

STATE NUCLEAR POWER SAFETY INSPECTORATE

DESCRIPTION OF THE PROVISION OF ADMINISTRATIVE SERVICES OF ISSUING, SUSPENDING, CANCELING OF SUSPENSION AND REVOKING OF THE RECOGNITION CERTIFICATE TO NATURAL PERSONS, WHO PURSUE THE RIGHT TO BE QUALIFIED RADIATION PROTECTION EXPERTS FOR ACTIVITIES WITH SOURCES OF IONISING RADIATION IN NUCLEAR ENERGY AREA

1.	Title of administrative service	Issuance, suspension, cancellation of suspension and revocation of the recognition certificate to natural persons, who pursue the right to be qualified radiation protection experts for activities with sources of ionising radiation in nuclear energy area.
2.	Recipients of administrative service	<p>2.1. Recognition certificates to radiation protection experts for activities with sources of ionising radiation in nuclear energy area, defined in Paragraph 1 of the Article 29 of [12.1] (hereinafter – recognition certificate) can be obtained by:</p> <p>2.1.1. a citizen of the Republic of Lithuania or a citizen of other European Union Member State or European Economic Area (hereinafter – Member State), other natural person exercising the right of free movement in the Member States under the laws of the EU (European Union) (hereinafter – natural person);</p> <p>2.1.2. Natural persons (except a citizen of the Republic of Lithuania or a citizen of other Member State or other natural person exercising the right of free movement in the Member States under the laws of the EU, who holds a document issued by a competent authority of another Member State certifying that he is a qualified radiation protection expert), when complying with these requirements:</p> <p>2.1.2.1. having a university or equivalent degree in any group of physical or engineering science studies;</p> <p>2.1.2.2. having at least 5 years of work experience in radiation protection field, for which recognition is requested and defined in [12.2];</p> <p>2.1.2.3. having the knowledge and skills in the field of radiation protection defined in [12.2].</p> <p>2.2. Administrative services of the suspension, cancellation of suspension and revocation of recognition certificates may be obtained by the holders of the recognition certificate.</p>
3.	Type of administrative service: on-line / off-line service	Off-line services
3.1.	Link to on-line administrative service (if service is on-line)	–
3.2.	Link to application form(s) (if service is off-line)	<p>3.1. Approved application form is specified in Annex 1 of [12.2] – Application form for a recognition certificate.</p> <p>3.2. The requests for the suspension, cancellation of suspension and revocation of recognition certificates shall be submitted to the State</p>

		Nuclear Power Safety Inspectorate (hereinafter – VATESI) in free form application.
3.3.	Links to descriptions of administrative service	PAS35996 (Issuance of the recognition certificate for natural persons, who pursue the right to be qualified radiation protection experts for activities with sources of ionising radiation in nuclear energy area).
4.	Provision duration of administrative service	<p>4.1. The duration of the procedure of issuance of the recognition certificate is defined in the Paragraph 5 of Article 29 of [12.1]: VATESI shall, within 30 calendar days from receipt of all duly completed documents required for the issuance of a recognition certificate, take a decision to issue and issue recognition certificate or within this term shall issue a reasoned decision to refuse issuance of the recognition certificate and shall inform in writing the applicant about refusal. If the applicant has submitted an incomplete set of documents required for the issuance of a recognition certificate, VATESI shall, not later than within 5 business days, notify in writing such person of receipt of incomplete set of documents required for the issuance of a recognition certificate and set the deadline, but not less than 30 calendar days, by which the applicant has to provide the missing documents.</p> <p>4.2. The duration of the procedure of the suspension, cancellation of suspension and revocation of recognition certificates is defined in Paragraph 25 of [12.4] (20 business days).</p>
5.	Price of administrative service	<p>5.1. The amount of the obligatory State fee is defined in Subparagraph 4.600¹¹ of [12.3] – Issuance of the recognition certificate.</p> <p>5.2. The suspension, cancellation of suspension and revocation of recognition certificates shall be free of charge.</p>
6.	Means of payment and procedure (including the payment option for foreigners)	<p>The obligatory State fee is paid into any budget revenue collection account published on the website of the State Tax Inspectorate under the Ministry of Finance https://www.vmi.lt/cms/biudzeto-pajamu-surenkamoji-saskaita.</p> <p>Payee of the obligatory State fee – the State Tax Inspectorate under the Ministry of Finance.</p> <p>When paying for the administrative service, it is important to indicate the payment code. When paying obligatory State fee for administrative services specified in this description the payment code is 5780.</p>
7.	Description of administrative service procedure	<p>7.1. Issuance of the recognition certificate: natural person, who pursues the right to be qualified radiation protection experts for activities with sources of ionising radiation in nuclear energy area, submits to VATESI an application in a form approved by the head of VATESI (Subparagraph 3.2 of the description of administrative service) either directly or remotely (by mail, courier or documents signed with secure electronic signature, e-mail or other secure electronic means) as well as through the Point of Single Contact for Services and Products together with documents, defined in Paragraph 7 of [12.2].</p> <p>7.2. If the applicant has submitted an incomplete set of documents required for the issuance of a recognition certificate, VATESI shall, not later than within 5 business days, notify in writing such person of receipt of incomplete set of documents required for the issuance of a recognition certificate and set the deadline, but not less than 30 calendar days from the date of the notification for the applicant, by which the applicant has</p>

		<p>to provide the missing documents (Paragraph 5 of the Article 29 of [12.1]).</p> <p>7.3. The issuance of the recognition certificate shall be denied, if (Paragraph 6 of the Article 29 of [12.1]):</p> <p>7.3.1. natural person does not comply with the requirements of the Paragraph 3 of the Article 29 of [12.1];</p> <p>7.3.2. documentation required for the issuance of the recognition certificate, defined in Paragraph 4 of the Article 29 of [12.1] is incomplete, incomprehensive or improperly filled, and no deficiencies have been remedied within due time set by VATESI.</p> <p>7.4. Failure to issue a recognition certificate, or failure to provide a reasoned refusal to issue the recognition certificate within due time indicated in Paragraph 5 of the Article 29 of [12.1], shall not be deemed to constitute the issuance of the recognition certificate (Paragraph 7 of the Article 29 of [12.1]).</p> <p>7.5. The suspension, cancellation of suspension and revocation of recognition certificates: the holder of the recognition certificate submits requests to VATESI to suspend, to cancel the suspension or to revoke the recognition certificate either directly or remotely (by mail, courier or documents signed with secure electronic signature, e-mail or other secure electronic means) as well as through the Point of Single Contact for Services and Products in accordance with Subparagraph 2 of Paragraph 10 of Article 29 of [12.1] (for suspension of recognition certificate), Subparagraph 1 of Paragraph 11 of Article 29 of [12.1] (for cancellation of suspension of recognition certificate) or Subparagraph 1 of Paragraph 12 of Article 29 of [12.1] (for revocation of recognition certificate) and appropriate administrative service procedure.</p>
8.	Information and documents to be submitted	<p>8.1. The documents, which a natural person shall submit with the application for the recognition certificate, are defined in the Paragraph 7 of [12.2]:</p> <p>8.1.1. an officially attested copy of the university or equivalent degree certificate / diploma in any group of physical or engineering science studies, which is recognized in the Republic of Lithuania under the procedure established by the legislation of the Republic of Lithuania. If the education has not been obtained in the Republic of Lithuania, together an officially attested copy of the decision of the institution of academic recognition of foreign qualifications concerning the academic recognition of foreign qualifications shall be provided;</p> <p>8.1.2. documents, declarations and / or other information certifying that the natural person has at least 5 years of professional experience in the areas of radiation protection consultancy indicated in Paragraph 14 of [12.2], for which recognition certificate is requested;</p> <p>8.1.3. document(s) certifying knowledge and skills in the field of radiation protection, indicated in Annex 2 of [12.2], in the areas of radiation protection consultancy indicated in Paragraph 14 of [12.2], for which recognition certificate is requested.</p> <p>8.2. In cases when the documents indicated in the Subparagraphs 7.1.1–7.1.3 are submitted to VATESI directly (not by remote means), the original and copies of these documents may be submitted, their authenticity is verified by comparing them with the original.</p> <p>8.3. If the applicant has submitted an incomplete set of documents required for the issuance of a recognition certificate, VATESI shall, not</p>

		later than within 5 business days, notify in writing such person of receipt of incomplete set of documents required for the issuance of a recognition certificate and set the deadline, but not less than 30 calendar days from the date of the notification for the applicant, by which the applicant has to provide the missing documents (Paragraph 5 of Article 29 [12.1]).
9.	Administrative service provider	<p>Chief Inspector of the Division of Transportation and Radiation Safety Asta Nekrasovaitė Tel.: (8 5) 2661 578 E-mail: asta.nekrasovaite@vatesi.lt</p> <p>Head of the Division of Transportation and Radiation Safety Kristina Tumosienė Tel.: (8 5) 2661 591 E-mail: kristina.tumosiene@vatesi.lt</p> <p>VATESI Deputy Head for Radiation Safety Darius Lukauskas Tel.: (8 5) 266 1593 E-mail: darius.lukauskas@vatesi.lt</p>
10.	Procedure for appealing (inaction) decisions adopted by administrative service provider	Decisions of VATESI may be appealed to the Lithuanian Administrative Disputes Commission (Vilnius str. 27, 01402 Vilnius) under the procedure established by the Law on Pre-Trial Administrative Disputes or to Vilnius Regional Administrative Court (Zygimantu str. 2, 01102 Vilnius) under the procedure established by the Law on Administrative Proceedings of the Republic of Lithuania optionally, but not later than one month from the date of the notification of the decision to the party. If VATESI fails to fulfil its duties or delays in resolving the matter and fails to resolve it within the prescribed time limit, such failure to act may be appealed within 2 months from the date of expiry of the time limit for resolving the matter prescribed by law or any other regulation.
11.	Contacts of organisations that can provide information or practical assistance to recipients (<i>if such organisations are known</i>)	–
12.	Applicable legislation	<p>12.1. Law on Radiation Protection of the Republic of Lithuania;</p> <p>12.2. Order No. 22.3-204, 30th of August, 2018, approved by the Head of State Nuclear Power Safety Inspectorate “On the Approval of Nuclear Safety Requirements BSR 1.9.6-2018 “Recognition of Radiation Protection Expert for Activities with Sources of Ionizing Radiation in Nuclear Energy Area and Duties of Undertakings carrying out Aforementioned Activities to Consult with Radiation Protection Expert”;</p> <p>12.3. The Resolution No. 1458, December 15th, 2000, of the Government of the Republic of Lithuania ”On approval of List of Values of Concrete State Fees and Approval of Rules on Payment and Refund of State Fee“;</p>

		12.4. <u>The Resolution No. 875, 22nd August, 2007, of the Government of the Republic of Lithuania "On Approval of Rules for Handling of Applications and Complaints and Providing Services for Persons in Public Administration Institutions"</u> .
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