

O R D E R  
OF THE MINISTER OF THE INTERIOR OF THE REPUBLIC OF LITHUANIA

**ON THE AMENDMENT OF THE ORDER NO. 439, 13 SEPTEMBER 2002, OF THE  
MINISTER OF THE INTERIOR OF THE REPUBLIC OF LITHUANIA “ON THE  
APPROVAL OF THE REGULATIONS OF THE INFORMATION TECHNOLOGY AND  
COMMUNICATIONS DEPARTMENT UNDER THE MINISTRY OF THE INTERIOR OF  
THE REPUBLIC OF LITHUANIA”**

7 February 2007 No. 1V-58  
Vilnius

A m e n d the Regulations of the Information Technology and Communications Department under the Ministry of the Interior of the Republic of Lithuania, approved by the order No. 439, 13 September 2002, of the Minister of the Interior of the Republic of Lithuania “On the approval of the Regulations of the Information Technology and Communications Department under the Ministry of the Interior of the Republic of Lithuania” (*Official Gazette*, 2002, No. 93-4030), and set them in their new edition (annexed).

MINISTER OF THE INTERIOR

RAIMONDAS ŠUKYS

APPROVED  
by Order No. 439  
of the Minister of the Interior of the Republic of Lithuania  
of 13 September 2007  
(edition of Order No. 1V-58  
of the Minister of the Interior of the Republic of Lithuania  
of 7 February 2007)

**THE REGULATIONS OF THE INFORMATION TECHNOLOGY AND  
COMMUNICATIONS DEPARTMENT UNDER THE MINISTRY OF THE INTERIOR OF  
THE REPUBLIC OF LITHUANIA**

**I. GENERAL PROVISIONS**

1. The Information Technology and Communications Department under the Ministry of the Interior of the Republic of Lithuania (hereinafter – the Department) is a budgetary institution. The Ministry of the Interior of the Republic of Lithuania (hereinafter – the Ministry of the Interior) is a founder of the Department.

2. The Department shall act following the Constitution of the Republic of Lithuania, international treaties of the Republic of Lithuania, Laws, other laws published by the Seimas of the Republic of Lithuania, resolutions of the Government of the Republic of Lithuania, orders of the Minister of the Interior, these Regulations and other enactments.

3. The Department is a public legal entity possessing a bank account, a stamp and a blank with the National Emblem of Lithuania and the name and symbols of the Department.

4. The registered address of the Department: Šventaragio g. 2, Vilnius, the Republic of Lithuania.

## II. GOALS AND FUNCTIONS

5. The main goals of the Department are as following:

5.1. to implement the strategy of information and telecommunication technologies application in the state governing and use of electronic communications in the interior field;

5.2. to actualize the safety policy of the interior field state and institutional registers, information systems and telecommunications;

5.3. to ensure unanimous administration and development of the Interior information system, to coordinate and control creation process of the Interior information system infrastructure, technological compatibility and interface of its components, to participate in coordination and control of creating, administration, development, and technological compatibility of the registers and general databases administered by the Ministry of the Interior, institutions under the Ministry of the Interior and other institutions attributed to the Ministry of the Interior regulation field;

5.4. to ensure unanimous administration and development of the telecommunication network of the Ministry of the Interiors, to coordinate and control creation process and development of the telecommunication network components – telephone communication, wireless communication and data transmission networks – administered by the administrative subdivisions of the Ministry of the Interior, institutions under the Ministry of the Interior and other institutions attributed to the Ministry of the Interior regulation field.

6. The Department, for purpose of achieving its goals, performs the functions as following:

6.1. prepares law projects and guidelines regarding creation, operation, and development of information systems, registers and telecommunication infrastructures in the administrative subdivisions of the Ministry of the Interior, institutions under the Ministry of the Interior and other institutions attributed to the Ministry of the Interior regulation field;

6.2. administers the Interior information system;

6.3. administers the Schengen Information system and Visas Information system;

6.4. coordinates consumption of information and communication resources of the Ministry of the Interior ensuring their integrity, compatibility, accessibility and safety, supplies resources of servers, control system of databases, data transmission networks to state and institutional registers and information systems administered and handled by the institutions under the Ministry of the Interior and other institutions attributed to the Ministry of the Interior regulation field;

6.5. performs the Interior information system observation, summarizes development needs of the information and communication systems of the administrative subdivisions of the Ministry of the Interior, institutions under the Ministry of the Interior and other institutions attributed to the Ministry of the Interior regulation field, participates in their creation and development; performs the functions of the contractor of creation and development of information and communication systems of the administrative subdivisions of the Ministry of the Interior, institutions under the Ministry of the Interior and other institutions attributed to the Ministry of the Interior regulation field and the functions of the contractor of other information technology and communications projects;

6.6. administers the Interior telecommunication network;

6.7. handles the email system of the administrative subdivisions of the Ministry of the Interior, institutions under the Ministry of the Interior and other institutions attributed to the Ministry of the Interior regulation field;

6.8. performs maintenance of internet and intranet website of the administrative subdivisions of the Ministry of the Interior, institutions under the Ministry of the Interior and other institutions attributed to the Ministry of the Interior regulation field;

6.9. makes decisions within its capacity implementing the strategy of information and telecommunication technologies application in the state governing and use of electronic communications in the interior field, its priorities, determines the implementation methods of this strategy;

6.10. performs the set by laws functions of the administrative institution of state and institutional registers managed by the Ministry of the Interior, institutions under the Ministry of the Interior and other institutions attributed to the Ministry of the Interior regulation field, the functions of a personal data administrator, and the functions of the Interior information system administrator and the Interior telecommunication network main administrator;

6.11. participates in preparation of the development tools plans of registers managed by the Ministry of the Interior, institutions under the Ministry of the Interior and other institutions attributed to the Ministry of the Interior regulation field, the rules of creation of registers and data bases, their administration, technological compatibility and interface;

6.12. prepares the creation and development tools plans of telephone communication, wireless communication and data transmission networks used by the administrative subdivisions of the Ministry of the Interior, institutions under the Ministry of the Interior and other institutions attributed to the Ministry of the Interior regulation field, the rules of technological compatibility and interface of these networks;

6.13. under the order set by laws, supplies information administered in the Interior information system, the Interior field state and institutional registers to the concerned administrative subdivisions of the Ministry of the Interior, institutions under the Ministry of the Interior and other institutions attributed to the Ministry of the Interior regulation field, and arranges information existing in registers and information systems handled by other state institutions and establishments supply to the aforementioned subjects on the basis of the contracts;

6.14. under the order set by laws, supplies information administered in the Interior information system, the Interior field state and institutional registers to legal entities and natural persons of the Republic of Lithuania or foreign countries;

6.15. issues certificates regarding the data of state and institutional registers according to the requests of legal authorities, other state and municipality institutions, and applications of legal entities and natural persons;

6.16. prepares statistical reports on criminality and supplies this information to the concerned institutions under the order set by laws;

6.17. arranges and performs installation, supervision and maintenance of computer, communication technical equipment and software installation and maintenance in the administrative subdivisions and institutions under the Ministry of the Interior, where the Ministry of the Interior is a budget assignment manager;

6.18. performs the centralized management of the Interior information system users, analyzes needs of the Interior information system users, provides them with required assistance, supplies the summarized information regarding the needs to the concerned administrative subdivisions of the Ministry of the Interior, institutions under the Ministry of the Interior and other institutions attributed to the Ministry of the Interior regulation field;

6.19. participates in preparation of proposals regarding the implementation of the information protective tools in the administrative subdivisions of the Ministry of the Interior, institutions under the Ministry of the Interior and other institutions attributed to the Ministry of the Interior regulation field, and provides them to the Minister of the Interior, the vice minister, the State Secretary of the Ministry of the Interior and its Secretaries (hereinafter – the Office of the Ministry of the Interior);

6.20. implements safety tools of the Interior information system and the Interior telecommunication network set by laws;

6.21. performs the set by laws functions of the data safety proxy of the state and institutional registers and information systems, managed by the Department, the data safety proxy of which the Department is appointed;

6.22. participates in preparation and coordinates the projects of the Regulations of state and institutional registers, information systems, and telecommunication networks, and specification projects, also investment projects prepared by the Ministry of the Interior, institutions under the Ministry of the Interior and other institutions attributed to the Ministry of the Interior regulation field;

6.23. coordinates technical descriptions of information and telecommunication technology equipment purchased by the Ministry of the Interior, institutions under the Ministry of the Interior and other institutions attributed to the Ministry of the Interior regulation field;

6.24. analyzes international projects of information technology and communications fields, gives conclusions within its capacity and participates in their implementation in the administrative subdivisions of the Ministry of the Interior, institutions under the Ministry of the Interior and other institutions attributed to the Ministry of the Interior regulation field;

6.25. intermediates with foreign state institutions and international organizations under the order set by laws;

6.26. arranges conferences, workshops and other events on the informatics and communication matters;

6.27. arranges and performs trainings for the Interior information system users, evaluates their computer driving knowledge and skills;

6.28. gives proposals to the Office of the Ministry of the Interior regarding more effective use of the funds provided for the Interior information system and the Interior telecommunication network;

6.29. performs other functions set by laws.

### **III. RIGHTS**

7. The Department, for purpose of achieving its goals and performing its functions, shall be entitled:

7.1. under the order and in the cases set by laws, to receive the required information, also the sensitive one, and explanations on all actions taken with data (supply, use, safety and etc.) from the administrative divisions of the Ministry of the Interior, institutions under the Ministry of the Interior and other institutions attributed to the Ministry of the Interior regulation field, state and municipality institutions, establishments, other legal entities being administrators, suppliers and recipients of personal and other data of the Interior information system;

7.2. to give proposals to the administrative institutions of the registers managed by the administrative divisions of the Ministry of the Interior, institutions under the Ministry of the Interior and other institutions attributed to the Ministry of the Interior regulation field regarding data administration and protection;

7.3. to invoke specialists and experts of state and municipality institutions, establishments, also legal entities to analyze problems which the Department is solving and form work group to prepare law projects;

7.4. to make contracts and agreements with legal entities and natural persons of the Republic of Lithuania and foreign countries;

7.5. to receive work plans and projects related with implementation, operation and development of the information and telecommunication devices from the administrative divisions of the Ministry of the Interior, institutions under the Ministry of the Interior and other institutions attributed to the Ministry of the Interior regulation field;

7.6. to audit the Interior information system and the Interior telecommunication network components.

8. The Department has also other rights given by laws of the Republic of Lithuania and other enactments.

### **IV. WORK ORGANIZATION AND RESPONSIBILITY**

9. The Department is managed by the Director appointed to this position and discharged, given holidays, promoted and officially punished by the Minister of the Interior. The Director of the Department is directly subordinated and accountable to the Minister of the Interior. In case of temporary absence of the Director, he is substituted by the Deputy Director appointed by the Ministry of the Interior.

10. The Director of the Department:

10.1. manages the Department, deals with problems within the Department's capacity and is directly responsible for the implementation of the goals of the Department and its function performance;

10.2. represents the Department in the state institutions and establishments of the Republic of Lithuania;

10.3. ensures execution of the laws of the Republic of Lithuania, international treaties, resolutions of the Seimas and the Government, orders of the Minister of the Interior and other laws, also performance of the assignments of the Office of the Ministry of the Interior;

10.4. publishes orders and controls their execution;

10.5. approves the Department activity plans, work regulations, internal work instructions and other internal documents;

10.6. under the order set by laws, appoints the Department public offices and employees, working under the employment contracts, and discharges them, promotes or punishes;

10.7. accounts for the Department activity to the Minister of the Interior;

10.8. approves the Department structure, regulations of the divisions, official lists of the Department public officers and employees, working under the employment contracts, official descriptions of the Department public officers and employees, working under the employment contracts, official instructions, qualifies the Department public officers with classes;

10.9. approves the instructions of the Department finance control and bookkeeping policy;

10.10. under the order set by laws and within its capacity, signs contracts and agreements with legal entities of the Republic of Lithuania and foreign countries;

10.11. signs claims, requests, special, appeal, cassation complains and other proceeding documents;

10.12. performs other functions set by laws.

11. The Director of the Department has Deputy Directors appointed and discharged by the Director of the Department under the order set in the Law on The Public Office. The Deputy Directors manage the activity of the department divisions assigned by the Director and they are accountable directly to the Director.

12. The Department structural subdivisions are the divisions managed by their heads, accountable to the Director of the Department and the Deputy Directors according to the managed field.

## **V. ASSETS, FUNDS AND CONTROL OF ACTIVITY**

13. The Department is funded from the state budget of the Republic of Lithuania.

14. Other funds received in accordance with laws of the Republic of Lithuania may be also used to finance the Department. The Department may have incomes from services it provides that are used under the order set by laws of the Republic of Lithuania.

15. The bookkeeping of the Department funds is performed by the Department of Asset Management and Economy under the Ministry of the Interior according to laws of the Republic of Lithuania.

16. The Department activity is controlled by the Ministry of the Interior and other commissioned state authorities of the Republic of Lithuania.

## **VI. FINAL PROVISIONS**

17. The Department restructured, reorganized and liquidated under the order set by laws of the Republic of Lithuania.