

APPROVED:

Decision No. ___ of Klaipėda City
Municipality Council

THE DESCRIPTION OF THE PROCEDURE FOR ADMINISTRATION OF INCENTIVE FOR ATTRACTING HIGHLY QUALIFIED PROFESSIONALS TO KLAIPĖDA CITY MUNICIPALITY

CHAPTER I GENERAL PROVISIONS

1. The Description of the Procedure for Administration of Incentive for Attracting Highly Qualified Professionals to Klaipėda City Municipality (hereinafter referred to as ‘the Description’) establishes the requirements concerning the applicants, applications for incentives, submission and evaluation of applications, and award and administration of incentives.

2. The Administration of Klaipėda City Municipality (hereinafter referred to as ‘the Municipality’) and Klaipėda ID, VšĮ (hereinafter referred to as ‘Klaipėda ID’) shall participate in the implementation of the Description and perform the functions set out in Chapters IV and V of the Description.

3. The form of the funding provided under the Description shall be a targeted incentive. An incentive amount awarded under 1 (one) application for incentive may not exceed EUR 2,400 (two thousand and four hundred euros).

4. Pursuant to the Description, an incentive may be applied for by a natural person (hereinafter referred to as ‘the applicant’), who meets the requirements set out in Chapter II of the Description and has submitted to Klaipėda ID an application for targeted incentive (hereinafter referred to as ‘the application for incentive’) that meets the requirements set out in Chapter II of the Description. The incentive application form, including the list of accompanying documents to be submitted, is attached to this Description as Annex 2.

5. Pursuant to the Description, the activities of the applicant are supported when he/she, having started working with a company registered in the territory of the Municipality, seeks to move to the Municipality.

6. The Description provides for the publication of an invitation to submit applications for incentives (hereinafter referred to as ‘the invitation’).

7. The selection of the applications for incentive will be carried out by way of continuous selection in accordance with the procedure set out in Chapter V of the Description: the selection will be carried out within the period for submitting the applications for incentive, as specified in the invitation; the submitted applications for incentive will be evaluated and the decisions to award incentives will be made following a queue formed on the basis of the date and time of submission of individual applications for incentive and a limited amount of funds allocated for incentives.

8. In evaluating applications, Klaipėda ID shall ensure that the principles of equality, clear responsibility, impartiality and transparency, professionalism, efficiency, and confidentiality are observed.

CHAPTER II REQUIREMENTS FOR APPLICANTS

9. Pursuant to the Description, applicants may be persons specified in Item 4 of the Description, who meet the following requirements at the time of submitting the application for incentive:

9.1. The applicant's declared a place of residence during the last 12 months is not in Klaipėda City or Klaipėda District municipalities;

9.2. The applicant must have an employment contract of an indefinite duration or for a term of at least 12 months with a company registered in the territory of the Municipality, which must indicate the following: the place of work, job title (position or functions) and remuneration (monthly salary or hourly wage) of the applicant. The employment contract has to be signed at least 6 months prior to the submission of the application for incentive.

9.3. The job title specified in the employment contract submitted by the applicant is included in Annex 1 to the Description, i.e. the List of Priority Occupations of Klaipėda City Municipality (according to subgroups within the major groups 1 to 3 of the Lithuanian Classification of Occupations) or, even though not included in Annex 1 to the Description, is listed within subgroups of the major groups 1 to 3 of the Lithuanian Classification of Occupations and corresponds to the strategic growth areas established by the Klaipėda City Economic Development Strategy 2030, i.e., marine economics, advanced industrial economics, bioeconomics and service economics (to be assessed based on a workplace or company);

9.4. The remuneration specified in the applicant's employment contract is at least 1.5 times higher than the average monthly salary within the Municipality according to the data published by the Lithuanian Department of Statistics for the respective year.

CHAPTER III REQUIREMENTS CONCERNING THE INCENTIVE AND PAYMENT THEREOF

10. The incentive shall be paid in advance upon submission to the Municipality the documents specified in the Agreement on the Grant of Incentive (see Item 15 of the Description).

11. The costs eligible for financing according to the Description are as follows:

11.1. Tenancy costs concerning a living space in Klaipėda City;

11.2. Costs of Lithuanian language courses for foreign citizens.

12. The maximum allowable share of the costs to be financed in accordance with Item 11 of the Description shall be up to 80 percent of the applicant's costs eligible for financing, however, not more than EUR 2,000 (two thousand euros) concerning the costs referred to in Item 11.1 and not more than EUR 400 (four hundred euros) concerning the costs referred to in Item 11.2 above.

13. Pursuant to Item 11 of the Description, the application for incentive submitted by the applicant shall indicate the service whose costs are to be covered under the application for incentive and, along with the application for incentive, submit a 12-month tenancy agreement for a living space in the territory of the Municipality, indicating a fixed 1-month rent fee, and a commercial offer concerning Lithuanian language courses for foreign nationals. Utility payments may not be included in the rent fee.

14. In the application for incentive, the applicant shall indicate the incentive amount requested, which shall be calculated based on the tenancy agreement and the commercial offer that are submitted along with the application for incentive.

15. An Incentive Award Agreement (hereinafter referred to as 'the Agreement') shall be signed with the applicant, whose application for incentive has been approved. The Agreement shall be signed between the applicant and the Municipality administration.

16. By signing the Agreement, the applicant undertakes to have a declared place of residence in the Municipality and to work with a company registered in the territory of the Municipality for 12 months of the date of entry into force of the Agreement. The applicant shall have a place of residence declared in Klaipėda City within 1 month of the date of entry into force of the Agreement. The tenancy agreement has to be registered with the State Enterprise Centre of Registers.

17. The incentive amount awarded has to be used up within 6 months of the date of entry into force of the Agreement.

18. The funds under the application for incentive may be awarded only once. The incentive shall not be granted for activities that have been financed, are financed or are intended to be financed

from the State budget and/or municipal budgets of the Republic of Lithuania or other monetary resources available to the State and/or municipalities, European Union structural funds, other European Union financial assistance instruments or other international assistance, and that, having received the incentive, would be eligible for awarding funding and/or disbursements more than once. Where it is established that another funding has been awarded under the same application for incentive, the amount concerning the second instance of the funding shall be returned (as unlawful) to the Municipality administration within 20 business days.

CHAPTER IV SUBMISSION OF APPLICATIONS FOR INCENTIVE

19. Applications for incentive shall be submitted in accordance with the invitation published on the website of Klaipėda ID: www.klaipedaid.lt. Information about the invitation may also be published on the website of the Municipality: www.klaipeda.lt. Other ways and means for spreading the information about the invitation may be chosen additionally by Klaipėda ID, taking into consideration which ways and means would be most effective in providing the information to the applicant target groups.

20. The invitation to submit applications for incentive shall be published by Klaipėda ID on the website (www.klaipedaid.lt) in January of the current year. The invitation shall be valid until the date specified therein, which shall not be later than 1 December of the current year, but also not later than up to the time when the total amount of the funds allocated for granting incentives is used up to the full. In coordination with the Municipality administration, Klaipėda ID shall suspend the invitation prior to the expiry of the validity term thereof, if the amount of funds concerning the incentive awarded in accordance with the decisions made by the Municipality administration exceeds the total amount of funds allocated for the financing of applications for incentive, and shall publish a relevant notification on the website (www.klaipedaid.lt) on the same day.

21. To apply for an incentive, the applicant, along with the application for the incentive, has to submit the completed application and the documents specified therein, as provided for in Annex 2 to the Description.

22. The applicant shall submit the completed application for incentive before the expiry of the validity term of the invitation or the date of suspension of the invitation to the e-mail address of Klaipėda ID specified in the invitation, and shall sign the application with a qualified electronic signature.

23. Information and advice to applicants shall be provided by Klaipėda ID. Response to queries submitted by applicants shall be provided no later than within 3 business days of the date of receipt of a query in the manner specified by the applicant or in the manner, in which the applicant submitted the query. Information on specific persons to consult and their contacts will be given in the invitation.

24. Klaipėda ID shall register all received applications for incentive in accordance with the internal document management procedure, assigning a unique incentive application code (hereinafter referred to as ‘the application code’) to each application for incentive.

25. A confirmation of receipt and registration of the application for incentive shall be sent by Klaipėda ID to the applicant’s e-mail address indicated in the submitted application for incentive no later than within 2 business days of the date of receipt thereof, indicating the application code and the date and exact time (day, hour, and minute) of the receipt of the application for incentive.

CHAPTER V EVALUATION OF APPLICATIONS FOR INCENTIVE, AWARD OF INCENTIVES AND CONCLUSION OF AGREEMENTS

26. The evaluation of applications for incentive shall take no more than 30 calendar days of the date of receipt of the application for incentive until the date of the decision of the Director of the

Municipality administration to award the incentive or not. Klaipėda ID shall submit the evaluated applications for incentive to the Municipality administration for decision-making.

27. Applications for incentives shall be evaluated following the order, in which the applications for incentives were submitted, starting from those submitted the earliest according to the date and time of submission thereof.

28. Upon receipt of applications for incentive, Klaipėda ID shall assess the following:

28.1. Whether the application for incentive has been duly completed and whether all the documents specified in Item 21 above have been submitted;

28.2. Whether the applicant meets the requirements set out in Chapter II of the Description; and

28.3. Whether the information provided in the application for incentive complies with the requirements set out in Chapter III of the Description.

29. Where, in the course of evaluation of the application for incentive, Klaipėda ID establishes that not all documents and/or information specified in Item 21 above have been submitted for assessment, or where the missing documents make it impossible to evaluate the application for incentive, Klaipėda ID shall set a deadline, which may not be shorter than 3 business days of the day of receipt of the respective request from Klaipėda ID, for the applicant, during which the applicant shall be requested to submit additional documents or supplement and/or clarify the information provided in his/her application for incentive.

30. Having evaluated the received applications for incentive, Klaipėda ID shall, at least once a month (or as required), prepare and submit to the Municipality administration:

30.1. A list of applicants ineligible for funding; and

30.2. A list of applicants potentially eligible for funding.

31. Klaipėda ID shall include applications for incentive in the list of applicants ineligible for funding in the following cases:

31.1. The applicant submits an incorrectly or incompletely filled in application for incentive, fails to submit all of the documents specified in Item 21 above along with the application for incentive and fails to remedy the shortcomings in the application for incentive within the term established by Klaipėda ID, as specified in Item 29 above, fails to provide additional data and/or documents, fails to supplement/specify the information provided in the application for incentive or in the documents submitted along with the application for incentive;

31.2. The applicant submits a revised application for incentive that is analogous to the previous application for incentive or the shortcomings in which have not been remedied and/or have not been remedied to the full;

31.3. The applicant does not meet at least one of the requirements set out in Chapter II above.

32. The list of applicants ineligible for funding compiled by Klaipėda ID shall indicate the following: the forename, surname and personal ID No. of the applicant, the application code, the date of submission of the application, application number and the reason for ineligibility for funding.

33. The following data shall be provided in the list of applicants potentially eligible for funding compiled by Klaipėda ID:

33.1. The forename, surname and personal ID No. of the applicant, the application code, the date of submission of the application and application number; and

33.2. The amount of the incentive to be awarded;

34. The lists of the applicants ineligible for funding and the applicants potentially eligible for funding prepared by Klaipėda ID shall be formalised by the order of the Director of Klaipėda ID. The prepared lists of the applicants that are ineligible for funding and the applicants potentially eligible for funding shall be submitted by Klaipėda ID to the Municipality administration no later than within 1 business day of the issuance of the abovementioned order of the Director of Klaipėda ID.

35. The decision on granting or refusing to grant an incentive shall be made by the Director of the Municipality administration not later than within 5 business days of the day of receipt of the lists of applicants ineligible for funding and potentially eligible for funding. The decision on

granting or refusing to grant an incentive shall be formalised by an order of the Director of the Municipality administration. The decision of the Director of the Municipality administration regarding the granting or refusal to grant an incentive shall, in addition to the requirements set out in Article 10 of the Law on Public Administration of the Republic of Lithuania, specify the following:

35.1. The legal and factual basis for granting or not granting an incentive;

35.2. The list of the applicant or applicants, to whom the incentive is granted, indicating the forename, surname and personal ID No. of the applicant, application code, and the incentive amount granted to each applicant;

35.3. The list of the applicant or applicants, to whom the incentive is not granted, indicating the forename, surname and personal ID No. of the applicant and the application code.

36. When the Director of the Municipality administration has made a decision on granting or not granting an incentive, the Municipality administration shall immediately but not later than within 1 business day of the effective date of the decision inform Klaipėda ID and the applicant of the decision made by sending the relevant information to the e-mail address specified in the application for incentive.

37. The Municipality administration shall enter into the Agreement with the applicant, who has been granted an incentive by the decision of the Director of the Municipality administration. The draft Agreement is attached thereto as Annex 3.

38. The Agreement shall include the following information: the incentive amount awarded, the period of performance of the Agreement, the rights and obligations of the parties, the procedure for payment of the incentive, liability for non-compliance with the requirements set out by the Agreement, the Description and other legal acts, the terms, conditions and procedure concerning the validity, modification and termination of the Agreement and dispute resolution, as well as other provisions to ensure the performance of the supported activities and a lawful, economical, efficient and effective use of the granted funds. The application for incentive shall form an integral part of the Agreement.

39. The applicant, who has been granted an incentive by the decision of the Director of the Municipality administration shall, not later than within 10 business days after the date of the incentive award decision indicated in the e-mail sent to the e-mail address indicated in the application for incentive, submit to the Municipality administration the data and/or documents necessary for the preparation of the Agreement and sign the Agreement.

40. The Agreement shall enter into force on the date of signature thereof by both parties to the Agreement and shall remain in force until the parties have fulfilled all their obligations under the Agreement or until the Agreement is terminated.

CHAPTER VI FINAL PROVISIONS

41. The applicant shall be responsible for the accuracy of the information, data and documents provided in the application for incentive and in support of the application for incentive.

42. Klaipėda ID shall be responsible for the correctness and accuracy of the data and information provided in the lists of applicants ineligible for funding and applicants potentially eligible for funding submitted to the Municipality administration.

43. Personal data shall be processed in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), the Law on the Legal Protection of Personal Data of the Republic of Lithuania, and the Agreement on the Processing of Personal Data signed between the Municipality and Klaipėda ID. The personal data submitted together with the application for incentive and specified in Items 1 and 2 of the application for incentive shall be processed for the following purposes: compilation of the lists of the applicants that are ineligible for

funding and those potentially eligible for funding, their submission to the Municipality for taking decision on granting and paying incentive, carrying out control over the use of incentive, making decisions on repayment and partial repayment of incentive, and financial accounting. The rights of data subjects shall be exercised in accordance with the procedure established by the data controller, to whom the applications concerning the exercise of the data subject's rights are addressed. Information on the processing of personal data is available on the website of the Municipality.

44. Documents and personal data submitted along with the application shall be processed and stored in accordance with the procedure established by the Law on Documents and Archives of the Republic of Lithuania.

/Translation from the Lithuanian language/

Annex 1 to
the Description of the Procedure for
Administration of Incentive for
Attracting Highly Qualified
Professionals to Klaipėda City
Municipality

**LIST OF PRIORITY OCCUPATIONS OF KLAIPĖDA CITY MUNICIPALITY
(ACCORDING TO SUBGROUPS WITHIN MAJOR GROUPS 1 TO 3 OF THE
LITHUANIAN CLASSIFICATION OF OCCUPATIONS)**

Major group	Sub-major group	Minor group	Unit group	Description
Managers	Chief executives, senior officials, and legislators	112 Chief executives, senior officials, and legislators	1120 Managing directors and chief executives	With the assistance of other managers, they formulate and review the policies and plan, coordinate, evaluate and direct overall activities of companies or organisations, usually within the guidelines established by the board of directors or a governing body, to whom they are answerable for their activities and results.
			121 Business services and administration managers	1211 Finance managers
	Administrative and commercial managers	122 Sales, marketing, and development managers	1212 Human resource managers	Human resource managers plan, coordinate, and direct policies concerning the personnel, labour relations, and occupational health and safety of an enterprise or organisation or of an enterprise that provides human resource services to other enterprises and organisations.
			1221 Sales and marketing managers	Sales and marketing managers plan, coordinate and direct the sales and marketing activities of a company or organisation or of a company that provides sales and marketing services to other companies and organisations.
			1222 Advertising and	Advertising and public relations managers plan, coordinate and direct the

			public relations managers	advertising, public relations and public information activities of companies and organisations or of companies that provide advertising, public relations and public information or similar services to other companies and organisations.
			1223 Research and development managers	Research and development managers plan, coordinate and direct the research and development activities of an enterprise or organisation or of enterprises providing similar or research and development services to other enterprises and organisations.
		131 Production managers in agriculture, forestry, and fisheries	1312 Aquaculture and fisheries production managers	Aquaculture and fisheries production managers plan, coordinate and direct production operations in large-scale aquaculture and fishery farms that harvest and catch fish and crustaceans, and grow fish, crustaceans, or other forms of aquatic organisms as marketable crops for release into freshwater or saltwater
		132 Manufacturing, mining, construction, and distribution managers	1321 Manufacturing managers	Manufacturing managers plan, coordinate and direct activities concerning the production of goods, production of electricity, gas extraction, and water supply and distribution, as well as waste collection, treatment, and disposal.
			1322 Mining managers	Mining managers plan, direct, and coordinate the production activities of mining, quarrying and oil and gas extraction operations, either as the manager of a department or as the general manager of an enterprise or organization that does not have a hierarchy of managers.
		133 Information and communications technology service managers	1330 Information and communications technology service managers	Information and communications technology service managers plan and coordinate the acquisition, development, maintenance and use of computer and telecommunications systems.
			1346 Financial and insurance service branch managers	Financial and insurance service branch managers plan, coordinate and direct the branches of institutions that provide financial and insurance services, such as banks, building societies, credit unions and insurance companies. They provide advice and assistance

				to clients on financial and insurance matters.
Professionals	Science and engineering professionals	211 Physical and earth science professionals	2111 Physicists	Application of physics-related scientific knowledge in industrial, medical, military, or other fields.
			2112 Meteorologists	(In the field of shipping) Research on the impact of industrial projects and human activities on the climate and air quality, as well as work with the social science, engineering, and economics specialists to develop appropriate mitigation strategies.
			2113 Chemists	(Marine Research Institute) Participation in interdisciplinary research and development projects in cooperation with chemical engineers, biologists, microbiologists, agronomists, geologists, or other professionals.
			2114 Geologists and geophysicists	Application of scientific knowledge relating to geology and geophysics in such fields as oil, gas and mineral resources exploration and extraction, conservation of water resources, civil engineering, telecommunications, and navigation, as well as assessment and mitigation of the development and environmental impact of waste disposal projects.
		212 Mathematicians, actuaries, and statisticians	2120 Mathematicians, actuaries, and statisticians	(a) Studying, creating, developing and improving mathematical, actuarial and statistical theories and techniques; (b) Advising on and applying the various principles and techniques of data collection and statistics, and establishing the reliability of the results obtained, in particular in the fields of business or medicine, as well as in other fields of the natural and social sciences.
		213 Life science professionals	2131 Biologists, botanists, zoologists, and related professionals	Work in the fields such as botany, zoology, ecology, marine biology, genetics, immunology, pharmacology, toxicology, physiology, bacteriology, and virology.

			2132 Farming, forestry, and fisheries advisers	Development of techniques for increasing productivity, and studying and developing plans and policies for land and fisheries management.
			2133 Environmental protection professionals	Environmental protection professionals study and assess the effects on the environment of human activity such as air, water and noise pollution, soil contamination, climate change, toxic waste and depletion and degradation of natural resources. They develop plans and programmes to protect, conserve, restore the environment, and to minimize and prevent further damage to the environment.
		214 Engineering professionals (excluding electrotechnology)	2141 Industrial and production engineers	Industrial and production engineers conduct research and design, organise, and oversee the introduction, operation and maintenance of industrial production processes and installations. They develop programmes for the coordination of manufacturing activities and assess cost effectiveness and safety.
			2142 Civil engineers	Civil engineers carry out research, design, direct and supervise civil engineering work, research the technological aspects of certain materials and provide advice on these issues.
			2143 Environmental engineers	Conduct environmental assessments of construction and civil engineering projects, as well as apply engineering principles in the areas of pollution control, waste recycling and disposal.
			2144 Mechanical engineers	(Blue economy) Mechanical engineers conduct research; advise on, design, and direct production of machines, aircraft, ships, machinery and industrial plant, equipment, and systems; advise on and direct their functioning, maintenance and repair; as well as study and advise on mechanical aspects of particular materials, products or processes.

			2145 Chemical engineers	Direct the maintenance and repair of chemical plant and equipment, as well as study and advise on the technological aspects of certain materials, products, and processes.
			2146 Mining engineers, metallurgists, and related professionals	Mining engineers, metallurgists and related professionals conduct research on, design, develop and use industrial methods for extracting metals from their ores or minerals, water, oil, or gas from the earth, and of developing samples of new alloys, ceramics and other materials, as well as study and advise on mining or metallurgical aspects of particular materials, products or processes
			2149 Engineering professionals not elsewhere classified	This unit group covers engineering professionals not classified elsewhere in Minor group 214, Engineering professionals (excluding electrotechnology) or in Minor group 215, Electrotechnology engineers. For instance, the group includes those engineering professionals, who conduct research, advise on or develop engineering procedures and solutions concerning workplace safety, biomedical engineering, optics, materials, nuclear power generation and explosives.
		215 Electrotechnology engineers	2151 Electrical engineers	Electrical engineers conduct research and advise on, design, and direct the construction and operation of electrical systems, components, motors, and equipment, and advise on and direct their functioning, maintenance and repair, or study and advise on technological aspects of particular electrical engineering materials, products and processes.
			2152 Electronics engineers	Electronics engineers conduct research on, design, and direct the construction, functioning, maintenance, and repair of electronic systems, as well as study and advise on technological aspects of particular electronic engineering materials, products or processes.

		2153 Telecommunications engineers	Telecommunications engineers carry out research, design and direct the production of telecommunications systems and equipment, and are responsible for the functioning, maintenance and repair of those systems and equipment. They study and advise on the technological aspects of certain telecommunications engineering materials, products, and processes.
	216 Architects, planners, surveyors, and designers	2161 Building architects	Building architects design commercial, industrial, institutional, residential, and recreational buildings, as well as plan and monitor their construction, maintenance, and repairs.
		2166 Graphic and multimedia designers	Graphic and multimedia designers create visual and audio-visual content for the communication of information using print, film, electronic, digital, and other forms of visual and audio media.
Teaching Professionals	231 University and higher education teachers	2310 University and higher education teachers	Teachers of higher education institutions prepare and deliver lectures and conduct tutorials in one or more subjects according to the prepared study programme at a university or other higher education institution. They conduct research and prepare methodological and scientific articles and books.
	232 Vocational education teachers	2320 Vocational education teachers	Vocational education teachers teach or instruct vocational or occupational subjects and give lectures in adult and further education institutions and to senior students in secondary schools and vocational education institutions. They prepare students for employment in specific occupations or occupational areas, for which university or higher education is not normally required.
	235 Other teaching professionals	2356 Information technology trainers	Conduct practical training in information technology and other subjects outside the mainstream primary, secondary, and higher education systems.

			2359 Teaching professionals not elsewhere classified	Teach foreign languages for migration and similar purposes; teach individually; provide tuition in arts and other subjects outside the mainstream primary, secondary, and higher education systems.
		242 Administration professionals	2423 Personnel and careers professionals	Personnel and careers professionals provide professional business services related to personnel policies, such as employee recruitment or development, occupational analysis, and vocational guidance.
		243 Sales, marketing, and public relations professionals	2431 Advertising and marketing professionals	Advertising and marketing professionals develop and coordinate advertising strategies and campaigns, identify the right market for new goods and services, and identify and develop market opportunities for new and existing goods and services.
			2432 Public relations professionals	Public relations professionals plan, develop, implement, and evaluate information and communication strategies that create a favourable attitude towards businesses and other organisations, their goods and services, and their role in the community.
	Information and communications technology professionals	251 Software and applications developers and analysts	2511 System analysts	Systems analysts perform research work, analyse, and evaluate procedures or problems, customer requirements for information technology, as well as develop and implement proposals, recommendations and plans for the improvement of existing or future information systems.
			2512 Software developers	Software developers conduct research, analyse, and evaluate requirements for existing or new software and operating systems, and develop, improve, test, and maintain software solutions to meet those requirements.
			2513 Web and multimedia developers	Web and multimedia developers combine design and technical knowledge in conducting research, analysing, evaluating, designing, programming, and modifying websites and applications that draw together text, graphics, animations, imaging, audio and video displays and other interactive multimedia.

			2514 Applications programmers	Application programmers write and maintain the programming code outlined in the technical instructions and specifications for software applications and operating systems.
			2519 Software and applications developers and analysts not elsewhere classified	This unit group covers software and applications developers and analysts not classified elsewhere in Minor group 251, Software and applications developers and analysts. For instance, the group includes the professionals, who specialise in quality assurance, including software testing.
		252 Database and network professionals	2521 Database designers and administrators	Design, improve, monitor, maintain and support the optimal performance and security of databases.
			2522 Systems administrators	Improve, control, maintain and support the optimal operation and security of information technology systems.
			2523 Computer network professionals	Conduct research, analyse, improve, test, and recommend strategies for network architecture and its development. They install, manage, maintain, and configure network hardware and software, and monitor, troubleshoot and optimise performance.
			2529 Database and network professionals not elsewhere classified	This unit group includes database and network professionals not classified elsewhere in Minor group 252, Database, and network professionals. For instance, the group includes information and communications technology security specialists.
Technicians and associate professionals	Science and engineering associate professionals	311 Physical and engineering science technicians	3111 Chemical and physical science technicians	Chemical and physical science technicians perform technical tasks to aid in research in chemistry, physics, geology, geophysics, meteorology, and astronomy, and in the development of industrial, medical, military and other practical applications of research results.

			3112 Civil engineering technicians	Civil engineering technicians perform technical tasks in civil engineering research, as well as in the design, construction, operation, maintenance and repair of buildings and other structures, such as water supply and wastewater treatment systems, bridges, roads, dams, and airports.
			3113 Electrical engineering technicians	Electrical engineering technicians perform technical tasks related to research work in electrical engineering, as well as the design, manufacture, assembly, construction, operation, maintenance, and repair of electrical equipment, installations, and distribution systems.
			3114 Electronics engineering technicians	Electronics engineering technicians perform technical tasks related to the research work in electronics and the design, manufacture, assembly, installation, operation, maintenance, and repair of electronic equipment.
			3115 Mechanical engineering technicians	Mechanical engineering technicians perform technical tasks related to mechanical engineering research and the design, manufacture, assembly, installation, operation, maintenance and repair of machinery, components, and mechanical equipment.
			3116 Chemical engineering technicians	Chemical engineering technicians perform technical tasks related to chemical engineering research and the design, manufacture, installation, operation, maintenance, and repair of chemical equipment.
			3117 Mining and metallurgical technicians	Mining and metallurgical technicians perform technical tasks to assist in research and experiments related to metallurgy, in improving methods of extracting solid minerals, oil and gas, and in the design, construction, operation, maintenance and repair of mines and mine installations, of systems for transporting and storing oil and natural gas, and of equipment for extraction of metals from ores and their purification.

			3118 Draughtspersons	Draughtspersons prepare technical drawings, maps and illustrations from sketches, measurements, and other data, and copy final drawings and paintings onto printing plates.
			3119 Physical and engineering science technicians not elsewhere classified	This unit group covers physical and engineering science technicians not classified elsewhere in Minor group 311, Physical and engineering science technicians. For instance, the unit group includes those, who assist scientists and
		314 Life science technicians and related associate professionals	3141 Life science technicians (excluding medical)	Life sciences technicians (excluding medical and pathology laboratory technicians) provide technical assistance to life science professionals undertaking research, analysis and testing of living organisms, and development and application of products and processes resulting from research in areas such as conservation of natural resources, environmental protection, plant and animal biology, microbiology and cell and molecular biology.
		315 Ship and aircraft controllers and technicians	3151 Ships' engineers	Ships' engineers control and participate in the operation, maintenance and repair of mechanical, electrical and electronic equipment and machinery on board ship or perform similar supporting functions on shore.
	Information and communications technicians	351 Information and communications technology operations and user support technicians	3511 Information and communications technology operations technicians	Information and communications technology operations technicians provide assistance in the day-to-day use and monitoring of information and communications technology systems, peripherals, hardware, software, and similar computer equipment to ensure its optimal performance and identify any problems.
			3512 Information and communications technology user support technicians	Information and communications technology user support technicians provide technical assistance to users, either directly or by telephone, e-mail, or other electronic means, including diagnosing and resolving issues and problems with software, hardware, computer peripheral equipment, networks, databases and the Internet, and providing

				guidance and support in the deployment, installation and maintenance of systems.
			3513 Computer network and systems technicians	Computer network and systems technicians design, operate, and maintain networks and other data transmission systems.
			3514 Web technicians	Web technicians maintain, monitor, and support the optimal performance of Internet and Intranet websites and web server hardware and software.
		352 Telecommunications and broadcasting technicians	3521 Broadcasting and audio-visual technicians	Broadcasting and audio-visual technicians control the operation of equipment that records and edits images and sound and transmits to radio and television broadcasts previously recorded image and sound and other types of signals on land, at sea and on aircraft.
			3522 Telecommunications engineering technicians	Telecommunications engineering technicians perform technical tasks related to telecommunications engineering research and the design, manufacture, assembly, construction, operation, maintenance, and repair of telecommunications systems.