

TECHNICAL SPECIFICATION

1. TERMS AND ABBREVIATIONS

- 1.1. **Customer** - UAB „Ignitis grupės paslaugų centras“
- 1.2. **Service Provider** - an economic entity - a natural person, private legal entity, public legal entity, other organisations and their subdivisions or a group of such persons, with whom the Client enters into a Contract.
- 1.3. **Contract** - the Contract concluded between the Client and the Service Provider in relation to the Purchase Object.
- 1.4. **Services** - CSRD Mobilization Workshop.

2. OBJECT OF PURCHASE

- 2.1. CSRD Mobilization Workshop.
- 2.2. Given that the Client acts as the central contracting authority of the Ignitis Group of AB, the Purchase Object shall be procured and may be provided for the benefit and in the interests of both the Client and any company of Ignitis Group of AB. The company for whose benefit the Purchase Item will be procured will be specified in the Order.

3. SCOPE OF THE PURCHASE

- 3.1. The quantities of the Services are set out in Table 1 below:

Table Nr. 1

Order No.	Name of the services
1.	1,5 days CSRD Mobilisation Workshop

4. PLACE OF SERVICE

- 4.1. The Services shall be provided at Laisvės pr. 10, Vilnius, Lithuania.

5. REQUIREMENTS FOR THE OBJECT OF THE CONTRACT

Description of the subject of the purchase

- 5.1. The procurement is carried out in order to consistently implement the requirements of the Corporate Sustainability Reporting Directive (CSRD) and to develop and implement a mobilization plan for CSRD implementation at Ignitis Group.
- 5.2. The objective of the CSRD Mobilization Workshop is to develop a high-level mobilization action plan and to identify concrete follow-up actions for the implementation of CSRD requirements.
- 5.3. CSRD Mobilization Training shall cover the following topics:
 - INTRODUCING IMPACT CASE AND IMPACT MAPPING – Presenting the Why and the How of impact mapping: why we are using it today and how we do it.
 - CREATING OVERVIEW - Creating an overview over Ignitis Group's current actions and process to identify the starting point.
 - UNDERSTANDING PROJECT AMBITION - Laying out Ignitis Group's sustainability and ESG reporting: setup today and current challenges to solve.
 - DRAFTING INITIAL HIGH-LEVEL ROADMAP - Designing a roadmap on how to approach the project and increase sustainability performance: Mapping impact and deliverables; Assessing current ESG initiatives and capabilities; Developing first ideas for initiatives to drive future ESG reporting initiatives.
 - SETTING UP THE TEAM - Defining and allocating roles and responsibilities for the project and building the team.
 - CONCLUSIONS & NEXT STEPS - Joint wrapping-up the workshop and aligning on concrete next steps.
- 5.4. CSRD Mobilisation Training shall include the following outcomes:
 - Joint introduction to get to know each other and reaffirm the purpose of the workshop.
 - Short introduction to an Impact Case.
 - Clear mapping of Ignitis Group's current actions and process, and the starting point identified.
 - Alignment of project ambition and understanding of Ignitis Group's specific situation.
 - Identification of first activities to improve ESG reporting process and capabilities to simultaneously drive overall sustainability performance.
 - Basis for defining next steps, milestones, and touchpoints.

- Clearly defined roles and responsibilities for the project, and colleagues allocated to these roles.
 - Identification and alignment on concrete next steps.
- 5.5. This training shall be live, at the addresses specified in Section 4 of the Technical Specification and shall last for 1,5 days.
- 5.6. This training shall be conducted in English.
- 5.7. The Service Provider shall, during the provision of the Services, provide all necessary facilities and equipment (if such facilities are not available at the place of provision of the Services) and other additional facilities for the proper provision of the Services.
- 5.8. The Service Provider shall arrange for the registration of the Participants during the Training (registration shall be conducted on each day of the Training). Registration lists shall be handed over to the Client's representative after each training day.
- 5.9. The target group of the training shall be the CCO, CFO, CPO, CIO, Head of Group Sustainability, and relevant decision makers.
- 5.10. It is estimated that the training group size will be approximately 20 persons.
- 5.11. After the training, the Service Provider shall provide the participants with the training material (in e-format), which shall be in English.

6. PROCEDURES AND TIME LIMITS FOR THE PROVISION OF SERVICES

- 6.1. The Services shall be provided no later than 30 (thirty) days from the date of signature of the Agreement.
- 6.2. The Service Provider shall provide the Services at the address(es) specified in Part 4 of the Technical Specification during the Client's working hours (I-IV 8.00-18.00, V 8.00-17.00).
- 6.3. The Services will be provided in accordance with the procedures set out in this Technical Specification.
- 6.4. The Customer shall have 10 (ten) working days within which to accept the Services (i.e. to sign the act of transfer of the result of the Services).
- 6.5. The Service Provider undertakes to comply with the following environmental requirements in the performance of the Contract: reduction of paper consumption, elimination of unnecessary copying and printing of documents. Technical documentation, reports and/or other documents related to the performance of the Contract shall be provided to the Client only in electronic format. Unless otherwise agreed, the final versions of the technical documentation and the acceptance certificates shall be signed by e-signature. In exceptional cases, documents relating to the performance of the Contract may be provided in physical document format if such format is required by law and/or the Customer indicates such necessity.

7. QUALITY AND RECTIFICATION OF DEFECTS

- 7.1. Defects in the Services and/or the result of the Services shall be deemed to be non-conformities with the requirements of the Technical Specification and the legal acts governing the quality of the Services.
- 7.2. The Client shall have the right to apply to the Service Provider for the elimination of the deficiencies of the Services and/or the result of the Services not later than within 10 (ten) working days from the date of signing of the act of transfer - acceptance of the Services provided / the date of recording of deficiencies.
- 7.3. The Client shall have 15 (fifteen) working days to remedy any deficiencies in the result of the Services.

8. TERMS OF PAYMENT

- 8.1. The Client shall pay the Service Provider for the quality Services provided within 30 (thirty) days from the date of signing of the act of transfer - acceptance of the result of the Services and receipt of the Invoice.