

APPROVED BY
Order No. V-19 on 21 March 2024 by the
Director of the Lithuanian Institute of Culture

REGULATION OF THE WORK OF THE COMMISSION OF EXPERTS EVALUATING APPLICATIONS FOR PROJECTS PROMOTING TRANSLATIONS OF LITHUANIAN LITERATURE

CHAPTER I GENERAL PROVISIONS

1. The Regulation of the Work of the Commission of Experts Evaluating Applications for Projects Promoting Translations of Literature (hereinafter ‘the Regulation’) establishes the rules governing the formation and organisation of work of the commission of experts providing services of expert evaluation (hereinafter ‘the Experts’) of the applications for projects promoting literary translations of Lithuanian literature (hereinafter ‘the Applications’) for the Lithuanian Institute of Culture (hereinafter ‘the Institute’), as well as the procedure for evaluating the Applications and providing conclusions on them, and the rules of remuneration for the services provided by the Experts.

2. The Experts shall evaluate the Applications in accordance with the Description of the Procedure for Funding Projects Promoting Literary Translations of Lithuanian Literature through the State Budget, which was approved by the Minister of Culture of the Republic of Lithuania on 20 March 2024 by Order No. IV-260 ‘On the Approval of the Description of the Procedure for Funding Projects Promoting Literary Translations of Lithuanian Literature through the State Budget’ (hereinafter ‘the Description’) and in accordance with the Regulation and other orders of the Director of the Institute related to the evaluation of the Applications.

3. When implementing the rights and obligations provided for in the Regulation, the Experts shall observe impartiality, objectivity, confidentiality, transparency, non-discrimination and other principles related to the process of evaluation of applications established in the legal acts of the Republic of Lithuania.

4. The concepts used in the Regulation shall be construed as they have been defined in the Description, unless indicated otherwise in the Regulation.

CHAPTER II FORMATION OF THE COMMISSION OF EXPERTS

5. An Expert shall be a person with special knowledge and skills in the area of Lithuanian literature, literary translation and publishing.

6. The Experts exercise the rights and obligations established in the Regulation by participating in the activities of the commission of experts. The commission of experts shall consist of:

- 6.1. one member of the Lithuanian Association of Literary Translators;
- 6.2. one member of the International Association of Literature for Children and Young Persons;
- 6.3. one civil servant or an employee working under an employment contract in the Institute of Lithuanian Literature and Folklore;
- 6.4. one civil servant or an employee working under an employment contract in the Institute;

6.5. one person with special knowledge and skills in the area of Lithuanian literature, literary translation and publishing who is not related to the organisations specified in clauses 6.1, 6.2, 6.3, 6.4 of the Regulation through a relationship of employment or as a civil servant and who is also not a member of the organisations specified in the clauses 6.1 – 6.2 of the Regulation.

7. The composition of the commission of experts shall be approved by an Order of the Director of the Institute for a period of two years.

8. Before starting to evaluate the Applications in accordance with the procedure established in the Regulation, an Agreement for Expert Evaluation Services shall be concluded with each Expert, which sets out, among other matters, the obligations related to the processing of personal and other confidential data presented during the evaluation of the Applications as well as the conditions of payment for the services and other conditions. The Declaration of Impartiality of the Expert in the model form provided in Annex 1 of the Regulation (hereinafter ‘the Declaration of Impartiality’) and the Pledge of Confidentiality of the Expert in the model form provided in Annex 2 of the Regulation (hereinafter ‘the Confidentiality Pledge’) shall be integral parts of the Agreement. If the Expert refuses to sign the Agreement for Expert Evaluation Services, the Expert shall be considered to have refused to be an Expert and to provide services of expert evaluation to the Institute in accordance with the Regulation.

9. An Expert who does not want to or is unable to continue his/her activities in the commission of experts shall inform the Director of the Institute of this in writing.

10. If an Expert is removed from the commission of experts by Order of the Director of the Institute, a new commission member shall be appointed in their place for the remainder of the term of office of the commission in accordance with clause 6 of the Regulation.

CHAPTER III ORGANISATION OF THE WORK OF THE COMMISSION OF EXPERTS

11. The main form of activity of the commission of experts shall be meetings. A meeting may be held by members of the commission of experts assembling physically at the venue of the meeting, or remotely, or in a hybrid way, i.e. when some of the commission members physically come to the meeting, and the other part participates remotely. The meeting shall be legally constituted when at least half of the members of the commission are present.

12. The commission of experts shall be technically served and its activities outside meetings of the commission organised by a civil servant or an employee of the Institute working under an employment contract and appointed by Order of the Director of the Institute (hereinafter ‘the Secretary of the Commission of Experts’); this person shall not be a member of the commission.

13. During the meeting of the commission of experts, its work shall be organised and managed by a Chair of the commission, who shall be elected by an open vote by a simple majority of the members of the commission during the first meeting of the commission. If the Chair of the commission is unable to participate in the meeting of the commission, a Deputy Chair of the commission performing the functions of the Chair of the commission shall be elected during this meeting by an open vote by a simple majority of the members of the commission present in the meeting. The Chair of the commission shall organise the meeting in such a way that the decisions of the commission made during the meeting comply with the requirements of the Regulation and other legal acts.

14. The commission of experts shall take decisions by a simple majority of the members of the commission participating in the meeting, including a vote of a member of the commission whose opinion has been expressed in writing. If the votes of the members of the commission are tied, the Chair of the commission shall have a casting vote.

15. Decisions of the commission of experts shall be recorded in the minutes of the meeting. Individual Application Evaluation Tables, the form of which is indicated in clause 23 of the Regulation, and a Summary of Individual Application Evaluation Tables, the form of which is indicated in clause 32 of the Regulation, as completed and signed by the members of the commission, shall be integral parts of the minutes. The minutes shall be signed by the Chair of the commission and the Secretary.

16. Having consulted with the members of the commission, the Secretary of the Commission of Experts shall determine the time and date of the meeting of the commission of experts and shall convene it. Any member of the commission who is unable to participate in the meeting of the commission shall immediately inform the Secretary of the Commission. An opinion in writing submitted before the meeting by a member of the commission not participating in the meeting on an issue(s) being considered during it shall be regarded as the vote of the member of the commission, which shall be included in the count of votes.

17. A member of the commission of experts shall have the right to submit a proposal for the removal of another member of the commission from consideration of an Application or other issue, if it is reasonably believed that such removal accords with the grounds established in the Declaration of Impartiality. The proposal for removal shall be submitted before the commission takes a decision on the Application being considered or other issue.

18. The member of the commission of experts whose removal is being voted on shall not participate in the voting. If the votes of the members of the commission are tied, the decision on the removal of the member of the commission shall be made by the Chair of the commission, and if the vote concerns the removal of the Chair of the commission, the decision shall be taken by the Director of the Institute or by a civil servant or an employee of the Institute working under an employment contract and authorised by the Director.

19. When a decision for the removal of a member of the commission of experts has been taken, the justification for such a decision shall be recorded in the minutes of the meeting of the commission. When a decision to remove a member of the commission has been taken, any data submitted by the member of the commission who has been removed on the Application being considered or other issue prior to this decision shall be deleted.

20. A member of the commission who withdraws or is removed from consideration of the Application or other issue shall not participate in the consideration of such an Application or issue, i.e. he/she shall leave the venue where the meeting is being held, and if he/she is participating in the meeting remotely, he/she shall disconnect from the meeting held by means of electronic communication.

CHAPTER IV PROCEDURE FOR EVALUATING APPLICATIONS AND PROVIDING CONCLUSIONS CONCERNING THEM

21. The Experts shall evaluate and consider the Applications in two stages:

21.1. individually;

21.2. together with other members of the commission of experts during a meeting of the commission.

22. After the Institute has carried out the administrative compliance assessment, the Secretary of the Expert Commission shall electronically provide the Applications to the members of the commission for their individual evaluation and, in accordance with the Description, shall determine the period within which the Applications must be evaluated. Together with the Applications, an Individual Application Evaluation Table, the form of which is indicated in the clause 23 of the Regulation, shall be provided,

which must be completed by each member of the commission; other accompanying documents shall be the Description and other information and/or documents relevant to the evaluation of the Applications.

23. The Individual Application Evaluation Table shall indicate the following: the applicant, the country of its establishment, the author and title of the planned publication, the name and surname of the translator (if applicable), the language into which the publication is going to be translated (if applicable), the amount requested from the Institute and the total amount required to implement the project, the criteria for evaluation of the Applications and the scores given to them as well as their total, the amount proposed to be allocated for the project implementation and the comments of the member of the commission of experts.

24. A member of the commission of experts, in accordance with the Description, the Regulation and other information and documents provided by the Secretary of the Expert Commission, as well as using their own competence and experience, shall evaluate all the Applications provided to him/her within the period set by the Secretary of the Commission, fill in all the sections of the Individual Project Evaluation Table and submit it to the Secretary in the manner specified by him/her.

25. The Applications shall be scored on a scale from 0 to 100 points. Financing may be provided to those applicants whose Applications are accorded a score of at least 60.00 points pursuant to the Description and the Regulation. Priority shall be given to those Applications the evaluation criteria of which are scored with the highest numbers of points.

26. If the number of points accorded to the evaluation criteria of the Application makes up less than 60.00, there shall be no indication of an amount proposed for allocation to implementation of the project in the Individual Application Evaluation Table.

27. In any of the grounds specified in the Declaration of Impartiality apply, a member of the commission of experts must recuse himself/herself from the evaluation of the Application, i.e. shall not evaluate the Application and shall indicate in the comment section of the member of the commission in the Individual Application Evaluation Table that he/she withdraws from the evaluation of the Application.

28. The Secretary of the Expert Commission shall check whether the data specified in the Individual Application Evaluation Tables submitted by the members of the commission comply with the Description, the Regulation and other legal acts no later than 10 working days from the day of receipt. Having identified a deficiency (deficiencies) in the Individual Application Evaluation Table, the Secretary of the Commission shall inform the member of the commission about this electronically and set a deadline for its (their) correction.

29. If a member of the commission of experts does not perform or improperly performs the duties specified in the Regulation and does not remedy these deficiencies within the deadline set by the Secretary of the Commission, or does not comply with the Declaration of Impartiality or other contractual provisions, he/she shall be removed from the commission.

30. The data indicated in the Individual Application Evaluation Table, duly completed and submitted to the Secretary of the Expert Commission, shall be final and shall not be changed. The Individual Application Evaluation Table shall be signed by the member of the commission who has filled it in as well as by the Secretary.

31. Prior to the first meeting of the commission, the Secretary of the Expert Commission shall prepare a Summary of the Individual Application Evaluation Tables of the members of the commission, the form of which is described in clause 32 of the Regulation (hereinafter 'the Summary of Tables') and submit it to the commission for consideration at its meeting.

32. The Summary of Tables shall indicate the following: the applicant, the country of its establishment, the author and title of the planned publication, the name and surname of the translator (if

applicable), the language into which the publication is going to be translated (if applicable), the amount requested from the Institute and the total amount required to implement the project, the criteria for evaluation of the Applications and the average of the scores given to them by the members of the commission as well as the average of their proposed amount of financing, any information about the member(s) of the commission who has (have) withdrawn from evaluation of the Application and comments by the members of the commission. The Summary of Tables shall list the Applications in a descending order based on the sum of the average scores given to the Applications.

33. During the meeting, the commission of experts shall take the final decision on the expert evaluation of an Application and the amount proposed to be allocated to the applicant and shall draft a comment justifying such a decision (hereinafter 'the Conclusion of the Expert Commission'). The Conclusion of the Expert Commission shall be submitted to the Director of the Institute by the Secretary of the Commission no later than 5 working days from the day on which the meeting of the commission of experts is held.

34. If the Director of the Institute does not approve the Conclusion of the Expert Commission pursuant to clause 39.1 of the Description, the Secretary of the Commission shall immediately inform the members of the commission of this and convene a meeting of the commission.

CHAPTER V

REMUNERATION FOR SERVICES PROVIDED BY MEMBERS OF THE COMMISSION OF EXPERTS AND PROTECTION OF PERSONAL DATA

35. For participation in the activities of the commission of experts, the members of the commission shall be paid in accordance with the amounts of remuneration stipulated in the Description of the Payment Procedure of Remuneration of Chairs, Their Deputies and Members of Commissions Established on the Basis of the Law, which has been approved by the Minister of Culture of the Republic of Lithuania by Order No. IV-459 of 1 July 2019 'On the Approval of the Description of the Payment Procedure of Remuneration of Chairs, Their Deputies and Members of Commissions Established on the Basis of the Law'.

35.1. For individual evaluation of one Application and preparation to examine it during a meeting of the commission, a remuneration of 0.0073 of the basic rate of an official salary shall be paid;

35.2. for working one hour in a meeting of the commission, a remuneration of 0.0099 of the basic rate of an official salary shall be paid. For his/her work in a meeting of the commission, the Chair of the commission (and in his/her absence, the Deputy Chair of the commission) shall be additionally paid 30% of the actual calculated remuneration for each meeting of the commission. In order to ensure fair and rational payment for the work, the duration of the meeting shall be calculated according to the mathematical rules of rounding numbers to one hour.

36. Accounting of the activities of the members of the commission of experts shall be managed by the Secretary of the Commission in accordance with the minutes of the meeting(s) of the commission, i.e. he/she shall calculate the number of Applications properly evaluated in accordance with the procedure established in the Regulation and how many hours each member of the commission has worked in the meeting(s) of the commission, shall draft delivery and acceptance certificates of these services, shall organise their signing and shall submit them to a financial advisor of the Institute for payment.

37. Remuneration to the members of the commission of experts shall be paid from the state budget appropriations provided for in the budget of the Institute.

38. Services of the members of the commission of experts shall be purchased in accordance with the Law on Public Procurement of the Republic of Lithuania.

39. The personal data of the Experts (the name, surname, workplace, membership in an organisation, telephone number and e-mail address) shall be processed by the Institute as the data controller for the purposes of project administration. The personal data shall be processed for the public interest and in compliance with the requirements of the legal acts applicable to the Institute, pursuant to clauses d, c, e of Article 6 (1) of Regulation (EU) No. 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 No. 95/46/EC (the General Data Protection Regulation). The personal data shall be stored for the periods of time indicated in the documentation plan of the Institute and as stipulated in the legal acts regulating the processing of personal data in the Institute.

CHAPTER VI FINAL PROVISIONS

40. The documents of the activities of the commission of experts specified in the Regulation shall be stored for the periods of time established in the documentation plan of the Institute.