

CURRICULUM VITAE



1. Family name: Baltacs
2. First names: Janis
3. Date of birth: May 12, 1957
4. Nationality: Latvian
5. Civil status: single
6. Education: university

Institution	Riga Technical University
Date: from (month / year): to (month / year):	September 1975 to June 1980
Degree(s) or Diploma(s) obtained:	Civil engineer, road and bridge construction
Institution	Multiple, short term further education
Date: from (month / year): to (month / year):	1994 - 2009, multiple short term
Degree(s) or Diploma(s) obtained:	<p><i>LEAN Thinking course (OEM Consultants, Canada), Innovation Assistant Trainer –incorporating LEAN Principles.</i></p> <p><i>CMC award of Certified Management Consultant qualification (The International Council of Management Consulting Institutes)</i></p> <p><i>CIAA (Confederation des industries agro-alimentaires de l'UE) training course for consultants of food companies.</i></p> <p><i>Governing Board of the Institute of Quality Assurance (IQA), International Register of Certified Auditors (IRCA), International Auditor and Training Certification Association (IATCA); Quality Management System Auditor / Lead Auditor Certificate;</i></p> <p><i>ForumSyd (Sweden); Assessment and development of organisations, Management of change;</i></p> <p><i>Freedom House (USA); six week visiting fellow program in organisation management and fundraising.</i></p> <p><i>COWI Consult (Denmark) / European Bank of Reconstruction and Development (EBRD); Company environmental assessment;</i></p> <p><i>Ramboll (Denmark); Company diagnosis, Strategy planning, Export skills development;</i></p> <p><i>GTZ and Luso Consult (Germany); Goal oriented planning, Moderation and Presentation;</i></p> <p><i>Helsinki University Knowledge Services (Finland); Company Analysis and Industry Sector review.</i></p> <p><i>Segal Quince Wicksteed Limited (UK); small business councillor / trainer in general marketing, finance and management.</i></p>

7. Language skills: (Mark 1 to 5 for competence, 5 being the highest)

Language	Reading	Speaking	Writing
Latvian (mother tongue)	5	5	5
English	5	4	4
Russian	5	4	4
German	2	2	1

8. Membership of professional bodies:

Member of Association of Latvian Business Consultants
 Board member of NGO "Mill Power"
 Board member of Association of Latvian Cray Fish and Fish breeders

9. Other skills (e.g. computer literacy, etc.): Windows and Linux operation systems, Lotus Smart Suite, Lotus Notes, MS Office, MS Visio, Open Office Suite, basic local network administration.

10. Present position: currently owner-manager of consulting company "KOTA.NU", free-lance consultant / auditor.

11. Years within the firm: fifteen years practice as free-lance consultant

12. Key qualifications (relevant to the programme):

Functional assessment and evaluation of organisations, problem identification, diagnosis and needs assessment, goal oriented planning and implementation of change, management and quality consulting / counselling / mentoring, designing and auditing of management systems, conformity assessment to CE labelling requirements, project development and management.

Auditing of Quality Management Systems on behalf of Bureau Veritas Certification Latvia (2000 – current). *Role: Acting as subcontracted Lead auditor of Bureau Veritas Latvia in certification and surveillance audits. Planning of audits, co-ordination of audit team on site, reporting. Audit experience: over 380 on-site audits. Clients include Latvian, Russian and English speaking companies.*

Consulting of entrepreneurs and management level of organisations (1995 – current). Consulting and assistance in developing management systems, including training for company management. Consulting projects usually last for 6-18 months and often is done by small team of consultants. Clients include companies in Latvia, Estonia, and Lithuania with Latvian, Russian as well as English speaking personnel.

Training. Project development, management and evaluation, business planning, financial management for SMEs. Computer skill development.

13. Specific Eastern European and CIS experience:

Country	Date: from (month / year) to (month / year)
Latvia	<i>Functional analysis of Ministry of Education and Science of Latvia (2009)</i>
Latvia	<i>Development of Quality Management systems and product CE conformity systems for companies in road building and construction sectors (2003-2009).</i>
Russia; Pskov, Novgorod, Leningrad oblastj and Republic of Karelia	<i>2002-2006; Manager / trainer of a group of assessors performing organisation analysis and capacity assessment. Nordens Folkliga Akademi financed by Nordic Council of Ministers.</i>
Countries of former Yugoslavia	<i>Strategy development for transforming Project units into self-sustainable organisations; Proni (Ireland) / Forum Syd / SIDA (Sweden)</i>
Georgia, Armenia, Azerbaijan	<i>Team leader / assessor in assignment "Assessment of Potential of Public Policy Evaluation Capacity"; Eurasia Foundation / Forum Syd (Sweden)</i>
Latvia	<i>Functional analysis of Land Service of Latvia and assistance in developing management system. Ministry of Justice of Latvia, World Bank (2006).</i>
Russia	<i>Assessment and consulting for development of management and food safety systems of brewery in Taganrog, Russia (2001).</i>

Country	Date: from (month / year) to (month / year)
Latvia	1996 – 1997; member of a Steering Comity for Megapesca project (Fishery sector in Latvia), World Bank and EU project management unit
Baltic countries	1994 -1996; Coordinator of Enterprise Support centres' network in the Baltic countries
Latvia	1995 trainer of the US Peace Corps Volunteers - SME consultants in Latvia

14. Professional Experience Record:

Date: from (month / year) to (month / year)	1997 - current
Location:	Latvia
Company:	Free lance consultant, since 2008 owner-manager of consulting company "KOTA.NU".
Position:	owner-manager
Description:	owner - manager - consultant
Date: from (month / year) to (month / year)	1993 - 1997
Location:	Latvia
Company:	Enterprise Support Centre (UAC Riga)
Position:	Business consultant, trainer, deputy manager
Description:	<i>Consulting and training of entrepreneurs, adjusting foreign training programs to Latvian business environment, developing and running training programs.</i>
Date: from (month / year) to (month / year)	1992 - 1993
Location:	Latvia
Company:	Latvian National Road Administration
Position:	Chief specialist of the Division of Information and Foreign Relations
Description:	<i>Co-ordination of foreign relations and activities of Latvian National Road Administration on operational level</i>
Date: from (month / year) to (month / year)	1990 - 1992
Location:	Latvia
Company:	Road construction company "Celdaris" Ltd.
Position:	Chief engineer – production manager
Description:	<i>Planning and management of everyday operations of 30-40 person construction company.</i>
Date: from (month / year) to (month / year)	1988 - 1990
Location:	Latvia
Company:	Ogre Regional Road Administration.
Position:	Foreman, engineer, area manager
Description:	Responsible for planning and co-ordination of work of

	60-80 persons, annual planning and management of road maintenance and repair work in a specific area.
Date: from (month / year) to (month / year)	1986 - 1988
Location:	Latvia
Company:	Agricultural Collective farm "Varpa".
Position:	foreman in civil engineering
Description:	<i>Planning and managing maintenance work of production and residential buildings of agricultural company.</i>
Date: from (month / year) to (month / year)	1980 - 1986
Location:	Latvia
Company:	Riga City Traffic Police.
Position:	Engineer - expert in traffic accidents
Description:	<i>Management of work of a special purpose laboratory and producing materials for investigation of traffic accidents.</i>

15. Others.

16. Contact details:

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