MEMORANDUM OF UNDERSTANDING BETWEEN FORENSIC INSTITUTIONS OF THE REPUBLICS OF ESTONIA, LATVIA AND LITHUANIA

1. INTRODUCTION

1.1. This Memorandum of Understanding outlines the aim, structure and the main principles of functioning of the Network of Baltic States Forensic Institutions (NBSFI).

1.2. The bases of the Network are geographical position, similarity of the historical, political and economical conditions of the Baltic States.

2. AIM

2.1 The aim of NBSFI is to promote co-operation between Baltic States Forensic Institutions, to share knowledge in the field of forensic science and harmonize politics and practice in the field. Co-operation is based on voluntary mutual help, exchange of information and experience.

3. STRUCTURE

3.1. Membership

- Members of the NBSFI are Forensic Institutions working in the field of forensic science in Baltic States that have joined the Revised Memorandum of Understanding between Forensic Institutions of the Republics of Estonia, Latvia and Lithuania, but not limited to.

- The Founder Members of the NBSFI are directors of Forensic Institutions in Baltic States who have signed the first draft of the Memorandum.

- Forensic Institution that wants to become a Member of NBSFI must be accepted by the Board of Directors to get the Member Status.

3.2. Board Of Directors

- NBSFI will be lead by Board of Directors. The Board of Directors will consist of directors of Members.

- The board will have a Chairman and a Chairman Designate. Board of Directors will elect the first Chairman and Chairman Designate on the basis of rotation for a term of one year.

- After one-year service period Chairman Designate will become a new Chairman. The Board of Directors will elect new chairman Designate.

- The Member who has been elected as a Chairman of NBSFI will act as a Leader Institution.

- The Board of Directors will meet at least once a year (in spring).

- The Board of Directors may call together an exceptional meeting (in autumn).

4. CO-OPERATION

Members co-operate on the following builds and forms:

4.1 Exchange of information

- New developments in the field of scientific-techniques;
- In the field of scientific investigation;
- In the field of implementing new methods of investigation;
- In case if one of the Forensic Institution representatives has a possibility to participate in international convention, meeting etc. he/she will make a short report of that and this report will be sent to every member;
- In the field of legislation;
- Annual reports.

4.2 Exchange of knowledge and mutual aid

- Members will give possibilities for expert training to increase the qualification of the experts of the other members.
- Member experts can organize mutual workgroups for solving scientifically oriented or practical problems.
- Members can conduct certain investigation for the other Members according to their request.

4.3 Scientific – Technical meetings

- Members will organise scientific-practical conference at least once a year on the subject chosen by the Board of Directors.
- The conference will be organized by Leader Institution

4.4 Yearbook

- Leader Institution collects, analyses and prepares materials for the Yearbook that includes most important issues of the last year on the NBSFI. Yearbook will be translated into English.

4.5 Members can participate in other events on behalf of NBSFI.

4.6 Quality system

Members will co-operate in preparing professional standards for experts, method accreditation and development of collaborative tests.

5. RESOURCES

5.1 Members will cover their own expenses. Additional resources may be obtained from external funding and/or other resources.

6. RESIGNATION

6.1 To be resigned from the Members Status, the director should present written notice to the Board of Directors.

6.2 The Board of Directors will make a decision of resignation of the Member during the two-month period.

7. WORKING LANGUAGE

7.1 Working languages of the NBSFI are English and Russian.

7.2 Documentation of NBSFI is in English.

LITHUANIA:

Head of
Forensic Science Centre of Lithuanian Police — Genrikas Nedveckis

Director of
Institute of Forensic Medicine of
Mykolas Romeris University — Alvydas Pauliukevičius

Director of
Forensic Science Centre of Lithuania — Gabrielė Juodkaitė-Granskienė

LATVIA:

Head of
State Police Forensic Service Department — Andris Lapins

Director of
State Forensic Science Bureau — Maira Čentoricka

ESTONIA

Director of
Estonian Forensic Science Institute — Üllar Lanno