


LITHUANIAN HYDROMETEOROLOGICAL SERVICE
UNDER THE MINISTRY OF ENVIRONMENT

I HEREBY APPROVE
 Director of the Lithuanian
 Hydrometeorological Service


 Saulius Balys
 ___/04/2018

DESCRIPTION OF THE PROVISION OF THE ADMINISTRATIVE SERVICE
„ORDERING AND ISSUE OF A HYDROMETEOROLOGICAL CERTIFICATE”

23/04/2018 No. 04
 Vilnius

No.	Title	Description
1.	Code of the administrative service	04
2.	Version of the administrative service	01/23/04/2018
3.	Title of the administrative service	Ordering and issue of a hydrometeorological certificate
4.	Description of the administrative service	A certificate on hydrometeorological conditions is a written, electronic, graphic or otherwise information on former, current and predicted hydrological, meteorological and climatic elements in a certain territory, the interaction of these elements, as well as the time and scale of their manifestation.
5.	Legislation, regulating the provision of the administrative service	<ul style="list-style-type: none"> • Law on the Right to Obtain Information From State and Municipal Institutions and Agencies of the Republic of Lithuania; • Law on Public Information of the Republic of Lithuania; • Description of the Procedure on Informing the Public on the Environment in the Republic of Lithuania; • Description of the System of Informing the Public on Climatic Changes and Their Risk to the Human Health; • Regarding the Duties and Authorisation of State Institutions in Organising, Coordinating, Managing and Implementing Search and Rescue, and Liquidation of Pollution Incidents; • List of Criteria of Extreme Events; • Description of the Procedure of Exchanging

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		<p>Information on Extreme Events or Situations;</p> <ul style="list-style-type: none"> • Indices of Natural, Catastrophic Meteorological and Hydrological Phenomena; • Description of the Procedure of Actions of the Structural Units of the Ministry of Environment and Subordinate Institutions, Included Into Its Regulation Area In the Event of Emergencies or Accidents, and Elimination of Accident Outcome.
6.	Information and documents to be provided by a person making an inquiry	<ul style="list-style-type: none"> • A (natural or legal) person or his representative may submit an application for a hydrometeorological certificate: <ul style="list-style-type: none"> • by coming to the Lithuanian Hydrometeorological Service (hereinafter – LHMS) or its division; • by mail or by courier; • by e-mail to lhmt@meteo.lt (must feature a clearly visible signature of the applicant); • by fax: (+370 5) 272 8874. • In case of a refusal to issue and send the certificate, the applicant shall be informed by a written decision, indicating the reason for the refusal and the appeal procedure. • A (natural or legal) person must submit a written application, which must include: <ul style="list-style-type: none"> • The title of the applicant (legal entity) or the name and surname (natural person), address, phone number, e-mail address or fax number, if applicable. • A detailed description of the information requested on hydrometeorological conditions; • In case of applications for hydrological information – geographical coordinates of the location, terrain elevation data (geodetic plans); • Required form of the hydrometeorological certificate; • Signature of the applicant or his authorised representative.
7.	Provider of the administrative service	The applications can be submitted at the Administration Department, the certificates are prepared at the Research and Development Department.
8.	Head of the administrative service	<p>Head of the Research and Development Department Zita Markevičienė, mobile phone: +370 672 33 856 e-mail: zita.markeviciene@meteo.lt</p>
9.	Length of the provision of the administrative service	<p>No later than in 14 calendar days since the receipt of the application.</p> <p>If the LHMS cannot provide a response to the applicant in 14 calendar days due to the volume</p>

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		and complexity of the information requested, the LHMS Director can extend the response term by up to 14 calendar days, but the entire term cannot exceed one month since the receipt of the application.
10.	Price of the provision of the administrative service (in case of a fee for the service)	<p>In cases, when the data is provided for a fee, the amount of the fee is indicated in the Order No. V-50 of 30 April 2016 of the LHMS Director "Regarding the Special (Monopoly) Hydrometeorological Services, Provided by the Lithuanian Hydrometeorological Service under the Ministry of Environment".</p> <p>The fee for the certificate upon the invoice must be paid to:</p> <p>AB SEB bank Bank code 70440 L. S. LT497044060000299043</p>
11.	Application form, filling example and content	Free. More information on filling an application is available here: http://www.meteo.lt/lt/prasymai
12.	Information and communication technology, used in the provision of the administrative service	Information level
13.	Inclusion of the applications for administrative services into the document accounting	Description, stored in the document management system.
14.	Peculiarities of the provision of the administrative service	The administrative service is final.

Head of the Research and Development Department

Zita Markevičienė

DRAWING OF THE NECESSARY ACTIONS TAKEN IN THE PROVISION OF THE ADMINISTRATIVE SERVICE "ORDERING AND ISSUE OF A HYDROMETEOROLOGICAL CERTIFICATE"

