

MINISTER OF THE INTERIOR OF THE REPUBLIC OF LITHUANIA
ORDER

ON THE AMENDMENT OF ORDER NO. 439 OF 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”

26 April 2011 No. 1V-313
Vilnius

I hereby amend the Regulations of the Information Technology and Communications Department under the Ministry of the Interior of the Republic of Lithuania approved by Order No. 439 of 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](#); 2009, No. [84-3538](#); 2010, No. [79-4102](#)), and state them as revised (annexed).

MINISTER OF THE INTERIOR

RAIMUNDAS PALAITIS

APPROVED
with Order No. 439
of the Minister of the Interior of the
Republic of Lithuania
of 13 September 2002
(revision of Order No. IV-313
of the Minister of the Interior of the
Republic of Lithuania
of 26 April 2011)

**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 referred to as the Department) is the agency under the Ministry of the Interior of the Republic of Lithuania (hereinafter referred to as the Ministry of the Interior) which implements the state safety policy for information technology and the state policy for registers and information systems in respect of which the Department acts as the administrating authority (administrator).

2. The Department shall pursue operations in accordance with the Constitution of the Republic of Lithuania, international treaties of the Republic of Lithuania, the legislation of the European Union, the Law on Electronic Communications of the Republic of Lithuania (*Official Gazette*, 2004, No. [69-2382](#)), the Law on Legal Protection of Personal Data of the Republic of Lithuania (*Official Gazette*, 1996, No. [63-1479](#); 2008, No. [22-804](#)), the Law on State Registers of the Republic of Lithuania (*Official Gazette*, 1996, No. [86-2043](#);

2004, No. [124-4488](#)), the Law on State Secrets and Official Secrets (*Official Gazette*, 1999, No. [105-3019](#); 2004, No. [4-29](#)) and other legal acts adopted by the Seimas of the Republic of Lithuania, resolutions of the Government of the Republic of Lithuania, orders of the Minister of the Interior, the present Regulations and other enactments.

3. The Department shall be owned by the State. The Ministry of the Interior is the authority implementing the rights and obligations of the owner of the Department (other than adopting decisions to reorganize and wind up the Department) and coordinating and following up the operations of the Department, approving and revising the regulations of the Department, adopting the decision to change of the domicile of the Department and addressing other matters as falling within its purview under other laws and regulations.

4. The Department shall be a public legal entity with a bank account, seal and letterform with the Coat of Arms of the Republic of Lithuania and with its name, and has its own symbols. The domicile address of the Department shall be at Šventaragio St. 2, Vilnius, Republic of Lithuania.

5. The Department is a budgetary institution maintained from the state budget of the Republic of Lithuania and from other state monetary funds.

The Department may be funded by the proceeds from provided services and by other financial resources received as prescribed by the legal acts of the Republic of Lithuania.

The accounting of the financial resources of the Department shall be carried out, as prescribed by the legal acts of the Republic of Lithuania, by the Property Management and Economics Department under the Ministry of the Interior of the Republic of Lithuania.

6. Public announcements of the Department are posted, in accordance with legal acts, on the website of the Department (www.ird.lt) and/or provided in other media and, where prescribed by legislation, in *Informaciniai pranešimai* – the supplement of official gazette *Valstybės žinios*.

7. The Regulations of the Department shall be revised as prescribed by legal acts.

II. GOALS AND FUNCTIONS OF THE DEPARTMENT

8. The key operational goals of the Department will be:

8.1. to ensure implementation and development of e-government in the field of internal affairs;

8.2. to ensure unified creation, administration, development, technological compatibility and security of the Information System of the Interior, the Lithuanian National Schengen Information System, the Lithuanian National Visa Information System, other information systems administrated by the Department, as well as of state and departmental registers administrated by the Department (hereinafter referred to as state and departmental registers and information systems within the area of internal affairs) and databases falling within the purview of the Department (hereinafter referred to as databases);

8.3. to ensure unified creation, administration, development and security of the Telecommunications Networks of the Interior and technological compatibility and interface of the components: the Computer Network of the Interior, the Telephony Network of the Interior, the Wireless Network of the Interior, the Stem Data Transmission Network of the Interior and local networks;

8.4. to discharge the functions of the Security Supervision Service laid down in legislation in respect of automated data processing systems and networks used to store, process or transmit classified information of the Republic of Lithuania and classified information from other states, the European Union and international organisations transferred to the Republic of Lithuania (hereinafter referred to as classified information).

9. To achieve the activity goal set forth in clause 8.1, the Department shall:

9.1. arrange development and implementation of information technologies required for electronic provision of administrative and public services in the field of home affairs;

9.2. take part in the implementation of e-government projects.

10. To achieve the activity goal set forth in clause 8.2, the Department shall:

10.1. administrate state and departmental registers, information systems and databases within the purview of the internal affairs;

10.2. ensure interoperability of state and departmental registers, information systems and databases within the purview of the internal affairs and their dedicated interfaces with other state and departmental registers, information systems and databases;

10.3. implement organisational, software-related, technical and other security measures laid down in legal acts in respect of state and departmental registers, information systems and databases within the purview of the internal affairs;

10.4. coordinate the use of information resources pertaining to home affairs, ensuring their integrity, interoperability and accessibility, provide resources such as servers, data repositories, database management system and other resources for state and departmental registers managed and administrated by the Ministry of the Interior, institutions under the Ministry of the Interior and other establishments falling within the purview of the authority of the Ministry of the Interior;

10.5. carry out monitoring of information systems within the purview of the internal affairs: regularly collect, process and analyse information required for administration and security assurance of the information systems, provide with prompt response to detected operational faults, disturbances and threats of those information systems and forecast their development trends;

10.6. issue certificates (extracts) on data from administrated state and departmental registers according to the requests of law enforcement authorities of the Republic of Lithuania as well as of the foreign states and other public and municipal authorities and institutions and to the requests of natural persons as well as public entities and otherwise provide with information administrated in state and departmental registers, information systems and databases within the purview of the internal affairs as prescribed by law;

10.7. on the contractual basis arrange the provision of information stored in other registers and information systems of public authorities and institutions to the administrative subdivisions of the Ministry of the Interior, institutions under the Ministry of the Interior and other establishments falling within the purview of the Ministry of the Interior;

10.8. prepare and publish official statistics on crime in the Republic of Lithuania;

10.9. carry out centralised management of users of the Information System of the Interior, analyse their needs and ensure their required support;

10.10. administrate the e-mail system of administrative subdivisions of the Ministry of the Interior, institutions under the Ministry of the Interior and other establishment falling within the purview of the Ministry of the Interior;

10.11. carry out the maintenance of Internet and Intranet pages of administrative subdivisions of the Ministry of the Interior, institutions under the Ministry of the Interior and other establishments falling within the purview of the Ministry of the Interior;

10.12. summarise the needs of administrative subdivisions of the Ministry of the Interior, institutions under the Ministry of the Interior and other establishments falling within the purview of the Ministry of the Interior regarding development of state and departmental registers, draft and coordinate investment projects relating with the installation, maintenance and development of state and departmental registers and information systems pertaining to home affairs;

10.13. submit proposals regarding more efficient use of financial resources allocated to state and departmental registers and information systems pertaining to home affairs, the implementation of information technology and information security measures in administrative subdivisions of the Ministry of the Interior, institutions under the Ministry of the Interior and other establishments within the purview of the Ministry of the Interior to the Minister of the Interior, the vice-ministers and the Chancellor of the Ministry of the Interior (hereinafter referred to as direction authorities of the Ministry of the Interior);

10.14. carry out other functions of the administrating authority (administrator) of state and departmental registers and information systems pertaining to home affairs and of the administrator of personal data.

11. To achieve the activity goal set forth in clause 8.3, the Department shall:

11.1. administrate the Telecommunications Network of the Interior;

11.2. coordinate the use of resources of the Telecommunications Network of the Interior through ensuring their integrity, compatibility and accessibility, distribute and provide with those resources to administrative subdivisions of the Ministry of the Interior, institutions under the Ministry of the Interior and other establishments falling within the purview of the Ministry of the Interior;

11.3. carry out monitoring of the Telecommunications Network of the Interior: regularly collect, process and analyse information required for the administration as well as for the security assurance of that network and its components, provide with prompt response to detected operational faults, disturbances and threats of the network and forecast development trends of the network;

11.4. summarise the needs of administrative subdivisions of the Ministry of the Interior, institutions under the Ministry of the Interior and other establishments falling within the purview of the Ministry of the Interior in order to develop communications networks and communications systems, take part in the creation and development of those networks and communications systems, draft and coordinate investment projects relating with the installation, maintenance and development of communications networks and communications systems of structural divisions of the Ministry of the Interior, institutions under the Ministry of the Interior and other establishments falling within the purview of the Ministry of the Interior;

11.5. provide with the proposals the direction authority of the Ministry of the Interior on improving efficiency in using financial resources allocated to the Telecommunications Network of the Interior;

11.6. carry out other functions of the principal administrator of the Telecommunications Network of the Interior laid down in legal acts.

12. To achieve the activity goal set forth in clause 8.4, the Department shall:

12.1. adopt legislation which governs the security requirements for automated data processing systems and networks which are used to store, process and transmit classified information and other legislation falling within the purview of the Security Supervision Service;

12.2. issue permits to process and to transfer the classified information in automated manner via automated data processing systems and networks of secret-related entities;

12.3. carry out the control over automated data processing systems and networks which are used to store, process and transmit classified information and estimate the compliance between those systems and the security of networks;

12.4. coordinate the operations of the departmental security supervision services and carry out other functions of the Security Supervision Service in respect of automated data processing systems and networks which are used to store, process or transmit classified information.

13. To achieve the operational goals laid down in clause 8 of the present Regulations, the Department shall draft, take part in the drafting of and coordinate draft legislation (other than laws and resolutions of the Seimas of the Republic of Lithuania).

14. The Department shall also discharge the following functions:

14.1. as prescribed by law, discharge the functions of the Central Authority of the Republic of Lithuania in charge of implementation of the European Union legislation regulating the exchange of information on criminal record among EU Member States;

14.2. as prescribed by laws, cooperate with public and municipal authorities and institutions of the Republic of Lithuania, authorities of the European Union and other foreign states and international organisations;

14.3. within the purview of the Departments authority, examine requests, reports and complaints addressed by individuals and received by the Department and adopt decisions;

14.4. carry out other functions as prescribed by laws and regulations.

III. RIGHTS OF THE DEPARTMENT

15. The Department seeking to perform the defined operational goals and to discharge the functions falling within purview of the Department shall have the right to:

15.1. as prescribed and explicitly detailed by laws and regulations, obtain from administrative subdivisions of the Ministry of the Interior, institutions under the Ministry of the Interior and other establishments falling within the purview of the Ministry of the Interior, public and municipal authorities and institutions, other legal entities which are administrating authorities (administrators), data providers and recipients of state and departmental registers and information systems pertaining to home affairs, any required information, including classified information, and explanations required for discharging of the functions of the Department;

15.2. as prescribed by laws and regulations, obtain from administrative subdivisions of the Ministry of the Interior, institutions under the Ministry of the Interior and other establishments falling within the purview of the Ministry of the Interior work plans and draft legislation relating with the installation, the administration and the development of state and departmental registers and information systems within the purview of the internal affairs;

15.3. make contracts and agreements with legal entities and natural persons both of the Republic of Lithuania and the foreign states;

15.4. invite professionals and experts from public and municipal authorities and institutions to examine issues addressed by the Department as well as to form working groups to draft legislation and to perform other tasks;

15.5. submit proposals to administrating authorities (administrators) of state and departmental registers and information systems pertaining to home affairs regarding the data administration and protection;

15.6. arrange conferences, workshops, training sessions and other events.

16. The Department shall also have other rights enabled by other laws and regulations of the Republic of Lithuania.

IV. ORGANISATION OF ACTIVITIES OF THE DEPARTMENT

17. The Department shall be directed by a director, who shall be appointed to and dismissed, granted the leave, provided with incentives and imposed occupational sanctions or awarded benefits by the Minister of the Interior as prescribed by laws. The Department director shall be directly subordinate and accountable to the Minister of the Interior. In temporary absence of the director, their functions shall be discharged by their deputy director and where there are more than one deputy directors, by the deputy director appointed by the Minister of the Interior.

18. The operations of the Department shall be organised in accordance with the annual activity chart approved by the Minister of the Interior, which shall be drafted based on the Strategic Planning Guidelines approved with Resolution No. 827 of 6 June 2002 of the Government of the Republic of Lithuania (*Official Gazette*, 2002, No. [57-2312](#); 2010, No. [102-5279](#)). The Minister of the Interior may delegate the task of approving the annual activity charts to the director of the Department. The annual activity charts of the Department shall be posted on the website of the Department.

The performance of the annual activity charts of the Department shall be estimated by the Internal Audit Division of the Ministry of the Interior.

19. The operations of the structural divisions of the Department and the internal order shall be regulated by Regulations of structural divisions approved by the director of the Department, the Rules of Procedure of

the Department, the Internal Rules of Procedure of the Department and the job descriptions of public officials and employees working under employment contracts and receiving remuneration from the state budget and from state monetary funds (hereinafter referred to as public officials and employees).

20. The administrative structure of the Department shall be approved by the Minister of the Interior.

21. The director of the Department shall:

21.1. be directly responsible for the implementation of activity goals defined for the Department and for discharging its functions;

21.2. represent the Department at public authorities and institutions of the Republic of Lithuania;

21.3. ensure compliance with the laws of the Republic of Lithuania, international treaties, resolutions of the Seimas of the Republic of Lithuania and the Government of the Republic of Lithuania, orders of the Minister of the Interior and other regulations as well as instructions of the direction authorities of the Ministry of the Interior;

21.4. adopt orders and follow up how they are implemented;

21.5. approve the Rules of Procedure, Internal Rules of Procedures, accounting policy and financial control rules of the Department, Regulations of structural divisions of the Department, position lists of public officials and employees and their job descriptions;

21.6. as prescribed by law, appoint to and dismiss from office public officials and employees of the Department, provide with incentives, impose occupational sanctions and allocate benefits to them and assign qualification categories to the public officials of the Department;

21.7. report on the activity of the Department to the Minister of the Interior;

21.8. as prescribed by legislation and within purview of his or her authority sign contracts and agreements with legal entities of the Republic of Lithuania as well as of foreign states;

21.9. sign claims, requests (complaints), separate complaints, appeals, cassations and other procedural documents;

21.10. carry out other functions as prescribed by legislation.

22. The director of the Department may have a deputy (deputies), who shall be appointed to and dismissed from office by the Department director as prescribed by the Law on Public Service of the Republic of Lithuania (*Official Gazette*, No. [66-2130](#); 2002, No. [45-1708](#)). The deputy director (directors) shall supervise the operations of the administrative subdivisions assigned by the Director and shall directly subordinate and be accountable to the director of the Department.

23. Heads of structural divisions of the Department shall be accountable to the director of the Department and to the deputy director (directors) according to the field of supervision.

V. CONTROL OVER INTERNAL ADMINISTRATION OF THE DEPARTMENT

24. The Department director shall follow up the implementation of annual activity charts.

25. The Internal Audit Division of the Ministry of the Interior shall perform internal audit of the Department.

26. The financial control of the Department shall be carried out as prescribed by the Financial Control Regulations of the Information Technology and Communications Department under the Ministry of the Interior of the Republic of Lithuania approved with Order No. 5V-47 of 3 July 2007 of the Department director.

27. State (financial and operational) audit of the Department shall be carried out by the State Control of the Republic of Lithuania.

VI. OTHER PROVISIONS

28. The Department shall be restructured, reorganised and wound up in the manner prescribed by the laws and regulations of the Republic of Lithuania.
