

Standard Summary Project Fiche
Project Number 2003.04-341.03.01

1. Basic Information

2. Objective 3 --- Education, Training and Research

- 1.1. CRIS Number: 2003.004-341.03.01
1.2. Title: **Rural IT Access Points (RIAPs)**
1.3. Sector: Economic and Social Cohesion
1.4. Location: Lithuania

2. Objectives

2.1. Overall Objective

The overall objective of this €3.15 Million project, of which €0.7875 Million is provided from national co-financing, is to support the development of a harmonized knowledge and information society; by this to stimulate economic growth and human resource development.

2.2. Project Purpose

- To improve the access of the rural public & SMEs to Internet and IT by establishing a network of rural IT access points.
- To facilitate the development of a knowledge & information society and to reduce the so-called “digital divide”.
- To facilitate the access to the distance training courses throughout the rural area.
- To promote re-training in rural areas where level of unemployment is high.
- To provide improved access to training programmes for the rural population and SMEs

2.3. Accession Partnership and NPAA Priorities

The Accession Partnership 2001 refers to taking measures, which reduce unemployment, in particular long-term unemployment, notably by promoting adequate re-training and improving the business environment with a view to attract green-field investments and enhance the creation of new enterprises. (Re-training of unemployed people can be conducted using public Internet access points (by using distance learning programs, lectures or promoting information about vacant job positions in another regions and etc.).

2.4. Contribution to the National Development Plan

In relation to the NDP, the project:

- raises the IT competence and internet access and thus, supports directly the development of the “knowledge society”, which is the major core of the NDP (NDP, p. 60: Strategy).
- increases the work-force qualification of the rural employees and facilitates an efficient provision of business services – which are identified as key problems of the development of industry and businesses (NDP, p. 63: SWOT-Development of Industry and Businesses).
- secures that rural businesses have detailed and inexpensive access to business information (NDP, page 64)
- improves the working and living conditions of the rural population by developing IT access infrastructure (NDP page 70: Rural development).

- increases the qualification and skills of the rural labour force, which are required for the handling of new information and communication technologies (NDP, page 73: Human Resources).
- provides the access to vocational training via distance training at a chosen time and pace and “brings learning closer to home” (NDP, page 73, 74: Human Resources).
- increases the public access to internet and supports the development of infrastructure in rural regions and develops the information society (NDP, page 82).

2.5. Contribution to the draft SPD

The project is fully covered by the section “Information Society” of the Chapter “Social Economic Infrastructure” of the current draft SPD, as it is written there at the measure “eGovernment and internet access development”:

“It is foreseen to establish public point of access in rural areas for citizens (e.g. in municipalities, libraries, post offices, etc.). This should enable citizens who do not own a PC to obtain qualification in IT, to advance from Lithuanian and foreign information networks.

3. Description

3.1. Background and Justification

The Government of the Republic of Lithuania has declared the development of information society a top priority, as the creation of the conditions necessary for the development of information society is one of the key factors of a modern country’s welfare.

The necessity to establish Public Internet Access Points (PIAPs) is set out as a benchmark in eEurope+ Action plan, where it is formulated as “Number of Public Internet points per 1000 inhabitants”. This Action plan was launched by Candidate countries in June 2001. The Plan also mentions that PHARE is expected to make significant resources available to support the implementation of the action plan through the PHARE support for economic and social cohesion. The main areas of assistance are human resources development, support to SME's and business-related infrastructure. In this Plan Candidate countries support the active role and participation of disadvantaged groups (people with disabilities) and areas (here meaning rural areas).

There are 16.7%¹ of employed people employed within the agricultural sector of Lithuania. Those people mainly live in rural areas, and the level of unemployment in rural areas is 14.6%. Whilst this is lower than in whole Lithuania (17%), the level of unemployment among young people who live in rural areas is very unfavorable for the development of economy – 33.8%.

eEurope+ Action Plan mentions that, increased number of trained ICT (Information Communication Technologies) and e-business experts in the candidate countries is an important element for enhancing the competitiveness of their economies. Broader action is also needed to ensure life-long learning in digital skills across the workforce and to pay particular attention to the opportunities of ICT training for the re-integration of the unemployed.

¹ All statistical data is taken from Department of Statistics to the Government of the Republic of Lithuania.

The percentage of population who regularly uses the Internet in Lithuania is 16.8%.

The Ministry of Interior is responsible for implementation of eGovernment project in Lithuania. The main aim of this project is to stimulate shifting of public administration services from usual procedures to Internet area. The Ministry of the Interior at present time has prepared draft of "National eGovernment Concept", which is planned to be approved by the Government of the Republic of Lithuania in November 2002. The main idea of this concept is to improve delivery of public services using contemporary technologies, which among other ways can be also conducted via establishment of RIAPs. Therefore the establishment of RIAPs would directly assist in implementation of this Concept.

The first Progress Report of eEurope+ Action plan was released in June 2002. Concerning Lithuania the Progress Report emphasised that the number of RIAPs for 1000 inhabitants is null. In this area result of leading Candidate country (Malta) is 0.5 RIAPs for 1000 inhabitants. Lithuania has 3.47 mln. inhabitants and 1.2 mln. of them live in rural areas. To achieve Malta's RIAPs indicator, Lithuania must establish 1200 RIAPs (for 1.2 mln. inhabitants of rural areas).

The Information Society Development Committee (ISDC) under the Government of the Republic of Lithuania, which is the institution assigned to contribute to shaping of state policies related to the development of information society and to co-ordinate their implementation, focuses on four main problems: raising Lithuanian people's competence in the field of utilisation of information technologies, modernization of public administration by means of information technologies, development of business based on knowledge and new technologies and promotion of the linguistic and cultural inheritance of Lithuania in information society. One of the key objectives of the Committee is to create conditions for Lithuanian population not only to acquire the knowledge necessary for successful use of modern information technologies but also to apply it in everyday work. Here the social aspect is particularly important, as in Lithuania the Internet is being used mainly by young, educated, well-paid consumers, who live in big cities. Therefore particular attention should be drawn to the enhancement of the possibilities of people, who live in unfavourable social conditions, to use IT.

In order to improve the situation, leading Lithuanian business companies – mobile telecommunications company Omnitel, fixed telecommunications company Lietuvos Telekomas, and the largest banks in the country Hansa-LTB and Vilniaus bankas came together and formed a "Window to the Future" alliance. This alliance started a unique project aimed at the business support in developing information society. The aim of the "Window to the Future" alliance is to achieve the Internet penetration ratio of European Union over the period of three years. Alliance „Window to the future“ estimates that is possible to achieve the Internet penetration average to that of European Union under the following three conditions:

- 1) the Internet access has to be guaranteed to as wide public as possible;
- 2) the public has to be trained to use computers and Internet;
- 3) electronic services useful to the public has to be developed.

The founders of the alliance had put forward a goal to establish 65 public Internet access points in 54 locations by the end of the year 2002. The public Internet access points established according to the first phase of the project will enable Lithuanian residents to spend over 1 500 000 hours in the Internet. The alliance "Window to the

Future” establishes public Internet access points in small urban centers the rural territory of whole Lithuania.

While “Window to the Future” alliance, being a private initiative with commercial interests and is therefore focusing its activities on smaller urban areas, this project will supplement “Window to the Future” work by establishing RIAPs in remote area with poor public infrastructure and in a true absence of any potential competition conflict with commercial Internet access services.

The Information Society Development Commission chaired by the Prime Minister of the Republic of Lithuania has committed the Ministry of the Interior to sign a *Co-operation Agreement* with the alliance “Window to the Future”.

The main aim of such Agreement is to cover all territory of Lithuania with RIAPs avoiding duplication of RIAPs in rural areas. .

In parallel, the main planning document of the Lithuanian Government „Measures for implementation of the Programme of the Government of the Republic of Lithuania for year 2001-2004“ (approved by Government resolution No. 1196 on 4 October 2001) mentions, that one of the objectives in the field of Information and Knowledge Society Development is to accelerate the establishment of the net of Lithuania public information centers by providing necessary hardware and software, the Internet access and training means. The planned measure for the implementation of this objective for year 2002-2004 is „To establish public Internet access points (in libraries, schools, etc.), especially in rural areas“, and Information Society Development Committee under the Government of the Republic of Lithuania (ISDC) is the responsible institution for this measure (implementing it together with Ministry of Education and Science, Ministry of Culture, Ministry of Interior). In order to set the basis for the implementation of this assignment, in 2002 ISDC has prepared draft “Programme for Public Internet access Points Development”; the document should co-ordinate and promote actions already performed by Ministry of Culture, Ministry of Education and Science and other involved institutions in establishing PIAP in public libraries, school, etc.

Alliance “Window to the Future” is planning to train the public to use computers and Internet. The aim of Ministry of Interior is much broader – to stimulate usage of Information technologies in Lithuania and especially in rural areas (the main target of this project):

- promote re-training of people who live in rural areas (for example by using distance learning programs);
- improve management of information (where to find relevant information on Internet);
- share awareness about public services which are available on Internet;
- inform people about vacant job positions;
- strengthen awareness about activities in European Union (free movement of goods, free movements of people and etc.).

During this Phare project, the special attention will be focused on stimulation of the initiative and support from local governmental institutions in implementation of project’s activities. This project will not only prompt the collaboration of highest governmental institutions in the development of the information society but also would provide a base for local governmental institutions to act in this area, the specific ideas implemented in the local regions will stimulate the municipalities to take further steps

in developing and refining the public Internet access points according to the local needs.

Additionally, the implementation of this project will build on achievements of Phare ESC 2000, which targets to develop three regions (LT01.13.01, LT0009-01/02/03). The programme will implement a number of IT related projects, however their sustainability requires establishment of Internet access points, which will be established via implementation of this project. (This Phare project is dedicated to establish up to 300 RIAPs in rural areas).

During the preparation of the project specialists from alliance “Window to the future”, specialists from the Open Society Fund – Lithuania, Ministry of Culture, Ministry of Education and Science, universities and other organisations were consulted and the majority of their comments were taken into account.

3.2. Linked Activities

Window to the Future

The project is planned for the period of 3 years (from 2002 until 2005). For more detailed description of its activities, please refer to the section 3.1 Background and Justification. This project will be closely coordinated with the proposed Phare project, so they will not overlap, but supplement each other.

Civil Society Programme

In order to achieve the goal of information management improvement the Ministry of the Interior started co-operation with *The Open Society Fund - Lithuania* (OSFL). OSFL has *Civil Society Programme*, which supports the co-operation between non-governmental organizations, their professional development, new initiatives; promotion of the self-government of citizens; strengthening of democratic society; promotion of the development and multiplication of new models of civic activity.

Distance Training & Life-long Learning system

“INFORMATION SOCIETY DEVELOPMENT COMMITTEE” cooperates with the major Lithuanian universities and distance training centers under the Ministry of education to support the distribution of distance training modules throughout all the rural area. The major Lithuanian universities and other educational institutions are operating since more than six years distance-training centres under the supervision of the Ministry of Education and Science. The distance training centres are broadcasting training courses to matriculated students AND to public and SMEs. They possess fundamental experience to distance training didactics, information structuring and efficiency of different training methodologies. The provision of life-long learning via the distance-training centres forms a coherent part of the Ministries strategic plan.

LT01.13.01. Vocational Training for Economic and Social Cohesion.

The project among other activities entails a career guidance component under which a national computerised career guidance support system will be created and will be operational, including career advisors in the regional professional training consortia.

LT0009-01/02/03 National regional development in target regions - Klaipeda-Taurage, Marijampole, Utena – Grant Scheme.

Thirty one fully multi-media equipped PC-classrooms are established in three target regions Klaipeda/Taurage, Utena and Mariampole. Premises are established in regional and urban centres. An extensive train-the-trainer module currently being carried out. To a limited extent also distance-training courses are being developed. The projects foresees further development of education capacities, including distance learning, training for economic and social development throughout the regions. The Rural Access project will be complementary to these activities as it will provide improved access to the tools and information being developed in the projects, and also will therefore provide an effective outlet in rural areas for the knowledge being developed. The PMG and the Steering Committee will actively promote linkages in these areas. A list of the relevant projects selected in each region are attached in the annex.

3.3. Results

- Up to 300 rural IT access points equipped with the relevant Information Technologies.
- Team of up to 15 IT access points tutors trained and experienced in supporting IT access in rural areas
- Professional operational and management standards for the IT access points in place; standards for supervision, maintenance and further development of the IT access points agreed and implemented.
- Service and training programme for the IT access network in place and widely delivered to the rural public and businesses

3.4. Activities

Eligible applicants for RIAPs will be local municipalities and public and non-profit organisations. Applicants must have stable and sufficient sources of finance to ensure the continuing operation of the RIAPs in line with the Operating Manual throughout the period of the project and also undertake to provide all local costs needed to ensure the effective operation of the RIAPs (and not covered within the supply and service contracts defined below). Applicants must guarantee this for the whole duration of the project and also provide evidence of the RIAPs ongoing financing and sustainability for a period of at least five years from the project start.

Having regard to the uniform strategy which the project is based on and seeking to ensure consistent future operation and coordination of the RIAPs the selection will be organised through a procedure similar to a traditional Phare grant scheme and will be based on a call for proposals on the basis of Guidelines for Applicants. There will be the evaluation committee established (see Section 4) which will take the decision on the projects to be supported on the following quantified criteria:

- the number of population in the area
- level of co-funding exceeding minimum funding
- suitability of suggested location.
- Hours of weekly public access.

Only those locations will be considered for RIAPs, for which the applicant proves, that no commercial internet access point is in operation or likely to be in operation within a distance of 5 km of the proposed RIAP.

3.4.1. Service

A service contract will be awarded via international restricted tender procedure in accordance with PRAG procedures.

The service contract will include Technical assistance to support the Project Management Group of the project in the following areas:

1. Identification, selection and appointment of a team of up to 15 IT access supervisors who will be part of a coordinated support programme to the RIAPs. The supervisors will be identified and selected by the contractors together with the PMG, with the final appointments to be approved by the Steering Committee of the project. Once appointed, the tutors will be contracted for the duration of the project.
2. Training of the local tutors in supervising the compliance with the operational manual, financial management, reporting, technological supervision and maintenance, security issues, promotional issues and in methodologies. The TA together with the PMG will train the tutors to use the RIAP management platform
3. Establishment of a management portal for networking and communication exchange among the rural IT access network tutors. The portal will be used to train the tutors, to identify, report, prioritise and compose the service programme, to monitor the project success etc.
4. The identification of appropriate application service providers and their involvement into the IT access points' service programme and promotional campaigns (e.g. distance training programmes, etc.).
5. A service-programme for rural SMEs shall be developed by drawing together the ongoing initiatives of the business advisory centers, Small-Medium Enterprise Development Agency, farmer advisory services, distance training centers etc. Various SME-targeting service and training providers shall be encouraged to distribute their services by making use of the RIAPs and their tutor network.
6. Developing a start-up service programme targeting the general public, which is to be applied throughout all RIAPs and comprising a wide range of distance training modules, campaigns, and initiatives. (Initiatives as "old people on PC", "e-Banking for all", "get your e-Signature", "Woman for PC", "e-Vote for Government", "European Computer Driver License", etc. will turn RIAP's into common places of venue). The TA will also assist the PMG in promoting the participation of non-governmental organisations to take active part in the RIAP network (e.g. Bicycle Association evaluates bicycle roads throughout rural areas, Youth organisation invites for xy, etc..)
7. Analysis and Improvement of the RIAPs net_by establishing a monitoring and reporting system, which provides analysis and suggestions for improvements. This will include review and evaluation of the operational manuals and support procedures.
8. Assistance in evaluation and assessment of applications for RIAPs.
9. Public information campaign (including creation and acquisition of special road signs indicating direction to the RIAP), and information events.

3.4.2. Supply

There will be one supply contract awarded via international open tender procedure in accordance with PRAG procedures.

The supply contract will include the following components:

- Maximum 1500 multi-media PCs with essential software
- Maximum 300 printers
- Maximum 300 units of equipment for networking
- Essential PC-related furniture (PC desks/chairs and other essential items)
- Network connections for up to 300 RIAPs
- Interconnection to the network, line rental, internet service provision at up to 300 RIAPs. (for the period of 18 months)
- Signalisation and security
- Installation of all items at up to 300 RIAPs
- Maintenance and support for all the above for a period of 18 months.

The contractor will install the equipment in locations as advised by the PMG following the selection of RIAPs, and in accordance with agreements to be signed between the PMG and the host organisations of the RIAPs.

Call for Proposal notices, Guidelines for Applicants, standard forms for grant award notices, promotional leaflets, etc. will be prepared in a special tender dossier by making use of the PPF and in close cooperation with the Project Management Group. A full RIAPs Operating Manual, criteria and documentation (including contracts) as well as the Tender Dossiers for the Service and Supply components will be developed in advance of the project within the Phare Project Preparation Facility (see Annex 6).

3.5. Lessons learned

There are various organisations that have gathered experience in similar initiatives and have since then cooperated with both governmental organisations. Their experience will be incorporated into the project within the Steering Committee and in advising the Project Management Group.

In particular the experience of the “Window to the Future” as well as the National regional development project to the establishment of a distance training system will be used. The alliance’s experience will be used in such implementation stages as:

- Official agreements with local authorities for establishment of RIAPs;
- Close collaboration with local authorities (dissemination, assessment of current situation);
- Time estimation for the establishment of one RIAP (approximate establishment of one RIAP takes from three weeks (the fastest) to three months (if there are no properly established rooms for RIAPs, lack of appropriate furniture and so on).
- Experience of co-operation with local authorities (it is easy to establish additional RIAPs in region where one RIAP is already operating; also if one RIAP is established in region there is a request to have more RIAPs in such a region).
- Methodological and didactical concept for the distance training courses, such as to structuring of information, online-moderation of courses and their components, presentation and development of life-long learning modules, etc.
- Incorporation of services provided via distance training system into the RIAPs network.

Furthermore, “Information Society Development Committee” is currently involved in the development of various project proposals related with distance learning, provision of e-business services and other. The project will build on the results of the by this established informal contact network.

Additionally the Ministry of the Interior is participating in implementation of Phare ESC 2000 and so far it has contracted 99% of Phare funds. Their experience in implementation of Phare ESC 2000 has been taken into account and this project will build on results of IT related projects of the Phare ESC 2000.

4. Institutional Framework

On a formal level, the Ministry of Internal Affairs is responsible for the overall co-ordination, and monitoring of the project and becomes the recipient of the funds.

On an operational level, an inter-institutional project management group, headed by “Information Society Development Committee”, will implement the project. This PMG is being formed in advance of the project to oversee the project preparation within PPF, and within the project it will consist of 4 full-time members of staff (2 full-time members of each from the Information Society Development Committee and the Ministry of Interior). The PMG will also get advice and assistance as appropriate from other ministries and relevant stakeholders, and will be supported by the TA within the Service contract.

The Project Management Group will be placed physically together at the same premises. All decisions of the Project Management Group are done in a mutual agreement between all involved institutions. The operating costs of the PMG will be funded from Lithuanian national funds.

The Project Management Group will carry out all day-to-day operations, be assisted by the TA, approve the work done by the TA, assess applications, instruct and manage the supply contractors to do the installations, will monitor the operations, will response to queries from the access points and set up the overall RIAP network.

For the selection of the RIAPs there will be the evaluation committee set up. The Evaluation Committee will be chaired by the head of the Project Management Group and comprise no less than five evaluators from at least the four of the following institutions: Information Society Development Committee, Ministry of Interior, Ministry of Education and Science, Ministry of Culture, Ministry of Transport.

The regional and local authorities will be the final beneficiaries of the assistance.

Steering Committee for the implementation of the project activities will be set up. The Committee will be chaired by Information Society Development Committee and will involve representatives from all concerned Ministries, regional and local communities and non-governmental organizations.

The Steering Committee will have regular meetings once per month or more often if necessary.

5. Detailed Budget

	Phare Support					
Project Components	Investment Support	Institution Building	Total Phare (=I+IB)	National Co-financing	IFI	TOTAL
Service		0.675	0.675	0.225	-	0.9
Supply	1.6875		1.6875	0.5625		2.25
TOTAL	1.6875	0.675	2.3625	0.7875	-	3.15

The Phare amount is binding as a maximum amount available for the project. The ratio between the Phare and national co-finance amounts is also binding and has to be applied to the final contract price.

The national co-financing commitment is a tax-excluded net amount.

6. Implementation Arrangements

6.1. Implementing Agency

The CFCU will be the implementing agency and will be responsible for the contracting and overall financial management of the project. Specific implementation tasks will be delegated to the PMG. Individual agreements with RIAPs will be with the PMG or the Ministry of Interior. The contact person at the CFCU is Mr Zilvinas Pajarskas. Director of CFCU, J-Tumo-Vaizganto 8a, 2600 Vilnius. Email info@cfcu.lt

The contact person within the Ministry of Interior will be Mr. Aurimas Matulis – Director of Information Policy Department of the Ministry of Interior; tel. 370 2 620443; fax: 370 2 625944; e-mail: aurimas@iid.lt.

6.2. Twinning

N/A

6.3. Non-standard aspects

There are no non-standard aspects in the implementation of this project.

6.4. Contracts

There are 2 components foreseen for the implementation of these project activities:

Service Total value - €0.9 Million (incl national co-financing of 0.225m euro)

Supply Total value - €2.25 Million (incl. National co-financing of 0.5625 meuro)

7. Implementation Schedule

Component	Start of Tendering	Start of Project Activity	Project Completion
Service	3Q/2003	4Q/2003	2Q/2005
Supply	3Q/2003	1Q/2004	1Q/2006*

8. Equal Opportunity

The institution involved in the project execution will observe equal opportunity of men and women in its recruitment and human resources development. The beneficiary will also ensure equal access of men and women to the project activities and results.

9. Environment

RIAPs will be established in areas where public provision of services is poor. The provision of public services via the RIAPs (e-banking, e-Voting, etc.) bring various services to rural homes, makes many transports to urban areas dispensable and thus, contributing to reduce CO₂, Smog and noise emissions.

10. Rates of Return

The establishments of RIAPs are clearly of a non-commercial nature from a commercial perspective. This is, since RIAPs are solely established in areas, where commercial internet access provision is unprofitable and very unlikely.

However, economical and social rates of return are laying in the overall increase of public IT competence in the targeted reason. The general raise of IT competence in information technologies and communication is changing the way we live: how we work and do business, how we educate our children, study and do research, train ourselves, and how we are entertained. Thus, the rate of return is of a manifold nature and not only affecting the way people interact but it is also requiring the traditional organizational structures to be more flexible, more participatory and more decentralized.

The net of RIAPs will return in manifold manner and all aspects of life. More concrete, the projects rate of return lays in an increased level of competence, reduced access costs to public and business services, easier and cheaper communication infrastructure, raised cultural attractiveness of the target region, reduced digital divide, immediate and cheap access to all kind of information and other.

11. Investment Criteria

11.1. Catalytic effect:

Multiplication effects will take place, once having achieved a critical level of IT competence and access in the target area to access, process, use and develop knowledge and information. E.g. kids are transferring the gained know how to the parents, to their friends, etc. Thus, the project catalyses the development towards an undivided knowledge and information society. However, in order to exceed the critical level of IT competence and to achieve measurable multiplication effects a concerted massive initiative is required.

Furthermore, the project incorporates almost all concerned public and non-public institutions into one project management unit and involving via the TA international experience and know-how exchange. Thus, the project catalyses “on-the-job” the inter-institutional rectifying of strongly related national initiatives and objectives of involved institutions. The incorporation of several concerned institutions in one management unit becomes only viable and efficient if the project size exceeds a critical value – which could not be reached with national resources alone.

11.2. Co-Financing:

Suggested national co-funding adds to €0.7875 m and is provided from the national budget.

11.3. Additionality:

Despite the manifoldness of the projects rate of return, the project is of a clear non-commercial nature, not displacing any private or financial intermediaries financing.

11.4. Projects readiness and size

Experts and institutions from all the country have been consulted for several months and findings are considered with the project design. Detailed calculations have been undertaken. Two related projects of a slightly different nature (“Distance Training System” and “Windows on the Future”) have been implemented. Findings have been considered and the experiences clearly demonstrate the projects’ readiness. The project size is far below the absorption capacity. Full documentation will be prepared in advance within the PPF.

11.5. Sustainability

The projects is in one line with the related sector policy of the EU Acquis and complies with EU norms and standards. The projects has a positive environmental effect and is financially sustainable:

Financial guarantees of the local municipalities secure sustainability for 5-years funding of the RIAPs and this will lead to sustainability also of the tutors’ operations after the project. Experiences of “Windows on the future” prove the willingness of the local municipalities for a financial commitment. Sustainability of the project is reached, once the overall rural ICT competence is raised and falling ICT prices and increasing computerization of household secures the future sustainability of the target groups future internet access.

11.6. Compliance with state aids provision

Investments will respect the state aids provision of the European Agreement and apply to the national laws as well as the PRAG

11.7. Contribution to National Development Plan

The project is completely covered by several section of the NDP (see NDP page 60,63,64,70,73,74,82). The latest version of the SPD mentions the project ‘expressis verbis’: “It is foreseen to establish public point of access in rural areas for citizens (e.g. in schools, municipalities, libraries, post offices, etc.). This should enable citizens who don’t own a PC to obtain qualification in IT, to advance from Lithuanian and foreign information networks. It also foreseen to computerize and interconnect public libraries with libraries in secondary and high schools and to connect them to the global networks, so the readers could benefit from foreign libraries information sources via internet.”

12. Conditionality and sequencing

The project is conditional upon:

- The provision of necessary national co-financing of the project from the Lithuanian government
- The establishment of the Project management Group by the Ministry of Interior and the Information Society Development Committee and its financing from Lithuanian national sources

Annexes to project Fiche

- 1. Logical framework matrix in standard format**
- 2. Detailed implementation chart**
- 3. Contracting and disbursement schedule**
- 4. Reference to feasibility /pre-feasibility studies**
- 5. Relevant projects funded by LT0009-01/02/03: Grant schemes in the target regions**

LOGFRAME PLANNING MATRIX FOR Rural IT Access Points		Programme name and number	Rural IT Access Points
		Contracting period expires 2Q/2005	Disbursement period expires 2Q/2006
		Total budget: 3.15 MEUR	Phare budget :2.3625 MEUR
Overall objective <ul style="list-style-type: none"> To support the development of a harmonized knowledge and information society; by this to stimulate economic growth and human resource development. 	Objectively verifiable indicators <ul style="list-style-type: none"> Usage of IT accessed information in the everyday life of the rural citizens for a wide range of personal, social, educational and business activities 	Sources of Verification <ul style="list-style-type: none"> National statistics Infobalt research reports 	
Immediate objective <ul style="list-style-type: none"> To improve the access of the rural public & SMEs to Internet and IT by establishing a network of rural IT access points. To facilitate the development of a knowledge & information society and to reduce the so-called "digital divide". To facilitate the access to the distance training courses and the provision of e-applications and e-services throughout the rural area To provide improved access to training programmes for the rural population and SMEs. 	Objectively verifiable indicators <ul style="list-style-type: none"> At least 75% of RIAPs operational 2 years after project completion Level of common IT competence in the rural area. At least 20 people per access point achieving employment from showing improved competences in IT access Level of networking between IT access points and distance training centres. At least two additional spin-off projects successfully implemented. Number of students from the rural area who participated in distance training courses. At least 20 students per RIAP achieving improved employment position after taking distance training course Target of at least 5 SMEs per RIAP achieving business activity from using services 	Sources of Verification <ul style="list-style-type: none"> Project final reports Performance reports Minutes of Steering Committee Central & regional statistics 	Assumptions <ul style="list-style-type: none"> Effective liaison with ESC project "Distance training centre network" and alliance "Window to the future"
Results <ul style="list-style-type: none"> Up to 300 rural IT access points equipped with the relevant Information Technologies and operational Team of up to 15 IT access tutors/supervisors trained and experienced in supporting IT access in rural areas Standards for operation of IT access points in place and operational in all sites Services delivered via the access points to rural public and businesses 	Objectively verifiable indicators <ul style="list-style-type: none"> Number of access points (up to 300) Usage of points by businesses (at least 5 enterprises per point regularly using services) Usage of points by local population (at least 30 people regularly using the service) 	Sources of Verification <ul style="list-style-type: none"> Equipment audit reports Minutes of the Monitoring Committee meetings Project reports Operations manual Service programme and report to its acceptance 	Assumptions <ul style="list-style-type: none"> Close cooperation between the MoI, ISDC and MoES, MoTC, MoC, MoE Good partnership between the project management group & local authorities
Activities <ul style="list-style-type: none"> Identification and selection of up to 300 RIAPs and provision of key equipment and support package as part of an agreed deal with local commitment. Appointment and training of IT tutors (up to 15) Identification of Applications for use within RIAP system Establishment of Management portal Start-up service programme with specific initiatives Analysis of RIAP system Public information campaign 	Means <ul style="list-style-type: none"> Service contract for TA to PMG Supply contract for specific equipment (set out in fiche). 	Sources of Verification <ul style="list-style-type: none"> Progress Reports Analysis report Studies Steering Committee Meetings 	Assumptions <ul style="list-style-type: none"> Competent TA staff recruited PMG effective and operational, staffed with suitable staff Manuals and documentation developed within PPF Availability of suitable tutors
			Preconditions Co-financing available, PMG set up and financed.

Annex 2

Detailed Implementation Chart for the Project

Year	2002						2003												2004												2005					
Month	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6
Technical Assistance 1																																				
Supply																																				

	design
	tendering
	implementation

CUMULATIVE CONTRACTING AND DISBURSEMENT SCHEDULE (Phare Contribution only - €Million)

	Date												
	2002		2003				2004				2005		
	30/09	31/12	31/03	30/06	30/09	31/12	31/03	30/06	30/09	31/12	31/03	30/06	30/09
Contracting													
• Service						0.675							
• Supply						1.687							
Total contracting (cumulative)						2.362							
Disbursement													
• Service						0.243	0.35		0.46		0.59		0.675
• Supply						1.012			1.51				1.687
Total disbursement (cumulative)						1.255	1.36	1.36	1.97	1.97	2.1	2.1	2.362

Reference to Feasibility/Pre-feasibility Studies

- Project reports to the project “Establishment of a distance training system in the target regions”
- Documentation and experiences from the project “Windows to future”

Annexe 5: Relevant projects funded by LT0009-01/02/03: Grant schemes in the target regions

The individual projects selected for financing from the HRDF for Klaipeda region:

- Guardianship in the Informational Society;
- Training the high qualified ICT specialists with physical disease to promote their chances for occupation and social integration;
- The possibility to find a job for everybody training's and consultations for job searching to youth and women;
- Studies and consulting Programme for youth and women integration into the labour market in Klaipeda-Taurage region;
- Increasing work search capacities for unemployed women of Taurage region;
- The possibility to find a job for everybody; training's and consultations for job searching to youth and women;
- Studies and consulting Programme for youth and women integration into the labour market in Klaipeda-Taurage region;
- Development of labour market information system;
-

The individual projects selected for financing from the HRDF for Marijampole region:

- Computer Literacy is a Path to Labour Market;
- Training of IT Specialists in Marijampole Country;
- Rural Community and care in Information Society;
- Extension services of computer literacy for Marijampole region unemployed people;
- Initiative of the librarians teaching – premises for information society development;
- Use of information technologies for training economic knowledge and business abilities of the youth, during transformation of labour market demands;
- Increasing job searching effectiveness of the unemployed women in Marijampole region;

The individual projects selected for financing from the HRDF for Utena region:

- Youth employment and entrepreneurship development in Utena region;
- Information education of members of organisations of the disabled and other NGO in Zarasai public library;
- IT and business training;
- Training of computer literacy for economic and social cohesion;
- Computer literacy training project of joint-stock company "Informaciniai projektai";
- IT training for unemployed people and other disadvantaged society groups in Utena region and development of information society in Utena region;

Annexe 6: Items to be prepared in advance of the project within the Phare Project Preparation Facility

Support to the PMG will be provided within the PPF with the following tasks:

- (1) compiling complete and comprehensive Tender Dossiers for the supply contract and service contract
- (2) developing and formulating the Operational Manual, which becomes a coherent part of the contracts with each RIAP operator (and thus of the Tender Dossier). The operational manual will regulate and provide guidance to the overall operation of the RIAP network. It will include manifold standard forms for its set-up and day-to-day operations (press releases for start-up campaigns, Standard contract between tutors and RIAP operators, blueprint for a promotional leaflet, job description of tutors, Financial reporting formats, etc.).
- (3) elaborating the complete and comprehensive Tender Dossier for the selection and award of RIAPs.

In performing the above tasks, full account will be taken of the lessons to be learned from the Windows to the Future initiative, and other relevant activities.

The operational manual and all other documentation will be subject to approval by the EC Delegation.

Expected results of the PPF are

- Supply and Service and RIAP-award tender are “turnkey”-ready for their immediate launching after signing the Financial Memorandum:
Each one complete and comprehensive Tender Dossiers compiled for the (1) supply tender, (2) the service tender and (3) the RIAP-award tender. The Tender Dossiers include * instructions/guidelines to tenderer, * general conditions, * technical specification, * terms of references, * forms for description of organisation and methodology, * forms for presentation of key experts, * standard contract and * special conditions, * administrative compliance sheet, * technical compliance sheet, * evaluation grid, * tender submission form, *letter of invitation, * Tender pre-announcements published and *data source for a direct-mailing of invitations gathered.
- Website for RIAP communication portal established, tendering tool for transparent internet reverse auction inbound.
- Detailed administrative and financial management framework of the RIAP network ready for its immediate implementation after contracting the RIAP operators.
Manifold guidelines, regulations and standard forms are prepared in Lithuanian language and compiled in an Operational Manual: The Operational Manual shall comprise 300-500 DIN A4 pages and include among other * administrative operational regulations (e.g. to working hours, handling of gaming, job description of tutors, etc.), legal standard forms (e.g. standard contract between tutors and RIAP operators), administrative standard forms (e.g. press releases for start-up campaigns, blueprint for a promotional leaflet, standard reporting form), Financial standard formats (e.g. financial reporting form, etc.), guidelines (PIAP service and campaign programme schedule).