 69(12) of the CPR. Within their competence, the managing authority and the intermediate body provide for the prevention of irregularities – they systematise and analyse information related to detected irregularities, and, based on it, initiate improvement of the BMVI and ISF programme management and control system and the legislation governing it, while also performing other actions for the prevention of irregularities. The arrangements for the examination of complaints provided for in the management and control system for BMVI and ISF programmes also ensures the prevention of irregularities at the level of the authorities administering the BMVI and ISF programmes. The arrangements for the examination of complaints are established in the Project Management and Financing Rules. Applicants or final beneficiaries have the right to appeal the actions or omissions of the intermediate body in relation to application evaluation, selection, project implementation and supervision to the managing authority, which examines complaints in accordance with the procedure established by the Republic of Lithuania Law on Public Administration. An applicant or final beneficiary that does not agree with the decisions, actions or omissions of the managing authority or intermediate body can apply directly to the Lithuanian Administrative Disputes Commission or the Vilnius Regional Administrative Court in accordance with the procedure established by the national legislation.

- *ensuring that the expenditure entered into the accounts is legal and regular and drawing up the management declaration* (Articles 74(1)(e) and 74(1)(f) of the CPR):

At the BMVI and ISF programme level, the managing authority ensures reliable and efficient management of EU and co-financing (hereinafter – CF) funds and oversees that EU



and CF funds are used in a proper and timely manner, and also draws up and submits payment applications to the European Commission, accounts for the accounting year, management declarations and forecasts regarding disbursement of the EU contribution in accordance with the procedure established in Articles 91, 98 and 69(10) of the CPR. Since the project implementation supervisory function is delegated to the intermediate body, the eligibility of the costs declared by final beneficiaries at the project level is verified and approved by the intermediate body, providing the managing authority and the final beneficiary with a conclusion on the eligibility of expenditure. When the payment of project costs is made using the method of payment of invoices and/or compensation of costs, the managing authority, by completing a checklist, examines the conclusion of the intermediate body on the eligibility of expenditure and then prepares a payment application for the payment of costs recognised as eligible and submits it to the Ministry of Finance. When the advance payment method is used for the payment of project costs, the final beneficiary declares the costs incurred during the implementation of the project and paid in advance by submitting declarations of expenditure and other related documents to the intermediate body, which the intermediate body examines and then assesses the eligibility of the declared costs for financing and submits its conclusion on the eligibility of expenditure to the managing authority, which examines the documents by completing checklists. If the costs declared by the final beneficiary are recognised as eligible for financing in the conclusion of the intermediate body on the eligibility of expenditure, the managing authority does not submit a payment application to the Ministry of Finance. In the manner established in the Project Management and Financing Rules, verified and approved project cost data are recorded and stored electronically in the electronic data exchange system and included in the accounts that the managing authority submits to the European Commission together with the management declaration.

- The function of **supervising intermediate body** (Article 72(1)(d) of the CPR) is established in the Description of the Procedure for Functions and detailed in the Programme Management Rules, Project Management and Financing Rules and Technical Assistance Management Rules, as well as in the cooperation agreement signed between the managing authority and the intermediate body. The intermediate body is accountable to the managing authority for the functions delegated to it, and is therefore obliged to provide the managing authority with the report confirmed in the cooperation agreement on the performance of its functions in managing and controlling the implementation of BMVI and ISF programmes, which is to be submitted for every preceding six months. The intermediate body also provides the managing authority with the reports specified in legislation related to the project implementation supervisory function delegated to the intermediate body. The managing authority has an obligation to supervise the intermediate body by performing ongoing supervision and control of the performance of the functions delegated to the intermediate body, which are linked to the evaluation and analysis of the reports submitted by the intermediate body. The managing authority may also carry out inspections at the intermediate body, and has the right to receive all documents related to the management and control of BMVI and ISF programmes and the performance of the functions and/or tasks delegated to the intermediate body and to initiate bilateral meetings with the intermediate body, during which the intermediate body presents the course of project implementation, the problems that have arisen, possible solutions and other issues are discussed, and so on.

- The **data accumulation and security assurance function** (Article 72(1)(e) of the CPR) is established for the designated authorities according to their competence. The

managing authority establishes procedures that ensure the audit trail and storage of all documents related to costs, decisions and controls and ensures that an electronic data exchange system is in place, in which the data of each project that are necessary for financial management, monitoring, inspections, audits and evaluation are recorded and stored electronically, ensuring the security, integrity and confidentiality of data in accordance with the requirements established in Article 4 of the CPR as well as the authentication of users. The intermediate body creates and administers the electronic data exchange system, ensuring that system regulations and data security regulations are in place. The Project Management and Financing Rules stipulate that both applicants and/or final beneficiaries and designated authorities provide documents and information through the electronic data exchange system, provided that appropriate functional capabilities are in place. If these capabilities are not in place, then electronic documents signed with a secure electronic signature are to be provided. If the functional capabilities of the system are temporarily not ensured, the document preparer must enter the document data into the system within 5 working days of them being restored. Signed paper documents (originals and copies) can only be provided if they are marked with the appropriate confidentiality tags, and submitted for projects containing classified information, marked with the appropriate confidentiality tag. Documents marked with the appropriate confidentiality tag are provided in accordance with the Description of the Procedure for the Administration and Declassification of Classified Information approved by Resolution No 820 of 13 August 2018 of the Government of the Republic of Lithuania ‘On the Implementation of the Republic of Lithuania Law on State Secrets and Official Secrets’.

- The functions of the managing authority related to **support of the Monitoring Committee** (Articles 72(1)(c) and 75 of the CPR) are provided for in the Description of the Procedure for Functions: the managing authority performs the functions of the secretariat of the Monitoring Committee and provides the Monitoring Committee with the information necessary to perform its functions. The actions taken by the managing authority in performing these functions are set out in detail in the Programme Management Rules and the Project Management and Financing Rules. The composition of the Monitoring Committee is established by order of the Minister of the Interior; the Monitoring Committee’s operating procedures are detailed in the Monitoring Committee’s rules of procedure. Information related to the Monitoring Committee is submitted to the European Commission through the SFC and published on the website of the managing authority.

### **2.1.1. The status of the managing authority (national, regional or local public body or private body) and the body of which it is part.**

National, budgetary institution, institution of the Government of the Republic of Lithuania.

### **2.1.2. Specification of the functions and tasks carried out directly by the managing authority.**

The functions of the managing authority are established in Section II of the Description of the Procedure for Functions. The managing authority performs the following functions:

- directly maintains all relations with the European Commission and provides it with all official information, using the SFC, and cooperates with the managing and other authorities of the EU Member States;

- taking into account the legislation governing the formation of the state budget of the Republic of Lithuania, plans EU and CF funds in the programmes of the managing authority, which are part of the strategic and/or annual operational plan, and in which appropriations to achieve the objectives of the managing authority are provided for;

- ensures reliable and effective management of EU and CF funds and oversees that EU and CF funds are used in a proper and timely manner;

- ensures that in the preparation, implementation, monitoring and evaluation of BMVI and ISF programmes, there is cooperation with competent state authorities and bodies, as well as with international organisations, non-governmental organisations, social partners and other authorities where necessary;

- prepares draft BMVI and ISF programmes and submits them to the European Commission, and makes changes to BMVI and ISF programmes where necessary;

- develops the management and control system for BMVI and ISF programmes, supervises its operation, draws up legislation and amendments to the legislation governing the management and control system, coordinates it with the intermediate body and audit authority, and approves it, and, in accordance with the procedure established in Article 69(11) of the CPR, provides the European Commission with a description of the management and control system and updates it where necessary;

- performs the functions of the secretariat of the Monitoring Committee and provides the Monitoring Committee with the information necessary to perform its functions, as established in Article 72(1)(c) of the CPR and item 43 of the Methodology of Strategic Management approved by Resolution No 292 of 28 April 2021 of the Government of the Republic of Lithuania ‘On Approval of the Methodology of Strategic Management’ (hereinafter – Methodology of Strategic Management);

- where necessary, puts together commissions and working groups to assist the managing authority in ensuring the proper management and control of BMVI and ISF programmes;

- prepares and approves actions implementation plans for BMVI and ISF programmes and the procedures for project selection and evaluation, the eligibility of costs for financing, the supervision of project implementation, the recognition of costs paid for by EU and CF funds as being eligible and paying and accounting for these funds, and the recovery of EU and CF funds unduly dispersed, as well as other procedures necessary to manage and control the BMVI and ISF programmes;

- takes decisions on project financing, and compiles and approves lists of projects to be financed;

- coordinates grant agreements and amendments thereto, and draws up agreements on the provision of technical assistance to the intermediate body and amendments thereto;

- submits payment applications to the Ministry of Finance of the Republic of Lithuania, to which the European Commission transfers EU funds, regarding the disbursement of EU and CF funds to the recipient specified in the payment application, in accordance with the Rules for the Disbursement of State Budget Funds from the State Treasury Account approved by Order No 195 of 21 July 2000 of the Minister of Finance of the Republic of Lithuania ‘On Approval of the Rules for the Disbursement of State Budget Funds from the State Treasury Account’;

- prepares data reports and submits them to the European Commission in accordance with the procedure established in Article 42 of the CPR;

- prepares annual performance reports and submits them to the European Commission along with other information requested by the European Commission in accordance with the procedure established in Article 41(7) of the CPR, Article 29 of Regulation (EU) 2021/1148 and Article 30 of Regulation (EU) 2021/1149;

- draws up an evaluation plan for the BMVI and ISF programmes in accordance with the procedure established in Article 44(5) of the CPR, organises BMVI and ISF programme evaluations, ensuring that the independent evaluators carrying out evaluation of the BMVI and ISF programmes and formulating the evaluation opinion receive all the necessary information about the management and control of the BMVI and ISF programmes, and submits BMVI and ISF programme evaluation reports to the European Commission in accordance with the procedure established in Article 44 of the CPR;

- draws up and submits payment applications to the European Commission, accounts for the accounting year, management declarations and forecasts regarding disbursement of the EU contribution in accordance with the procedure established in Articles 91, 98 and 69(10) of the CPR;

- ensures consistency and complementarity between EU funds, CF funds and other related national and EU financial instruments;

- ensures that, in accordance with the procedure established in Articles 69(8) and 72(1)(e) of the CPR, an electronic data exchange system is in place, in which the data of each project that are necessary for financial management, monitoring, inspections, audits and evaluation are recorded and stored electronically, ensuring the security, integrity and confidentiality of data in accordance with the requirements established in Article 4 of the CPR as well as the authentication of users;

- ensures that final beneficiaries and other authorities and bodies participating in the implementation of projects financed under BMVI and ISF programmes keep separate financial accounts of project costs;

- upon suspecting an irregularity or fraud in the use of EU and CF funds, or receiving information about a possible irregularity from other sources, reports this information to the intermediate body in accordance with the procedure established by the Minister of the Interior;

- in accordance with the procedure established by the Minister of the Interior, reports suspected criminal offences relating to the receipt and use of EU and CF funds to the Financial Crime Investigation Service (or the Prosecutor General's Office), and reports suspected criminal offences of a corrupt nature to the Special Investigation Service of the Republic of Lithuania (or the Prosecutor General's Office);

- conducts investigations into suspected irregularities in the use of the intermediate body's technical assistance funds;

- reports detected irregularities and cases of fraud to the European Commission and informs it in accordance with the procedure established in Articles 69(2) and 69(12) of the CPR;

- takes decisions on the recovery of EU and CF funds unused or misused by final beneficiaries, or, when technical assistance funds are disbursed – by the intermediate body, and takes legal action to recover them;

- establishes procedures that ensure the audit trail and storage of all documents related to costs, decisions and controls;

- ensures that the audit authority, in conducting an audit and formulating the audit opinion, receives all the information necessary for conducting the audit;

- carries out information and communication activities, informs the final beneficiaries, the public, the Monitoring Committee and state authorities and bodies about the projects and operations supported by the BMVI and ISF programmes and the amounts allocated thereto, and about the implementation, progress and results of the BMVI and ISF programmes, and ensures the functioning of the website specified in Article 49 of the CPR;

- carries out management verifications, including administrative verifications and on-the-spot verifications in accordance with the procedure established in Article 74 of the CPR;

- takes into account the problems identified by the audit authority and its recommendations for corrective and preventive measures, either ensuring the preparation and implementation of an action plan to restore the effective operation of the management and control system, or, if it does not agree with the observations made by the audit authority – providing a detailed justification;

- performs ongoing supervision and control of the performance of the functions delegated to the intermediate body;

- within its competence, participates in drawing up descriptions of progress measures and the development programme related to the implementation of the BMVI and ISF programmes, and in reporting on development programme progress measures in accordance with the procedure established in Section 3 of Chapter III as well as Chapter V of the Methodology of Strategic Management;

- prepares a performance framework and, together with the intermediate body, prepares the methodology for the preparation of this framework in accordance with the procedure established in Articles 16 and 17 of the CPR;

- within its competence, carries out risk prevention for double financing of the same costs for the same activity;

- performs the other functions of the managing authority established in the legislation governing the management and control of BMVI and ISF programmes.

The tasks of the managing authority are established in the provisions of the EUID and EFD regulations. The task of the EUID, as the managing authority, is to perform the functions of the managing authority and other functions assigned to the MoI by legal acts, implementing the Home Affairs Funds Programmes assigned to the Minister of the Interior of the management areas. The task of the EFD, as the managing authority, are to plan and disperse, within its competence, the BMVI and ISF programme project funds, to carry out financial controls on the management of the BMVI and ISF programmes, and to keep financial accounts of the ISF programmes, the BMVI programme and other EU and international support funds, programme support and CF funds allocated to programmes and projects carried out by the ministry.

**2.1.3. Where applicable, specification per intermediate body of each of the functions and tasks delegated by the managing authority, identification of the intermediate bodies and the form of the delegation. Reference should be made to relevant documents (written agreements).**

The functions of the intermediate body are established in Section III of the Description of the Procedure for Functions. The intermediate body performs the following functions:

- performs the functions delegated to it by the managing authority, implements the requirements established by the managing authority and the recommendations provided in

connection with the performance of the tasks and delegated functions, and is accountable to it for the performance of the delegated functions;

- prepares application evaluation guidelines and coordinates them with the managing authority, sends calls to submit applications, and performs application evaluation;

- upon receiving a decision of the managing authority on project financing, prepares grant agreements and the subsequent amendments thereto and coordinates them with the managing authority;

- performs supervision of project implementation;

- performs supervision of public procurements carried out by final beneficiaries as well as procurements related to intelligence activities and/or procurements carried out in the field of defence and security;

- verifies and approves the eligibility of the costs declared by final beneficiaries for financing and submits its conclusion on the eligibility of expenditure to the managing authority and the final beneficiary;

- performs on-the-spot verifications of projects, during which it checks whether the project goods have been purchased, the services have been provided and the work has been completed, whether the costs declared by the final beneficiaries were actually incurred and comply with the provisions of EU and national legislation, and whether the goods are being used for the objectives set out in the project;

- within its competence, participates in the monitoring of BMVI and ISF programmes, provides the managing authority with the information necessary for preparing accounts for the accounting year, payment applications to the European Commission, annual performance reports, data reports to the European Commission and/or other documents, as well as for the managing authority to carry out reporting according to the progress measures specified in the development programme;

- draws up the procedures necessary for managing and controlling BMVI and ISF programmes and for ensuring the proper execution of the tasks delegated to it, coordinates these procedures with the managing authority, and approves them;

- participates in the development of the management and control system and in the drawing up of the legislation governing the management and control system, the procedures for project selection and evaluation, the eligibility of costs for financing, the supervision of project implementation, the recognition of costs paid for by EU and CF funds as being eligible and paying and accounting for these funds, and the recovery of EU and CF funds unduly dispersed, as well as other procedures necessary to manage and control BMVI and ISF programmes;

- upon suspecting an irregularity, including fraud, in the use of EU and CF funds, or receiving information thereof from other sources, conducts an investigation of the suspected irregularity (except for investigations into suspected irregularities in the use of the intermediate body's technical assistance funds, which are conducted by the managing authority) and informs the managing authority of this in accordance with the procedure established by the Minister of the Interior;

- develops and administers the electronic data exchange system specified in Article 69(8) of the CPR;

- within its competence, advises final beneficiaries and provides state authorities, bodies, the Monitoring Committee, applicants and final beneficiaries with information on the implementation and execution of projects;

- ensures that the documents prepared and received within its competence that are necessary for the audit trail or to ensure an independent expert assessment are properly stored and available to persons who have the right to verify or receive them;
- together with the managing authority, prepares the methodology for the preparation of the performance framework;
- within its competence, carries out risk prevention for double financing of the same costs for the same activity;
- at the request of the managing authority, submits for coordination drafts of the intermediate body's internal rules of procedure drawn up within its competence governing the management and control of BMVI and ISF programmes and related to the implementation of the functions carried out under the responsibility of the managing authority;
- plans the intermediate body's technical assistance funding requirement and provides information to the managing authority;
- draws up technical assistance declarations of expenditure and submits them to the verifier;
- keeps separate financial accounts of allocated technical assistance funds;
- within its competence, carries out information and communication activities: participates in informing about the implementation, progress and results of the programmes, ensures that the final beneficiaries comply with project visibility and information requirements, and, if necessary, organises training, seminars or other informational events for applicants and/or final beneficiaries;
- performs the other functions delegated thereto by the managing authority.

The cooperation rights and obligations of the managing authority and the intermediate body in managing and controlling the implementation of the BMVI and ISF programmes are also established in cooperation agreement No 2022-4-17-27/1S-181 signed between the managing authority and the intermediate body on 15-Jun-2022. Under this agreement, the intermediate body undertakes to properly perform the functions of the intermediate body delegated and defined in other legislation governing the management and control of the BMVI and ISF programmes, and to be accountable to the managing authority for them in accordance with the procedure established in the agreement.

#### **2.1.4. Procedures for the supervision of the functions and tasks delegated by the managing authority, if any.**

The procedures for the supervision of the functions and tasks delegated by the managing authority are established in the Programme Management Rules (for more details, see point 2.1 of the MCS description).

Supervision and control of the performance of the functions delegated to the intermediate body is carried out by the managing authority. The managing authority and the intermediate body conclude a cooperation agreement, according to which the intermediate body undertakes to properly perform the functions delegated thereto and to be accountable to the managing authority for them in accordance with the procedure established in the cooperation agreement.

In ensuring the supervision and control of the performance of the functions delegated to the intermediate body, the managing authority may, in accordance with the procedure established in the cooperation agreement concluded between the managing authority and the

intermediate body, carry out inspections at the intermediate body related to the performance of the functions delegated to the intermediate body.

In performing the supervision and control of the performance of the functions delegated to the intermediate body and striving for the objectives of the BMVI and ISF programmes to be implemented, the managing authority initiates bilateral meetings with the intermediate body once a year, or more often, if necessary. During the meetings, the intermediate body presents the course of project implementation, and the problems that have arisen, possible solutions and other issues are discussed.

**2.1.5. Framework to ensure that an appropriate risk management exercise is conducted when necessary, and in particular in the event of major modifications to the management and control system.**

The framework to ensure that an appropriate risk management exercise is conducted when necessary, and in particular in the event of major modifications to the management and control system, is established in the Programme Management Rules as well as in the cooperation agreement signed between the managing authority and the intermediate body. The managing authority ensures that the intermediate body maintains an organisational structure and management and control system adapted to the performance of the functions of the intermediate body. The intermediate body maintains an organisational structure and management and control system adapted to the performance of the functions of the intermediate body, and must inform the managing authority in writing about modifications to the organisational structure or the management and control system within 10 working days of said changes being made.

The managing authority supervises the implementation of BMVI and ISF programmes through the intermediate body, which is delegated the project implementation supervisory function. In order to ensure adequate supervision of the implementation of projects, the intermediate body must take the measures provided for in the Programme Management Rules in a timely manner.

**2.1.6. Organisation chart of the managing authority and information on its relationship with any other bodies or divisions (internal or external) that carry out functions and tasks as provided for in Articles 72 to 75.**

The information is presented in an annex to the MCS description.

**2.1.7. Indication of planned resources to be allocated in relation to the different functions of the managing authority (including information on any planned outsourcing and its scope, where appropriate).**

The estimated and justified technical assistance funds to ensure the performance of the functions carried out by the managing authority, the intermediate body and the audit authority are planned in accordance with the Rules for Drawing Up and Implementing the State Budget of the Republic of Lithuania and Municipal Budgets approved by Resolution No 543 of 14 May 2001 of the Government of the Republic of Lithuania ‘On Approval of the Rules for Drawing Up and Implementing the State Budget of the Republic of Lithuania and Municipal Budgets’, the Republic of Lithuania Law on the Budget Structure, the Republic of Lithuania



Law on the Approval of Financial Indicators of the State Budget and Municipal Budgets for the corresponding year, the Methodology of Strategic Management approved by Resolution No 292 of 28 April 2021 of the Government of the Republic of Lithuania ‘On Approval of the Methodology of Strategic Management’, the Technical Assistance Management Rules, and other national legislation (e.g. corresponds to the activities planned to be carried out in the authority’s public procurement plan for goods, services and works approved for the corresponding calendar year and the appropriations intended to allocate for them).

Appropriations are planned until the end of the eligibility of expenditure period, not exceeding the amount of appropriations allocated for each authority, as approved by order of the Minister of the Interior of the Republic of Lithuania.

The functions carried out by employees in implementing the functions of the managing authority of the BMVI and ISF programmes are defined in the job descriptions of the employees.

Where necessary, certain services required by the managing authority to manage the BMVI and ISF programmes can be purchased through public procurement, e.g., for conducting independent assessment of the BMVI and ISF programmes, carrying out checks on the eligibility of BMVI and ISF programme technical assistance expenditure for financing, and so on.

### **3. BODY CARRYING OUT THE ACCOUNTING FUNCTION**

#### **3.1. Status and description of the organisation and the procedures related to the functions of the body carrying out the accounting function.**

##### **3.1.1. The status of the body carrying out the accounting function (national, regional or local public or private body) and the body of which it is part, where relevant.**

National, budgetary institution, institution of the Government of the Republic of Lithuania.

##### **3.1.2. Description of the functions and tasks carried out by the body carrying out the accounting function as set out in Article 76.**

In accordance with Article 72(3) of the CPR, the accounting function for the BMVI and ISF programmes is carried out by the managing authority. As specified in point 1.3 of the MCS description, the functions of the managing authority are performed by the EUID and the EFD. The EUID and the EFD act as the body carrying out the accounting function of the managing authority.

The procedure for carrying out the functions and tasks of the managing authority specified in Article 76 of the CPR related to the accounting function is established in the Description of the Procedure for Functions, the Programme Management Rules, the Project Management and Financing Rules, and the Technical Assistance Management Rules.

- **Drawing up and submitting payment applications to the European Commission** (Article 76(1)(a) of the CPR) – this function is performed by the managing authority. Each year, the managing authority draws up and submits at least one, but no more than six payment applications to the European Commission linked to the ISF programme /

BMVI programme, in accordance with the procedure established in Article 91 of the CPR. Payment applications are drawn up and submitted to the European Commission by the EUID. The last payment application submitted by 31 July is considered to be the final payment application for the accounting year ending 30 June. Payment applications only include the amount of eligible costs incurred and paid, as well as other information specified in Article 76(3) of the CPR and Annex XXIII to the CPR. The amount of eligible costs incurred and paid are entered in the financial accounts by the EFD. Data for the preparation of payment applications submitted to the European Commission are collected and stored in the electronic system specified in point 4 of this MCS description.

- **Drawing up and submitting the accounts to the European Commission** (Article 76(1)(b) of the CPR) – this function is performed by the managing authority. For each accounting year for which payment applications have been submitted, the managing authority submits to the European Commission, every year by 15 February, the assurance package covering the preceding accounting year, which includes the accounts for the accounting year, the management declaration, the annual audit opinion, and the annual control report. The accounts are drawn up and submitted to the European Commission by the EUID. The accounts only include the amount of the costs that were recognised as eligible and included in the accounting system in accordance with the procedure established by legislation, amounts withdrawn during the accounting year, and other information specified in Article 98(3) of the CPR and Annex XXIV to the CPR. Costs are included in the accounting system by the EFD. Data for the preparation of the accounts submitted to the European Commission are accumulated and stored in the electronic system specified in point 4 of this MCS description.

- **Converting the amounts of expenditure incurred in another currency into euro** (Article 76(1)(c) of the CPR) – Article 5 of the Republic of Lithuania Law on Financial Accounting is applied to recalculate the amounts of economic transactions of the managing authority, the audit authority, the intermediate body and the final beneficiaries for which the execution and existence or formalisation of the results are linked to a foreign currency.

### **3.1.3. Description of how the work is organised (workflows, processes, internal divisions), what procedures apply and when, how these are supervised, etc.**

The administrative units of the ministry organise their work in accordance with their regulations approved by the minister; the heads of groups, directors of departments, heads of divisions, civil servants of political/personal confidence of the minister, and other civil servants and employees – in accordance with the job descriptions prepared and approved in accordance with the procedure established by legislation.

Work is divided according to the established employee job descriptions, planned tasks, and so on. At the beginning of each calendar year, an annual assessment of the civil servant's official activities is carried out, during which the work and tasks for the coming year are planned, and the tasks of the previous year are accounted for. In the case of a higher than normal workload or for objective reasons (e.g. incapacity for work, etc.), the head of the unit may redistribute the work or tasks to be performed to other employees in the unit.

### **3.1.4. Indication of planned resources to be allocated in relation to the different accounting tasks.**

Part of the employees of the EUID ISF Division perform the functions of the managing authority related to BMVI and ISF programme funds planning, expenditure control and reporting to the European Commission, while the rest of the employees perform the functions

of the managing authority related to the planning, control and reporting of BMVI and ISF programme indicators as well as the submission of other information related to the implementation of the BMVI and ISF programmes to the European Commission. Part of the EFD employees perform the functions related to BMVI and ISF programme funds planning, expenditure control and reporting to the European Commission as well as other functions related to the implementation of the BMVI and ISF programmes.

The functions carried out by employees in implementing the functions of the managing authority of the BMVI and ISF programmes are defined in the job descriptions of the employees.

#### **4. ELECTRONIC SYSTEM**

##### **4.1. Description of the electronic system or systems including a flowchart (central or common network system or decentralised system with links between the systems) for:**

After the intermediate body (CPMA) carried out the public procurement open tender service purchase, the electronic data exchange system for the 2021–2027 Internal Security Fund and the Instrument for Financial Support for Border Management and Visa Policy, as part of the Integrated Border Management Fund, (ISFBMVI IS) was created .

**Purpose of the ISFBMVI IS** – with the help of the information system created, to administer the BMVI and ISF programmes and process information related to the administration of the BMVI and ISF programmes in a centralised, systematised and computerised manner.

##### **The goals of the ISFBMVI IS are:**

- in accordance with the procedure established by legislation, to collect, accumulate, store, systematise, analyse and provide ISFBMVI IS users with the relevant information necessary to administer the ISF and the BMVI as well as to make decisions;
- to ensure the automation and computerisation of processes related to the administration of the ISF and the BMVI, paying special attention to more efficient management of information and document flows;
- to ensure the control and monitoring of ISF and BMVI administration activity processes;
- to ensure ISF and BMVI administration activity data search;
- to ensure the formation of centralised reports through various data slices.

##### **The main functions of the ISFBMVI IS are:**

1. to accumulate and process the data necessary for the ISFBMVI IS to function:
  - 1.1. for the accumulation and processing of ISFBMVI IS classifiers;
  - 1.2. for the accumulation and processing of the data of the employees of the ISFBMVI IS controller and manager, and for the management of the rights and sets of rights of authorities and data users;
  - 1.3. for the processing of ISFBMVI IS module parameters (for the creation of checklist templates, the accumulation and processing of checklist completion data, the administration and processing of module messages, ISFBMVI IS data object examination deadlines (tasks));
2. to accumulate and process data on the BMVI and ISF programmes, budget, deadlines, data on indicators, their planned and achieved values, and other data;
3. to accumulate and process data on calls, application submission deadlines, budget;

4. to accumulate and process the data of applications submitted and related thereto;
5. to accumulate and process the determination of application evaluation, evaluators and evaluation deadlines, and to process data on the course of application evaluation and evaluation results;
6. to accumulate and process general data related to project implementation, and to review data on indicator achievement, designated responsible employees, document files, messages and reminders received, parameters and other data;
7. to accumulate and process grant agreement data, grant agreement amendment data, attached electronic document files;
8. to process project procurement plans and data on their execution, and to accumulate and process procurement data;
9. to accumulate and process signed procurement contracts as well as procurement contract inspection and procurement contract execution data;
10. to accumulate and process payment claim schedules, to accumulate and process data on payment claims as well as their costs and achieved indicators, and to process payment claim evaluation data;
11. to process the redistribution of payment claim costs incurred in the project budget;
12. to accumulate data from on-the-spot verifications (during application evaluation and project implementation), to process the delegation of on-the-spot verification participants, to process on-the-spot verification data, to accumulate and process data on inconsistencies identified during on-the-spot verifications and their correction;
13. to accumulate and process ex-post verification information and the submission and evaluation of ex-post reports;
14. to accumulate and process risk assessment data;
15. to accumulate and process information on the reporting of suspected irregularities, information on the irregularities, and information on the investigation of the irregularities;
16. to form analytical reports in the prescribed format, collecting and summarising data from other ISFBMVI IS modules;
17. to collect data from ISFBMVI IS exchange system (DES) users, to carry out data exchange, and to provide their processing data;
18. to prepare electronic documents for approval and signing by electronic signature;
19. to sign electronic documents by electronic signature and record them.

**The organisational structure of the ISFBMVI IS consists of:** the ISFBMVI IS controller and manager, the ISFBMVI IS processor, and the ISFBMVI IS data providers.

The ISFBMVI IS controller and manager is the intermediate body (CPMA), which performs the functions defined in the Republic of Lithuania Law on Management of State Information Resources, and has the rights and obligations specified in this law.

CPMA, as the ISFBMVI IS controller and manager, also performs the following functions:

- prepares and adopts legislation related to data processing, safety and development of the ISFBMVI IS;
- plans funds for ensuring the functioning, development and data security of the ISFBMVI IS and controls their use;
- organises ISFBMVI IS software development, installation and support, orders and manages ISFBMVI IS hardware and software licences, and has them at its disposal;

- supervises the functioning of the ISFBMVI IS;
- manages and administers the ISFBMVI IS and the accumulated data;
- uses technical and organisational measures to ensure the protection of the data processed from unlawful destruction, alteration and unauthorised disclosure, as well as other unlawful processing;
- provides information on the activities and results of the ISFBMVI IS in accordance with the procedure established by legislation;
- analyses the legal, technical, technological, methodological and organisational problems of ISFBMVI IS management;
- provides ISFBMVI IS data to data recipients and concludes ISFBMVI IS data provision agreements;
- organises the acquisition of ISFBMVI IS computer, software and communication equipment and determines the maintenance requirements for this equipment;
- carries out ISFBMVI IS hardware and software maintenance and the installation of new versions, as well as technical maintenance of the ISFBMVI IS database;
- initiates the improvement and development of ISFBMVI IS software, and examines and resolves current ISFBMVI IS operational problems;
- ensures the confidentiality, integrity and accessibility of the data processed by the ISFBMVI IS in compliance with legislation;
- administers access to ISFBMVI IS data, and grants individuals access rights to these data as well as usernames and passwords;
- carries out viewing control of persons entitled to use ISFBMVI IS data;
- looks after the updating of ISFBMVI IS data as well as their provision, quality and protection;
- ensures the safe processing and interoperability of ISFBMVI IS data;
- advises ISFBMVI IS users on all issues related to the ISFBMVI IS, and organises training and seminars related to the operation and development of the ISFBMVI IS.
- performs the other duties specified in Regulation (EU) 2016/679.

The ISFBMVI IS personal data controller is the intermediate body (CPMA), which ensures that personal data are processed for the purposes of personal data processing established in point 6 of the ISFBMVI IS Regulations (hereinafter –Regulations) in accordance with Regulation (EU) 2016/679, the Law on Legal Protection of Personal Data, and the Regulations. The ISFBMVI IS data providers are:

1. DES users – employees of legal entities participating in the submission of BMVI and ISF applications and in the implementation of activities of approved projects, who provide and receive electronic information from the ISFBMVI IS through the DES created for them. These data providers provide ISFBMVI IS data related to applications and the implementation of approved projects, which are not accumulated in state information systems and registers;
2. State Enterprise Centre of Registers, which provides data from the Register of Legal Entities (controller – Ministry of Justice of the Republic of Lithuania);
3. The Information Society Development Committee, which provides data from the State Information Resource Interoperability Platform (SIRIP) (controller – Ministry of Economy and Innovation of the Republic of Lithuania).

ISFBMVI IS users are employees of the ISFBMVI IS controller and manager, and/or a civil servants and/or employees of the ISFBMVI IS processors, working under an employment contract and processing ISFBMVI IS electronic information within their competence in

accordance with the procedure established by the legislation governing ISFBMVI IS operations.

**The functional structure of the ISFBMVI IS consists of these main modules:**

1. The DES module, which can be accessed by the bodies specified in point 13.1 of the Regulations (i.e. DES users) who have been granted online access to the ISFBMVI IS. The functions of the DES module are to provide data to the body about available application calls under BMVI and ISF programmes, to display the projects of the connected body with the ability to view project-related information, and to provide project implementation data and documents;
2. The administration module, the functions of which are to administer ISFBMVI IS users and their data, roles and rights in the ISFBMVI IS, and to process manuals as well as the parameters used in the ISFBMVI IS;
3. The programme module, the functions of which are to process information about BMVI and ISF programmes, goals, actions, BMVI and ISF programme indicators, budget and other information about BMVI and ISF programmes;
4. The application module, the functions of which are to accumulate information related to them, and to process information for the evaluation of applications;
5. The project module, the functions of which are to create and process projects for which financing has been approved, and to process project-related information;
6. The procurement module, the functions of which are to process information about procurement execution plans and their execution, and procurement evaluation information;
7. The procurement contract module, the functions of which are to process information about procurement contracts;
8. The payment claim module, the functions of which are to accumulate a payment claim submission plan, to process payment claim information, and to enter payment claim evaluation information;
9. The claims to receive funds module, the functions of which are to accumulate plan of claims to receive funds, to process claims to receive funds information, and to enter information on evaluation of claims to receive funds ;
10. The on-the-spot verification module, the functions of which are to accumulate and process on-the-spot verification information;
11. The ex-post verification module, the functions of which are to accumulate and process ex-post verification information and ex-post reporting and evaluation;
12. The irregularities module, the functions of which are to accumulate and process notifications of suspected irregularities, irregularity information, irregularity investigation information and decisions on irregularities;
13. The audit module, the functions of which are to accumulate information about audits, and to enter and process the recommendations received during them and the implementation thereof;
14. The reporting module, the functions of which are to form reports in the prescribed format by collecting and summarising data from all of the ISFBMVI IS modules.

**4.1.1. Recording and storing, in a computerised form data on each operation, including where appropriate data on individual participants and a breakdown of data on indicators when provided for in this Regulation;**

The ISFBMVI IS accumulates data centrally. All ISFBMVI IS modules are mutually integrated and any changes in information in one module are reflected in related modules without additional operations by system users (exchanges of classifiers or other data used by the ISFBMVI IS take place in real time, and the information is updated at the same time in all modules).

ISFBMVI IS users can fill in data by manually entering information or by selecting values from compiled classifiers. In the ISFBMVI IS, it is possible to change and delete records that have been entered but not recorded, and to not allow already approved ones to be changed or deleted. In the ISFBMVI IS, it is possible to attach/remove documents in pdf, docx, xlsx, adoc or equivalent formats in each module.

Applicants/final beneficiaries have the ability to fill in the prescribed data forms/objects directly (applications, procurement plans, payment claims, grant agreement amendments, etc.) and submit them for verification/evaluation and, if necessary, to revise them in the same way. When submitting the forms/documents completed by the applicant/final beneficiary, the applicant/final beneficiary is directed to the SIRIP authentication service. Only after re-authentication of the user can the completed data forms/objects be submitted to the intermediate body and/or the managing authority. For all the data and documents submitted (as well as revised) by the applicant/final beneficiary, the ISFBMVI IS creates a data file at the time of submission and attaches it to the files of the relevant ISFBMVI IS module to ensure the traceability of the data provided.

#### **4.1.2. Ensuring that accounting records or codes for each operation are recorded and stored, and that these records or codes support the data required for drawing up payment applications and the accounts;**

The ISFBMVI IS accumulates historical data on the changes made to the records, indicating the date and time of the change, the name and surname of the person who changed the data, the authority and the content of the change.

The ISFBMVI IS includes the ability to view the operations performed by users according to the time of the operation, the user who performed the operation, or the operation itself. Access to this data is available to users of the intermediate body and managing authority who have been granted access rights to the ISFBMVI IS.

#### **4.1.3. Maintaining accounting records or keeping separate accounting codes of expenditure declared to the Commission and the corresponding public contribution paid to beneficiaries;**

The amounts of project expenditures declared to the European Commission are indicated in the 'EC declarable amount' line of the expenditure summary part of the ISFBMVI IS project module. In this line, the amounts are calculated based on the funding source (EU funds, CF funds, own funds) in accordance with the procedure established in the Programme Management Rules.

The amounts paid to final beneficiaries by the managing authority are stored in the 'Payments to final beneficiaries' part of the project module.

When recording an amount paid according to a payment claim conclusion regarding the eligibility of expenditure, the ‘Record payment to a final beneficiary’ button is clicked in the ‘Conclusions’ part of the payment claim module for the specific payment claim; once the payment entry window opens, the data is filled in – the payment order number and date of payment – and the payment document is attached. Based on the funding source (EU funds/CF funds), the amounts are automatically uploaded according to the amounts indicated in the conclusion on the eligibility of expenditure. The data are saved by clicking ‘Save’. The payment saved according to the payment claim conclusion regarding the eligibility of expenditure is given in the ‘Payments to final beneficiaries’ part.

When recording an amount paid according to a project claim to receive funds, the ‘Record payment to a final beneficiary’ button is clicked in the ‘Claims to receive funds’ part of the project module for the specific claim to receive funds; once the payment window opens, the data is filled in – the payment order numbers and date of payment – and the payment document is attached. Based on the funding source (EU funds/CF funds) and the economic classification codes, the amounts are uploaded according to the amounts of the claim to receive funds. The data are saved by clicking ‘Save’. The payment saved according to the claim to receive funds is given in the ‘Payments to final beneficiaries’ part.

When recording amounts of eligible/ineligible expenditure for a payment claim submitted for funds paid in advance, the eligibility assessment is filled out in the ‘Details of expenses’ part of the specific payment claim, where the declared amounts are entered in detail according to the documents. After filling in these data, the conclusion on the eligibility of expenditure is recorded in the ‘Conclusions’ part of the payment claim module by clicking ‘Record new’ and filling in the conclusion preparation data (date and user who prepared it); the eligibility assessment data (amounts of eligible/ineligible expenditure) are transferred automatically.

The amounts of the conclusions of the intermediate body on the eligibility of expenditure are stored in the ‘Conclusions’ part of the payment claim module and, depending on the type of payment claim, may also be stored in the ‘Details of expenses’ part of the specific payment claim.

#### **4.1.4. Recording all amounts withdrawn during the accounting year as set out in point (b) of Article 98(3) and deducted from the accounts as set out in Article 98(6) and the reasons for these withdrawals and deductions;**

In accordance with the procedure established in the Project Management and Financing Rules, the managing authority takes decisions on the recovery of funds, specifying therein the amount of funds unduly dispersed and/or used to be recovered or of other funds required to be recovered, as well as the reasons, methods and deadlines for the recovery and other necessary information where appropriate. Decisions on the recovery of funds are stored in the ‘Documents’ part of the ISFBMVI IS project module. After the final beneficiary returns the recoverable funds, the managing authority records the amounts withdrawn in the ‘Payments to final beneficiaries’ part of the ISFBMVI IS project module. When recording amounts withdrawn, the ‘Record new’ button is clicked in the ‘Payments to final beneficiaries’ part of the project module; once the payment entry window opens, the data is filled in – the amount (with a minus sign), date, economic classification code, funding source (EU funds/CF funds)



and notes – and a document proving the fact of the return of funds is also attached. The data are saved by clicking ‘Save’. Information about the funds returned by final beneficiaries is stored in the ‘Documents’ part of the ISFBMVI IS project module. The amount of eligible costs is reduced by the amount of the amount withdrawn in the ‘Conclusions’ part of the ISFBMVI IS payment claim module.

**4.1.5. Indicating whether the systems are functioning effectively and can reliably record the data mentioned on the date where this description is compiled as set out in point 1.2;**

Yes, the ISFBMVI IS functions on the day of completing the MCS.

**4.1.6. Describing the procedures to ensure the electronic systems’ security, integrity and confidentiality.**

The secure processing of electronic information in the ISFBMVI IS is ensured in accordance with:

Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC; the Republic of Lithuania Law on Management of State Information Resources; the Republic of Lithuania Law on Cybersecurity; the Description of General Security Requirements for Electronic Information approved by Resolution No 716 of 24 July 2013 of the Government of the Republic of Lithuania; the Description of the Organisational and Technical Cybersecurity Requirements for Cybersecurity Entities approved by Resolution No 818 of 13 August 2018 of the Government of the Republic of Lithuania ‘On Implementation of the Republic of Lithuania Law on Cybersecurity’; Order No V-941 of 4 December 2020 of the Minister of National Defence of the Republic of Lithuania ‘On Approval of the Description of Electronic Information Security Requirements for Technical State Registers (Cadastres), Departmental Registers, State Information Systems and Other Information Systems and the Methodology for Conformity Assessment of Information Technology Security’; Lithuanian standards LST ISO/IEC 27002 and LST ISO/IEC 27001, and other Lithuanian and international ‘Information technology. Security methods’ group standards describing secure information system data processing; the CPMA IS Electronic Information Processing Rules, the CPMA IS User Administration Rules, the CPMA IS Business Continuity Management Plan, the ISFBMVI IS Regulations and the ISFBMVI IS Data Security Regulations (hereinafter – Security Regulations).

According to the criteria set out in points 9.1 and 9.3 of the Description of General Security Requirements for Electronic Information, the ISFBMVI IS is classified as a Category 3 information system that processes information of average importance.

ISFBMVI IS risk is assessed at least once a year in accordance with the Risk Analysis Guide, a methodological tool issued by the Ministry of the Interior of the Republic of Lithuania, and Lithuanian and international ‘Information technology. Security methods’ group standards.

The results of the risk assessment are set out in the risk assessment report submitted to the ISFBMVI IS controller and manager, which is prepared taking into account the risk factors that may affect the security of the electronic information in the ISFBMVI IS as well as their potential harm, probability and nature of occurrence, possible risk management methods, and risk acceptability criteria.

The ISFBMVI IS risk factors are specified in the Description of General Security Requirements for Electronic Information.

Risk factors are assessed according to the categories of electronic information, determining their impact on the security of the electronic information in the ISFBMVI IS and degrees:

L – low. The degree of impact of the data breach is not high and the consequences will not be dangerous – information sent to the wrong addressee, inaccurate data entered, some information lost that can be quickly restored from existing backups, information lost after the last copy. Computer software and/or an operating system in computerised workplaces not working;

A – average. The degree of impact of the data breach can be high and the consequences can be serious – data are inaccurate or corrupted, but can be recovered from available backups. Database records have been changed, difficult to find errors and falsified information, computer software and/or an operating system not working on servers;

H – high. The degree of impact of the data breach is very high and the consequences are serious – data are completely corrupted, the data on both the ISFBMVI IS databases and backups are lost due to theft, fire or flooding.

Scope of work performed during risk assessment: stocktaking of the information resources that make up the ISFBMVI IS; assessment of the impact of the ISFBMVI IS on activities; threat and breach analysis; residual risk assessment.

Taking into account the risk assessment report, the ISFBMVI IS controller and manager approves, if necessary, the Risk Assessment and Risk Control Measures Action Plan, which foresees the need for technical, administrative and other resources to implement risk management measures.

Within 5 working days of receiving copies of the ISFBMVI IS risk assessment report and the Risk Assessment and Risk Control Measures Action Plan, the ISFBMVI IS controller and manager submits the said documents to the system for monitoring compliance of state information resources with electronic information security requirements.

The main principles of selecting security measures for electronic information in the ISFBMVI IS: the cost of installing the security measures must correspond to the value of the protected information; the residual risk must be reduced to an acceptable level; where possible, preventive electronic information security measures must be implemented.

In order to ensure the control of the implementation of the provisions set forth in the ISFBMVI IS Security Regulations and the documents implementing the security policy, an IT security compliance assessment is organised at least once per calendar year, during which: security compliance of security policy implementation documents and real information is evaluated; stocktaking is performed on ISFBMVI IS hardware and software; compliance of the rights granted to ISFBMVI IS administrators, ISFBMVI IS users and DES users and the functions performed is checked and evaluated; readiness to ensure the operational continuity of the ISFBMVI IS in the event of a security incident is assessed.

After the assessment of IT security compliance, a plan for eliminating the deficiencies identified is prepared, which is approved, the responsible executors of which are appointed and the implementation deadlines of which are set by the ISFBMVI IS controller and manager.

The provisions for the use of ISFBMVI IS software designed to protect the information system from malicious software and other software installed on computers and servers, network

filtering equipment, permissible computer usage limits and methods used to ensure secure provision and/or receipt of electronic information, and the main requirements for making backups of electronic information and restoring them are specifically established and governed in the CPMA Rules for the Safe Processing of Electronic Information in the IS.

Each ISFBMVI IS administrator and ISFBMVI IS user is responsible for the lawfulness of the processing of the data that are available thereto in using the ISFBMVI IS, as well as for the security of the processed data.

Procedure for familiarising ISFBMVI IS administrators and ISFBMVI IS users with security documents: the ISFBMVI IS security officer is responsible for familiarising ISFBMVI IS administrators and ISFBMVI IS and DES users with the Security Regulations and other documents implementing the security policy, as well as with liability for non-compliance with these requirements; ISFBMVI IS administrators and ISFBMVI IS and DES users are familiarised with the Security Regulations and documents implementing the security policy, as well as with liability for non-compliance with these requirements, the first time the log in to the ISFBMVI IS; ISFBMVI IS administrators and users are only re-familiarised with the ISFBMVI IS Security Regulations and documents implementing the security policy if there are substantial changes to the ISFBMVI IS or the legislation governing information security; the security officer periodically initiates familiarisation of the ISFBMVI IS administrators and ISFBMVI IS users with the documents implementing the ISFBMVI IS security policy, and informs them of any changes thereto (e-mail reminders, memos for new employees, etc.) and liability for non-compliance with the established requirements; if the ISFBMVI IS security officer, ISFBMVI IS administrators or ISFBMVI IS users violate the requirements of the documents implementing the security policy, said are held accountable in accordance with the procedure established by the laws of the Republic of Lithuania.

---