



CHANCELLOR OF THE GOVERNMENT

**ORDER
ON APPROVAL OF THE REGULATIONS OF THE SECRETARIAT OF THE
LITHUANIAN NATIONAL COMMISSION FOR UNESCO**

30 June 2020 No V-135
Vilnius

Following Article 4(3)(1) of the Law on Budgetary Institutions and Resolution No. 528 of the Government of the Republic of Lithuania, dated 20 May 2020, regarding the implementation of the rights and duties of the owner of the budgetary institution Secretariat of the Lithuanian National Commission for UNESCO:

1. I hereby approve the Regulations of the Secretariat of the Lithuanian National Commission for UNESCO (annexed).

2. I authorize Asta Junevičienė, the Secretary General of the Secretariat of the Lithuanian National Commission for UNESCO, to sign the Regulations approved by this Order and submit them to the Registrar of Legal Entities.

3. I determine that this Order shall enter into force on 1 July 2020.

First Deputy Chancellor of the Government

Lukas Savickas

APPROVED

by Order No V-135

of the Chancellor of the Government of the
Republic of Lithuania of 30 June 2020

REGULATIONS OF THE SECRETARIAT OF THE LITHUANIAN NATIONAL COMMISSION FOR UNESCO

CHAPTER I GENERAL PROVISIONS

1. The Secretariat of the Lithuanian National Commission for UNESCO (United Nations Educational, Scientific and Cultural Organization) (hereinafter referred to as the “Secretariat”) shall be set up as a state institution of the Republic of Lithuania assisting the Lithuanian National Commission for UNESCO (hereinafter referred to as the “National Commission”) in implementation of its objectives and functions provided for in the Regulations of the Lithuanian National Commission for UNESCO approved by Resolution No. 772, 17 June 2003, of the Government of the Republic of Lithuania “On the Approval of the Regulations of the Lithuanian National Commission for UNESCO” (hereinafter referred to as the “Regulations of the National Commission”).

2. The Secretariat shall act as a public legal entity having bank accounts and a seal bearing the coat of arms of the State of Lithuania and its title of the Secretariat of the Lithuanian National Commission for UNESCO. Secretariat office address: Šv. Jono g. 11, LT· 01123 Vilnius, Republic of Lithuania.

3. The Secretariat shall be a budgetary institution maintained from the state budget appropriations of the Republic of Lithuania and other state monetary funds.

4. The owner of the Secretariat shall be the State. The institution implementing the rights and duties of the owner of the Secretariat shall be the Office of the Government of the Republic of Lithuania, which shall perform the functions assigned to its competence by the Law on Budgetary Institutions of the Republic of Lithuania as the institution implementing the rights and duties of the State as the owner.

5. The Secretariat shall adhere to the Constitution of the Republic of Lithuania, international treaties of the Republic of Lithuania, the Civil Code of the Republic of Lithuania, the Law on Budgetary Institutions, the Law on Budget Structure of the Republic of Lithuania, other laws of the Republic of Lithuania, UNESCO Constitution, decrees of the President of the Republic of Lithuania, resolutions of the Government of the Republic of Lithuania, the Charter of National Commissions for UNESCO, Regulations of the National Commission, other legal acts and these Regulations.

6. The Secretariat's public announcements and other information shall be published on the Secretariat's website www.unesco.lt.

7. The Regulations of the Secretariat shall be amended in accordance with the procedure established by the Law on Budgetary Institutions.

CHAPTER II OBJECTIVES AND FUNCTIONS OF THE SECRETARIAT

8. The Secretariat shall aim to assist the National Commission and to create administrative, organisational and technical conditions for the implementation of operational objectives and functions of the National Commission, provided for in the National Commission regulations, as well as to ensure, together with the National Commission, the active Lithuanian Republic's participation in UNESCO activities and implementation of the provisions of UNESCO conventions

and recommendations, programmes and objectives of the projects in the Republic of Lithuania.

9. In pursuit of its operational objective, the Secretariat shall perform the following functions:

9.1. analyse, systematise, and disseminate information on UNESCO activities, UNESCO conventions, programmes and projects, adopted decisions, recommendations and provide advice on the relevant issues;

9.2. organise activity of the National Commission, the Executive Committee of the National Commission, the National Committees for UNESCO Programmes, ad hoc committees and working groups, as well as coordinate the implementation of the resolutions adopted by the National Commission and the Executive Committee of the National Commission;

9.3. together with the responsible authorities, the National Commission, National Committees for UNESCO Programmes and independent experts, monitor the implementation of the provisions of UNESCO conventions and recommendations, programmes and projects in Lithuania, as well as participate in the preparation of draft reports;

9.4. together with the responsible authorities, the National Commission, National Committees for UNESCO Programmes and independent experts, submit proposals on the positions of the Republic of Lithuania at the sessions of the UNESCO General Conference, the Executive Council, intergovernmental committees of conventions and at other UNESCO events;

9.5. participate in submitting proposals and expert conclusions to the Government and responsible authorities regarding the state policies and priorities in the activities of UNESCO as well as the coordination of the actions of state institutions and the inclusion of measures related to the activities of UNESCO in the strategic planning documents prepared by the Government;

9.6. together with the responsible authorities, the National Commission, the Permanent Delegation to UNESCO, National Committees for UNESCO Programmes and independent experts, participate in the preparation of information on programmes, projects and other issues related to the state policy within the purview of UNESCO and Lithuania's membership in UNESCO, as well as coordinate its provision to UNESCO;

9.7. coordinate the participation of national institutions in the implementation of specific UNESCO programmes: Memory of the World Programme, Information for All Programme, UNESCO Associated Schools Programme, UNESCO Clubs Programme, as well as participate in the implementation of the UNITWIN/UNESCO Chairs Programme and other programmes;

9.8. organise and coordinate the preparation and submission of Lithuanian applications to awards, competitions, commemorated anniversaries, lists and registers of UNESCO programmes, UNESCO intergovernmental and international committees;

9.9. prepare the draft annual activity plan of the Secretariat, the draft annual activity report of the Secretariat and drafts of other documents;

9.10. coordinate draft documents submitted to the UNESCO Secretariat related to UNESCO activities;

9.11. prepare and implement publishing and other projects related to the mission and goals of UNESCO, organise events related to the promotion of UNESCO activities in Lithuania and other countries;

9.12. cooperate with the UNESCO Secretariat, foreign National Commissions and experts, state and municipal institutions and agencies of the Republic of Lithuania, non-governmental organisations, civil society, UNESCO Goodwill Ambassadors, UNESCO Associated Schools, UNITWIN/UNESCO Chairs and National Committees for UNESCO Programmes;

9.13. perform other functions established by law.

CHAPTER III RIGHTS OF THE SECRETARIAT

10. In carrying out its functions, the Secretariat shall be entitled, within its competence:

10.1. in coordination with the National Commission, to represent the National Commission in the implementation of the events and activities provided for in the annual activity plan of the Secretariat;

10.2. to receive support in accordance with the procedure established by the Law on Charity and Support of the Republic of Lithuania;

10.3. in the performance of its functions, to request and receive information from the responsible authorities, other state and municipal institutions, agencies and non-governmental organisations whose area of work falls under the purview of UNESCO;

10.4. to conclude treaties and assume obligations in accordance with the procedure established by law.

CHAPTER IV ORGANISATION OF ACTIVITY OF THE SECRETARIAT

11. The activities of the Secretariat shall be organised in accordance with the annual activity plan approved by the Chancellor of the Government.

12. The Secretariat shall be headed by the Secretary General who shall be appointed and dismissed on the basis of competition by the Chancellor of the Government in accordance with the procedure laid down in the Labour Code of the Republic of Lithuania and Resolution No. 496 of 21 June 2017 “On the Implementation of the Labour Code of the Republic of Lithuania”.

13. The Secretary General shall:

13.1. organise the work of the Secretariat and be responsible for its activities;

13.2. ensure that the activities of the Secretariat comply with the laws, other legal acts and the Regulations of the Secretariat;

13.3. be responsible for the proper use of funds received from the state budget and other sources;

13.4. ensure the preparation of the draft annual activity plans and annual activity reports of the Secretariat, present them at the conferences of the National Commission and, under the approval of the National Commission, submit them to the Office of the Government;

13.5. ensure that the sets of statements and statistical reports submitted in accordance with the Law on the Accountability of Public Sector of the Republic of Lithuania are correct;

13.6. ensure the rational and economical use of funds and assets, as well as the establishment, operation and improvement of an effective internal control system of the Secretariat;

13.7. issue orders and other legal acts regulating the activities of the Secretariat approved by orders, which shall be binding on all its employees, as well as organise and control their execution;

13.8. approve the internal rules, job descriptions of employees and other internal management documents;

13.9. approve the structure of the Secretariat and the list of posts, not exceeding the funds established for salaries and the established maximum number of posts;

13.10. in accordance with the procedure established by law, hire and dismiss the employees of the Secretariat, motivate them and make decisions regarding the violation of the duties of the employees;

13.11. represent the Secretariat in court and other institutions without a separate power of attorney;

13.12. perform other functions specified in his/her job description and legal acts.

14. The Secretary General shall report directly to and be accountable to the Chancellor of the Government.

15. In the temporary absence of the Secretary General, his/her functions shall be performed by an employee of the Secretariat appointed by the Chancellor of the Government for this period.

16. The internal audit of the Secretariat shall be carried out by the Internal Audit Service of the Office of the Government.

CHAPTER V
FINAL PROVISIONS

17. The Secretariat may be reorganised, restructured or liquidated in accordance with the procedure laid down in the Civil Code and the Law on Budgetary Institutions of the Republic of Lithuania.
