Foreword

Congratulations on your appointment with the European Institute for Gender Equality (EIGE) in Vilnius.

This guide provides basic information about working at EIGE and living in Lithuania. We encourage you to read it carefully in the hope that you may and will find what you need to approach different aspects of your working life and to avoid potential problems.

May your stay in Lithuania be worthwhile and that through your employment you will also make the most of the opportunity to explore this part of Europe, Lithuanian culture and its way of life (weather permitting).

You will quickly gather that it is not fully comprehensive. So colleagues (just starting or those already established) are invited to provide any updates or new information that can be useful to others such contribution may enable the Institute to update this guide as necessary. Send your suggestions to eige.hr@eige.europa.eu.
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I. Getting started

1. How to get to the Institute

The European Institute for Gender Equality (EIGE) is currently situated in a city centre, in Gedimino pr. 16 Vilnius, Lithuania.

From the airport it should take around 15 minutes by taxi, however please note that taxi companies located at the airport charge higher amount than the regular taxi. Hence we suggest using a public transport (e.g. express bus No. 3G) where ticket could be purchased from the driver. With express bus No. 3G on Mikalojaus Konstatino Ciurlionio stop you should change to the trolleybus. You should cross the street, it will be 1 minute walk to the trolleybus stop called Algirdo, from there you could take trolleybus No. 6, 12 or 14. Please note that ticket also should be purchased from the trolleybus driver. The closest bus station from EIGE premises is called Vinco Kudirkos aikste. In total it should take around half an hour to reach EIGE premises.

The airport can also be reached by cabs of any of the taxi companies servicing the city. Be aware that the taxis that are already at the airport are known to be 3-4 times more expensive than the ordinary ones. For your information we are providing a list of taxi services in Vilnius that charge reasonable rates:

Do not be surprised if you are charged a fixed taxi fare (1-1.50 EUR) for getting on a taxi.

Taxi that accept by bank cards: – call 1450, 1414, 1428
More taxi numbers: 1411, 1420, 1441, 1403, 1488, 1366.

You can also book a taxi by internet. It is easy and comfortable. Use the links: www.etaksi.lt or www.taxi.lt

Tip: Taxi rates are up to 3-4 times cheaper when you call one instead of hailing it the street.
2. Taking up duties

In order to facilitate your integration in the Institute, the following appointments will be organised:

**Welcome week and Induction training**
During your first week at the Institute, in addition to meetings with the Director and your Head of Unit, you will have specific appointments with colleagues to learn more about several key areas, including:

1. Document management
2. Procurement and finance
3. Human Resources
4. ICT systems

You shall also have the opportunity to meet colleagues from the Staff Committee.

**Medical visit (for temporary and contract agents only)**
In order to comply with the Staff Regulations, temporary and contract agents shall undertake a medical visit upon entrance into function. Thus, before commencing the duties at the Institute, the HR section will provide you with the list of pre-recruitment medical exams to be undertaken with your selected medical doctor/medical centre who shall at the end of the medical examination confirm a fit for work certificate to be included in your personal file.

Once you commence the duties at EIGE, you will be requested to submit the invoices and request for the reimbursement of incurred costs to EIGE’s HR section. All costs related to your medical shall be reimbursed by EIGE after the presentation of invoices to the HR section.

The Institute organises an annual medical examination in line with its legal obligation. You will be invited to attend medical examination at the Institute’s appointed medical centre.

**Documents needed to establish your contract of employment (for temporary and contract agents)**
1. Application form completed and signed, with additional sheets for point 13 if necessary – the application form will be sent to you by email;

2. Birth certificate;

3. Document proving your nationality (e.g. passport or identity card);
4. **Recent** certificate of good conduct, issued for a **public administration** by the police of your commune or by the relevant administration of your country;

5. **All** your diplomas and certificates (as well as declarations of attendance from your schools for studies for which you did not obtain a diploma);

6. References from **all** your previous employers, i.e. from the **very beginning of your career**, confirming the duration of your employment and your level of responsibility. Your professional experience proved by these references will enable our services to determine your classification and also your salary level;

7. Two passport identity photographs.

**As well as, but only if it is appropriate in your case,**

8. Marriage certificate and/or divorce or legal separation judgements;

9. **Birth certificate(s) of child(ren);**

10. **Official declaration of your position concerning military service.**

**Very important**

- Documents required in points 2, 3, 5, 6, 8, 9 and 10 have to be **certified copies** of the originals;

- Our services are able to **certify** the documents, but only on presentation of the **originals and copies** of those documents;

- Originals of documents required in points 1 and 4 will be kept by our services.

**Documents needed to establish your contract of employment (for SNEs)**

1. Certified true copy of document proving your nationality;

2. Certified true copies of your degrees/diplomas and certificates;

3. Certified true copies of statements from your previous employers stating the length of service and level of responsibility. As regards your present employer, certified true copies of both your contract and a recent salary statement will suffice *(if not provided during the interview process)*.
Once SNE starts working at the Institute, the following documents will be signed by the Director and the SNE concerned:

- Declaration on no conflict;
- Declaration regarding duration of assignment;
- Declaration regarding expenses and allowances;
- Declaration regarding nature of employment.

**Documents needed to establish your contract of traineeship (for trainees only) – to be checked**

- Certified true copy of document proving your nationality;
- Certified true copies of your degrees/diplomas and certificates;
- Copy of your medical insurance;
- Declaration regarding absence of other source of income during internship.

**II. Daily life at the Institute**

1. **Respect for diversity, Working time and absences**

Upon entrance into function, you will be provided with an entrance card with a personal code, to be used upon entering and leaving the Institute.

Upon termination of your contract you will be asked to return your card to the Secretariat.

**Respect for diversity**

The Institute recognises that within any given community, people will have multiple and complex social identities in addition to different varied traditions, backgrounds and capacities. These both connect them to and differentiate them from others.

EIGE is committed to provide a work environment that fosters the recruitment and success of a diverse workforce. Whilst diversity encompasses complex differences in perspectives, identity and points of view among individuals, EIGE upholds that the diversity of its staff members is critical to its success as an EU agency.

It applies a policy of equal opportunities and accepts applications without distinction on any grounds, be they based on race, age, ethnicity, gender, sexual orientation, social class, religion and disability.
**Flexi time arrangements**

Regular weekly working hours are equivalent to 40 hours and EIGE has flexitime working arrangements:

Core time: 9:30 to 12:00 and from 14:30 to 16:00 (Monday to Friday).
Flexible time: Monday to Friday from 07:30 to 9:30, from 12:00 to 14:30 and from 16:00 to 20:00.

Working time shall be recorded in Allegro (HR Management system) **on a daily basis** via this link: [https://eigehr.adequasys.com](https://eigehr.adequasys.com)
The document can be found here: [G:\Welcome Package\Administrative_notes\11-Flexitime](G:\Welcome Package\Administrative_notes\11-Flexitime).

**Public holidays**

On a yearly basis, the Institute publishes its list of public holidays. The list of Public holidays in 2017 can be found here: [G:\Welcome Package\LEAVE\Public holidays](G:\Welcome Package\LEAVE\Public holidays)

**Annual and special leave**

Temporary and contract staff are entitled to two working days per month of service, giving a minimum of 24 working days per calendar year.

The maximum number of annual leave days that can be transferred to the next year is 12; only in exceptional cases and where the request is substantiated with well justified reasons, will more than 12 days be carried forward to the next year with approval by the Director.

In addition, temporary and contract staff are entitled to between one and six days additional leave depending on the age and grade, up to the maximum 30 days provided for in the Staff Regulations. Travelling time based on the distance between the place of origin and the place of employment is added to annual leave. On entry into service and end of service, travelling time, additional age and grade are calculated pro rata according to the number of months worked until 31 December. Travelling time cannot be carried over or reimbursed.

Rules on leave can be found here: [G:\Welcome Package\LEAVE](G:\Welcome Package\LEAVE)

You will find your leave entitlements in Allegro.
Absences on health grounds

All agents, SNEs and trainees who are unable to work due to sickness or accident, must, as soon as possible - in practice within the first few hours of absence - notify their immediate superior and Leave Manager (Laima).

For all absences exceeding three calendar days, a medical certificate is required:

✓ Temporarily and contract agents, other servants and SNEs who are absent on health grounds for more than three\(^1\) calendar days must be covered by a medical certificate stating clearly that they are unfit for work.

✓ The medical certificate must be legible and must include the following information:
  • the patient’s name and first name,
  • where the patient is staying,
  • the foreseeable duration of the incapacity for work, specifying the start and end dates.

✓ The absence will not be treated as sick leave until EIGE’s Medical Adviser has been in a position to establish the validity of the medical certificate.

If you are unable to work due to health reasons, as soon as possible please send a scanned copy of your medical certificate to the email address of the Medical Adviser of EIGE - Dr. Dalia Stasiniene: medadviser.eige@medcentras.lt. It is important that you keep the original medical certificate just in case you are requested by the Medical Adviser to present it.

You can also send the original certificate (make a copy of it) to the following address:

Dr. Dalia Stasiniene
EIGE medical adviser
Medicinos diagnostikos ir gydymo centras
V. Grybo 32A, LT-10318
Vilnius

Medical certificates must be sent to the Medical Adviser, not to your immediate superior/Leave Manager.

For more details, please see Implementing provisions on absences as a result of sickness or accident (http://intracomm.ec.testa.eu/guide/publications/infoadm/2004/ia04092_en.html)

\(^1\) Trainees shall be covered by medical certificate if their absence on health grounds exceeds four days.
and special provisions for temporary staff article 16 of CEOS of the staff regulations (http://intracomm.ec.testa.eu/statut/en/tit22.htm).

More information about various types of leave can be found here: http://myintracomm.ec.testa.eu/hr_admin/en/employment_conditions/leave/Pages/index.aspx#2

2. Staff Regulations and Conditions of Employment of Other Servants, EIGE’s implementing rules and administrative notes

Temporary and contract agents working at EIGE are subject to Staff Regulations and the Conditions of Employment of Other Servants (CEOS).

Regulations and Rules applicable to officials and other servants of the European Communities can be found here https://myintracomm.ec.testa.eu/hr_admin/en/staff-regulations/Pages/index.aspx upon entry into service you will be asked to sign a declaration confirming the receipt of hard copy of this document.

All EIGE’s administrative notes can be found on G drive here: G:\Welcome Package\Administrative notes

3. Training

Useful information: G:\Training

- EIGE’s Guide and Policy on Training
- EIGE’s Language Training Policy
- Training application form
- Circulation sheet for training application
- Language training reimbursement form
- Training catalogues
- Training material

Valuable source for self-learning:
4. **External activities**
EIGE’s staff in active employment (including seconded national experts) wishing to engage in an assignment or outside activity must request permission from the appointing authority pursuant to Article 12b of the Staff Regulations. More information about the EC rules governing engagement in external activities, which EIGE applies by analogy, can be found here [G:\Welcome\Package\EXTERNAL\ACTIVITIES](http://intracomm.ec.testa.eu/guide/publications/infoadm/2004/ia04085_en.html) and here [http://intracomm.ec.testa.eu/guide/publications/infoadm/2004/ia04085_en.html](http://intracomm.ec.testa.eu/guide/publications/infoadm/2004/ia04085_en.html).

5. **Access to your emails**
You can access your email from the computer outside the office. Please use the following address: [https://webmail.eige.europa.eu](https://webmail.eige.europa.eu)

*Username:* Eurogender and your username given to you to access your PC at the office

*Password:* your login password to the computer at the office.

6. **Diplomatic pouch**
EIGE has a possibility to use the diplomatic pouch (Par Valise) for correspondence addressed to any European Institutions and Agencies. Other professional mails or parcels cannot be sent to private address' through this service.

Thus, the mail sent to the European Commission/Agency shall indicate:

1. The name of the persons,
2. Department,
3. Office.

There is no need to indicate street name in case you send the correspondence to the European Commission. However, full address (incl. street name, house number etc.) shall be indicated on the envelopes for other Institutions or Agencies.

Diplomatic pouch is sent once per week every Tuesday. Mail should be left in office No. 5 in the Par Valise box no later than the end of business day on Monday.

On the front side of the envelope please specify *PAR VALISE* and on another side please provide your name, surname or at least initials.

7. **Considerations for a more environmentally friendly Institute**
Colleagues are encouraged to promote a more environmentally friendly workplace. Here are some good practices:
1. Saving energy:
   ✓ Turning computers off at the end of the day;
   ✓ Turning monitors off rather than leaving them on standby;
   ✓ Turning the air-conditioned off when not needed;
   ✓ Turning off or minimising the temperature of the heating;
   ✓ Switching lights off when you are going for lunch or for meetings.

2. Minimising paper and print:
   Consider how much is being printed each day and whether you actually need to click that button and get a copy of what could easily be saved and stored on your computer. Colleagues are encouraged to use the bay-pass tray printing option. Make sure that printing on both sides option is set on your computer by default. Think before you print!

3. Dealing with waste (separation and recycling):
   There are paper recycling boxes in each office and next to the printers. There are two bins in each kitchen: one for plastics and glass) and for other household trash.

More information: G:\Welcome Package\Greening the Office

III. Rights and entitlements

Temporary and Contract Agents

Remuneration includes basic salary, family allowances and other allowances. On the basis of the documents you produced and the forms you will be asked to fill out, the Institute will ask the European Commission Pay Master’s Office (PMO) to determine your entitlements. Nevertheless, the Institute will maintain your personal file and will centralise all the relevant documentation.

1. Remuneration

This consists of:

✓ your basic salary (determined according to your status, category, grade and step) and depending on your personal situation:
   - a family allowances (household allowance, children allowance, pre-school and school allowance)
   - an expatriation allowance (16% of basic salary) or foreign residence allowance (4% of basic salary)

The following deduction at source will be applied:

Social security contributions (% of basic salary)

• pension (9.8%)
• health insurance (1.70%)
• accident cover (0.10%)
• unemployment insurance (0.81%)

Income tax

• Tax levied progressively at a rate between 8% and 45% at the taxable portion of your salary. A solidarity levy fixed at 6% also applies. This rate shall however be 7% for officials in grade AD15, step 2, and above.

Each salary is then weighted by applying a coefficient based on cost of living in Lithuania.

More information about your salary, allowances, deductions can be found here: http://myintracomm.ec.testa.eu/hr_admin/en/pay/Pages/index.aspx

Allowances

Household allowance

The household allowance is granted to:

• Agents who are married.
• Agents who are widowed, divorced, legally separated or unmarried and have one or more dependent children.
• Agents who are registered as stable non-marital partners, under certain conditions.

Amount: 2% of basic salary + 181.82 EUR

Dependent child allowance

A “dependent child” is:

1. The legitimate, natural or adopted child of an official or agent or his/her spouse, who is actually being maintained by the official or agent.
2. A child for whom an application for adoption has been lodged and the adoption procedure has been started.
3. Any child for the maintenance of which the official or agent is responsible under a judicial decision based on Member States’ legislation on the protection of minors.
• The dependent child allowance is granted automatically for dependent children under the age of 18. For children between 18 and 26 who are receiving educational or vocational training, the agent needs to file an application with supporting evidence.

**Amount:** the dependent child allowance is set at: 397.29 EUR per month and per dependent child.

There is an obligation (as applicable) to declare family allowances received from other sources and to declare child’s income or marriage.

2. **Other rights and entitlements**

**Education allowance**

**Allowance A (pre-school allowance)**

• 97.05 EUR per month for each dependent child who is less than five years old or is not yet in regular full-time attendance at a primary school.

**Allowance B**

• Non flat rate allowance: 539.12 EUR per month for each dependent child, starting from the first year of primary school since there is no European school in Vilnius (if there is a European school in the place of employment the amount is 269.56 EUR).

• Flat rate allowance: 269.56 EUR for children attending an establishment of higher education. If the child is attending an establishment of higher education in a country other than that of the agent’s place of employment, the official may receive EUR 539.12 per month.

**Other entitlements**

• Annual travel expenses (FVO) – once a year (June)

**For newcomers**

• Daily allowance – IJO
• Reimbursement of travel in/out costs – FVY/FVC
• Installation allowance – INS
You are advised to check regularly your salary slips and report any unusual deduction and/or addition to HR.

**Daily subsistence allowance**

Paid to officials who furnish evidence that a change in their place of residence took place.

- The daily subsistence allowance is granted for the following periods: In the case of officials or temporary/contract staff engaged for a period of not less than one year **who are not entitled** to the household allowance – **120 days**;
- In the case of officials or temporary/contract staff engaged for a period of not less than one year **who are entitled** to the household allowance – **180 days**; if you are a probationer, the daily subsistence allowance is granted for the period of probation plus one month;
- In the case of temporary/contract staff engaged for a fixed periods of less than one year: the duration of their contract.

**NB:** In NO case shall the daily subsistence allowance be granted beyond the date on which the staff member carried out her/his removal, intended as removal of furniture and personal effects and/or applying for a removal procedure for which EIiGE pays the approved expenses.

**Scale of daily subsistence allowances:**
- Agents entitled to the household allowance 41.76 EUR per day
- Agents not entitled to the household allowance 33.67 EUR per day

Reimbursement of removal expenses: see Art. 9 – Annex VII – Staff Regulations

The expenses incurred in respect of removal of furniture and personal effects, including the cost of insurance against ordinary risks (breakage, theft, fire) shall be reimbursed.

There is a procedure to be followed with the basic view that the Commission departments are responsible only for fixing a reasonable ceiling of financial assistance. They are not responsible for choosing the removal firm or for organizing your removal.

**! Note the possible impact on your entitlement to daily subsistence allowances:**

“The daily allowance is not granted beyond the date on which the official removes in order to satisfy the requirements of Article 20 of the Staff Regulations.”

**Reimbursement of travel expenditure**

Flat rate based on allowance per kilometre from the place of recruitment to the place of employment.

**For the agent:** automatic payment linked to the place of recruitment: nothing to provide.
To obtain reimbursement of travel expenses of your family members, you will receive a form for your cost statement. You will need to attach all evidence about the claim.

**For the family:** evidence confirming that the travel took place:
- plane/train ticket;
- ticket of purchase of fuel;
- toll ticket, etc.

And another statement - for every family member for which the payment is claimed - confirming that this person settled in the agent's place of assignment:
- proof of residence delivered by local authorities/NHS or
- copy of ID card or
- school/nursery registration or
- spouse's certificate of employment.

Further details provided here: https://myintracomm.ec.testa.eu/hr_admin/en/rights/arrival_departure/Pages/travel.aspx

**Installation allowance**

A member of temporary staff contract staff engaged for a **fixed period of not less than one year**, shall receive an installation allowance for an expected period of service of:

<table>
<thead>
<tr>
<th>Period</th>
<th>Percentage</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 year at least, but less than 2</td>
<td>To one third</td>
<td>Of the rate laid down in Article 5 on Annex VII of the Staff Regulations</td>
</tr>
<tr>
<td>2 years at least, but less than 3</td>
<td>To two thirds</td>
<td></td>
</tr>
<tr>
<td>3 years or more</td>
<td>To 100%</td>
<td></td>
</tr>
</tbody>
</table>

This allowance is paid after the probation period is confirmed and on presentation of proof of installation of you (and your family) from place of recruitment to a place of employment:
- Attach a copy of your lease contract or proof of ownership of your property.
- Provide a certificate of residence issued by local authority proofing registration of your family.

**Time limit:** The family must be installed within a year of the end of the probationary period or within one year of taking up duties in the case of staff who do not have to complete a probationary period. The time limit may not be extended.

In cases where a husband and wife who are officials or other servants of the Communities are both entitled to the installation allowance or resettlement allowance, this shall be payable only to the person whose basic salary is the higher.
A member of the temporary staff or contract staff engaged for a **fixed period of not less than one year**, or deemed by to be engaged for an equivalent period if her/his contract is for an indefinite period, shall receive an **installation allowance** as provided for in
Article 5 of Annex VII to the Staff Regulations amounting, for an expected period of service of:

<table>
<thead>
<tr>
<th>Service Period</th>
<th>Percentage of Rate</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 year at least, but less than 2</td>
<td>to one third</td>
<td>Of the rate laid down in Article 5 of Annex VII of the Staff Regulations</td>
</tr>
<tr>
<td>2 years at least, but less than 3</td>
<td>to two thirds</td>
<td></td>
</tr>
<tr>
<td>3 years or more</td>
<td>to 100%</td>
<td></td>
</tr>
</tbody>
</table>

In practice, the allowance is paid on presentation of proof of installation of you (and your family) from place of recruitment to a place of employment. You will receive an appropriate form to fill out. You need to attach a copy of your lease contract or proof of ownership of your property. You will also need to provide a certificate of residence issued by local authority proofing registration of your family.

The installation allowance is paid upon the successful completion of probationary period.

Further details provided here:

Seconded National Experts (SNE) and National Experts in Professional Training
Allowances and entitlements

SNEs are entitled to:

- Daily allowance (136.10 EUR*);
- Monthly allowance, which depends on the distance between the place of secondment and Vilnius:

<table>
<thead>
<tr>
<th>Distance, km</th>
<th>Amount in EUR*</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-150</td>
<td>0</td>
</tr>
<tr>
<td>&gt;150</td>
<td>87.48</td>
</tr>
<tr>
<td>&gt;300</td>
<td>155.52</td>
</tr>
<tr>
<td>&gt;500</td>
<td>252.75</td>
</tr>
<tr>
<td>&gt;800</td>
<td>408.29</td>
</tr>
<tr>
<td>&gt;1300</td>
<td>641.60</td>
</tr>
<tr>
<td>&gt;2000</td>
<td>768.00</td>
</tr>
</tbody>
</table>

*Correction coefficient applicable

IV. Social and health security

1. Medical centre and medical adviser

Article 59(6) of the Staff Regulations requires each temporary and contract agent to undergo an annual medical examination with EIGE’s appointed medical centre. The examination consists of a standard list of examinations. The cost of the annual medical is covered by EIGE at 100%. The examination might take up to four hours and this time is considered as working time. The annual medical examination serves for preventive medical purposes.

EIGE’s medical centre Medicinos Diagnostikos centras is located at Grybo g. 32 Vilnius.

In case you prefer to undergo the annual medical examination with your medical doctor, please ask HR section to provide you with the list of exams and tests to be undertaken. In such a case, you will have to pay yourself and request EIGE to reimburse these costs.
EIGE has a Medical Adviser who verifies the sick leave certificates as described above. In addition, EIGE may request the medical adviser to give medical advice on the appropriateness for EIGE to grant a staff member:

- sick leave spent away from the place of employment;
- special leave to undergo medical consultations, examinations or specific treatment outside the place of employment;
- part-time work based on medical grounds.

The medical adviser may be requested by EIGE to give medical advice, concerning:

- sickness of staff’s family members that would entitle the concerned staff member to special leave;
- the need for specialist medical examinations outside Vilnius or abroad;
- the results of the annual medical check upon the request of staff members.
- staff entitlement to part-time work on medical grounds, medical examination and/or treatment abroad upon request from EIGE’S director;
- on health measures for EIGE staff complaining of disorders associated with their working environment.

Only EIGE’s HR staff can request the medical centre and the medical adviser to provide the above services (except verification of sick leave certificates, which shall be sent to the Medical Adviser directly by the staff members concerned). Please consult with EIGE’s HR in case you feel there is a need for the medical adviser to provide certain services.

2. Joint Sickness Insurance Scheme (JSIS)

It covers the medical expenses of its beneficiaries (officials, temporary and contract staff with their spouses/recognized partners, dependent children) resulting from illness, accidents and confinement.

The scheme provides the reimbursement of up to 80 – 85% of the expenses incurred.

Detailed information about procedures to be followed can be found on Intracomm here: http://myintracomm.ec.testa.eu/hr_admin/en/sickness_insurance/Pages/index.aspx

There is a JSIS application for managing your sickness insurance: https://webgate.ec.europa.eu/RCAM/

3. Work related accidents

EIGE’s staff (temporary agents and contract agents) is ensured against risks of professional illnesses and accidents from the day they start working.
In case of work-related accident, you shall immediately inform HR section.

In case of accident:

Fill in an Accident Report
https://myintracomm.ec.testa.eu/hr_admin/en/sickness_insurance/Pages/form.aspx

This need to be submitted within 10 working days, if possible, to the JSIS via JSIS online application.

In order to get reimbursed by the JSIS, you need to make sure that the accident report is filled out and you shall follow the relevant procedure:

✓ first submit an accident report within 10 days;
✓ then send in a claim for reimbursement of medical expenses incurred as the result of an accident /occupational disease.

Remember to follow the procedure as there are strict deadlines to be respected!

4. Procedures
Detailed information about procedures to be followed can be found on Intracomm here:

5. Useful contacts
To send in your claims for reimbursement, applications for prior authorisation:
European Commission
Sickness Insurance PMO3
Office SC-27 00/05
B - 1049 Brussels

To send in your applications for recognition of serious illness, estimates of dental/orthodontic treatment:
European Commission
Sickness Insurance PMO3
Office SC-27 02/36
B - 1049 Brussels

Direct billing
Email: PMO-RCAM-BRU-PRISE-EN-CHARGE@ec.europa.eu
V. Staff committee

The Institute’s new Staff Committee was appointed in June 2016 following elections.

The purpose and scope of the SC are:

- To represent the interests of the staff vis-à-vis the Institute.
- To maintain contact between EIGE and its staff.
- To provide a channel for the expression of opinion by staff.

Members:

- Bernadette Gemmell
- Rūta Samulevičiūtė
- Ramūnas Lunskus

The SC carries out the following tasks:

- It shall bring the notice of the Director, or persons designated by her/him difficulties having implications concerning the implementation and application of the Staff Regulations.
- It is consulted regarding the appropriate implementing rules giving effect to the Staff Regulations.
- It shall submit to the Director suggestions concerning the organization and operation of EIGE's service's and proposals for the improvement of staff working conditions or general living conditions.

How to contact the SC

- Send an e-mail to: staff.committee@eige.europa.eu
- Make an appointment with any of the Staff committee members
- Put an anonymous letter marked “Staff Committee – CONFIDENTIAL” to EIGE’S mailbox

VI. Welcome to Vilnius, capital of Lithuania

1. General

Lithuania joined the European Union on May 1, 2004. Lithuania is the only Baltic country with tradition of 800 years of statehood. Wedged at the dividing line of Western and Eastern civilizations, Lithuania battled dramatically for its independence and survival. Once in the Middle Ages, Lithuania was the largest state in the entire eastern Europe, where crafts and overseas trade prospered.
Today Lithuania is similar in size to Ireland. Its west fringe (approximately 100 km) is occupied by an amber coastline with marvelous beaches of white sand. The clean waters of Sesupe, Dubysa, Nevezis and Nemunas flow through the country. Sometimes Lithuania is called the Nemunas land due to the great love Lithuanians have for this river.

Lithuania first emerged as state early in the XIII century. At the end of XIV and the beginning of XV century Lithuania went to become one of the most powerful states in eastern Europe. In 1386, Grand Duke Jagello (Jogaila) accepted the Polish crown, introduced Christianity, and established a personal union between Poland and Lithuania. In 1410 united armies of Grand Duchy of Lithuania and Poland inflicted a severe defeat to the Teutonic Knights in defense of their liberty. At the same time the Grand Duchy of Lithuania stood in the way of the attacks of the Mongols-Tatars into the West and helped the Eastern European nations to fight against the Golden Horde. In 1569 the Union of Lublin, sealed the Poland-Lithuania Union into a Commonwealth (Rzeczpospolita), while later in the XVII century Lithuania became one of its three provinces. After partitioning of the Commonwealth in 1795, Lithuania was incorporated into Russia. For more than one century Lithuania fought against tsarist oppression.

It was only on February 16, 1918 that Lithuania proclaimed independence and its statehood was restored. Soon afterwards the independent state of Lithuania was recognized by the largest states of the world and Europe and diplomatic relations were established with many of them. However, this independence only lasted for 22 years.

In 1940 the Soviet Union occupied Lithuania. The new occupants subjugated the nation’s liberty and existence and Soviet rule was set to dominate for the next half century. The Soviet regime was resisted by a partisan war (1944-1952) that resulted in an estimated 60,000 casualties. A further 350,000 were deported or perished in Soviet labor camps. In the decades that followed, the economy was industrialized and an attempt was made to russify the population. However, despite 50 years’ occupation the desire for independence was not subdued.

In the late 1980s, the advent of Mikhail Gorbachev’s Perestroika reform campaign brought about an opportunity for change. In 1988, the non-Communist Sajudis (Lithuanian Reform Party) conducted a successful campaign to restore Lithuanian as the official language and to legalise the old national symbols. In December 1989 the Lithuanian Communist party separated itself from the Soviet Communist party and Lithuania became the first Soviet republic to permit a multiparty system.

In February 1990, Sajudis won an overwhelming majority in free parliamentary elections, and in March independence was proclaimed. Vytautas Landsbergis was elected Chair of Parliament. Moscow responded with an economic blockade that brought Lithuanian industry and transportation to a standstill. In June the Lithuanians agreed to suspend their
independence declaration while negotiations were held to reach a solution. In January 1991 Soviet troops occupied strategic points in Vilnius in an attempt to stop the independence movement and a number of defenceless civilians were killed by the Soviet military. A stalemate ensued that lasted for several months. Finally, in September 1991, after Boris Yeltsin’s reformers had gained the upper hand in Moscow, the USSR recognised the independence of Lithuania.

One should mention the Lithuanian scientists, architects and restorers, who returned to life a number of historical and architectural monuments, especially in the Old Town district of Vilnius - the largest in the eastern Europe. Lithuania has 14 schools of higher learning and among them the oldest University in east Europe - Vilnius University, founded in 1579.

Lithuanian is important for those who study origin of languages. It differs from other modern Indo-European languages for its archaism.

Lithuania is a small Middle European country situated on the coast of the Baltic Sea. Covering 65 300 km² it is the largest of three Baltic States in size similar to Ireland. It borders with: Latvia, Belarus, Poland and Russia. According to the Estimates of the French National Geographic Institute and the Guinness Book of World Records the geographical center of Europe is located 26 km away from the city of Vilnius. Lithuania is commonly called the land of plains, lakes and rivers.

Do you know that…

- Lithuania has 2,97 million inhabitants.
- Its currency is the Euro.
- Lithuania is a flat land with plains covering approximately 75 % of the country.
- Lithuania’s internet upload speed is the 1st in Europe and the 2nd worldwide.
- Every 10th high-end scientific laser in the world is made in Lithuania. These lasers are used by such organizations as NASA, NATO, and Pentagon etc.
- Over a half of population in Lithuania can speak at least two foreign languages.
- To cross the country takes just 4 hours and you can count up to 22,000 rivers and streams and almost 3,000 lakes here.
- Lithuania was the first country to break free from the former USSR in 1990.
Lithuania was the last pagan country in Europe. Today over 70% of Lithuanians belong to the Roman Catholic religion, others to Evangelical, Orthodox and other religions, but nearly all the inhabitants confess to the second religion – basketball.

Lithuania is a member of EU and NATO.

Regional differences of Lithuanian culture reflect the complicated historical development of the country. Since the 13th century five ethnographic areas, or regions, have historically formed in the current territory of Lithuania:

- **Aukštaitija** - Literally Highlands, north-eastern and eastern region.
- **Žemaitija** - Samogitia, literally Lowlands, north-western region.
- **Dzūkija (Dainava)** - South-eastern region.
- **Sūduva (Suvalkija)** - Southern and south-western region.
- **Lithuania Minor** - Sea-coast region.
These ethnographic regions even today differ by dialects, ways of life and behaviour styles, while until the turn of the last century there were pronounced differences in dress and homestead styles as well as village planning.

Lithuania is justly proud of its unfailing treasures of folklore: colourful clothing, meandering songs, an abundance of tales and stories, sonorous dialects and voluble language. This ethnographic heritage is nourished by ethnographic and folklore companies and barn theatres. Recent years have witnessed the revival of ethnographic crafts and culinary traditions. Folk craft fairs and live craft days are organised during many events and festivals.

2. Climate

Climate in Lithuania varies from maritime to continental. It rains quite often, so don’t forget to bring your umbrella. Lithuania’s climate is characterized by seasonal weather changes, so you have a chance to experience different seasons: we know what a really sunny spring, hot summer, long and warm autumn and a nippy winter are like.

The warmest month of the year is July (with an average temperature – about 19.7°C, and a maximum over 30°C), and the coldest is January (with an average temperature – about -2.9°C, lowest temperature during severe frosts may occasionally drop below -32°C). Therefore, warm clothes and winter shoes are essential to survive our winters.

Nevertheless, you can always enjoy snow! It’s not Siberia yet, but still be prepared! Check the weather forecast on the website: http://www.meteo.lt/en/

VII. Housing

1. Hotels and other temporary accommodation

Below are non-exhaustive options for possible temporary accommodation facilities/hotels in the surrounding area of EIGE premises:

**Hotel Novotel Vilnius Centre** (next to EIGE premises)
Gedimino av. 16, Vilnius 01103
Phone: (+370) 5 266 6200
E-mail: H5209@accor.com

**Holiday Inn Vilnius** (about 5-10 minutes walking distance)
Seimyniskiu st. 1, Vilnius 02600
Phone: (+370) 5 210 3000
E-mail: holiday-inn@ibc.lt
Website: http://www.ihg.com
**Hotel Neringa** (about 5-10 minutes walking distance)
Gedimino av. 23, Vilnius 01103
Phone: (+370) 5 212 2288
E-mail: book@neringahotel.com
Website: www.neringahotel.com/en/hotel-2.html

**Congress Avenue** (about 5-10 minutes walking distance)
Gedimino av. 12, Vilnius 01103
Phone: (+370) 5 212 1716
Website: http://congressavenue.lt/
E-mail: info@congressavenue.lt
More options can be found here: http://www.hostelworld.com or http://www.booking.com/hotel/lt/gedimino-pr-24-apartment.html

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2. Renting a flat or house - Real estate agencies

It is popular to rent an apartment or a flat. The price for such an accommodation depends on the district, the number of rooms and other factors. Usually extra costs for water, heating, electricity and internet are not included in the price of the rent.

Websites where you can find flats for rent include:

- [www.domoplius.lt](http://www.domoplius.lt)
- [www.edomus.lt](http://www.edomus.lt)
- [www.rinka.lt](http://www.rinka.lt)
- [www.aruodas.lt](http://www.aruodas.lt)

**Real Estate agencies**

**RE/MAX**
Address: Saltoniškių g. 12, 08105 Vilnius
Phone: (+370) 5 247 7740
Website: [www.remax.lt/kontaktai](http://www.remax.lt/kontaktai)

**Ober-Haus**
Geležinio Vilko g. 18A, 08104 Vilnius
Phone: (+370) 5 210 9700
Website: [www.ober-haus.lt/en/](http://www.ober-haus.lt/en/)
Email: [info@ober-haus.lt](mailto:info@ober-haus.lt)
3. Service providers

Electrical Energy Supply and gas supply

It was established January 1 2016 merging LESTO AB and a joint-stock company Lietuvos dujos. ESO is controlled by state-owned group of energy companies “Lietuvos Energija”, one of the largest energy Companies in the Baltic states.

**Main activities of ESO:** electricity supply and distribution, natural gas distribution, guarantee supply of electricity and natural gas, introduction of electricity and gas, maintenance and development of electricity and gas distribution networks, security and reliability of energy distribution assurance. ESO serves 1.6 million customers throughout Lithuania. Company serviced area reaches 65.3 thousand km². More information about ESO can be found here: [www.eso.lt/lt/namams.html](http://www.eso.lt/lt/namams.html)

**Water supply.** UAB “Vilniaus vandenys” is the largest water supply company in Lithuania and operates water supply and waste water networks in Vilnius City, Šalčininkai, Švenčionys and Vilnius District. The Company provides water supply and waste water collection and treatment services for about 589.9 thousand consumers. UAB “Vilniaus vandenys” supplies only groundwater from deep wells of depth of 40 to 180 meters. More information can be found here: [www.vv.lt](http://www.vv.lt)

4. Average expenses

For a studio flat in the centre you can pay around 300 EUR per month + bills (from 50 to 100 EUR depending on the season). In any case the most important aspect to consider if you will be staying for winter is the heating, which might have quite an impact on your expenses. Check the prices in Lithuania here: [www.numbeo.com/cost-of-living/city_result.jsp?country=Lithuania&city=Vilnius](http://www.numbeo.com/cost-of-living/city_result.jsp?country=Lithuania&city=Vilnius)

VIII. Banking

EIGE does not have any special agreement with a specific bank.

Currently, nine commercial banks are licensed to operate in Lithuania:

- AB SEB bankas (subsidiary of SEB, Sweden) – [www.seb.lt](http://www.seb.lt)
- AB bankas "FINASTA" (Lithuania) - www.finasta.com/lit/Lt
- AB DNB bankas (part of DNB ASA, Norway) - www.dnb.lt/
- Citadele Bank (part of Citadele banka, Latvia) - www.citadele.lt/
- AB "Swedbank" (previously AB bankas "Hansabankas", part of Swedbank, Sweden) – www.swedbank.lt
- UAB Medicinos bankas (Lithuania) - www.medbank.lt/
- Nordea bankas – www.nordea.lt

Possible options in the Old Town:

- **AB SEB**
  Gedimino Ave. 12, LT-01103 Vilnius
- **AB “Swedbank”**
  Vokiečių str. 26
  Barboros Radvilaitės str. ½, Vilnius
- **AB Nordea**
  Gedimino ave. 35, LT-01109, Vilnius
- **AB DNB**
  Gedimino ave. 49A, Vilnius
  str. 18, Vilnius

**Currency**

From 1 January 2015, the Euro replaced the Litas as the official currency of Lithuania.

**Currency Exchange**

Please note that most banks are open on weekdays until 17:00 or 18:00 only. However, banks located in large shopping centers are mainly open until 22:00.

**IX. Phone and Internet**

1. **Landline**

The largest company providing fixed telecommunications in Lithuania is TEO LT (www.teo.lt). If you want to make a call from a pay-phone booth, be sure, you use Lithuanian telecom service. To make an international call, first dial 8-10 OR 00, then dial a country (and city) code and then – a telephone number. Usually all country codes are listed in the telephone boots or may be consulted by calling 117 (free of charge telecom customer service) or 118.
2. Mobile

There are three main mobile phone operators in Lithuania: Omnitel (www.omnitel.lt), BITE (www.bite.lt) and TELE 2 (www.tele2.lt). About 97% of the country's surface is covered by the standard European GSM 900/1800 MHz network; the remaining 3% are non-walkable forests.

These companies also provide prepaid mobile telephone cards (EXTRA from Omnitel, LABAS from Bite GSM, PILDYK from Tele2). International calls are made in the same manner as from fixed telecommunications telephone (00-country code-city code-telephone number).

To receive phone calls from a foreign country it is essential to know that:

- Lithuania’s code is 370
- To a fixed line telephone: Vilnius code 5 + telephone number
- To a mobile telephone: 6+relevant operator’s code + telephone number
- For example: Your mobile telephone number is 23 45678 (where 23 is your operator’s code and 45678 is your telephone number). A person from a foreign country or Lithuania may reach you by dialling +370 6 23 45678.

International Phone Codes: http://countrycode.org/
Lithuanian City Codes: http://www.teo.lt/namutelefonas/miestu_kodai

3. Internet

Lithuania has the highest FTTH (Fiber to the home) penetration rate in Europe and is among countries having the fastest Internet connection in the world according to the results of Speedtest.net.

Main Internet service providers

Teo LT (http://internetas.zebra.lt/)
Cgates: www.cgates.lt/lt/internetas-vilniuje
Skynet: www.skynet.lt/duk
Kava: www.kava.lt/lt/telekomunikacijos/gyventojams/internetas
Mezon: www.mezon.lt/
Vinetika: http://vinetika.lt/

Omnitel (www.omnitel.lt/extra/paslaugos/mobilusis-internetas/47157)
It is the largest mobile telecommunications company in the Baltic countries and provides mobile internet services.
Bite (www.bite.lt)
The company provides mobile telephone as well as internet services.

Tele 2 (www.tele2.lt)
The company provides mobile telephone as well as internet services.

X. Housekeeping
In case you need help in cleaning/looking after your apartment or house, you can search for some help in the below listed websites:
www.frekenbok.lt
www.svaravisur.lt
www.abcsvara.lt
www.danclean.lt/valymo-paslaugos/

XI. Insurance
In the website www.manodraudimas.lt/ you can get an overview of what the cost of insurance can be with different providers of insurance services. However, this website is only available in Lithuanian so you might want ask your Lithuanian colleagues to help you.

1. Car
Vehicles used in the territory of the Republic of Lithuania must be covered by compulsory insurance against civil liability of users of motor vehicles. A vehicle normally based in the territory of the Republic of Lithuania must be covered by compulsory insurance against civil liability of users of motor vehicles for as long as the vehicle is registered.

A standard insurance contract and a frontier insurance contract shall provide insurance coverage in any state of the European Economic Area and Switzerland either to the extent required by legal acts on compulsory insurance against civil liability of users of motor vehicles of the state concerned or to the extent provided in the Law on Compulsory Third Party Liability Insurance of the Republic of Lithuania, depending where the coverage sums are greater. A standard insurance contract under which a Green Card has been issued shall additionally provide insurance coverage in the foreign states indicated on the Green Card.

According to the Law on Compulsory Motor Third Party Liability Insurance of the Republic of Lithuania, the amount of cover is:
- for personal injury - 5000 Euro per single road accident and
- for damage to property - 1000 Euro per single road accident.

A single road accident means an accident occurring for the same cause, even if more than one injured third party have claims in respect of such road accident.
Insurance companies authorised to run compulsory motor third party liability insurance in Lithuania:

BTA draudimas – www.bta.lt/eng/
Compensa – www.compensa.lt/
Gjensidige – www.gjensidige.lt/
If draudimas – www.if.lt/web/lt/eng/private/Pages/default.aspx
Lietuvos draudimas – www.ld.lt
PZU Lietuva – www.pzu.lt/
Seesam – www.seesam.lt/en

2. Property

If the furniture of the flat/house that you are renting is yours, you can get insurance for the contents of the flat/house.

Civil responsibility covers material and personal damages that may be caused involuntarily to a third party. It is very important to cover this risk as in serious cases like serious wounds, sequels in the health or death; the judicial indemnifications and processes can be very expensive.

You can check with the owner of the flat/house if the insurance for the building covers the civil responsibility risk.

The above listed insurance companies also offer property insurance.

XII. Medical and health services

Call 112 if you need urgent medical assistance.

• A first aid medical team will come to your place to help you. You will be understood in English. Emergency medical aid is provided free to all persons regardless of insurance data, sex, age, nationality, place of registration.
• In the event of sudden real threat to life, safety, environment or property, the 112 number also applies.
• The European emergency number 112 is not the only emergency number in Lithuania. Alongside 112, the following emergency numbers are available:
  • 01 - fire brigade, 02 - police, 03 - ambulance.

Mentioned emergency numbers are indicated in EIGE premises next to the evacuation plans.
If you face health problems which do not require emergency medical care and/or if you have the possibility to go to a medical clinic/centre/hospital, you have the following options:

**Public medical services:**

- **Vilniaus universiteto ligoninės Santariškių klinikos, Priėmimo skyrius (Vilnius University Hospital - Santariskes Clinics, Emergency aid reception) – 24 hours services:**
  Address and contacts:
  Santariškių g. 2, LT-08661, Vilnius
  +370 5 2365110

- **Vilniaus gretosios pagalbos universitetinė ligoninė, Priėmimo-skubiosios pagalbos ir konsultacijų skyrius (Vilnius First Aid University Hospital – Emergency aid reception) - 24 hours services**
  Address and contacts:
  Šiltnamių g. 29, LT-04130 Vilnius
  +370 5 216 91 40, +370 216 89 39 1

- **Vilniaus miesto klinikinė ligoninė - Priėmimo-skubios pagalbos skyrius (Vilnius city clinical hospital – Emergency aid reception) – 24 hours services**
  Address and contacts:
  Antakalnio g. 57, Vilnius
  +370 5 234 4487

- **Urgent dentistry assistance – Vilnius University hospital – Žalgiris clinic. They work also at nights and during the weekends.**
  Address and contacts:
  Žalgirio g. 117, Vilnius
  +370 5 272 7367, +370 5 272 7334

**Private medical services:**

- **Baltijos–Amerikos Klinika (Baltic American clinic).** [www.bak.lt](http://www.bak.lt)
  Address and contacts:
  Nemenčinės pl. 54a, LT-10103 Vilnius
  + 370 5 234 2020
  + 370 698 52655
  + 370 682 14000
  Email: info@bak.lt
The Clinic provides 24 hours service. However, they do not visit patients in their homes. If you decide to visit them in case of emergence – please call them before going to the Clinic.

✓ Medicinos Diagnostikos ir Gydymo Centras (www.medcentras.lt)
Address and contacts:
V. Grybo g. 32A, Vilnius
+370 5 233 3000
+370 698 0000
Email: info@medcentras.lt
Their working hours: I-V 7.00–20.00; VI 8.00–15.00.

✓ Northway Medical Centre (http://ncm.lt/en)
Address and contacts:
S. Žukausko g. 19, Vilnius
Tel. +370 5 264 4466;
Email: info@ncm.lt
klauskite@ncm.lt

Their working hours are: I-V 7:30 to 20:00; VI 10:00-17:00. They also visit patient in their homes during working days, however you have to call them preferably by 13:00 if you want the doctor to visit you in the afternoon.

✓ Šeimos Medicinos Centras (www.seimosgydytojas.lt)
Address and contacts:
Pylimos g. 9, Vilnius
Tel.: +370 5 262 3653, +370 5 2608684,
+370 5 260 8685, +370 640 21999
E-mail: info@seimosgydytojas.lt
Their working hours are: I-V 08:00 to 20:00; VI 10:00-15:00.

✓ Vilniaus Implantologijos centras (odontology clinic – www.vicklinika.lt)
Polocko str. 21/1, 01205
Vilnius, Lithuania
Tel./fax: +370 5 276 0725
+370 604 16118
E-mail: info@vicklinika.lt

XIII. Education

1. Private kindergartens and schools for non-Lithuanian speakers
Vilnius International School (VIS) - www.vischool.lt

VIS is an International Baccalaureate (www.ibo.org/) PYP World School and a registered Lithuanian private early education, primary and middle school. VIS is fully recognized by the Lithuanian Ministry of Education as meeting all educational requirements.

VIS offers early childhood, primary and middle school education. It was founded in 2004 by a group of parents and educators from Denmark, Finland, Lithuania and the United States. The school reflects the values of a democratic and multicultural society, while paying homage to Lithuanian culture and tradition.

VIS was opened as a pre-school and kindergarten initially with 25 children. Currently, it has expanded to 11th grade and has a student population of over 200 from 30 countries with staff of more than 35.

Prices to be checked on the VIS website.

The American International School of Vilnius (AISV) - www.aisv.lt

AISV is the first international school founded in Vilnius in 1993 to serve the city’s international community as well as host country nationals. It is the only international school in the Baltic States with dual international accreditation by the Council of International Schools (CIS) and the Middle States Association (US). AISV offers an American/international curriculum with English as the language of instruction for children of ages 2-18 (Toddlers through Grade 12).

AISV students come from over 20 countries and represent the families of major embassies and foreign investors in Lithuania. AISV's faculty consists of qualified U.S., internationally and locally trained and certified teachers.

Tuition fees can be found here: www.aisv.lt/tuition-fees-and-payment-policy.html

Ecole Française Vilnius - www.efv.lt

Maternelle school - take children from 2 to 5 years-old. At the age of six, children begin Primary school where they will spend the next five years.

Secondary School – up to Grade 12.

Kindergarten for English and German speakers - "Saulės gojus" www.kindergarten.lt
An international kindergarten-primary school named „Saulės gojus“ (Sunny Grove) is meant for children between 3 and 11 years. Currently there are 62 children attending three bilingual groups (2 Lithuanian-English and 1 Lithuanian–German) and 12 children in primary school. They are located in Rokantiškės village, on the southeast side of Vilnius district Pavilnys. It takes no longer than 12 to 15 minutes to reach by car from Cathedral square. The distinctive qualities of kindergarten are bilingualism, an ecological way of thinking, professional comprehensive education, a family atmosphere and a strong sense of community. One of key objectives is healthy nutrition, and therefore they provide children with natural organic food. They’ve got experience with children suffering from allergies.

2. Post-secondary education in Lithuania

There is a binary higher education system in Lithuania. Therefore higher education institutions are of two types: universities and colleges; state and non-state. Non-state higher education institutions can practice their teachings based on a license passed by the Government of the Republic of Lithuania. Studies at university-level are organized in three stages: first stage (undergraduate), second stage (graduate), and third stage (post-graduate).


XIV. Accreditation

Please note that Lithuanians and foreigners having permanent residence are not entitled to accreditation.

1. What does it mean?

Member of staff will be issued identity card in accordance with procedure established in legal acts. In EIGE’s case, all staff members (with exception of Director and heads of units) will be given status E. The same applies for family members and dependents.

This status means that you will enjoy restricted immunities and privileges.

There are some several important advantages:

- Immunity from jurisdiction as regards acts carried out by them in their official capacity.
- Exemption from regulations restricting immigration and formalities for the registration of foreigners.
- Refund of VAT for goods and services, where the total value indicated in each invoice is not less than 232 EUR.
For registration staff member shall submit:
- A filled-in registration form No.1;
- Passport ORIGINAL (valid at least for 3 upcoming years)
- One photo (3.5 by 4.5)

More information: G:\Welcome Package\Accreditation and VAT reimbursement

XV. Owning a car

1. Driver’s licence

Driver’s licences in Lithuania are issued to persons who:

- permanently reside\(^2\) in the Republic of Lithuania;
- whose health condition is suitable for driving motor vehicles of certain category;
- who is not younger than the age established in the Lithuanian laws;
- who is knowledgeable of legal acts governing road traffic and has passed, in accordance with the established procedure, qualifications examinations covering knowledge, skills and behaviour required for driving a motor vehicle of certain category.

Driving licences issued in the EU Member States as well as Iceland, Norway and Liechtenstein are valid in Lithuania without any restrictions.

More information about obtaining/changing driver’s licence can be found here: www.regitra.lt/en/driving_licences/driving_license_info

2. Parking

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\(^2\) A person permanently residing in the Republic of Lithuania is a person who usually lives in the Republic of Lithuania at least 185 days in every calendar year due to his/her personal or working relations or, where the person has no working relations, only due to personal relations that link him/her closely to the place where he/she lives. A person who is linked by working relations to a place other than the place to which he/she is linked by his/her personal relations and who, therefore, resides intermittently at different locations in two or more countries, is deemed to be a person permanently residing in the Republic of Lithuania when linked to the Republic of Lithuania by personal relations, provided that the person constantly returns here. The provision does not apply when the person resides in a foreign state in order to perform a task of fixed duration. A student (a foreign national or person without citizenship) who has been studying in Lithuania for at least six months is also considered to be a person permanently residing in the Republic of Lithuania.
Trying to find a parking space in the Old Town can be a nightmare, particularly during workdays. Please refer to the link below for all parking spots in Vilnius old town and price list.
www.ivilnius.com/learn/transport-town/parking/

A number of companies provide urgent technical car assistance all over Lithuania. We recommend to call 1414 (www.1414.lt) or 1810 (www.1810.lt) in case you face car technical problems and need urgent assistance.

The abovementioned hotline numbers are working all over Lithuania and can be dialled from any phone operator network (TEO, Omnitel, Bite, TELE2).

XVI. Postal services

AB Lietuvos paštas is a public company and the largest provider of postal services in Lithuania. The company offers customers postal as well as courier, logistics, financial intermediation and electronic services.

More information can be found at www.post.lt/en/about-us
There is a number of international courier service providers such as UPS, DHL, TNT and others.

XVII. Leisure - customs and traditions

1. Indoor and outdoor leisure activities

Please consult the below website to get to know how many diverse indoor and outdoor activities you can do both in and outside Vilnius!
www.visitlithuania.net/

2. Food and drinks

Cuisine.

Over the centuries Lithuanians have created a unique palette of dishes, influenced by the culture of various nationalities. A distinctive trait of Lithuanian cuisine is the preponderance of potato dishes. The most impressive of these is cepelinai (‘Zeppelins’), large boiled potato dumplings (made from grated raw potato) with fillings of minced meat or cottage cheese. Other traditional potato dishes are various types of kugelis (potato loaf) and potato salad, potato pancakes made from grated raw potato or boiled potato (sometimes – with a meat filling), and small potato dumplings with mushroom or berry
filling. Perhaps the most exotic Lithuanian dish is vėdarai or ‘potato sausages’ – pork intestines stuffed with grated raw potato, baked in a wood stove or electric oven.

An important place in Lithuanian cuisine is occupied by small dumplings (called koldūnai or virtiniai) made from dough and with a filling of meat, mushrooms, berries or cottage cheese. An interesting variety of koldūnai is “tinginiai” (“lazy bones”) – half-moon shaped dumplings with a filling of freshly crushed blueberries. In most Lithuanian restaurants you can order kibinai and čeburekai, which are imports from Karaim cuisine. Various types of pancakes made from flour (instead of grated raw potato), some with fillings of fruit or berries, others ‘plain’, made from yeast-raised dough, and served dipped in sour cream or berry jam are also popular. For a snack you can try marinated or salted herring with boiled potatoes, various kinds of cottage cheese or fermented cheeses, and hot-smoked or cold-smoked hams and sausages. Lithuanians also know many recipes for mushroom dishes. Mushrooms are used in sauces, as fillings, or served as an accompaniment to meat dishes.

Soup is very popular in Lithuania. There is vegetable soup, meat soup, soup with chicken or other poultry or game, even beer soup. One of the most interesting Lithuanian soups is šaltibarščiai (cold beetroot soup), which is made from beets/beetroot, kefir (a fermented milk product), greens and boiled eggs. This dish is most popular when served on a hot summer day.

Each Lithuanian region has its own culinary specialties, which is why it is sometimes said that Lithuania has not just one national cuisine, but several. Aukštaitija (central/northeastern Lithuania) is renowned for its dough-based dishes such as pancakes and dumplings. The ‘specialty’ of Dzūkija (southern Lithuania) is mushrooms. In Suvalkija (western Lithuania) many meat products are produced, including skilandis (cold-smoked pig’s stomach stuffed with minced meat and garlic), sausages and hams. In Žemaitija (northwestern Lithuania) there are many potato dishes.

**Traditional drinks**

Traditional Lithuanian beverages are gira (non-alcoholic drink made from rye bread), kisielius (fruity cranberry drink), beer, various spirit drinks with fruit or herbal infusions and, of course, mead. In old times Lithuanians made a large variety of gira drinks. Gira was made not only from bread, as is the most common now, but also from various berries, fruits, blossoms, buds, saps, juices, decoctions, grains, malts, cakes and even honey cake. Gira connoisseurs will tell you that ‘bread gira’ is not a very good generalisation, because different kinds of gira were made from rye, wheat, barley or oat bread. Another non-alcoholic Lithuanian drink is kisielius, usually made from cranberries (but sometimes also raspberries or gooseberries), starch and sugar.

Lithuania is known as a beer-loving country. At present there are 84 breweries, large and small, operating in Lithuania, producing beer that may be light or dark, weak or strong (by
law the strongest beer allowed is 9.5% alcohol by volume). Each brewery produces several varieties. The region of Biržai has long been known for its dark, strong beer, while light barley beer is produced in every region. A few years ago some breweries began producing wheat beer.

In old times Lithuanians made good, strong alcoholic drinks and they knew how to use them suitably. Gira, beer and mead were produced, and a liquor was distilled from a mash of grain. One type of Lithuanian spirit or whisky is starka. In the Middle Ages, Lithuanian merchants who were going on a long journey would pour whisky into oak casks, and during the long trip by land or waterways the whisky would acquire the amber colour that is characteristic of starka. The name of this whisky comes from an old Lithuanian word, 'starkus', which meant 'stork'. This 'stork' whisky was typically brought out to celebrate the birth of a first son.

The infused liquor “Trejos devynerių” (“Three Nines”) goes back a long way. It does indeed have an infusion of 26 herbs. The 27th flavour comes from the hornbeam kegs that are used to store it. This infusion was distilled in the old days on the Eve of Saint John, after sunset. “Three Nines” was used not just as a liqueur, but as a universal medicine for colds and joint pains and for healing wounds and as a general tonic. Other infusions were made from berries, fruit and various herbs. Another old liqueur that is still produced is krupnikas, made from grain spirit, honey and herbs. It is the only Lithuanian liqueur that one consumes hot.

The mead produced in Lithuania varies in strength. Mead is in effect the northern countries’ equivalent of wine, being produced from a honey and water solution, with herbs added according to the recipe. The little town of Stakliškės is the only place in the world that still produces mead according to the ancient recipes.

3. Theatres, opera, concerts, arts

Music is a truly universal language. The first opera performances in Lithuania were staged in early 17th century, just 20 years after the genre was born. Nowadays, the theatre stages from five to eight new theatre and ballet pieces every year. Simultaneously, the most notable works from the classical “golden fund” are preserved. Spring marathon of musical festivals is kicked off by an elite Vilnius Festival with the most prominent classical music ensembles and jazz masters from all over the world participating each year. The venue then passes the baton to Pažaislis Festival of Classical and Sacred Music. Pažaislis Monastery, a genuine masterpiece of Baroque architecture in Lithuania, features central concerts of the festival; other performances are commonly held in churches and abbeys. The musical waves of the Christopher Summer Festival floods Vilnius and its environs with summer concerts. The festival skillfully blends the classical masters with avant-garde escapades, the cycles of piano and organ music with guitar performances. Altogether, festivals offer over 100 unique performances every year.
Expect fireworks of jam sessions at the international Kaunas Jazz Festival, Blues Nights on the Lūkstas Lake and the Vilnius and Klaipėda jazz festivals. Excellent local jazz performers invariably provide a fantastic discovery for those who are unaware of the country's jazz traditions. In the memory of the world-famous performer, jazz lovers in Lithuania erected a monument to Frank Zappa.

At least ten international folklore festivals are held during the summer months. Their performances attract crowds of spectators, dozens of ethnic congregations, hundreds of folk art exhibitions. Every four years, The Festival of Song (and Dance) gathers Lithuanians from all over the world into a colossal nationwide event of unsurpassed exuberance. The song festivals of the three Baltic countries are jointly included on the UNESCO World Heritage List.

**Theatre.** The first drama play in Lithuania was performed in 1570, at the theatre of the Palace of the Rulers. A theatre company of the Vilnius University (Jesuits’ College at that time) was born in the same year. Currently, Lithuania has 13 national theatres (8 drama theatres, 2 puppet-shows, 3 musical theatres) and 10 independent theatres and stage art formations. Lithuanian artistic directors are well-known and highly respected in the world.

Eimuntas Nekrošius, a master of philosophical and visual expression, has boasted a title of the best European artistic director for several years already: all theatre lovers dream of seeing his Hamlet, Macbeth, Othello by William Shakespeare, or his latest work, The Song of Songs.

At least as famous is Oskaras Koršunovas, an artistic director of his own avant-garde theatre. In a relatively short time, his plays collected awards at the most prestigious theatre festivals all around the world; his theatre company is a permanent participant of the Avignon Theatre Festival.

Another great master of the stage is Rimas Tuminas, an artistic director of The Small Theatre of Vilnius, whose performances are admired by audiences of many countries. Intriguing are plays directed by Jonas Vaitkus and Gytis Padegimas. Apart from these, country’s theatres are alive with many talented directors and actors, who will sure make your day with meaningful or joyful performances. Lively and colorful is the movement of amateur theatres – there are nearly 1,500 amateur theatre companies in the country.

**Arts.** Mikalojus Konstantinas Čiurlionis (1875–1911), undoubtedly the most famous Lithuanian painter, was also a gifted composer. His paintings, extremely hard to categorize under any single trend of art, are reputedly the most significant contribution of Lithuanian art to the global culture. His name was cited along with W. Kandinsky, E. Munch, O. Redon, F. Kupka and other most prominent modernists of the time. Kaunas is home to the museum-gallery dedicated to this artist.
Visiting exhibitions and galleries, you will be surprised how versatile a contemporary Lithuanian art is. Whether a master of figurative painting or colorist virtuoso, whether a minimalist philosopher or a poet of abstract stroke, everyone is distinct and unique. At one exhibition, you may suddenly find yourself participating in an avant-garde project, while another gallery may turn you into a ceramicist making yourself a commemorative medal. Works of figurative painter Augustinas Savickas, the patriarch of the contemporary Lithuanian art and a representative of figure painting, can be viewed at his own gallery in Vilnius; an extensive collection of the best painters of the country is presented at Vilnius ir Vilniečiai Gallery owned by Stasys Juškus.

Interesting and rich are European Park (featuring over 100 works by world-renowned sculptors) and Vilnoja Sculpture Park (featuring works by artists from 40 countries) lying just outside Vilnius as well as open-air expositions in Klaipėda, Panevėžys, Ventės Ragas, Juodkrantė, etc.

There are over 200 art galleries and exhibition halls in the country. The Lithuanian Artists’ Association unites over 1500 professional artists.

4. Museums

Lithuanians, whose motherland had experienced such a dramatic history, protect and honour historical legacy and cultural heritage of their country. The National Museum of Lithuania, the oldest in the country, holds the largest repository of cultural heritage in the country. The Old Arsenal located nearby presents the prehistory of the Balts and origins of Lithuanian nation. An open-air Folk Museum in Rumšiškės represents four major ethnographic regions of the country.

Valuable art collections are held in the Lithuanian Art Museum in the Chodkevičius (Chodkiewicz) and Radvila Palaces, K.Varnelis Home-museum, the Museum of Arts and Crafts in Vilnius, M.K. Ėiurionis National Art Museum, M.Žilinskas Picture Gallery in Kaunas, Klaipėda Picture Gallery.

The horrible repression of the Soviet period and the World War II is reflected in the Museum of Genocide Victims, opened in the premises of former KGB headquarters, or the Vilna Gaon Jewish State Museum in Vilnius. Grūtės Park, an "exile camp" just outside Druskininkai, now features monuments of the Soviet leaders brought here from all over the country. Also visit the former missile-launching grounds of the Soviet Army found in the Žemaitija National Park.

Cultural Highlights of Vilnius

Vilnius Cathedral
Vilnius Cathedral is not only one of the most beautiful architectural masterpieces of classicism style in the Capital of Lithuania, it is also a significant historic heritage that looks like keeping the secret of those who were in furtherance of the Cathedral to stand in the heart of Vilnius.

**Gediminas Castle**
Gediminas Castle, built approximately in 1230, is one of the most famous castles of Lithuania. Its main tower is a symbol of Vilnius and Lithuania and it is an essential part of any tour around Vilnius.

**Gate of Dawn**
The Gate of Dawn is one of the greatest highlights in Vilnius. This miracle and religious place attracts people from all over the world.

**Vilnius University**
Vilnius University is not only the oldest university in Lithuania; it is also one of the oldest in Europe. The university, located in the Old Town, is famous for the education quality, for its interesting history and the marvellous appearance of the Old ensemble of Vilnius University.

**St. Anne’s Church**
St. Anne's Church is a church which will definitely leave an impression, maybe the same as it once left to Napoleon Bonaparte himself, who wanted to take it to Paris with him in the palm of his own hand if it were ever possible.

**Vilnius Town Hall**
Vilnius Town Hall designed by Laurynas Stuoka-Gucevičius for many years has been and continues to be one of the main hubs of trading, festivities, celebrations and other culture events in Vilnius.

**The Bastion of Vilnius Defence Wall**
The Bastion of Vilnius defensive wall is a very picturesque place in the Vilnius Old Town which keeps many historical secrets. Visiting it may reveal some of them thus the ambivalent atmosphere still will not be dispelled…

**The Park of Europe**
The Park of Europe is a very surprising open air museum located in the city of Vilnius. Visitors are always persuaded that the European art can be extremely original.

**National Museum of Lithuania**
National Museum of Lithuania is one of the most important and oldest museums in Lithuania. It contains thousands of different exhibits and over 250 000 people visit the museum every year.

5. Sport

Basketball is the most popular sport in Lithuania. For millions of people all over the world it was basketball that put the name of Lithuania on the map together with its star players such as Arvydas Sabonis, Šarūnas Marčiulionis, Šarūnas Jasikevičius, Arvydas Macijauskas, Žydrūnas Ilgauskas, Jonas Valančiūnas, coaches, referees and organizers. In a relatively short history of Lithuanian basketball (the first basketball game took place in 1922), the men’s national team won three Olympic bronze medals, three times was the European champion, three times earned European silver and twice bronze and once bronze in World championship.

The Lithuanian national women’s team also took gold and silver in recent European championships. Youth and junior basketball teams of Lithuania also are recent champions of Europe. Discus thrower Virgilijus Alekna won two gold and one bronze medals in the Olympic Games, two gold and two silver medals in the World championship, one gold, one silver and one bronze medal in the European championship. Pentathlon athlete Laura Asadauskaitė is an Olympic champion; Andrejus Zadneprovskis is an Olympic silver and bronze medalist, also won 2 gold and 2 bronze medals in World championship, one gold and one silver medal in European championship; Edvinas Krongolcas won silver in Olympic games, gold and two silver medals in World championship, three European gold, one silver and one bronze medal; Justinas Kinderis won gold and silver in World championship.

The world’s strongest man also lives in Lithuania: Žydrūnas Savickas is the reigning champion and six-time winner of the Arnold Strongman title. Jurgis Kairys, the first man to fly in the sky to the music, is the world leader in aerobatics. Swimmer Rūta Meilutytė is an Olympic champion, also won four gold and three silver medals in World championship.

6. Places of interest outside Vilnius

Kernavė is the first capital of the Grand Duchy of Lithuania mentioned in historical chronicles (the second half of the 18th century). The hill forts of Kernavė are unique in the entire Baltic Sea region, as there are five on just one location. An impressive view of the turns of the Neris River, the island of the river and its banks open from it. The Archaeological and History Museum of Kernavė in which artefacts of the ancient times found during the
excavations carried out in the course of several decades are collected, is also a location that attracts crowds at midsummer and on the Days of Living Archaeology in July, celebrating ancient crafts every year. During these Days masters of ancient arts from Lithuania and neighbouring countries – boot makers, potters, glaziers, jewellers, blacksmiths, furriers, beekeepers and others show their skills and sell their products. During the festival a demonstration of medieval fights and concerts of ethnic music are held.

On the road to Kernavė, having turned left in the town of Dūkštai, a forest path will lead you to the area of burial mounds in Karmazinai. There are about 130 burial mounds in that area; three of them were reconstructed after archaeological excavations had been carried out there. Having climbed a mountain by the road beyond Dūkštai, you will find yourself in the largest oak-wood in Lithuania on the edge of which there is a rock with runes. At the confluence of the Dūkšta and Neris rivers, having turned off the road a little in the direction of Vievis, there is a hill-fort of Karmazinai with a beautiful view of the Neris valley where once there was a pagan place of worship. A cognitive part meanders among the old oaktrees next to the hill fort.

The town of Trakai is located among four lakes. The largest of them is Lake Galvė on which the Island Castle built by Grand Duke Kęstutis in the middle of the 14th century stands. This is perhaps the largest and best restored castle in Lithuania. Trakai is one the most favourite places for rest and recreation. One can not only visit the castle there but also have a swim, go boating or yachting. Next to the current town, or Naujieji Trakai, there is Senieji Trakai. It was there that Grand Duke Gediminas moved the capital from Kernavė around the year 1321. It is thought that Grand Duke of Lithuania Vytautas was born there. On the road to Trakai one can visit the old manor-houses of Lentvaris, Užutrakis, Trakų Vokė whose parks were laid out by the famous French landscape architect Edouard François André.

In the direction of Molėtai 26 kilometres north of Vilnius, when going along Molėtai highway, there is the geographical centre of Europe, which was established by the scientists of the French National Geographical Institute in 1989. Having turned off the road a little one can visit the Park of Europe located nearer Vilnius. More than 90 sculptures created by the artists from all over the world are displayed in the open among the trees and ponds. For more information: www.egc.lt, www.europosparkas.lt.

In the direction of Medininkai - fragments of Medininkai brick castle built in the 14th century – the extant sections of the defence wall with tower remnants, and moats with ramparts – give a good idea of the defence architecture of Lithuania in the Middle Ages. At that time Medininkai was one of the largest towns and defence centres of Lithuania. One of the first seven churches was constructed in Medininkai directly after the christening of Lithuania in 1387, on the order of the Grand Duke of Lithuania Vytautas. Lithuania’s highest
summits, Aukštasis and Juozapinė Hills (almost 300 meters above sea level) are located in the Medininkai highlands. When going in the direction of Medininkai one finds the Struve Geodetic Arc, a chain of survey triangulations, stretching across ten countries from Hammerfest in Norway to the mouth of the Danube River near the Black Sea. These survey points represent a remarkable 19th-century scientific endeavour to determine the size and shape of the Earth. The astronomer and geodesist, and Tartu University professor Friedrich Georg Wilhelm Struve created methodology for measuring a long segment of a meridian. Three out of thirty-four station points are in Lithuania, in Meškonys (in Nemenčinė administrative district), in Paliepkai (in Nemėžis administrative district) and in Girišiai (in Rokiškis district). In 2005 Struve Geodetic Arc was put on the UNESCO World Heritage List.

XVIII. Transport

1. Airport

Vilniaus oro uostas, or Vilnius International Airport (IATA Code: VNO), is approximately 7 km south of the city center. As of 2016, 26 airlines run scheduled service into and out of the airport. Services at the airport are modest but comfortable. There is a coffee shop, a snack bar, and a candy store. There are a few small coffee and snack counters near the departure gates.

2. Public transport

The public transportation system in Vilnius consists of buses and trolleybuses. Tickets in Vilnius transport system are presented as electronic tickets limited by time (30, 60 minutes) and single tickets. Full prices for electronic time limited tickets for 30 or 60 minutes cost (0,60 EUR and 0,90 EUR respectively). A single ticket for a trolleybus or bus, if purchased in a vehicle, costs 1 EUR. Students can purchase tickets at a discount only after obtaining students ID card. The single ticket price with a discount for students is 0,50 EUR if bought on the bus. A monthly electronic ticket with a discount for students costs 5,79 EUR (for both bus and trolleybus). Students who hold an ISIC card are eligible for discounted public transportation tickets. Public transportation starts working at 5 am and runs until 11 pm.

Plan your trip using official public transport webpage www.stops.lt –Trip planner. You will be able to choose time, stops and see the map. Be aware not to take the wrong direction!

More information about the public transport in Vilnius is available at:
http://www.vilniustransport.lt/en/

3. Trains
Vilniaus geležinkelio stotis, or Vilnius Train Station, is located at Geležinkelio gatvė 16, south of the city center. While buses are more popular and frequent to most destinations, trains are a viable option to get to some other parts of Lithuania, such as Trakai, Kaunas, and Klaipėda. There are daily connections to Moscow, St. Petersburg, Minsk, and Kaliningrad.

Inside the station, there are some services, to include ticket windows, a tourist office with extremely friendly but not terribly knowledgeable staff, and a grumpy "travel agent" whose sole purpose is to sell visas to those wishing to go to Russia and/or Belarus.

Ground transportation at the train station is plentiful. The plaza in front of the station entrance is served by Trolleybuses 1, 2, 5, 7, 16, and 20, as well as Buses 1, 1A, 3, 12, 13, 16, 19, 23, 26, 31, 34, 41, 42, 54, and 75.

To get to Vilnius Airport (oro uostas), you have the choice of Bus 1 outside the station running roughly every 15 minutes, or an "Express train" running every 45-75 minutes to the airport.

More information – routes, arrival/departure times, prices you can check here: [http://www.litrail.lt/wps/portal](http://www.litrail.lt/wps/portal)

For buying a ticket please visit here:
[https://www.traukiniobilietais.lt/portal/en](https://www.traukiniobilietais.lt/portal/en)

4. Buses

It is easy to move by buses and, in practice, most places can be reached by bus. The routes of Lithuania’s buses can be found at [www.autobusubilietai.lt](http://www.autobusubilietai.lt) from which you also can reserve the tickets for certain routes. Buses operate regularly between the main centres as well as the regional centres.

5. Taxi services in Vilnius

Taxi as alternative mean of transportation in Vilnius is not as expensive as in some other European cities.

Do not get surprised if you are charged a fixed taxi fare (1-1.50 EUR) for getting on a taxi.

Taxis that accept by bank cards: call 1450, 1414, 1428.
More taxi numbers: 1411, 1420, 1441, 1403, 1488, 1366.

You can also book a taxi by internet. It is easy and comfortable. Use the links:
www.etaksi.lt by using the Apps eTAKSI or Taxify. There you will find a list of companies that provide taxi services in Vilnius.

Tip: Taxi rates are up to 3-4 times cheaper when you call one instead of hailing it the street

XIX. Shopping

Vilnius has a wide range of shops to choose from so you can be sure to find something to match your needs and budget.

1. Shops

Small shops of linen and amber – a superb national treasure of Lithuania – also souvenir shops are mostly situated in the Old Town of Vilnius.

Shopping centers in Vilnius

Mega Markets and huge Vilnius shopping centers – such as Akropolis, Europa, Panorama, Ozas, etc. – are mostly located outside the center of Vilnius. These areas are with easy reach by public transport.

Shopping center AKROPOLIS – Shopping and entertainment center AKROPOLIS offers a very rich assortment of shops and services.

Address: Ozo str. 25, Vilnius, Lithuania. www.akropolis.lt

Opening hours every day: 10:00 am – 10:00 pm.

Fashion and style center EUROPA – located close to the Old Town of Vilnius. Here you will find more than 80 stylish shops, a couple of restaurants, banks, a stylish beauty salon Figaro.

Address: Konstitucijos av. 7A, Vilnius, Lithuania. www.pceuropa.lt

Opening hours every day: 07:00 am – 24:00 pm.

OZAS Shopping and Entertainment Center – offers plenty of shops representing well-known and new brands on the Lithuanian market.

Address: Ozo str. 18, Vilnius, Lithuania. www.ozas.lt

Opening hours every day: 10:00 am – 10:00 pm.
Shopping Center PANORAMA – situated within 1 km distance from the Vilnius city center. Here you will find around 180 shops and 18 restaurants.

Address: Saltoniškių str.9, Vilnius, Lithuania. www.panorama.lt

Working hours every day: 10.00 am – 10:00 pm.

2. Food

There are a lot of places where to eat in Vilnius. Meal prices vary from 3.5 to 15 EUR.

Mostly bars and cafes work until the midnight. Lithuanians like tasty and solid meal. We widely use grain, meat, dairy products, vegetables, honey and rye bread.

Lithuanian cuisine is not a cuisine without potatoes. You have no idea how many potatoes dishes we have (neither do we in fact): “cepelinai” – potato rissoles with cracklings, “vėdarai” – potato sausages, fried and served with cracklings and onion, “žemiaičių blynai” – potato pancakes with stewed minced meat and sour-cream and etc.

The most used meat is pork. Fried, brined, smoked – we love it. An extremely delicious soup on a hot summer day is called “šaltibarščiai” – cold borsch with beetroot, cucumber, boiled egg and herbs and served with boiled potato.Try to guess what is our “šakotis” – this is tall, Christmas-tree shaped cake, yummy desert, you will love it! Among traditional Lithuanian beverages you will always find “gīra” (non-alcoholic drink made from rye bread), “kisielius” (fruity cranberry drink), beer, various spirit drinks with fruit or herbal infusions and, of course, mead.

Lithuania has a vibrant local beer industry, different than any other European country, with unique traditions. Home brewing is a core part of Lithuanian culture but there are plenty of commercial brewers to choose from too, with the Lithuanians being known for producing some of the best beers in the world.

For more cuisine please refer to link: http://www.issbd2016.com/en/restaurant_guide/

XX. Emergency number

Call 112 if you need urgent medical assistance.
• A first aid medical team will come to your place to help you. You will be understood in English. Emergency medical aid is provided free to all persons regardless of insurance data, sex, age, nationality, place of registration.

• In the event of sudden real threat to life, safety, environment or property, the 112 number also applies.

• The European emergency number 112 is not the only emergency number in Lithuania. Alongside 112, the following emergency numbers are available:
  • 01 - fire brigade, 02 - police, 03 - ambulance.

  Mentioned emergency numbers are indicated in EIGE premises next to the evacuation plans.

If you faced any other kind of emergency situation, just call 112 for help.
## XXI. Useful Lithuanian phrases

<table>
<thead>
<tr>
<th>English</th>
<th>Lithuanian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hi!</td>
<td>Labas!</td>
</tr>
<tr>
<td>Good morning!</td>
<td>Labas rytas!</td>
</tr>
<tr>
<td>Good evening!</td>
<td>Labas vakaras!</td>
</tr>
<tr>
<td>Good night!</td>
<td>Labanakt!</td>
</tr>
<tr>
<td>Welcome! (to greet someone)</td>
<td>Sveiki atvykę!</td>
</tr>
<tr>
<td>How are you?</td>
<td>Kaip sekasi?</td>
</tr>
<tr>
<td>I’m fine, thanks!</td>
<td>Ačiū, gerai.</td>
</tr>
<tr>
<td>And you?</td>
<td>O tau?</td>
</tr>
<tr>
<td>I am also fine!</td>
<td>Man taip pat gerai</td>
</tr>
<tr>
<td>Thank you (very much)!</td>
<td>Ačiū (labai)!</td>
</tr>
<tr>
<td>You’re welcome! (for &quot;thank you&quot;)</td>
<td>Prašom!</td>
</tr>
<tr>
<td>Hey!</td>
<td>Sveiki!</td>
</tr>
<tr>
<td>I missed you so much!</td>
<td>Aš tavęs labai pailgau!</td>
</tr>
<tr>
<td>What’s new?</td>
<td>Kas naujo?</td>
</tr>
<tr>
<td>Nothing much</td>
<td>Nieko naujo!</td>
</tr>
<tr>
<td>Good night!</td>
<td>Labanakt!</td>
</tr>
<tr>
<td>See you later!</td>
<td>Iki pasimatymo !</td>
</tr>
<tr>
<td>Good bye!</td>
<td>Sudie!</td>
</tr>
<tr>
<td>I’m lost</td>
<td>Pasiklydau</td>
</tr>
<tr>
<td>English</td>
<td>Lithuanian</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>Can I help you?</td>
<td>Gal galėčiau jus padėti?</td>
</tr>
<tr>
<td>Can you help me?</td>
<td>Gal galite man padėti?</td>
</tr>
<tr>
<td>Where is the (bathroom/ pharmacy)?</td>
<td>Kur yra (vonia, vaistinė)?</td>
</tr>
<tr>
<td>Go straight! then turn left/ right!</td>
<td>Eikite tiesiai. Tada pasukite į kairę, dešinę.</td>
</tr>
<tr>
<td>I'm looking for John.</td>
<td>Aš ieškau Jono.</td>
</tr>
<tr>
<td>One moment please!</td>
<td>Minutėlę, prašau!</td>
</tr>
<tr>
<td>Hold on please! (phone)</td>
<td>Palaukite, prašau!</td>
</tr>
<tr>
<td>How much is this?</td>
<td>Kiek tai kainuoja?</td>
</tr>
<tr>
<td>Excuse me!</td>
<td>Atsiprašau.</td>
</tr>
<tr>
<td>Come with me!</td>
<td>Eikite su manimi.</td>
</tr>
<tr>
<td>Do you speak English?</td>
<td>Ar jūs kalbate anglų kalba?</td>
</tr>
<tr>
<td>Just a little.</td>
<td>Šiek tiek.</td>
</tr>
<tr>
<td>What's your name?</td>
<td>Koks tavas vardas?</td>
</tr>
<tr>
<td>My name is ...</td>
<td>Mano vardas.....</td>
</tr>
<tr>
<td>Mr.../ Mrs.../ Miss...</td>
<td>Pone...ponia...panele...</td>
</tr>
<tr>
<td>Nice to meet you!</td>
<td>Malonu susipažinti.</td>
</tr>
<tr>
<td>You're very kind!</td>
<td>Jūs labai malonus/maloni.</td>
</tr>
<tr>
<td>Where are you from?</td>
<td>Iš kur tu esi?</td>
</tr>
<tr>
<td>I'm from ...</td>
<td>Aš esu iš...</td>
</tr>
<tr>
<td>Where do you live?</td>
<td>Kur tu gyveni?</td>
</tr>
<tr>
<td>I live in ...</td>
<td>Aš gyvenu...</td>
</tr>
<tr>
<td>English</td>
<td>Lithuanian</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>Do you like it here?</td>
<td>Ar tau čia patinka?</td>
</tr>
<tr>
<td>Lithuania is a wonderful country</td>
<td>Lietuva yra puiki šalis.</td>
</tr>
<tr>
<td>What do you do for a living?</td>
<td>Ką tu veiki?</td>
</tr>
<tr>
<td>I work as a …….</td>
<td>Aš dirbu…..</td>
</tr>
<tr>
<td>I like Lithuanian</td>
<td>Man patinka lietuvių kalba.</td>
</tr>
<tr>
<td>I've been learning Lithuanian for 1 month</td>
<td>Aš mokiausi lietuvių vieną mėnesį.</td>
</tr>
<tr>
<td>Oh! That's good!</td>
<td>Oho. Tai puiku.</td>
</tr>
<tr>
<td>How old are you?</td>
<td>Kiek tau metų?</td>
</tr>
<tr>
<td>I'm (twenty, thirty...) years old.</td>
<td>Man (dvidešimt, trisdešimt) metų</td>
</tr>
<tr>
<td>I have to go</td>
<td>Man reikia eiti.</td>
</tr>
<tr>
<td>I will be right back!</td>
<td>Aš greitai grįšiu.</td>
</tr>
<tr>
<td>Good luck!</td>
<td>Sėkmės!</td>
</tr>
<tr>
<td>Happy birthday!</td>
<td>Su gimimo diena!</td>
</tr>
<tr>
<td>Happy New Year!</td>
<td>Laimingų Naujųjų metų!</td>
</tr>
<tr>
<td>Merry Christmas!</td>
<td>Linksmų Kalėdų</td>
</tr>
<tr>
<td>Congratulations!</td>
<td>Sveikinu!</td>
</tr>
<tr>
<td>Enjoy! (for meals...)</td>
<td>Skanaus!</td>
</tr>
<tr>
<td>Say hi to John for me</td>
<td>Perduok linkėjimus Jonui</td>
</tr>
<tr>
<td>Bless you (when sneezing)</td>
<td>Į sveikatą!</td>
</tr>
<tr>
<td>Good night and sweet dreams!</td>
<td>Labanakt ir saldžių sapnų</td>
</tr>
<tr>
<td>I'm sorry! (if you don't hear something)</td>
<td>Atsiprašau!</td>
</tr>
<tr>
<td>English</td>
<td>Lithuanian</td>
</tr>
<tr>
<td>---------</td>
<td>-----------</td>
</tr>
<tr>
<td>Sorry (for a mistake)</td>
<td>Atsiprašau!</td>
</tr>
<tr>
<td>No Problem!</td>
<td>Nieko tokio/Jokių problemų!</td>
</tr>
<tr>
<td>Can You Say It Again?</td>
<td>Gal galite pakartoti?</td>
</tr>
<tr>
<td>Can You Speak Slowly?</td>
<td>Gal galite kalbėti lėtai?</td>
</tr>
<tr>
<td>Write It Down Please!</td>
<td>Prašau parašykite tai</td>
</tr>
<tr>
<td>I Don't Understand!</td>
<td>Aš nesuprantu.</td>
</tr>
<tr>
<td>I Don't Know!</td>
<td>Aš nežinau.</td>
</tr>
<tr>
<td>I Have No Idea.</td>
<td>Neturiu supratimo!</td>
</tr>
<tr>
<td>What's That Called In Lithuanian?</td>
<td>Kaip tai vadinasi lietuviškai?</td>
</tr>
<tr>
<td>What Is This?</td>
<td>Kas tai?</td>
</tr>
<tr>
<td>My Lithuanian is bad.</td>
<td>Aš kalbu blogai lietuviškai.</td>
</tr>
<tr>
<td>I need to practice my Lithuanian</td>
<td>Aš turiu mokytis kalbėti lietuviškai.</td>
</tr>
<tr>
<td>Don't worry!</td>
<td>Nesijaudinkit!</td>
</tr>
<tr>
<td>Good / Bad / So-So.</td>
<td>Geras / blogas / šiaip sau.</td>
</tr>
<tr>
<td>Big / Small</td>
<td>Didelis / mažas.</td>
</tr>
<tr>
<td>Today / Now</td>
<td>Šiandien / dabar.</td>
</tr>
<tr>
<td>Tomorrow / Yesterday</td>
<td>Rytoj / vakar.</td>
</tr>
<tr>
<td>Yes / No</td>
<td>Taip / ne.</td>
</tr>
<tr>
<td>Here you go! (when giving something)</td>
<td>Štai / prašom</td>
</tr>
<tr>
<td>Do you like it?</td>
<td>Ar tau tai patinka?</td>
</tr>
<tr>
<td>I really like it!</td>
<td>Man tai patinka.</td>
</tr>
<tr>
<td>English</td>
<td>Lithuanian</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>I'm hungry / thirsty.</td>
<td>Aš esu alkanas/ aš noriu gerti.</td>
</tr>
<tr>
<td>In The Morning / Evening / At Night.</td>
<td>Ryte /vakare / naktį.</td>
</tr>
<tr>
<td>This / That. Here / There</td>
<td>Šis / tai. Čia / ten.</td>
</tr>
<tr>
<td>Really!</td>
<td>Tikrai.</td>
</tr>
<tr>
<td>Look!</td>
<td>Žiūrėk.</td>
</tr>
<tr>
<td>Hurry up!</td>
<td>Paskubėk.</td>
</tr>
<tr>
<td>What? Where?</td>
<td>Kas? Kur?</td>
</tr>
<tr>
<td>What time is it?</td>
<td>Kiek valandų?</td>
</tr>
<tr>
<td>Give me this!</td>
<td>Duokit man tai.</td>
</tr>
<tr>
<td>I love you!</td>
<td>Aš myliu tave!</td>
</tr>
<tr>
<td>I feel sick.</td>
<td>Aš sergu</td>
</tr>
<tr>
<td>I need a doctor</td>
<td>Man reikia gydymo</td>
</tr>
<tr>
<td>One, Two, Three</td>
<td>Vienas, du, trys</td>
</tr>
<tr>
<td>Four, Five, Six</td>
<td>Keturi, penki, šeši</td>
</tr>
<tr>
<td>Seven, Eight, Nine, Ten</td>
<td>Septyni, aštuno, devyni, dešimt</td>
</tr>
</tbody>
</table>