

APPROVED
by Resolution No V5-1 of 24 February 2026
of the Scientific Council
of the Lithuanian Energy Institute

PROCEDURE FOR ORGANISING COMPETITIONS, PERFORMANCE EVALUATION AND ATTESTATION FOR RESEARCH POSITIONS AT THE LITHUANIAN ENERGY INSTITUTE

CHAPTER I GENERAL PROVISIONS

1. The Procedure for Organising Competitions, Performance Evaluation and Attestation for Research Positions at the Lithuanian Energy Institute (hereinafter referred to as the 'Procedure') has been drawn up in accordance with the Law of the Republic of Lithuania on Higher Education and Research, No XI-242, and the Description of Mandatory Competences for the Career Stages of Researchers at Higher Education and Research Institutions, approved by Order No V-352 of the Chair of the Research Council of Lithuania of 29 June 2023. This Procedure lays down the arrangements for appointment to research positions at the Lithuanian Energy Institute (hereinafter referred to as the 'Institute').

2. The terms used in this Procedure have the same meanings as in the Law of the Republic of Lithuania on Higher Education and Research, its implementing legislation and the Description of Qualification Requirements for Research Positions at the Lithuanian Energy Institute.

3. The research positions are as follows: chief research associate, senior research associate, research associate, junior research associate and postdoctoral researcher.

4. Persons shall be appointed to research positions for a fixed term through a public competition. Their performance during that term shall be evaluated at least 3 months before the expiry of their fixed-term employment contract. A person holding a research position under an employment contract of indefinite duration shall undergo attestation every 5 years, unless otherwise specified.

5. Persons shall be appointed to the positions of chief research associate, senior research associate and research associate through a public competition and shall work at least 0.25 of full-time hours (0.25 FTE), except for project research staff, visiting research staff and research staff appointed on a temporary basis who hold these positions.

6. Research staff from other higher education and research institutions who meet the requirements for at least the recognised researcher career stage may be invited to take up research positions on projects without a public competition.

7. To ensure the quality of its research activities, the Institute may, on a proposal from the head of a unit, invite research staff from other higher education and research institutions for a period not exceeding 2 years, provided that they meet the requirements for the leading researcher or established researcher career stage. Such staff shall be granted visiting researcher status at the Institute and shall be employed under fixed-term employment contracts. The Institute's Competition and Attestation Committee shall assess whether a visiting researcher meets the qualification requirements for the position.

8. Persons shall be appointed to postdoctoral researcher positions without a public competition and shall be employed under a fixed-term employment contract until the end of their postdoctoral placement, which shall last between 1 and 3 years. Postdoctoral researchers shall be

appointed to work on projects without a public competition in accordance with the requirements of the project concerned.

9. Persons shall be appointed to junior research associate positions without a public competition under fixed-term employment contracts whose duration does not extend beyond the end of their doctoral studies. These contracts may be extended for a period not exceeding 1 year.

10. Where a research position is created to carry out a specific research task, the successful candidate in the public competition shall be appointed for the period required to complete that task.

11. The Director may, without a competition, appoint persons who meet the qualification requirements established by the Institute for the relevant research position to research positions at the Institute for a period not exceeding 1 year under a fixed-term employment contract. This contract may be extended for one further period not exceeding 1 year. These persons may be reappointed to research positions at the Institute without a competition no earlier than 2 years after the end of their fixed-term employment contract.

12. By a decision of the Institute's Scientific Council, a scientist who has worked at the Institute and maintains research links with it, but is temporarily employed elsewhere for a period not extending beyond the end of their term of office, may be granted associate scientist status. Subject to the approval of the Institute's Scientific Council, an associate scientist may return to their previous position without a competition (or attestation) and hold it until the end of their term of office. Periods of employment elsewhere shall count towards the term of office.

13. Competitions for research positions at the Institute, performance evaluations and attestation of research staff shall be announced by the Director. They shall be organised, and candidates for research positions shall be assessed, by the Competition and Attestation Committee established and approved by the Institute's Scientific Council (hereinafter referred to as the 'Committee').

CHAPTER II

ORGANISATION OF THE COMMITTEE'S WORK AND DECISION-MAKING PROCEDURE

14. The Committee shall be constituted in accordance with the following requirements:

14.1. the Committee shall comprise 9 members, at least two thirds of whom shall be scientists holding chief research associate or senior research associate positions at the Institute;

14.2. at least one third of the Committee's members shall be professionally active individuals from other institutions with experience in conducting attestation of research staff and assessing the significance of research outputs. They shall meet the minimum qualification requirements for the position of senior research associate or a higher research position;

14.3. when a competition for a chief research associate position is held, the Committee shall include at least one international expert. An international expert may lawfully participate remotely by electronic means of communication (or by teleconference);

14.4. where necessary, Committee members shall be given the opportunity to participate in the Committee's work remotely or to express their opinions in writing;

14.5. the Committee shall be constituted for a period of 5 years in accordance with the European Commission's recommendations on the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, and with the requirements of this Procedure.

15. The Committee shall be guided by the Description of Minimum Qualification Requirements for Research Positions approved by the Institute's Scientific Council, the Committee's Rules of Procedure, this Procedure and other Institute documents.

16. A meeting of the Committee shall be quorate if at least two thirds of its members are present.

17. Meetings shall be chaired by the Chair of the Committee or, in the Chair's absence, by an authorised Committee member.

18. The Chair of the Committee shall acquaint Committee members with the information provided in the questionnaire submitted by the candidate in a competition or the person undergoing attestation and with the head of unit's assessment or recommendation.

19. The candidate (or the person undergoing performance evaluation or attestation) shall attend the Committee meeting in person, present their 5-year work plan and answer questions from Committee members.

20. If a candidate (or a person undergoing performance evaluation or attestation) is unable to attend for compelling reasons (illness, bereavement, a business trip, a research placement or similar circumstances), the Committee may hold the meeting and take a decision concerning that person in their absence. In the event of illness or a personal emergency, the Committee shall be informed in person or remotely; in the case of a business trip or research placement, written documents substantiating the reasons for non-attendance shall be submitted. The application of a candidate who fails to attend a Committee meeting without a valid reason shall not be considered.

21. After examining the questionnaires submitted by candidates for research positions or persons undergoing performance evaluation or attestation and hearing their presentations, the Committee shall discuss in a closed meeting whether each person meets the qualification requirements for the position.

22. The Committee shall decide by a vote whether each candidate for a position or person undergoing performance evaluation and/or attestation meets the qualification requirements for the position. A Committee member taking part in a competition shall not be entitled to vote on the results of their own participation in a competition or of their own performance evaluation or attestation. A Committee member shall not be entitled to vote on an attestation or performance evaluation of a person close to them, as defined in the Law of the Republic of Lithuania on the Adjustment of Public and Private Interests, or on a competition in which such a person is participating. The member shall inform the other Committee members of this circumstance before the matter is considered.

23. Having assessed the candidates' performance, the Committee shall select a candidate suitable for the relevant research position by a simple majority in an open vote. Where there are three or more candidates for the same position and none receives more than half of the votes, a further vote shall be held between the two candidates who received the highest number of votes.

24. Minutes shall be kept of Committee meetings. The minutes shall be signed by the Chair and Secretary of the Committee. A person undergoing attestation or performance evaluation, or taking part in a competition, shall be informed of the Committee's conclusions, with their signature obtained as acknowledgement.

25. For the term of office, a fixed-term employment contract or an employment contract of indefinite duration shall be concluded, in accordance with this Procedure, with an employee who has passed attestation or undergone performance evaluation, or with a successful candidate in a competition.

26. Documents shall not be returned to candidates after a competition and shall be retained in employees' personnel files in accordance with the procedure laid down by law. The files of unsuccessful candidates shall be retained by the Human Resources and Legal Department for 1 year.

CHAPTER III

PROCEDURE FOR ORGANISING COMPETITIONS FOR RESEARCH POSITIONS, PERFORMANCE EVALUATION AND ATTESTATION

27. Public competitions for research positions shall be announced once or twice a year, at least 6 months before the expected start of employment. A notice of the competition for a position shall be published on the websites of the Institute and the Research Council of Lithuania.

28. The notice shall specify the institution's name and address, the title of the position for which the competition is being held, the nature of the prospective work, the required education, the qualification requirements, the candidates' additional merits to be assessed and the documents to be submitted, as well as telephone numbers for enquiries and the closing date for applications.

29. A person wishing to take part in a competition, performance evaluation or attestation shall submit the following to the Committee:

29.1. an application addressed to the Director requesting permission to take part in the competition, performance evaluation or attestation and specifying the post sought;

29.2. an identity document and a copy thereof, if the person has not previously worked at the Institute;

29.3. a curriculum vitae (CV);

29.4. documents evidencing higher education qualifications and a research degree, together with copies thereof (if the person has not previously worked at the Institute);

29.5. a completed and signed competition candidate questionnaire (Annex 1); a performance evaluation or attestation questionnaire (Annex 2);

29.6. a work plan for the term of office, agreed with the head of the research unit in which the person seeks appointment (Annex 3);

29.7. additional documents may be requested where necessary.

30. The performance results of employees working at the Institute (the information in Annexes 1 and 2) shall be compiled by the staff of the Institute's Administration Unit and agreed with the candidate.

31. Documents shall be submitted:

31.1. for a competition, by the date specified in the notice;

31.2. for a performance evaluation, no later than 4 months before the expiry of the fixed-term employment contract;

31.3. for attestation, no later than 3 months before the end of the term of office.

32. The person receiving the documents shall register them and, where necessary, certify the copies.

33. The time and venue of the Committee meeting shall be announced on the Institute's noticeboard and website no later than 2 weeks before the meeting. Committee meetings shall be closed; in addition to Committee members, only persons invited by the Chair of the Committee may attend.

34. Before the competition, a candidate for a research position shall give a public presentation at a seminar, setting out their current and/or planned research activities. The chief research associate shall present their research results and an assessment of the prospects for the area of science in which they will work. The candidate shall agree the time and venue of the seminar with the Secretary of the Committee no later than one week before the seminar. At least half of the Committee members shall attend the seminar. Notice of seminars shall be posted on the Institute's noticeboard and/or website no later than one week before the seminar.

35. During the seminar, all candidates shall take part in a joint discussion with Committee members.

36. Having assessed the candidates' performance, the Committee shall select a candidate suitable for the relevant research position by a simple majority in an open vote. Where there are three or more candidates for the same position and none receives more than half of the votes, a further vote shall be held between the two candidates who received the highest number of votes.

37. A candidate who disagrees with the Committee's decision may lodge an appeal addressed to the Director within three working days after the Committee meeting. No later than 10 days after receipt of the appeal, the Director may take either of the following decisions: to uphold or to dismiss the appeal.

38. A person who wins a competition for a research position at the Institute shall be employed under a fixed-term employment contract for a period not exceeding 5 years, and their work plan, aligned with the Institute's work plans and research priorities, shall be approved for the same period.

39. The employee's performance over the term of the fixed-term employment contract shall be evaluated at least 3 months before the contract expires. If, 3 months before the expiry of the fixed-term employment contract, the employee is temporarily unfit for work or is on maternity, childcare or paternity leave, their performance evaluation shall be conducted after the period of temporary incapacity for work ends or after their return from the leave referred to in this paragraph, and the relevant period shall be excluded from the period under evaluation. If a member of research staff needs additional time to implement their work plan owing to the leave referred to in this paragraph or to an illness lasting more than 3 months, their performance evaluation shall, upon their written request, be deferred for no longer than the duration of the circumstances referred to in this paragraph, and their evaluation shall be conducted at the next Committee meeting. If the performance of the employee concerned is evaluated negatively, that person shall be dismissed from the post. An employee whose performance is evaluated negatively shall be given at least ten working days' notice of dismissal. The employee shall receive a termination payment equal to one month's average remuneration. If the employee's performance is evaluated positively, their employment in the same research position shall continue under an employment contract of indefinite duration.

40. If a member of the Institute's research staff employed under an employment contract of indefinite duration wins a competition for another research position at the Institute, their employment in the new post shall continue under an employment contract of indefinite duration. If the only candidate who meets the conditions of the competition holds a senior research associate or research associate post at the Institute under an employment contract of indefinite duration, that candidate may be promoted, without a competition, to the post of chief research associate or senior research associate, respectively.

41. The Director may set an end date for the employment contracts of indefinite duration of research staff who have reached retirement age. In such cases, the employment contract of indefinite duration shall end no earlier than the last day of the calendar year in which the member of research staff reaches retirement age. Following termination of the employment contract of indefinite duration, the employment of a member of research staff who has reached retirement age may continue in the same post under a fixed-term employment contract for a period not exceeding 3 years. Such a fixed-term employment contract shall require the approval of the Institute's Scientific Council, following its determination that the employee's work is necessary to ensure the continuity of the Institute's research. With the approval of the Institute's Scientific Council, such a contract may be renewed once. Following the conclusion of a renewed fixed-term employment contract, the employee shall undergo attestation in accordance with this Procedure, with the

attestation period calculated from the date of the last attestation conducted while the employee was working at the Institute under an employment contract of indefinite duration.

42. Research staff employed under employment contracts of indefinite duration shall undergo attestation upon expiry of their terms of office.

43. Research staff shall pass attestation for a further term of office if they meet the qualification requirements for attestation applicable to their posts. The requirements shall apply in proportion to the fraction of a full-time post held during the term of office. If the fraction of a full-time post held by a member of research staff in the post subject to attestation was reduced through additional agreements to take up project research positions, the attestation requirements relating to research performance indicators shall not be reduced.

44. A person holding a research position under an employment contract of indefinite duration may be subject to an extraordinary attestation. The Director shall decide whether to conduct an extraordinary attestation of a member of research staff upon a proposal from the head of unit or at the staff member's own request. The proposal or request shall set out substantiated reasons for holding the extraordinary attestation.

45. During an extraordinary attestation, the Committee shall, on the basis of the documents in the file of the person undergoing attestation, assess the specific circumstances constituting the grounds for the extraordinary attestation and the person's compliance with the qualification requirements.

46. Where an extraordinary attestation is announced other than at the employee's own request, the employee shall be notified at least 2 months before the attestation and shall acknowledge receipt of the notification by signature.

47. An extraordinary attestation of an employee may be announced no earlier than 1 year after the employee takes up the post or after their last attestation, and no more than once a year.

48. Attestation shall be deferred on account of maternity, childcare or other leave. Attestation shall also be deferred for persons undertaking a research placement. Attestation shall be announced no earlier than one year after the employee returns to work.

49. As part of the attestation of Institute employees, the Committee shall evaluate the research activities they carried out during their term of office in accordance with the descriptions of the qualification requirements for research positions approved by the Institute's Scientific Council (<https://www.lei.lt/apie-lei/veiklos-dokumentai/>), taking into account the documents submitted and the head of unit's recommendation. The head of unit's recommendation concerning the employee's compliance with the qualification requirements for the post held shall be entered in the competition candidate questionnaire (Annex 1). Such an assessment by the head of unit shall also be submitted in the event of an extraordinary attestation of an employee, together with the reasons for initiating that attestation.

50. If the performance of an employee undergoing attestation is evaluated positively, their employment in the same research position shall continue under an employment contract of indefinite duration.

51. If it is established during attestation that an employee does not meet the qualification requirements for their post and/or has failed to implement their work plan, that employee shall be dismissed from the post in accordance with the procedure prescribed by law or may, without a competition, be temporarily appointed only to a lower post.

LITHUANIAN ENERGY INSTITUTE

COMPETITION CANDIDATE QUESTIONNAIRE

Name and surname	
Research degree, academic title	
Unit	
Current position	
Position applied for	
Length of research experience	
Area of science	

No.	Research achievements	Number
1.	Research articles in journals indexed in <i>Clarivate Analytics Web of Science</i> and having an impact factor (indicate in brackets the number of articles published in Q1 or Q2 journals) (number)	
2.	International research monographs or parts thereof (number)	
3.	Applications for national and/or international research, experimental development and innovation (RDI) projects (number)	
4.	Project activities (EUR thousands)	
5.	Patents registered with the State Patent Bureau of the Republic of Lithuania (number)	
6.	Patent applications and patents registered with WIPO, the EPO, the USPTO, the JPO, the KIPO or other offices (number)	
6.	Participation in RDI projects (number) - under international research programmes - under national research programmes	
7.	Participation in doctoral training (number) - doctoral candidates trained to completion - supervision of doctoral candidates - supervision of postdoctoral researchers - supervision of interns - involvement in doctoral studies	
8.	Other research activities (research presentations at national and/or international conferences, membership of national and/or international organisations and scientific committees for events, provision of expert opinions on draft legislation, etc.) (number)	
9.	Expert activities (number)	
10.	Other ... (please specify)	

NOTE. Provide details of specific research achievements on a separate sheet.

(signature)

(name, surname)

(date)

Assessment by the Head of Unit and/or line manager (for candidates employed at the Institute before the competition)

_____ (position)	_____ (signature)	_____ (name, surname)	_____ (date)
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Decision of the Competition and Attestation Committee (date of meeting _____, minutes No. _____):

Meets/does not meet the qualification requirements (delete as appropriate): For: __, Against: __, Abstentions: __;

Chair of the Committee

_____ (signature)	_____ (name, surname)	_____ (date)
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I acknowledge that I have read the Committee's conclusions

_____ (signature)	_____ (name, surname)	_____ (date)
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Meets/does not meet the requirements (delete as appropriate)

Director

_____ (signature)	_____ (name, surname)	_____ (date)
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Annex 2 to the Procedure for Organising
 Competitions, Performance Evaluation and Attestation
 for Research Positions
 at the Lithuanian Energy Institute

LITHUANIAN ENERGY INSTITUTE

PERFORMANCE EVALUATION / ATTESTATION QUESTIONNAIRE

Name and surname	
Research degree, academic title	
Unit	
Current position, full-time equivalent (FTE)	
Length of research experience	
Area of science	
Evaluation period	

No.	Research achievements	Number
1.	Research articles in journals indexed in <i>Clarivate Analytics Web of Science</i> and having an impact factor (indicate in brackets the number of articles published in Q1 or Q2 journals) (number)	
2.	International research monographs or parts thereof (number)	
3.	Applications for national and/or international research, experimental development and innovation (RDI) projects (number)	
4.	Project activities (EUR thousands)	
5.	Patents registered with the State Patent Bureau of the Republic of Lithuania (number)	
6.	Patent applications and patents registered with WIPO, the EPO, the USPTO, the JPO, the KIPO or other offices (number)	
6.	Participation in RDI projects (number) - under international research programmes - under national research programmes	
7.	Participation in doctoral training (number) - doctoral candidates trained to completion - supervision of doctoral candidates - supervision of postdoctoral researchers - supervision of interns - involvement in doctoral studies	
8.	Other research activities (research presentations at national and/or international conferences, membership of national and/or international organisations and scientific committees for events, provision of expert opinions on draft legislation, etc.) (number)	
9.	Expert activities (number)	
10.	Other ... (please specify)	

NOTE. Provide details of specific research achievements on a separate sheet.

 (signature)

 (name, surname)

 (date)

Conclusion of the Head of Unit and/or line manager as to whether the employee meets the requirements of their current position

_____	_____	_____	_____
<i>(position)</i>	<i>(signature)</i>	<i>(name, surname)</i>	<i>(date)</i>

Decision of the Competition and Attestation Committee (date of meeting _____, minutes No. _____):

Meets/does not meet the qualification requirements (delete as appropriate): For: __, Against: __, Abstentions: __;

Chair of the Committee

_____	_____	_____	_____
<i>(signature)</i>	<i>(name, surname)</i>	<i>(date)</i>	

I acknowledge that I have read the Committee's conclusions

_____	_____	_____	_____
<i>(signature)</i>	<i>(name, surname)</i>	<i>(date)</i>	

Meets/does not meet the requirements (delete as appropriate)

Director

_____	_____	_____	_____
<i>(signature)</i>	<i>(name, surname)</i>	<i>(date)</i>	

LITHUANIAN ENERGY INSTITUTE

(name of unit)

(research position, name, surname)

**WORK PLAN OF THE COMPETITION CANDIDATE / PERSON UNDERGOING
ATTESTATION**

Research activities (the proposed research direction and objectives to be pursued over the five years following success in the competition or until the next attestation; no more than 500 words)

PLANNED RESEARCH OUTPUTS OVER FIVE YEARS

No.	Description	Unit	Notes
1.	Research articles in journals indexed in <i>Clarivate Analytics Web of Science</i> and having an impact factor (indicate in brackets the number of articles published in Q1 or Q2 journals) (number)	number	
2.	Patent applications and patents registered with WIPO, the EPO, the USPTO, the JPO, the KIPO or other offices (number)	number	
3.	International research monographs or parts thereof (number)	number	
4.	Project applications under competitive national research, experimental development and innovation (RDI) programmes	number	
5.	Project applications under competitive international RDI programmes	number	
6.	Research and experimental development work, national and/or international research projects (as project leader or participant)	number	
7.	Supervision of doctoral candidates (indicate in brackets the number who have successfully defended their theses)	number	
8.	Supervision of postdoctoral researchers	number	
9.	Supervision of interns	number	
10.	Other research activities (research presentations at national and/or international conferences, membership of national and/or international organisations and scientific committees for events, provision of expert opinions on draft legislation, etc.)	number	
11.	Expert activities in national and/or international RDI projects or programmes	number	
12.	Other ... (please specify)		

(signature)

(name, surname)

(date)

Assessment by the Head of Unit:

(position)

(signature)

(name, surname)

(date)