

**MINISTER OF EDUCATION AND SCIENCE OF THE REPUBLIC OF
LITHUANIA**

MINISTER OF ECONOMY OF THE REPUBLIC OF LITHUANIA

**ORDER
ON THE FORMATION OF A GROUP FOR THE COORDINATION OF THE
IMPLEMENTATION OF RESEARCH AND (SOCIO-CULTURAL) DEVELOPMENT
AND INNOVATION PRIORITIES AND THE APPROVAL OF ITS WORK
REGULATION**

20 June 2014 No V-576/4-409
Vilnius

In accordance with Clause 2.1 of Resolution No 411 of the Government of the Republic of Lithuania of 30 April 2014 On the Approval of the Programme on the Implementation of the Priority Areas of Research and (Socio-Cultural) Development and Innovation (Smart Specialisation) and their Priorities the Ministers hereby:

1. Form the Group for the Coordination of the Implementation of the Research and (Socio-Cultural) Development and Innovation Priorities (hereinafter referred to as the “Coordination Group”) of the following composition:

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| Svetlana Kauzoniėnė | – Vice Minister of Education and Science of the Republic of Lithuania |
| Marius Skarupskas | – Vice Minister of Economy of the Republic of Lithuania |
| Nikita Ananjevas | – Director of the public institution Lithuanian Business Support Agency |
| Rita Armonienė | – Director of the EU Structural Assistance Coordination Department at the Ministry of Economy of the Republic of Lithuania |
| Sigitas Besagirskas | – Director of the Department of Projects at the Lithuanian Confederation of Industrialists |
| Lina Čepokienė | – Deputy Director at the public institution Central Project Management Agency |
| Alfonsas Daniūnas | – President of the Lithuanian University Rectors’ Conference |
| Simona Daukilitė | – Deputy Head of the Economic Growth Operational Programme Management Division of the Structural Assistance Management Department at the Ministry of Finance of the Republic of Lithuania |
| Dimitrijus Kucevičius | – Director of the Innovation Department at the Ministry of Economy |
| Edgaras Leichteris | – Member of the Board at the Association <i>Knowledge Economy Forum</i> |
| Alminas Mačiulis | – Chancellor of the Government of the Republic of Lithuania |

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| Raimondas Paškevičius | – Director of the EU Structural Assistance Coordination Department at the Ministry of Education and Science of the Republic of Lithuania |
| Dainius Haroldas Pauža | – Chairman of the Research Council of Lithuania |
| Ramojus Reimeris | – Head of the Innovation Policy Division at the Research and Higher Education Monitoring and Analysis Centre |
| Kęstutis Šetkus | – Director of the Agency for Science, Innovation and Technology |
| Albertas Žalys | – Director of the Department of Higher Education, Science and Technology at the Ministry of Education and Science of the Republic of Lithuania |

2. Approve the work regulation of the Group for the Coordination of the Implementation of the Research and (Socio-Cultural) Development and Innovation Priorities (attached).

3. Establish that the Order may be appealed in accordance with the procedure and within the time limits as set out in the Law on Administrative Proceedings of the Republic of Lithuania.

Minister of Education and Science

Audronė Pitrienė

Minister of Economy

Evaldas Gustas

APPROVED

By Order No V-576/4-409 of the Minister of Education and Science and of the Minister of Economy of the Republic of Lithuania of 20 June 2014

WORK REGULATION OF THE GROUP FOR THE COORDINATION OF THE IMPLEMENTATION OF RESEARCH AND (SOCIO-CULTURAL) DEVELOPMENT AND INNOVATION PRIORITIES

CHAPTER I GENERAL PROVISIONS

1. The work regulation of the Group for the Coordination of the Implementation of Research and (Socio-Cultural) Development and Innovation Priorities (hereinafter referred to as the “Work Regulation”) defines the functions, rights, obligations, proceedings and decision-making of the Group for the Coordination of the Implementation of Research and (Socio-Cultural) Development and Innovation Priorities (hereinafter referred to as the “Coordination Group”).

2. The Coordination Group shall be chaired successively by the Vice Minister of Education and Science of the Republic of Lithuania from January to June of the current year (Vice Minister of Economy of the Republic of Lithuania acting as the deputy chair) and by the Vice Minister of Economy from July to December (Vice Minister of Education and Science acting as the deputy chair).

3. Technical support to the Coordination Group shall be provided by the ministry whose vice minister is then the chair of the Coordination Group.

4. Work of the Coordination Group shall be based on collegial consideration of matters, open voting and the principle of impartiality.

CHAPTER II FUNCTIONS, RIGHTS AND OBLIGATIONS OF THE COORDINATION GROUP

5. The Coordination Group shall have the following functions:

5.1. To examine the proposals with regard to new studies and the use of RDI policy measures to implement the RDI priorities as submitted by the Ministry of Education and Science and the Ministry of Economy of the Republic of Lithuania, or by an institution(s) authorised by the Ministries, or by other stakeholder organisations whose areas of regulation are directly related to the implementation of the priorities of research and (socio-cultural) development and innovation (RDI), and to provide opinions to ministers who drafted the respective RDI priority action plans;

5.2. To carry out other functions outlined in the Programme on the Implementation of the Priority Areas of Research and (Socio-Cultural) Development and Innovation (Smart Specialisation) and their Priorities approved by Resolution No 411 of the Government of the Republic of Lithuania of 30 April 2014 On the Approval of the Programme on the Implementation of the Priority Areas of Research and (Socio-Cultural) Development and Innovation (Smart Specialisation) and their Priorities (hereinafter referred to as the “Programme”).

6. Decisions by the Coordination Group are only recommendations.

7. In the discharge of its functions the Coordination Group may:

7.1. Collect from institutions, agencies and organisations all information and material needed to perform the functions of the Coordination Group provided any use of such information respects the interests of the institutions, agencies and organisations concerned;

7.2. Invite experts and representatives from national and municipal institutions, agencies and organisations, research and higher education institutions, economic operators, associated structures and other bodies corporate to attend meetings of the Coordination Group;

7.3. Make proposals to the Minister of Education and Science and to the Minister of Economy concerning changes to the staff composition of the Coordination Group upon request of an institution, agency or organisation entitled to delegate candidates to membership of the Coordination Group.

8. Members of the Coordination Group shall have the obligation:

8.1. To perform the functions attributed to the Coordination Group in the Programme and Work Regulation;

8.2. To keep confidential any confidential information that could, if disclosed, infringe upon the interests of both public and private entities received while performing functions of a member of the Coordination Group;

8.3. In the event of any conflict of interests promptly notify the chair of the Coordination Group and remove themselves from the decision-making procedure.

9. Members of the Coordination Group shall be liable for the performance of their functions in accordance with laws and legislation.

CHAPTER III PROCEEDINGS OF THE COORDINATION GROUP

10. The Coordination Group shall be presided over and represented by the chair of the Coordination Group, and in the absence of the chair by the deputy chair (hereinafter collectively referred to as the “Chair”). The Chair shall:

10.1. Represent the Coordination Group in relations with third parties;

10.2. Calls meetings of the Coordination Group and chairs those meetings, announces electronic voting and approves agendas of the meetings;

10.3. When needed issues instructions to other members of the Coordination Group;

10.4. Sign minutes of the meetings of the Coordination Group or of electronic voting (hereinafter referred to as the “minutes”).

11. A secretary of the Coordination Group (hereinafter referred to as the “Secretary”) who is not a member of the Coordination Group shall be appointed by the Coordination Group on consensus basis at the first meeting of the Coordination Group. In the event the Secretary is unable to attend a meeting, functions of the Secretary shall be temporarily performed by some other person appointed by the Chair. The Secretary shall:

11.1. Notify all members of the Coordination Group of the date, venue and time of the meeting, or the e-voting date, and provide the members with agenda of the meeting and material pertaining to the meeting of the Coordination Group;

11.2. Take minutes of all meetings of the Coordination Group and sign the same;

11.3. Send out minutes to the members of the Coordination Group and other stakeholders;

11.4. Promptly forward all information pertaining to the activities or meetings of the Coordination Group to the Chair which in accordance with the Work Regulation was provided to the Secretary by the members of the Coordination Group or other stakeholders;

11.5. Carry out instructions of the Chair.

12. Work of the Coordination Group shall be conducted in the meetings of the Coordination Group.

13. The Secretary shall send out information about the date, time and venue of the meeting to the members of the Coordination Group, and the agenda of the meeting by e-mail, or using some other method of service no later than 14 working days before the day of the meeting and in the case of the material for the meeting no later than 5 working days before the day of the meeting.

14. Questions to be considered at the meetings of the Coordination Group may be proposed by the Ministry of Education and Science, Ministry of Economy, or any other competent institution by

submitting a respective proposal to the Secretary accompanies by related material for the meeting no later than 10 working days before the day of the meeting.

15. Any meeting of the Coordination Group shall be deemed valid if at least 1/2 of all members of the Coordination Group attend the meeting.

16. If a member of the Coordination Group is unable to attend a meeting for valid reasons, that member may provide their written opinion on matters of the agenda of the meeting or by e-mail sent to the Secretary. Any such letter or an e-mail has to be delivered to the Secretary at least 2 working days before the day of the meeting of the Coordination Group, announced at the meeting and attached to the minutes of that meeting.

17. Decisions of the Coordination Group shall be passed by open voting and majority vote of all members attending the meeting where the members vote in favour or against the decision in question. Every member of the Coordination Group shall have one vote. In the event of equal distribution of the votes the Chair shall have the decisive vote.

18. Those members of the Coordination Group who disagree with the decision made at a meeting may no later than within 3 working days after the day of the meeting provide a separate opinion in writing or by e-mail which shall then be added to the minutes of the meeting. The fact of the existence of a separate opinion shall be recorded in the minutes.

19. Decisions of the Coordination Group may be passed by voting by electronic means of communication (electronic voting). The Secretary shall notify members of the Coordination Group of the matter under consideration by e-mail and provide all related information no later than 10 working days before the day of electronic voting. Electronic voting shall be announced by the Chair by sending an e-mail to all members of the Coordination Group. Members of the Coordination Group shall within 10 working days from the day of receipt of the e-mail by the Chair confirm their consent, or express their disagreement with the draft resolution and provide their own remarks or proposals. Decisions passed by means of electronic voting shall be deemed valid if at least 1/2 of all members of the Coordination Group had voted. Decisions shall be passed by majority vote of the members of the Coordination Group attending the voting. In the event of equal distribution of the votes the Chair shall have the decisive vote.

20. Decisions of the Coordination Group shall be recorded in the minutes. The minutes shall specify the method of decision-making (voting at the meeting or electronic voting), date of the meeting or electronic voting, Sequence number of the minutes, attendees of the meeting or electronic voting, matters discussed and decisions passed. The draft minutes shall be prepared and send out by e-mail or using some other method to all members of the Coordination Group no later than within 5 working days from the day of the meeting of or electronic voting by the Coordination Group. Members of the Coordination Group may, within 3 working days from the day of dispatch of the draft minutes, submit their remarks and proposals with regard to the draft minutes. The minutes shall be signed no later than within 10 working days from the day of the meeting of or electronic voting by the Coordination Group.

CHAPTER IV FINAL PROVISIONS

21. In the event of reasonable grounds to believe that the participation of a member of the Coordination Group in the drafting, deliberation or decision-making on a certain resolution will lead to a conflict of interests, the member of the Coordination Group concerned shall personally or upon demand by the Chair remove themselves from the decision-making procedure. The fact of such removal of a member shall be recorded in the minutes.

22. Any decisions of the Coordination Group affecting common public interests shall be published in the media.

23. Documents recording the proceedings of the Coordination Group (minutes, communication and other documents) shall be stored as required under the Law on Documents and Archives of the Republic of Lithuania. The original copies of documents pertaining to the period

from January to June shall be stored at the Ministry of Education and Science (copies at the Ministry of Economy), and documents pertaining to the period from July to December at the Ministry of Economy (copies at the Ministry of Education and Science).
