

APPROVED BY  
Order No V-1043 of 26 June 2012  
By the Minister of Ministry of Education  
and Science of the Republic of Lithuania

## **REGULATIONS OF LITHUANIAN CENTRE OF NON-FORMAL YOUTH EDUCATION**

### **I. GENERAL PROVISIONS**

1. Lithuanian Centre of Non-formal Youth Education (hereinafter referred to as - the Centre) is a public educational assistance institution. The abbreviation of the centre - LMNSC.

2. The Centre continues the activities of Lithuanian Youth Tourism Centre, Lithuanian Young Naturalists centre, Lithuanian youth information and technical creativity centre, Lithuanian youth and students' sports centre reorganized into the Lithuanian Centre of Non-formal Children Education by the Order No. \_\_\_\_ of \_\_\_\_ October 2012 by the Minister of Ministry of Education and Science of the Republic of Lithuania.

3. In its activities the Centre follows the Constitution of the Republic of Lithuania (Official Gazette, 1992, No 33-1014), the Law on Education of the Republic of Lithuania (Official Gazette, 1991, No 23-593; 2011, No 38-1804), other laws, and these Regulations.

4. The Centre is a public legal entity, has the armorial seal with the Coat of Arms of the State of Lithuania, payment account and other accounts in banks of the Republic of Lithuania. The Centre is the beneficiary. Residence address of the Centre is Žirmūnų str. 1B, LT-09101 Vilnius, Lithuania. Data about the Centre is collected and stored in the Register of Legal Persons of the Republic of Lithuania.

5. The Centre is owned by the state. Institution implementing the rights and duties of the Centre owner is Ministry of Education and Science of the Republic of Lithuania (hereinafter referred to as - the Ministry of Education and Science), residence address is A. Volano str. 2/7, LT-01516 Vilnius, legal entity code: 188603091. The Ministry of Education and Science coordinates the activities of the Centre, approves and changes regulations of the Centre according to the laws, deals with issues ascribed to own competence by other laws.

6. The legal form of the Centre - a budgetary institution, subordination - a state. Institution group of the Centre - educational assistance institution (code 3150), the type of body - education assistance service (code 3153).

7. The public notifications of the Centre are published on the website of the Centre and/or in other media.

### **II. SCOPE AND TYPES OF CENTRE ACTIVITIES, OBJECTIVES AND FUNCTIONS**

#### **III.**

8. Scope of the Centre activities - educational assistance.

9. Types of the Centre activities are as follows:

9.1. main activities – control of health care, education, cultural and other social service activities, excluding social security, (code 84.12), appropriate education assistance services (code 85.60);

9.2. other - sport recreational education (code 85.51), cultural education (code 85.52), other non-ascribed education (85.59), other, not elsewhere classified, social work activity unrelated to accommodation services (code 88.9), organization of meeting and business events (code 82.30), activities of libraries and archives (code 91.01), activities of botanical and zoological gardens and nature reserves (code 91.04), operation of sports equipment (code 93.11), other sporting activities (code 93.19), organization of entertainment and recreational activities (code 93.2), market research and public opinion survey (code 73.20), other, not elsewhere classified, professional, scientific and technical activity (code 74.90), motor vehicle rental and leasing (code 77.1), leisure and sports equipment rental and leasing (code 77.21), activity of tour operators (code 79.12), other reservation and related service activities (code 79.90),

data processing, internet server (host) services and related activities; internet portal service activities (code 63.1), own or leased real estate rent and operation (code 68.20), accommodation activity services for holidaymakers and other short-term accommodation services (code 55.20), activities related to recreational vehicle, trailer parks and camping grounds (code 55.30), other accommodation service activities (code 55.90), other catering services (code 56.29), publishing activities of books, periodicals and other publishing activities (code 58.1), wholesale activity of flowers and plants (code 46.22), retail trade in other goods in specialized stores (code 47.7), other, not elsewhere classified passenger land transport (code 49.39), crop production and livestock, hunting and related service activities (code 01), printing and printing-related services (code 18.1), reproduction of recorded media (code 18.20).

10. Main objectives of the Centre are as follows:

10.1. to participate during the formulation and implementation of state policy in the field of non-formal education (except for preschool and pre-primary education);

10.2. to participate in the implementation of the state policy in the field of vocational counselling.

11. Goals of the Centre activities:

11.1. to prepare legislation, methodical material, to implement innovations in the field of non-formal children education;

11.2. to organize qualification trainings for teachers of non-formal children education;

11.3. to develop activities of non-formal children education;

11.4. to coordinate and carry out careers counselling;

11.5. to coordinate the organization of education for pupils with special educational needs resulting from exceptional talents.

12. The Centre carries out the following functions when implementing the assigned goals:

12.1. initiates and participates in the development of legislation in the field of non-formal children education;

12.2. provides suggestions concerning the implementation of non-formal children education policy;

12.3. initiates, develops and implements innovations of non-formal children education, organizes and coordinates their spread;

12.4. develops the programmes for the qualification trainings for teachers of non-formal children education;

12.5. organizes and carries out qualification training events for teachers of non-formal children education;

12.6. provides methodological and advisory assistance related to the subjects of non-formal children education;

12.7. initiates, coordinates and implements national and international events of non-formal children education and other activities in the tourism, ethno-cultural, national, ethnic, natural, ecological, sports safety and health, technical, artistic, cultural education and other fields;

12.8. organizes and implements national sporting events for students;

12.9. provides non-formal education services by means of experimental methodological approach;

12.10. develops methodical, information, educational means for non-formal children education, as well as programmes and projects;

12.11. provides methodological assistance and consultations to schools of general education, institutions of vocational education and educational assistance institutions related to the provisions of careers counselling services;

12.12. participates in the realization of monitoring of children careers counselling services and non-formal children education at the national level;

12.13. ensures availability of modern methodological and information tools for careers counselling to persons under 21 years;

12.14. participates in processes of qualification trainings for educational employees of general education schools, vocational training institutions and educational assistance institutions in the field of

careers counselling;

12.15. promotes and coordinates vocational practicing initiatives in the country;

12.16. organizes the work of career counsellors;

12.17. ensures the provision of services and facilities for career planning to the consumers in Open Information, Counselling and Guidance Information System (AIKOS) and the website of Children Career Education;

12.18. organizes and coordinates national and international subject Olympiads, contests and other events and projects, preparation for and participation in international Olympiads.

13. Carries out other assignments by the Ministry of Education and Science.

### **III. RIGHTS AND RESPONSIBILITIES OF THE CENTRE**

14. When carrying out assigned functions, the Centre shall have the following rights:

14.1. to choose forms and methods of work;

14.2. to receive necessary information from the Ministry of Education and Science, other state and municipal institutions, educational institutions;

14.3. to cooperate with national and foreign partners;

14.4. to submit legislative projects, proposals, suggestions and comments on the preparation of draft legislation projects to the Ministry of Education and Science;

14.5. to provide paid services and set prices for services provided by the Centre in accordance with the procedures set by laws, except for the cases when the price is regulated by the Government of the Republic of Lithuania;

14.6. to receive support in accordance with the procedures set by the Law on Charity and Sponsorship of the Republic of Lithuania (Official Gazette, 1993, No 21506, 2000, No 61-1818);

14.7. to initiate and implement national and international projects;

14.8. to send employees to improve their qualifications at the national and foreign institutions;

14.9. to use other rights provided for by the legislation.

15. The Centre is responsible for the proper execution of the functions, implementation of target objectives and goals.

### **IV. CENTRE MANAGEMENT AND COORDINATION OF ITS ACTIVITIES**

16. The manager of the Centre is the Director,

who is appointed and dismissed in accordance with the legislation procedures by the Minister of Education and Science or his authorized representative.

17. The Director of the Centre:

17.1. organizes the activities of the Centre and is responsible for the execution of functions assigned to the Centre;

17.2. ensures compliance with legislation in the activities of the Centre;

17.3. approves the annual work plan of the Centre sanctioned by the Coordinating Board and activity report of the Centre;

17.4. implements the annual work plan of the Centre, plans policies of the Centre, reports to the Coordinating Board and the Ministry of Education and Science once a year;

17.5. takes orders and controls their implementation;

17.6. submits the regulations of the Centre, its amendments and supplements to the Coordinating Board for approval;

17.7. manages, uses and disposes of the property and funds assigned by the state to the Centre according to the laws, is responsible for their use, concludes contracts with Lithuanian and foreign natural

and legal persons;

17.8. approves the structure of the Centre and the list of staff positions (posts) of the Centre after the agreement with the Ministry of Education and Science;

17.9. employs and dismisses the employees of the Centre, promotes them and imposes disciplinary sanctions in accordance with the procedures set by the Labour Code of the Republic of Lithuania (Official Gazette, 2002, No 64-2569) and other legislative acts;

17.10. defines salaries for the employees according to the approved salary fund in accordance with the procedures set by the legislative acts;

17.11. approves job descriptions for the employees of the Centre, the Rules of Procedure of the Centre, the regulations of its subdivisions;

17.12. takes care of intellectual, material and financial resources of the Centre, their distribution and use;

17.13. represents the Centre in other institutions;

17.14. Carries out other functions assigned by legislative acts.

18. The Director of the Centre is responsible for the proper performance of functions of the Centre, implementation of set objectives and goals.

19. The deputies of the Director of the Centre and department managers shall directly run an office of the attributed work scope according to their capacity.

20. The coordination institution of the Centre is Coordinating Board.

21. The Coordinating Board shall consist of seven members. Its structure and Rules of Procedure shall be approved by the Minister of Education and Science of the Republic of Lithuania.

22. The Coordinating Board:

22.1. plans strategic decisions regarding the development of the activities of the Centre, sets priorities, coordinates the activities of the Centre;

22.2. approves the annual work plan and report of the Centre;

22.3. submits proposals regarding the amendments and supplements to the regulations of the Centre, approves amendments and supplements;

22.4. approves the structural changes of the Centre.

## **V. RECRUITMENT OF EMPLOYEES AND PROCEDURES FOR THEIR PAYMENT ARRANGEMENTS**

23. The employees of the Centre shall be employed and dismissed by the Director of the Centre in accordance with the Labour Code of the Republic of Lithuania (Official Gazette, 2002, No 64-2569) and other legal acts.

24. The employees of the Centre shall be paid for their work in accordance with the procedures set by the laws of the Republic of Lithuania and other legislative acts.

## **VI. PROPERTY AND FUNDS OF THE CENTRE, PROCEDURES FOR THEIR USE AND CONTROL OF FINANCIAL ACTIVITY**

25. The Centre shall possess and use the state-owned assets and dispose of it under the trust law according to the legislative acts.

25. Fund sources of the Centre:

25.1. funds of state budget of the Republic of Lithuania;

25.2. income for services provided:

25.3. funds donated or otherwise transferred by lawful means by foundations, organizations, other legal and natural persons, as well as the funds of target purpose;

25.4. other legally acquired funds.

26. The funds shall be used according to the legislative acts.

27. The Centre organizes the accounting and handles the financial reporting in accordance with the procedures set by the legislative acts.

28. The control of financial activity of the Centre shall be carried out by the Ministry of Education and Science and other institutions in accordance with the procedures established by legislative acts.

## **VII. MANAGEMENT OF DOCUMENTS**

29. Management of documents shall be organized in accordance with the procedures set by the legislative acts.

## **VIII. APPROVAL, AMENDMENT AND SUPPLEMENT OF REGULATIONS**

30. Regulations of the Centre, their amendments and supplements are sanctioned by the Coordinating Board and approved by the Minister of the Education and Science.

31. Regulations of the centre shall be amended and supplemented under the initiative of the Ministry of Education and Science, the Director of the centre or Coordinating Board.

## **IX. REORGANIZATION, REFORMATION AND LIQUIDATION OF THE CENTRE**

32. The Centre shall be reorganized, liquidated or reformed in accordance with the procedures set by the Civil Code of the Republic of Lithuania (Official Gazette, 2000, No 74-2262) and other legislative acts.

Minister of Ministry of Education and Science  
Gintaras Steponavičius /signature/  
2012

/seal:  
THE REPUBLIC OF LITHUANIA  
MINISTRY OF EDUCATION AND SCIENCE/