



LITHUANIAN COUNCIL FOR CULTURE

RESOLUTION CONCERNING THE APPROVAL OF THE PROCEDURES OF SELECTION OF THE INTERNATIONAL EVENTS

On 31st (d) May (m), 2018, No. 4LKT-5(1.3 E)
Vilnius

Lithuanian Council for Culture, according to the guidelines for the funding of projects by the Fund for Cultural Support, approved by the Minister of Culture of the Republic of Lithuania on the 25th of August, 2017, Order No IV-904 “Concerning the Approval of the Guidelines for the Support of the Projects Granted by the Fund for Cultural Support“, Annex 12,

d e c i d e s:

upon the approval of the Procedure for the selection of international Events (enclosed).

Chair of the Council

Daina Urbanavičienė

APPROVED
By the decision No. 4LKT-5(1.3 E)
Of the Lithuanian Council for Culture
On 31st (d) May (m), 2018

DESCRIPTION OF THE PROCEDURES FOR THE SELECTION OF THE INTERNATIONAL EVENTS

CHAPTER I GENERAL PROVISIONS

1. This Description of the Procedures for the Selection of the International Events (hereinafter – the Description) establishes procedures for the selection of the international art Events (hereinafter – Events) financed by the Fund for Cultural Support.

2. Executors of the Events selected based on this Description shall have the right, within 3 years from the date of their selection, to submit applications for partial financing of these Events in the manner prescribed by the “Guidelines for the Support of the Projects Granted by the Fund for Cultural Support”, approved by the Minister of Culture of the Republic of Lithuania.

3. The terms used in the Description are understood as defined in the “Guidelines for the Support of the Projects Granted by the Fund for Cultural Support”, approved by the Minister of Culture of the Republic of Lithuania on the 25th of August, 2017, Order No IV-904 “Concerning the Approval of the Guidelines for the Support of the Projects Granted by the Fund for Cultural Support” (hereinafter – the Guidelines).

CHAPTER II DOCUMENT SUBMISSION PROCEDURE

4. Documents regarding the selection of Events should be submitted in accordance with the procedures set out in this Description, upon the Lithuanian Council for Culture (hereinafter referred to as the Council) issuing a public call on the Council's website, www.ltkt.lt for its adoption.

5. Legal business entities with the exception of the ministries and municipal administrations of the Republic of Lithuania have the right to participate in the selection.

6. Selection can be offered to an Event meeting these requirements:

6.1. An international art Event being held in Lithuania, which has been implemented at least 3 times in the period of 2010-2018;

6.2. The activities of the Events represent one or more cultural and artistic spheres other than film.

7. A legal entity (hereinafter – the applicant) meeting the requirements specified in clause 5 of this Description shall submit these documents to the Council on the selection of Events (hereinafter referred to as the Application):

7.1. Application cover letter signed by the applicant's head or its authorized person, the project manager and the applicant's accountant (financier) in Lithuanian and English (Annex 1);

7.2. One Application form for the selection of the International Events completed in Lithuanian and English (Annex 2);

7.3. One form of the budget and financial management of the Event, completed in Lithuanian and English (Annex 3);

7.4. One properly completed activities plan for the Event filled in English and Lithuanian language for 2019-2021. (Annex 4);

7.5. Descriptions of professional activities (total no more than 8 pages) in Lithuanian and English of key organizers (team) of the Event;

7.6. Documents (copies thereof) supporting the contributions of partners, or sponsors of the Event in Lithuanian and English;

7.7. Other documents (copies thereof) which, in the opinion of the applicant, may be relevant for the evaluation of the application (for example, visual material, supplementing the contents of the submitted application, etc.), both in Lithuanian and English.

8. The application should be completed and/or prepared electronically.

9. Applications completed in Lithuanian and English (the documents specified in clauses 7.1, 7.2, 7.5, 7.6, 7.7 of this Description are presented in 2 files in PDF format: 1 in Lithuanian and 1 in English; and documents specified in clauses 7.3, 7.4 of this Description are presented in 4 files in Excel format: 2 in Lithuanian and 2 in English) must be sent to the Council at the e-mail address: renginiai@ltk.lt within a single e-mail by the end of the term specified in the call. Large files can be sent within an electronic file sharing service, accompanied by an explanatory letter at the e-mail address: renginiai@ltk.lt.

10. Applications submitted in other ways and (or) sent at the other e-mail address than specified here or after the expiration of the deadline set in the call, are not accepted or evaluated.

11. One applicant can submit an unlimited number of applications.

12. In order to ensure the transparency of the evaluation of applications and the equality of applicants, the correction, clarification, completion or additional submission of the documents on the initiative of the applicants, after submission to the Council, is not possible except for arithmetical error correction; submission of certificates and other documents addressed to the competent authorities or other institutions, and failed to receive an answer at the time of submission of application, before the Expert evaluation began.

13. During the time of the administrative and (or) Expert evaluation of the applications, according to the instructions of the Council, and upon the time limit set by the Council employee, but no less than within 5 working days, an applicant has to submit documents to the Council justifying the information specified in the form of the budget and financial management of the Event. If the applicant fails to submit these documents within the prescribed time limit, or if the submitted documents do not conform to the information specified in the section detailing the budget and financial management of the Event, the Chair of the Council or his/her authorized representative may decide not to consider such application. The Council employee informs the applicant by e-mail about the decision within 5 working days from the date of making the mentioned decision, indicating the reasons for the rejection of the application and describing the appeal procedure for this decision.

14. In the disputable Event as to the identity of the content of the documents submitted, the English version shall be used.

CHAPTER III EVENT EVALUATION CRITERIA AND POINTS

15. Event evaluation criteria:

15.1. Overview and self-analysis of the Event completed during the years 2016 - 2018 (0-15 points);

15.2. expected cultural, artistic quality of the Event program; artistic and (or) creative challenges (0-20 points);

15.3. expected increase of the availability of the Event (0-15 points);

15.4. expected educational activities of the Event (0-10 points);

15.5. anticipated Event promotion strategy (0-10 points);

15.6. estimated value added by the Event (social and economic) (0-10 points).

15.7. planned Event management (team, its competencies, anticipated cooperation, plan of activities) (0-10 points);

15.8. the budget of the Event and its financial management (0-10 points);

16. The criteria for the assessment of the Event and their rating descriptions are presented in the "Description of points based on criteria for the evaluation of international Events" (Annex 5).

17. All Events in this Description are evaluated by a score from 0 to 100 points. Events rated by at least 75.00 points are eligible for selection.

CHAPTER IV ASSESSMENT OF ADMINISTRATIVE CONFORMITY OF APPLICATIONS

18. The staff of the Council evaluates administrative compliance of applications. The assessment of administrative compliance determines whether the application has been submitted in accordance with the administrative requirements specified in this Description and the call.

19. Assessment of administrative compliance must be made no later than within 15 working days after the deadline of submission of the applications specified in the call, but the reasoned decision of the Council may extend this deadline up to 10 working days by notifying about it on the Council's website.

20. In the case when the application does not comply with the administrative requirements specified in this Description and (or) the call, the Chair of the Council or a person authorized by him/her shall decide, whether or not to consider the application. The Council shall inform the applicant by e-mail, within 5 working days from the date of the decision, indicating the reasons for the rejection of the application and explaining the appeals procedure for this decision.

21. If upon the evaluation of the administrative compliance of the application, it is found that the application has been submitted without complying with the administrative requirements specified in this Description, and based on the cases provided in clause 12 of this Description, it is permitted to remove this deficiency, the Council informs the applicant about this by e-mail, setting a time no shorter than 5 working days to eliminate this deficiency.

22. If the insufficiency is not fixed within the time limit set by the Council or the insufficiency cannot be eliminated, the Chair of the Council or a person authorized by him/her may decide not to consider the application. The Council shall inform the applicant by e-mail, within 5 working days from the date of the decision, indicating the reasons for the rejection of the application and explaining the appeals procedure for this decision.

23. Applications meeting the requirements of administrative compliance assessment are submitted to the Expert committee in accordance with the procedures set out in Section 3 of Chapter IV of this Description.

CHAPTER V EXPERT COMMITTEE

SECTION ONE EXPERT COMMITTEE FORMATION

24. Following the administrative check of the applications, the members of the Council, in view of the purpose and conditions of the selection of the Events, the number of applications submitted, the applications for the activities of the Events and the special knowledge and skills necessary for appraising the applications in the fields of culture, art and other fields, forms a committee of Experts out of at least 5 Experts from Lithuania and at least 5 Experts from abroad. The formation of the Expert committee shall be formalized by a decision of the Council.

25. International Experts are selected from the European Festivals Association and should include Experts from at least 3 different cultural (artistic) councils from abroad.

26. Members of the Expert committee must meet these requirements:

26.1. To be of impeccable reputation. A person is not considered to have an impeccable reputation if, during the past 5 years, he/she has been convicted of a criminal offense; if this conviction has not expired; or the criminal record has not been cleared;

26.2. To possess the knowledge of English at a level no lower than B2 in accordance with the Common European Framework of Reference for Language.

27. The following persons are ineligible to become the members of Expert Committee:

27.1. persons related to any member of the Council by a relationship of marriage, partnership, close relationship or family ties. Persons related by marital, partnership, close relationship or family ties in this case are: spouses or partners (persons living together but not married), children and adopted children, their spouses or partners and their children, grandparents, parents and foster parents, brothers and sisters, cousins, their children and their spouses or partners and the spouses or partners of the members of the meeting of the Council;

27.2. persons who are associated with those in relation of marriage, partnership, close family ties or marital relationship as defined in clause 27.1 of this Description, and the partners, shareholders, participants, members of the management of the applicant and (or) legal entities related to the implementation of the Event, other members (including, but not limited to members of the association), employees, or are related to this legal entity by other community relations (providing services, etc.);

27.3. persons included in the Council Expert database based on the established practice by the Description of the Expert selection procedure, approved by the Lithuanian Council for Culture on October 17th, 2017, Resolution No. 4LKT-8 (1.3 E) "On Approval of the Description of the Selection of Experts";

27.4. Experts removed from the Council Expert database for failure to comply with the provisions of the declaration of impartiality and (or) confidentiality according to the instructions established by the Council, if the two years period has not elapsed since the adoption of the decision to remove them.

28. Upon the establishment of an Expert committee, its members are invited in writing to conclude a contract for the provision of services to be reimbursed (hereinafter referred to as the contract). In addition to this agreement, a member of the Expert committee must sign a declaration of impeccable reputation as a member of the Expert Committee approved by the Council, a declaration of impartiality as the member of the Expert Committee (hereinafter "a declaration of impartiality"), and a declaration of confidentiality as the member of the Expert Committee (hereinafter "a declaration of confidentiality"), also providing a document certifying at least the level B2 of the English language in agreement with the Common European Framework of Reference for Language (a copy thereof).

29. The Expert committee member is excluded from the Expert committee in the following cases:

29.1. when it appears that the person and the other persons related to him/her and (or) being in relationship of marriage, partnership, close relationship or family ties with them, as defined in clause 27.1 of this Description, are the partners, shareholders, participants, members of the management of the applicant and (or) the legal entity or person implementing the Event, members (including, but not limited to members of associations), employees or related persons to this legal entity by other community relations (providing services, etc.);

29.2. if he or she fails to perform or improperly performs the duties specified in this Description and (or) the contract and does not eliminate these deficiencies within the term specified by the Council, or does not comply with the provisions of the declaration of impartiality or the confidentiality;

29.3. at his/her request;

29.4. in other cases provided in this Description.

30. If a member of the Expert committee is removed from the Expert committee within 10 working days after the forming the Expert committee, the members of the Council shall appoint a new member of the Expert committee.

31. During the application evaluation, upon suspension by more than a half of the members of the Expert committee, the members of the Council shall appoint an additional Expert (s) from Lithuania, who will assess exclusively that particular application.

32. The composition of the Expert committee is published on the Council's website within 5 working days since the Council's decision of the selection of the Events appears. Until the decision

of the Council on the selection of the Events, the composition of the Expert committee is not made public.

SECTION TWO EXPERT COMMITTEE WORK ORGANIZATION

33. The members of the Expert committee shall execute their activities based on the principles of objectivity, independence, impartiality, confidentiality, supremacy of law, equality, transparency and other principles related to Expert practice and universally recognized principles.

34. Information to the members of the Committee on the number of members of the Expert committee and the identity of the members of this body is disclosed no earlier than during the first meeting of the Expert committee, which is organized in accordance with the practice established in this Description.

35. The Expert committee evaluates and pass on to the Council the conclusions on applications submitted to them in accordance to the procedures described in this Description.

36. The Expert committee is organized and technically serviced by an employee of the Council appointed by the Chair of the Council.

37. The main form of the Expert committee's work while evaluating and submitting the conclusions on the applications is a meeting. A meeting is legal when at least a half of all members of the Expert committee are present. The Expert can attend the meeting both in person or remotely, using communication tools. During the meeting of the Expert committee, its work is organized and led by the chairperson of the Expert committee, elected through an open vote by a simple majority from the Experts of the committee members at the initial meeting of the committee of Experts. The chairperson of the Expert committee must organize the meeting of the Expert committee in such a manner that the decisions of the Expert committee for the duration of the meeting meet the requirements of this Description are adopted during its term.

38. The decision of the Expert committee is adopted by a simple majority of the members of the committee of Experts participating in the meeting. When the votes of the members of the Expert committee are evenly distributed, the vote of the chairperson of the Expert committee is critical.

39. The decision (s) of the Expert committee shall be drawn up by means of a meeting minutes. An integral part of the minutes is the personalized tables of assessment of individual applications by members of the Expert committee and a summary of these tables. The minutes are signed by the Council and the chairperson of the Expert committee. In the case of the grounds stated in the declaration of impartiality, the Expert committee member should not evaluate the application (s), and this is recorded in the individual application evaluation table.

40. A member of the Council or an Expert committee has the right to submit a suggestion for the dismissal of a member of an Expert committee from the consideration of the application (s), if it is soundly proven that the exclusion meets the grounds set forth in the declaration of impartiality. The dismissal proposal should be submitted before the decision of the Experts committee regarding the acceptance of the considered application is issued.

41. The member of the Expert committee, on which the vote is withdrawn, is not present in the ballot. In case the votes of the members of the Expert committee are distributed evenly, the decision on the removal of the member of the Expert committee is taken by the chairperson of the Expert committee, and if the vote is considered on the removal of the chairman of the Expert committee, the chairperson of the Council should make a final decision.

42. After the decision on the dismissal of a member of the Expert committee is made, the justification for the decision shall be recorded in the minutes of the Expert committee meeting. Upon the adoption of the decision to remove the member of the Expert committee, any data submitted by a member of the Expert committee should be suspended and eliminated prior to a decision on the application (s) under consideration.

43. An Expert committee member who has withdrawn him/herself, or was dismissed from the application (s) should not participate in the consideration of the following application (s); and during the meeting of the Expert committee, the meeting room should be vacated.

SECTION THREE EXPERT ASSESSMENT AND CONCLUSION PROVISIONS

44. The Council distributes electronically to the members of the Expert committee applications corresponding to the administrative requirements (in English) for their individual evaluation within the time limit set by him/her, calculated as follows: evaluation of no more than 10 applications should be completed within one working day. Together with the applications, the individual application evaluation table (in English), as well as the legislation package regulating the evaluation of the applications, is submitted following the requirements specified in Clause 45 of this Description (in English).

45. The individual applications evaluation form includes the following: the applicant, the title of the Event, the criteria for the evaluation of the Event, Event evaluation points and their sum awarded by the Expert committee member based on the agreed criteria; the mark on the selection or non-selection of the proposal, a comment justifying this proposal, and a mark on the withdrawal from the evaluation of the application.

46. Within the timeframe set by the Council, a member of the Expert committee assesses all applications submitted, in accordance with this Description, along with the possessed competences and experiences, completes the individual evaluation table for all applications and submits it to the Council. The individual applications evaluation table should be completed in English and provided to the Council electronically.

47. If the sum of points awarded for an Event is no less than 75.00 points, as set by the assessment criteria, a member of the Expert committee may propose the selection of the Event. In this case, a priority is given to the Events for which the sum of the points awarded is the highest.

48. If the score given to the Event is less than 75.00 points, based on the assessment criteria, it is considered that the Expert committee proposes not to select the Event.

49. The Council verifies the compliance of the data provided in the individual applications evaluation tables submitted by the members of the Expert committee according to the requirements specified in this Description no later than within 3 working days from the date of their receipt.

50. A member of the Council who has identified deficiencies in the individual applications evaluation table submitted by a member of the Expert committee (e.g. in a case of unassigned scores, or the fact that they do not correspond to the values set forth in Annex 5 of this Description, or there are no comments, or they are improper, etc.), Expert committee member is informed about these deficiencies, setting the deadline for their removal. If the deficiencies are not remedied within the time limit set by the Council, the evaluation of the Expert committee member regarding the applications with the deficiencies shall be eliminated, unless such applications constitute the one fifth and more of the applications submitted to him/her – in this case, the Expert committee member's assessments for all applications will be dismissed and the committee member should be removed from the Experts.

51. The data of the evaluation table in the duly completed individual application is final and should remain unchanged. The evaluation table of individual applications should be signed by a member of the Expert committee and a member of the Council.

52. The Council, prior to the meeting of the first Expert committee, completes a summary of the tables of assessment of applications submitted by the members of the Expert committee, duly completed and submitted by the members of the Expert committee corresponding to the requirements set out in paragraphs 53 and 54 of this Description (hereinafter the “summary table”) in English, and shall submit it to the consideration of the Expert committee during its meetings. The summary of the tables is approved in accordance with the procedure set forth in paragraph 55 of this Description.

53. The summary table includes the following: the applicant, the criteria for the evaluation of the Event, the average rating and the sum of the points awarded by the members of the Expert committee for each criterion set for the evaluation of the Event; the mark, suggesting the conclusion on the decision of the proposal of the Experts to select the Event or to exclude it, and a comment, providing information about possible abandonment of an Expert committee member (s) who took part in the evaluation of the application.

54. The summarizing table of the applications shall be rated in a sequence from the highest to the lowest sum of the points awarded by the Expert of the committee. When more than a half of all Expert members proposed an Event at an average score of 75.00 or more points based on the assessment criteria for an Event, the Expert committee should consider the selection of the Event. When a half or less of all panel members proposed not to select an Event and (or) the average score for points awarded for the assessment of an Event is less than 75.00 points, it should be considered that the Expert committee proposes to reject the Event.

55. The Expert committee, at the meeting of Experts, decides, in accordance with paragraphs 47 and 48 of this Description, on the approval or replacement of the data indicated in the overall summary and shall prepare a consolidated commentary from the Expert committee on the proposal to select or not to select an Event. After the Expert committee decided to change the data indicated in the summary of tables, the decision is recorded in the minutes of the Expert committee meeting. The summary is signed by the Council and the chairperson of the Expert committee.

56. The summary of the tables approved in accordance with paragraph 55 of this Description shall be considered to be the conclusions of the Expert committee provided to the meeting of the members of the Council. These conclusions are presented to the members of the Council at the meeting by the chairperson of the Expert committee, or, if this is not possible, by another member of the Expert committee. All members of the Expert committee have the right to participate in the announcement of the decisions.

CHAPTER VI DECISION-MAKING ON THE SELECTION OF THE EVENTS AND SUBMISSION OF INFORMATION ABOUT IT

57. The members of the Council shall decide on the selection of the Events no later than within 45 working days after the deadline for submission of applications. By a reasoned decision of the Council, this deadline may be extended up to 10 working days announcing this on the website of the Council.

58. The Council has the right, after the discussion with the members of the Expert committee who prepared the conclusion, to adopt a decision different from the one recommended by the Expert committee. In this case, the reasons for the decision are recorded in the minutes of the Council, indicating the points and the sum of the criteria of the application of the Council, together with the decision on the selection or rejection of the Event, a comment on this decision and a reasoned explanation justifying this decision. The members who provided conclusions of the Expert committee have the right to observe the decision-making procedure.

59. Information about the decisions made by the Council on the selection of the Events is published on the Council's website no later than 5 working days after the decisions were made, indicating the names of the applicants and the Events selected, along with the evaluation ratings of the Events.

60. Applicants, upon their written request, are provided with the information regarding the evaluation of their Events, indicated in the concluding summary of the Expert committee and the consolidated opinion of the Experts on the proposal to select or to reject an Event. Applicant is also provided with the extracts of the minutes if the Council adopted a decision other than the recommendation of the Expert committee on the selection of the Event.

CHAPTER VII

FINAL PROVISIONS

61. Documents related to the selection competition are kept in the Council in accordance with the procedures and terms established by legal acts.

62. The decisions of the members of the Council may be appealed in accordance with the procedures and terms established by the Law on the Proceedings of Administrative Cases of the Republic of Lithuania.
