

Standard Summary Project Fiche

Project Number 2002/000.601.04.02

1. Basic Information

<u>1.1 CRIS No.</u>	2002/000.601.04.02
<u>1.2 Title</u>	Consular Procedures Management System
<u>1.3 Sector</u>	Justice and Home Affairs
<u>1.4 Location</u>	Lithuania, Ministry of Foreign Affairs, Consular Departments and Consular Services of the Lithuanian Embassies and Consulates abroad

2. Objectives

2.1 Overall Objective

The overall objective of this **1.212 MEUR** institution building and investment project, of which **0.33 MEUR** is provided as national co-financing is the full implementation of the Schengen *Acquis*.

2.2 Project Purpose

Strengthen the administrative, operational and co-operation capacities of the Ministry of Foreign Affairs to align the Lithuanian visa regime with the Schengen *Acquis* facilitating secure exchange of electronic information between the authorities concerned.

2.3. Accession Partnership and NPAA Priorities

Drawing on the analysis of the Commission's 2001 Regular Report, the justice and home affairs section of the Accession Partnership of December 2001 identified the following priorities and intermediate objectives

- *Ensure the implementation of the Schengen Action Plan.*
- *Complete alignment with acquis on visa policy, asylum and migration, reinforce administrative capacity of competent bodies and improve the appeals system.*

Lithuania's 2001 National Programme for the Adoption of the *Acquis* defines compliance of the Lithuanian visa policy with that of the EU as a priority of the co-operation in justice and home affairs.

On 9 October 2001, the Governmental European Integration Committee adopted the National Schengen Action Plan of Lithuania to meet the requirements of the Accession Partnership and National Programme for the Adoption of the *Acquis*. The Plan covers the Schengen Convention and its accompanying documents in the following main policy areas: border control, visa policy, migration, police and security, judicial co-operation in criminal matters, data protection, and establishing the National Schengen Information System. The descriptive part of the Action Plan provides information in each of these areas concerning Lithuania's legal framework, institutional framework, main priorities, and financing needs. The Plan also contains specific measures designed to implement the Schengen *Acquis*, the institutions responsible and time limits set for the implementation of the measures, and assessments of the corresponding financing needs.

3. Description

3.1 Background and Justification

The Law on the Legal Status of Aliens (adopted on 17 December 1998) is the basis of the Lithuanian legislation in the area of visas. Visa legislation will be fully harmonised with the Schengen requirements by 1 October 2003. The following timetable is foreseen:

- As from 1 January 2003, visas will be introduced to train passengers and truck drivers, who go to and from the Kaliningrad Region of the Russian Federation through the territory of Lithuania;
- As from 1 July 2003, visas will be introduced to all the residents of the Kaliningrad Region of the Russian Federation
- As from 1 January 2003, visas will be introduced to all the citizens of the Republic of Belarus,
- As from 1 January 2003, visas will be introduced to all the citizens of the Republic of the Ukraine.

The Ministries of Interior and of Foreign Affairs are responsible for Lithuania's visa policies. Operationally, the Consular Department of the Ministry of Foreign Affairs and the Migration Department under the Ministry of Interior share the responsibilities. The Migration Department manages the register of unwanted persons and of visas issued and is responsible for the secure flow of information inside Lithuania. The Consular Department collects information on all the consular matters and ensures security of incoming and outgoing information between the Ministry of Foreign Affairs and the embassies and consulates abroad.

At present, Lithuania has 40 consular offices worldwide with a deployment of 55 consular officers (diplomats) and 23 technical staff. In 2001, they

- Issued a total of 187 000 visas (the maximum workload recorded was 39 100 visas per consul and 15 640 visas per technical employee)
- Handled 16 000 cases of notary services
- Issued 6 000 of other official certificates
- Helped 6 500 times Lithuanian citizens abroad in case of trouble
- Provided 6 500 times of legal assistance.

The implementation of the Schengen Action Plan and, more specifically, the harmonisation of the visa arrangements with those of the EU will raise the number of issued visas to about 750 000 annually as from 2003. To cope with the increased workload, two additional consular offices in Sovetsk (the Russian Federation) and Grodno (the Republic of Belarus) will be established, and the visa divisions in Moscow, Minsk, St. Petersburg, Kaliningrad, and Kiev will be strengthened with additional staff. Because of the increased number of visas to be issued the total of 64 new consular officers shall be employed as of 1 July 2003.

Their work is to be backed by a highly responsive computing resource where visa procedures as well as formats and content of documents to be issued are standardised. The system will have to be very resilient to communications network problems, and it will also have to give the Ministry of Foreign Affairs flexibility in implementing programme changes on a limited basis to test the operational viability of changes prior to having an impact on the Ministry's consular operation as a whole. It must be designed and developed in an integrated distributed systems environment suitable to Schengen needs both at present and well into the future.

Annex 5 contains further information on Lithuania's consular procedures. Annex 6 contains information on the staff development plans caused by the abolishment of visa exceptions for some categories of citizens of the Russian Federation, Ukraine, and the Republic of Belarus.

As it was mentioned before, as from 1 January 2003 visas will be introduced to all residents of Belarus, Ukraine and to train passengers and truck drivers, who go to the Kaliningrad Region and from it through the territory of Lithuania. Under the project it is foreseen to start-up activities in 2Q/03 and to have Consular Information System installed and fully operational in 4Q/03. Until the System is installed (which is necessary to align with the Schengen *Acquis*) visas will be issued using the existing equipment and increased number of consular officers. In order to facilitate the contracting and implementation of the project the Ministry of Foreign Affairs has already started drafting of the Terms of Reference and foresees to start the Negotiation Procedure as soon as possible.

3.2 Linked Activities

PHARE is supporting the adoption of the Justice and Home Affairs *Acquis* by a series of programmes dealing, *inter alia*, with border management, prevention of illegal migration, strengthening and improving of asylum procedure and the National Schengen Information System. The project is directly linked to two ongoing Phare projects:

- PHARE Horizontal Programme "Migration, Visa, External Border Control Management"
- Visa module of PHARE project no. LI9908.01 on the Adoption and Implementation of the Schengen *Acquis*. The project has the purpose to strengthen the legislative and administrative capacity in the visa field. It aims at identifying those provisions that are connected to the abolishment of internal border controls and the issue of a uniform visa, according to Art. 10 of the 1990 Schengen Convention. To support the implementation of the Schengen *Acquis*, efforts were made to fill the gaps identified in the regular reports and screening by PHARE experts. The *best practices* of Germany, Austria, Sweden and Finland on how to implement the EU/Schengen visa requirements were presented during encounter missions and seminars.

In addition, PHARE 2002 National Programme contains a 3.65 MEUR project to align the Lithuanian asylum and migration legislation with the relevant *Acquis* and strengthen the administrative capacity to fully implement those elements of the *Acquis*. The project will, in particular, help to create the Register of Foreigners and the Fingerprint database. As the Ministry of Interior with its Migration Department is the Central Authority responsible for the decision making in the migration, asylum and visas process, the Ministry will carry out the project. The Ministry of Foreign Affairs is responsible for secure data/information transfer from consulates/embassies abroad to the Ministry of Foreign Affairs and from the Ministry of Foreign Affairs to the Central Authority. It is, furthermore, responsible for the enforcement of decisions made by the Central Authority. Finally, it has to ensure efficient issuing of visas abroad. The Ministry of Foreign Affairs and consular offices/embassies will have to consult with the Central Authority on the issuing of visas and will provide to the Central Authority data on the visas issued. The Central Authority will inform the ministry

of Foreign Affairs on the decision taken (whether a person is wanted/unwanted), according to which the consular offices/embassies will be able to issue visas.

The project on Consular Procedures Management System is aimed at creating the data transfer network between the MFA and consular offices/embassies, which is not covered by the project on Migration and Asylum Management System. Furthermore, the Ministry of Foreign Affairs plans to develop a system, which will be processing information not only on visas but also on the other consular procedures. The creation of the Consular Information System will provide for the consular offices/embassies abroad of Lithuania to be integrated into the Foreigner's Register system. Moreover, it will stipulate cooperation between the Central Authority and MFA and consular offices/embassies.

Co-ordination and co-operation arrangements ensuring complementarity and avoid overlap concerning both the asylum and migration project and the present consular procedures project are in place. This refers, in particular, to the modernisation efforts of the Ministry of Foreign Affairs. Equipment and training requirements are closely co-ordinated with those of the Ministry of Interior to ensure compatibility. As described in section 4 below, the co-operation arrangements will be further strengthened for the present project.

Lithuania has also received bilateral assistance concerning migration and asylum matters. In spring 2001, the Swedish Migration Board provided assistance in organising a three-day seminar aimed at assessing the existing procedure for registering applications for visas, residence permits, asylum and decisions on expulsion and the needs for improvement in order to ensure compliance with the EU standards. This needs assessment provided a good starting point for the work with establishing a new comprehensive migration IS/IT. In addition, Norway has supported the Ministry of Interior with advice on the establishment of a Register of Foreigners. An expert report on this topic was presented in October 2001, which will be used for this Phare project.

3.3 Results

- An in-depth analysis and the complete design of the consular information system in line with the Schengen *Acquis*
- The complete software package for the handling of consular cases and, in particular, visa applications ensuring conformity with the existing and new databases of the Register of Foreigners
- A system for improved secure transfer of consular data between the Ministry of Foreign Affairs and the Lithuanian embassies and consular offices abroad, and between the Ministry of Foreign Affairs and the Ministry of the Interior and its competent institutions
- The installation and full roll-out of the secure data processing and data transfer systems including operator training, data processing and communication equipment, and performance of all required tests and systems improvements to achieve systems stability
- The complete training of the staff of the Consular Department in applying the new consular information system

3.4 Activities

The project consists of one Service Contract and one Supply Contract as described below and two activities to be carried out from the Ministry of Foreign Affairs' own resources.

- The Service Contract will cover the development of the consular systems software, and of specific training software based on the consular systems software. It will also cover Training for 4 System Administrators from the MFA.
- The Supply Contract will cover the equipment purchases for the Consular Procedures Management. Data base server, data base software, software for development and software for data protection will be installed in the MFA. Workstations, Printers, UPS for workstations and communication devices and communication equipment will be installed in the consular offices/embassies abroad. The initial sizing and other technical preparations have been completed, and a preliminary equipment list is provided in Annex 4.

In a separate activity, the Ministry of Foreign Affairs will provide training to the total of 50 consular officers and 4 systems administrators. Of the consular officers, two will come from each of the embassies/consulate offices in Moscow, Kiev, Minsk, St. Petersburg, and Kaliningrad, one from each of the new consulates in Sovietsk and Grodno, three from the Consular Department of the Ministry of Foreign Affairs, and one from each of the remaining 35 embassies and consulates. Their training will be organized and take place in the computer class of the Ministry of Foreign Affairs. Specific training software shall be created together with the consular system software (training software is an integral part of the consular system). It will be later specified in the Terms of Reference prepared by the Ministry of Foreign Affairs.

Training for system administrators will include a specialised database administration course and networking course.

3.5 Lessons learned

Following experience from previous Phare assistance programmes, a working group will co-ordinate the activities outlined in this fiche. Any possible overlap with other projects, especially with the 2002 asylum and migration project will be avoided already at the systems design stage.

4. Institutional Framework

The main institutions responsible for the implementation of the project include the following

- The Consular Department of the Ministry of Foreign Affairs,
- Information Systems Development Division of the Ministry of Foreign Affairs,
- Computer Systems Division of the Ministry of Foreign Affairs,
- The Lithuanian embassies and consulates abroad,
- The Ministry of Interior

The main institution responsible for implementation of the project will be the Consular Department of the Ministry of Foreign Affairs.

An inter-institutional Steering Committee for the co-ordination of project activities and its smooth implementation will be created. The group will consist of representatives of the institutions involved. The Director of the Consular Department will chair the Committee. It will meet at least once per quarter and more often if necessary. On a day-to-day basis, the co-ordinator of the project components will be the representative of the Consular Department appointed by the Steering Committee.

5. Detailed Budget (MEUR)

Project Components	Investment Support	Institution Building	Total Phare (I + IB)	National Co-financing	IFI	TOTAL
Service Component, of which		0.372	0.372	0.225		0.597
• <i>Systems development</i>		0.372	0.372			0.372
• <i>Installation and deployment of the system</i>				0.197		0.197
• <i>Consular training</i>				0.028		0.028
Equipment Supply Contract	0.51		0.51	0.105		0.615
TOTAL	0.51	0.372	0.882	0.33		1.212

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.

Lithuanian co-financing

0.197 MEUR of Lithuanian co-financing covers installation of the communication equipment and deployment of the system. It constitutes an essential and integral part of the Service Component. It cannot be contracted because network configuration is classified and a contractor would have to know the particularity of the system in each embassy/consular office as well as to meet security requirements. Therefore, due to the above-mentioned reasons, only the Information Systems Design and Computer Systems Divisions of the Lithuanian Ministry of Foreign Affairs can carry out these tasks.

0.028 MEUR of National co-financing covers travel expenses for 47 (3 out of 50 come from the Ministry of Foreign Affairs) consular officers from consular offices/embassies abroad, and payment for trainers to train consular officers. Due to its specific nature the training can be made only by the Lithuanian Ministry of Foreign Affairs.

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6. Implementation Arrangements

6.1 Implementing Agency

PAO: Zilvinas Pajarskas,
Director of Central Financing and Contracting Unit under the Ministry of Finance
Address: J.Tumo-Vaižganto 8A/2 Telephone: 370 2 685367
2600, Vilnius Fax: 370 2 225335
Lithuania e-mail: info@cfcu.lt

SPO: Gediminas Šiaudvytis,
Director of Consular Department of the Ministry of Foreign Affairs
Address: J. Tumo-Vaižganto 2 Telephone: 370 2 362608
2600 Vilnius Fax: 370 2 313090
e-mail: Gediminas.Siaudvytis@urm.lt

6.2 Twinning

Twinning arrangements are not envisaged.

6.3 Non-standard aspects

The project has no non-standard aspects, and the PRAG will be strictly followed.

6.4 Contracts

The project includes the following two contracts:

Service Contract 0.372 MEUR

Supply Contract 0.615 MEUR

The installation and deployment of the system and training of consular officers constitute amounting to **0.225 MEUR** an integral part of the project. As it was mentioned in Section 5, due to its specific nature and security reasons the consular training, installation and deployment of the system cannot be tendered. They will be financed as a part of the national co-financing and implemented by the Ministry of Foreign Affairs.

7. Implementation Schedule

Component	Start of Tendering	Start of Project Activity	Project Completion
Service Contract	4Q/02	2Q/03	4Q/03
Supply Contract	4Q/02	2Q/03	4Q/03

8. Equal Opportunity

The Ministry of Foreign Affairs will ensure equal access of men and women to the project activities and results.

9. Environment

The equipment to be acquired for the project will respect all applicable environmental standards.

10. Rates of Return

A rates of return analysis has not been undertaken because of the difficulty of expressing the project's benefits in terms of either personal income or economic value added. Revenues that might result from the system operation contribute to the sustainability and development of the system.

11. Investment Criteria

11.1 Catalytic effect:

The Phare contribution will act as a catalyst for priority *Accession*-driven actions in the field of institution building. Without Phare support, alignment with the Schengen Acquis will be accomplished much later.

11.2 Co-financing

The Lithuanian Government will contribute about 27 percent of the project costs.

11.3 Additionality

PHARE intervention does not displace other financiers.

11.4 Project Readiness and Size

The investment component of the project has been prepared by an assessment study of the Consular Department and the Information Systems Development Division of the Ministry of Foreign Affairs. The project size has been based on the assessment study.

11.5 Sustainability

Relevant policies and regulations of the Lithuanian Government ensure that the systems created with the help of the project will comply with the European Union norms and standards. Governmental funding of the operation and maintenance of the projects are ensured.

11.6 Compliance with state aids provisions

The investment part of the project will respect the state aids provisions of the Europe Agreement should they be applicable.

11.7 Contribution to National Development Plan

Not applicable.

12. Conditionality and sequencing

The National Schengen Action Plan of the Republic of Lithuania contains the necessary policy decisions for the harmonisation of consular procedures and the upgrading of the visa system. As such, the conditions for starting the programme are fulfilled.

Completion and approval of the procedural review will be prepared by the Ministry of Foreign Affairs before software development and equipment purchases.

The Lithuanian Ministry of Foreign Affairs ensures close co-ordination of the project with the Phare 2002 fast track project on asylum and migration. Sequencing of the visa project activities will be carefully aligned with the migration project.

All tendering activities can start as outlined in section 7 and detailed in Annex 2. Sufficient human resources will be made available by the Ministry of Foreign Affairs and the other institutions involved for the timely implementation of all the planned operations.



ANNEXES TO PROJECT FICHE

- 1. Logical framework matrix**
- 2. Detailed implementation chart**
- 3. Contracting and disbursement schedule**
- 4. Reference to feasibility /pre-feasibility studies: Preliminary Budget**
- 5. Reference to Background and Justification: Legal Framework (from the National Schengen Action Plan of the Republic of Lithuania)**
- 6. Planned increase of the manpower due to the abolishment of visa exceptions for some categories of citizens of the Russian Federation, Ukraine and Belarus Republic.**
- 7. Legal Acts of the Republic of Lithuania Regulating the Status of Aliens in Lithuania**

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Logframe Planning Matrix for Project

Consular Procedures Management System

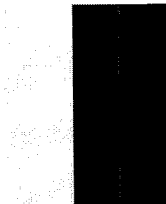
Logframe Planning Matrix for Project				Annex 1 to Project Fiche		Programme Name: Programme Number: Contracting Period expires: 3Q/2004 Total Budget: 1.212 MEUR		Consular Procedures: L/T02XX Disbursement Period expires: 3Q/2005 Phare:0.882 MEUR	
Consular Procedures Management System									
Overall Objectives		Objectively verifiable indicators		Sources of Verification					
Implementation of the relevant Schengen Acquis, including establishment of comprehensive visa data connection system		Schengen components of the justice and home affairs system functions as in comparable Member States		Regular Reviews of the National Schengen Action Plan, EU CP JHA 22.06.2001					
Project purpose		Objectively verifiable indicators		Sources of Verification		Assumptions			
Operational and co-operation capacities of Lithuania's consular service strengthened		<ul style="list-style-type: none">All consular operation free of faultsConsular data processing and visa data communication secure, reliable and fast as in comparable Member StatesDecision-making procedure of all consular functions with average delay of 1 day		<ul style="list-style-type: none">Performance reports of the Consular DepartmentPerformance reports of Foreigners' Register		<ul style="list-style-type: none">Other components of the National Schengen Action Plan are implemented as planned.			
Results		Objectively verifiable indicators		Sources of Verification		Assumptions			
<ul style="list-style-type: none">High-quality systems designSoftware for consular cases and visa applicationsImproved system for transfer of consular dataHardware and systems software for full systems roll-out purchased and installedUser and operator training successfully completedSecurity of the consular information system ensuredData transfer between the Consular Information System and the Register of Foreigners is secured.		<ul style="list-style-type: none">Analysis and design studies completed on time and according to agreed Terms of ReferenceSoftware package passes all tests requiredTransfer of consular data functioning promptly, securely and efficientlyHardware installed and functioning as contracted4 System Administrators trained as data base and network administrators;50 consular staff trained as operators and systems users.		<ul style="list-style-type: none">Handing over notesTest reports;General project reports		<ul style="list-style-type: none">High-quality co-ordination and co-operation between all institutions involved in Lithuania's visa policiesTrained technical and consular staff can be retained in the system as plannedFunds for the operation of the system including funding of increased communication costs ensured.			
Activities		Means				Assumptions			
<ul style="list-style-type: none">Conduct in-depth systems analysis and design the consular information systemDevelop software package for the handling of consular cases and visa applicationsEstablish improved system for transfer of consular data between the Ministry of Foreign Affairs and the Lithuanian Embassies and offices abroadPurchase and install hardware and systems software for full systems roll-outTrain users and operators of the Consular Department successfully completed		The project includes two contracts: <ul style="list-style-type: none">Service Contract for software development, System Administrators and user training, andEquipment Supply Contract				<ul style="list-style-type: none">Ministry of Foreign Affairs continues to be dedicated to organising the project activitiesNational co-financing available when required			
				Preconditions					
				<ul style="list-style-type: none">Government commitment concerning national co-financing confirmedHigh-quality project management provided by the Consular Department of the Ministry of Foreign Affairs					

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Detailed Implementation Chart for the Project Harmonisation of Consular Procedures

Year		2002												2003												2004					
Month		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
Services																															
• Procedural review and systems development																															
• Installation and deployment of the system																															
• Consular training																															
Supplies																															

Design
Tendering
Implementation



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Cumulative Contracting and Disbursement Schedule (Phare Contribution only, MEUR)

	Date												
	2002			2003			2004			2005			
	30/06	30/09	31/12	31/03	30/06	30/09	31/12	31/03	30/06	30/09	31/12	31/03	30/06
Contracting													
• Services					0.372								
• Supplies					0.51								
Total contracting (cumulative)													
Disbursement													
• Services					0.11	0.3	0.372						
• Supplies					0.31	0.31	0.46	0.51					
Total disbursement (cumulative)													
					0.42	0.61	0.832	0.882					

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Reference to feasibility /pre-feasibility studies

Preliminary Budget (in EUR)

The investment component of the project has been prepared by an assessment study of the Consular Department and the Information Systems Development Division of the Ministry of Foreign Affairs. The project size has been based on the assessment study.

Project Components	Investment Support	Institutional Building	Total
Software development and operator training			
Consular system software creation		280 000	280 000
System administrators training		28 000	28 000
Expert consultation		64 000	64 000
Installation and deployment	197 000		197 000
User training			
Consular staff training		28 000	28 000
Equipment supplies and licenses.			
Database server	114 000		114 000
Communication equipment (routers, switches)	122 000		122 000
Workstations	140 000		140 000
Printers	30 000		30 000
Scanners	67 000		67 000
UPS for workstations and communications devices	27 000		27 000
Database software	90 000		90 000
Software for development	10 000		10 000
Software for data protection	15 000		15 000
TOTAL			
	812 000	400 000	1 212 000

Reference to Background and Justification

Legal Framework (from the National Schengen Action Plan of the Republic of Lithuania)

The Law on the Legal Status of Aliens of the Republic of Lithuania (adopted on 17 December 1998) constitutes the main legal act of national legislation in the area of visas, which will be fully harmonised with the Schengen requirements by 1 October 2003. The bylaws implementing the Schengen requirements (in relation to a list of the travel documents recognised as valid for entry into the Republic of Lithuania, the format of a letter of invitation, a list of the institutions authorised to issue visas of the Republic of Lithuania) will be adopted by 1 January 2004, however some of their provisions will come into force from the date of Lithuania's accession to the Schengen (de jure and de facto). In addition to the Law on the Legal Status of Aliens of the Republic of Lithuania, Regulations for the Issue of Visas of the Republic of Lithuania, approved by the Government Resolution of 26 June 1997, constitute another fundamental legal act in the area of visas. Following the Regulations, the Minister of the Interior and the Minister of Foreign Affairs issued a joint order of 27 September 1997, which approved the instructions for issuing visas of the Republic of Lithuania.

For the purpose of harmonisation of the visa arrangements of the Republic of Lithuania with the EU requirements:

- 4 as from 1 January 2003, visas will be introduced to train passengers and truck drivers, who go to the Kaliningrad Region of the Russian Federation and from it through the territory of Lithuania; by amending the Provisional Agreement between the Republic of Lithuania and Russian Federation of 25 February 1995 on Travel Arrangements for the Citizens of both States ;
- 5 as from 1 July 2003, visas will be introduced to all residents of the Kaliningrad Region of the Russian Federation, by amending the Provisional Agreement between the Republic of Lithuania and Russian Federation of 25 February 1995 on Travel Arrangements for the Citizens of both States
- 6 as from 1 January 2003, visas will be introduced to all citizens of the Republic of Belarus, by amending the Provisional Agreement between the Republic of Lithuania and the Republic of Belarus of 25 February 1994 on Travel Arrangements for the Citizens of Both States
- 7 as from 1 January 2003, visas will be introduced to all citizens of the Republic of the Ukraine, by amending the Provisional Agreement between Lithuania and the Ukraine on Travel Arrangements for the Citizens of Both States.

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Consular Procedures

Overview

Consular procedures are still paper-based and decentralised. Hence, they are difficult to control. Data about visas and other documents issued by the consuls are not aggregated. Increasingly, consular offices are faced with capacity constraints that cannot be overcome with traditional means. A special problem is that the consular data collection is not fully compatible with the Schengen Information System (SIS).

Visa Applications

There are currently 8 types of visa, depending on cause, duration, and frequency of entry. When a client applies for a visa, he or she is required to submit a standardised visa request form. The number of questions in a visa request form depends on the type of visa. The most frequent visa is the private visa, used, for instance, by tourists. It requires the completion of a form with 23 fields. One of the fields is reserved for a list of persons who will accompany the visa holder.

Before a visa is issued, the identity of the client is checked against an exclusion list provided by the Migration Department under the Ministry of the Interior. At present, visa applications are stored on paper. Exclusion lists are stored on disks. Comparing data slows the approval process and makes it difficult to provide consistent services.

The exclusion list contains information about people whose presence in Lithuania is not wanted for one reason or another. Data on the exclusion list is not classified any more. The present exclusion list and its handling is unlikely to meet the requirements of the Schengen Information System.

Classical Work

Classical consular work, which is almost exclusively paper-based, includes the following:

- Submission of applications to competent Lithuanian authorities,
- Provision of notary services,
- Assistance in obtaining official certificates,
- Helping Lithuanian citizens in case of trouble abroad,
- General legal assistance.

Consular operations related to these activities may include authorising and certifying documents, forwarding of documents, identifying Lithuanian citizens, issuing temporary travel documents, and providing financial assistance to Lithuanian citizens. Some of them, for instance, the granting of temporary travel documents and certain forms of legal assistance are Schengen related. - Currently, in many instances client requests cannot be satisfied on the spot and are forwarded to Vilnius for processing.

Consular Fees

Fees are collected upon completion of a consular service. There is a standard list of fees issued by the Government of Lithuania. The financial system tracking the related transactions is paper based. It is difficult to track the collection process in the current system.

Communication

Currently, most consular offices have an Internet connection through their local ISP to the public services of the Ministry of Foreign Affairs. For a secure connection of the consular offices, additional equipment is needed. Crypto tunnels will be set up through Internet between Ministry of Foreign Affairs and consular offices. The equipment will secure the entire network of consular office. The final result should be a secure and reliable connection of consular office to internal services into Ministry of Foreign Affairs.

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Estimated number of issued Lithuanian visas after January 1, 2003 (in Russia, Belarus and Ukraine)

Mission in	Visas per year until 01.01 2003	Visas 01.01.2003-01.07.2003	Visas from 01.07.2003 (per year)
Minsk	47.000 – 91.000	100.000	200.000
Moscow	28.000 – 35.000	50.000	100.000
Kiev	10.000 – 20.000	25.000	50.000
Kaliningrad	10.000 – 76.000	35.000	150.000
Sankt - Peterburg	10.000 – 25.000	25.000	50.000
Sovetsk (RF)	0	0	100.000
Grodno (BLR)	0	50.000	100.000

Yearly visitors to Lithuania:

- 1.140.000 citizens of Russia + 952.000 (apx. 70.000 Ukrainians) persons by transit trains to and from the Kaliningrad Oblast through Lithuania;
- 682.000 citizens of Belarus;
- apx. 30.000 citizens of Ukraine;

It is foreseen that the number of visitors will not decrease.

Planned action according to the increased number of visas to be issued

- Establishment of consular offices in Sovetsk (RF) and Grodno (BLR);
- Strengthening of visa divisions in Moscow, Minsk, St. Peterburg, Kaliningrad and Kiev with additional staff.

Mission in	Staff of visa divisions up to 01.01.2003	Staff of visa divisions from 01.01.2003
Minsk	6	22
Moscow	5	11
Kiev	3	7
Kaliningrad	3	17 (from 01.07.2003)
Sankt-Peterburg	4	6
Sovetsk (RF)	0	11 (from 01.07.2003)
Grodno	0	11

Legal Acts of the Republic of Lithuania Regulating the Status of Aliens in Lithuania

1. The Law of the Republic of Lithuania of 17 December 1998 "On the Legal Status of Aliens in the Republic of Lithuania"
2. The Law of 12 June 2001 Amending and Supplementing the Law of the Republic of Lithuania "On the Legal Status of Aliens in the Republic of Lithuania".
3. Resolution of the Government of the Republic of Lithuania of 26 June 1997 No. 685 "Concerning the Approval of Regulations for Issuance of Visas of the Republic of Lithuania".
4. Resolution of the Government of the Republic of Lithuania of 28 May 1999 No. 685 "Concerning the Approval of Regulations for Creation and Use of the List of Aliens, the Entry of which to the Republic of Lithuania is banned".
5. Resolution of the Government of the Republic of Lithuania of 28 February 2000 No. 228 "Concerning the Procedure of Entry into, Stay on the Territory, Crossing by Transit and Departure from the Republic of Lithuania by Aliens".
6. Resolution of the Government of the Republic of Lithuania of 23 March 2000 No. 335 "Concerning the Approval of the Procedure for the Implementation of Decisions Authorising Obligatory Departure or Expulsion of Aliens from the Republic of Lithuania"
7. Resolution of the Government of the Republic of Lithuania of 1 May 2000 No. 486 "Concerning the Approval of the Procedure for the Issuance, Change and Withdrawal of Residence Permits for Aliens in the Republic of Lithuania".
8. The Republic of Lithuania Law of 29 June 2000 on the Amendment of the Law "On Refugee Status in the Republic of Lithuania".

Other Valid Legal Acts

9. Resolution of the Government of the Republic of Lithuania of 3 July 1999 No. 804 "Concerning the Approval of the Programme for Control of Migration Processes".
10. Resolution of the Government of the Republic of Lithuania of 28 July 2000 No. 906 "Concerning the Approval of the National Action Plan in the Field of Asylum".
11. Resolution of the Government of the Republic of Lithuania of 4 September 2000 No. 1049 "On the Establishment of the Register of Foreigners and Approval of the Register Regulations".

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