



**AGREEMENT FOR PARTICIPATION
PATIENT REPORTED INDICATOR SURVEYS (PARIS),
Survey of Outcomes and Experiences of Patients with Chronic Conditions**

BETWEEN

The Organisation for Economic Co-operation and Development, located at 2, rue André-Pascal,
75775 Paris Cedex 16. France represented by [REDACTED]

[REDACTED] and [REDACTED]
[REDACTED] hereinafter referred to as "OECD"

on the one hand,

AND

The Ministry of Health of the Czech Republic, situated at Palackeho namesti 4, 128 01 Prague 2,
Czech Republic, represented by Mr. Jan Blatny, Minister of Health, hereinafter referred to as "the
Participating Entity"

on the other hand,

Hereinafter jointly referred to together as the "Parties" or separately as a "Party"

IT HAS BEEN AGREED AS FOLLOWS:

Programme content

- Article 1 a) Under this Agreement for participation in phase 2 (Field Trial) and phase 3 (Main Survey) of the OECD Patient Reported Indicator Surveys, survey of Outcomes and Experiences of Patients with Chronic Conditions ("PaRIS survey"), the following activities will be undertaken:
- The sample design and the drawing of the sample for the PaRIS Field Trial, which will be conducted in 2021.
 - The development of the manuals and survey instruments (questionnaires) for the Field Trial.
 - The training of national experts and administrators through the experts from the PaRIS international contractor, responsible for the implementation of the PaRIS survey (the "International Contractors"), in matters of field administration and quality assurance for the Field Trial and Main Survey.
 - The sample design and the drawing of the sample for the PaRIS Main Survey.
 - The development of the manuals and survey instruments for the Main Survey.
 - The training of national experts and administrators through the International Contractors in matters of field administration and quality assurance for the Field Trial and main survey.

- Assistance through the International Contractors with the development of the national version of the survey instruments (including survey manuals), including the independent verification of the instruments for linguistic and psychometric equivalence through experts from the International Contractors.
- The verification and analysis of the national data (including scaling) through the International Contractors.
- Assistance for the preparation of the national database and report, including the preparation of preliminary and final versions of national and international indicators as well as international and technical reports.
- When required, assistance for the development of national reports on using the international database and understanding the sampling and scaling methodology.

Rules for participation

- Article 2 The Participating Entity will nominate a National¹ Project Manager (NPM) and ensure that an appropriate infrastructure and appropriate resources are in place to implement the PaRIS survey in accordance with the technical standards that will be agreed upon between the OECD and the Participating Entity in accordance with Article 4 below. The NPM is responsible for all tasks related to the national implementation of the PaRIS survey. The NPM will be able to access all materials for NPMs. It is desirable that the NPM serves the project implementation over the whole duration of the PaRIS survey. However, where changes are inevitable, the Participating Entity will inform the OECD immediately and take all necessary steps to ensure a smooth transition, including making all relevant documentation accessible to the new NPM.
- Article 3 Within the framework of the mandate of the OECD Health Committee, its agreed programme of work and Global Relations Strategy, the Working Party for the Patient Reported Indicator Survey (WP-PaRIS), shall assist the Health Committee by reviewing progress in the development of PaRIS survey and discussing priorities in terms of the scope and specifications of the PaRIS survey.

¹ “National” or “national”, when used in “National Project Manager”, “national committee”, “National Centre” or in any other terminology in this Agreement, will be understood to relate to either to a country or an economy, as applicable.

Article 4 The OECD will provide the PaRIS technical standards to the Participating Entity through the International Contractor, including the standards referring to the areas of: sampling (including population coverage, exclusions and response rates), translation and translation verification, test administration, quality monitoring, coding, data entry and data submission. The OECD and the Participating Entity will agree upon the eventual modifications to the PaRIS technical standards that are necessary for the specific context of the Participating Entity. Participating Entity agrees to implement the PaRIS survey in accordance with the agreed technical standards. Failure to follow the agreed technical standards will result in invalidity of the results for international purposes, thus, non-inclusion in the international reports. As part of this, the Participating Entity will:

- Translate the PaRIS questionnaires into primary languages of the Participating Entity's country, verify them and finalise them with high quality of translation through the correspondences with the International Contractors;
- Attend NPM meetings and training meetings organised by the International Contractors;
- Prepare for and conduct the data collections for the Field Trial and the Main Survey;
- Collect the survey materials, and in case of paper administration: code responses, enter data, verify them and send the pseudonymised data to the International Contractors; and
- Conduct analysis and produce a national report.

Article 5 The Participating Entity will contribute EUR 136 234 in the period 2021-2023 to support the OECD costs related to phase 2 (Field Trial) and phase 3 (Main Survey) of the PaRIS survey. Failure to do so will result in the termination of this Agreement. The Participating Entity will pay as follows:

- EUR 45 412 in 2021
- EUR 45 411 in 2022
- EUR 45 411 in 2023

The payments will be made by the first of March each year on receipt of an invoice from the OECD.

These contributions will be administered according to the Financial Regulations and other relevant OECD rules, policies and procedures. Additionally, the Participating Entity will be responsible for all costs related to the national implementation of the PaRIS survey, including travel expenses for NPM to attend scheduled meetings as well as costs for international options which the Participating Entity decides to participate in.

Article 6 At the end of phase 2 of the PaRIS survey, the Participating Entity will be entitled to terminate this Participation Agreement. If the Participating Entity wishes to exercise this right, it shall give written notice to the OECD at least three (3) months prior to the end of phase 2², in which case unpaid amounts foreseen in article 5 for the upcoming calendar years shall no longer be due. Contributions already paid at the date of termination will not be refunded.

Nomination of a National Project Manager

Article 7 The National Project Manager (NPM) shall be:

[REDACTED]
[REDACTED]
First Faculty of Medicine, Charles University
Address: Albertov 7, 128 00. Prague 2
Email: [REDACTED]@ffl.cuni.cz
Phone: [REDACTED]

The NPM has full rights to access to materials for NPMs and to participate in the NPM meetings and has obligations to engage in all activities for NPMs. The Participating Entity agrees to inform the OECD in writing of any changes in personnel affecting this Article.

Outputs and Support from the OECD and the International Contractors

Article 8 The OECD will:

- Assist the Participating Entity with the successful implementation of the PaRIS survey during all stages of the design, development, implementation and analysis;
- Assist the Participating Entity with communication with the International Contractors;
- Assist the Participating Entity with the analysis and interpretation of the findings and with situating them in the national policy context;
- Integrate the results into the international reports and finalise the technical report; and
- Supervise all activities of the International Contractors.

² The end date of each phase will be communicated by the OECD to the Participating Entities

Article 9 The International Contractors will:

- **Support the Participating Entity in developing the sampling plans for the Field Trial and the Main Survey.** The International Contractors will provide technical support for the Participating Entity to define the target population. The International Contractors will provide all necessary materials for sampling such as the Sampling Manual and computer software for sampling as well as a training session for the use of the software.
- **Produce the questionnaires for the PaRIS Main Survey** Collaborating with the NPMs and international experts, the International Contractors will revise the Field Trial questionnaires for the Main Survey and finalise the questionnaires for the Main Survey. The International Contractors will assist in the process of building consensus around the questionnaires and their goals and finalise the questionnaires.
- **Produce documents for survey procedures and operations.** The International Contractors will prepare a document that provides a thorough overview of the PaRIS survey as a whole, including resource requirements for each phase of the project, and a detailed schedule of project tasks and activities. The connection of each implementation task to the PaRIS Technical Standards will be made explicit. The International Contractors will also produce supporting documentation that describes particular activities such as items preparation, sampling, translation and data management in detail.
- **Organise NPM meetings.** The meetings will cover the issues of sampling, survey procedures and operations for the Field Trial and the Main Survey, and training for the online delivery platform which will support online and pencil and paper questionnaires. The online platform will provide a system for instrument adaptation, translation, verification, and dissemination process.
- **Ensure the quality of the translation of the instruments into primary languages of the Participating Entity's country.** The International Contractors will provide the Participating Entity with the translation and adaptation guidelines in addition to two equivalent source versions of Field Trial and Main Survey instruments in English and French. The International Contractors will develop an online platform that will cover the process of instrument translation and verification. The International Contractors will appoint an experienced team of international verifiers to conduct the linguistic quality control of translated materials, suggest revisions as needed and provide expert linguistic advice.
- **Produce the cleaned databases and user guide for data collected.** The International Contractors will examine the data received from the Participating Entity and conduct a final data cleaning by communicating with the Participating Entity. The International Contractor will also check for the construction of internationally comparable scales from the PaRIS questionnaires.
- **Produce the PaRIS technical report and a fully documented data product.** The technical report will include detailed descriptions for questionnaire development, sample design and sample weights, translation procedure, field operations, scaling of questionnaire data. The International Contractors will make the international database available for the Participating Entity under embargo before the official data release.

- Provides the Participating Entity access to a secure centralised system for data processing.
- If the Participating Entity prefers to process data locally, the International Contractors will provide specifications to facilitate the use of the Participating Entity's own data infrastructure. The use of national or local data infrastructures will be subject to quality controls.

1.1. Confidentiality undertaking on the use of materials from PaRIS

- Article 10 The Participating Entity is granted a non-exclusive right to use, in the form and subject to the terms and conditions specified in this Agreement, all documents listed under Article 11 from the PaRIS survey. These documents, as well as all other information, outputs or results, intermediate or final, arising from or relating in any manner to the PaRIS survey, as well as any related copyright and other intellectual property rights, are and shall at all times remain the sole property of the OECD.
The Participating Entity shall take all necessary regulatory, administrative and technical measures to ensure that all materials are used only for work specified in Article 12.
- Article 11 a) Survey materials (*e.g.*, manuals) and their related documents (*e.g.*, coding guides) shall remain confidential, except for the materials released by the OECD in its publications. The Participating Entity shall take all necessary regulatory, administrative and technical measures to ensure that none of the materials of the PaRIS survey or documentation accompanying them are distributed to any individual not identified in Article 18 of this Agreement. Upon the finalisation of the PaRIS survey, the Participating Entity shall personally ensure that all materials have been either securely stored or destroyed.
- b) Databases and reports labelled *confidential* or *under embargo* shall be kept confidential until their release by the OECD in accordance with Article 12. The Participating Entity shall be directly liable for the security of the data and compliance with this Agreement during that period. Furthermore, the Participating Entity shall directly ensure that any individual identified in Article 18 who is working with these embargoed or confidential materials has signed a confidentiality statement certifying that the signatory will abide by all confidentiality provisions stated in this Agreement. In cases where the signatory is an employee of the Participating Entity, the confidentiality statement should further provide that failure to abide by all confidentiality provisions stated in this Agreement will render the signatory subject to disciplinary action by the employer.
- Article 12 The use of materials listed in Article 11 a) and b) is permitted solely for the national implementation of the PaRIS survey in the Participating Entity country, preparation of national reports or documents, with the condition that no data and information derived from these materials shall be published or otherwise disseminated to any individual other than those identified in Article 18 of this Agreement prior to the publication of the first international PaRIS survey report by the OECD or prior written consent from the OECD. Any other use shall require the prior written consent from the OECD.

Article 13 The Participating Entity will hold full property rights of the Participating Entity national datasets. Subject to Article 11 b) above, the Participating Entity can use national data, and as the case may be regional data, for their own purposes and can decide, after having shared its data with the International Contractors under the conditions set in the agreed technical standards, to refrain from sharing (part of) their national or regional data.

The OECD will hold full property rights of the international database.

Article 14 The Participating Entity undertakes to state the source of the data as "OECD/PaRIS" in all uses of the information, and, where applicable, to include a proper copyright notice, as follows: *[NAME of PUBLICATION]*, © *[DATE]*, Organisation for Economic Co-operation and Development (OECD), Paris.

Article 15 Obligations under Articles 10, 11, 12, 13 and 14 of this Agreement shall continue after the expiry or termination of this Agreement without any time limit except for the confidentiality of any material that has been publicly released by the OECD or put into the public domain, such as the final international database.

Duration and termination of this Agreement

Article 16 This Agreement shall come into force and effect upon its signature by both Parties and shall remain in full force and effect until the completion of all activities for the phase 2 (Field Trial) and phase 3 (Main Survey) of the PaRIS survey as described herein, unless terminated earlier in accordance with the provisions hereof. The OECD reserves the right to terminate the present Agreement at any time with immediate effect, either for non-respect of the Participating Entity's obligations under this Agreement, in particular those set forth in Articles 2, 4, 5 and 10-12 above, or for non-delivery of instruments for translation verification and data for processing on specified dates. The OECD may also terminate the present Agreement for any other reason, upon notice of 30 days to the Participating Entity. No compensation may be claimed by the Participating Entity in the event of termination of the Agreement by the OECD. In case of early termination, contributions already paid at the date of termination will not be refunded. Unpaid amounts foreseen in article 5 for the upcoming calendar years shall no longer be due.

Department responsible for managing this Agreement and access right

Article 17 The person responsible for managing the Agreement at the OECD shall be the [REDACTED] at the OECD, who is currently:

[REDACTED]
2, rue André-Pascal, 75775 Paris Cedex 16, France
Tel.: + [REDACTED]
Fax: +33 1 4430 6177
E-mail: [REDACTED]@OECD.org

Responsible for managing the Agreement for the Participating Entity shall be:

[REDACTED] Ministry of
Health of the Czech Republic
Palackeho namesti 4, 128 01 Prague 2
Email: [REDACTED]@mzcr.cz
Phone: + [REDACTED]

The OECD and the Participating Entity agree to inform one another in writing of any changes in personnel affecting this Article.

Article 18 Pursuant to Article 11, the Participating Entity may grant the individuals identified below access to all *test materials or materials labelled "confidential"* from the *PaRIS survey* or parts of it, subject to the provisions of this Agreement. Each individual is to be identified with the full name, affiliation and contact details.

Individual 1:

[REDACTED] First Faculty of Medicine, Charles University
Address: Albertov 7, 128 00. Prague 2
Email: [REDACTED]@1f1.cuni.cz
Phone: + [REDACTED]

Individual 2:

[REDACTED]
First Faculty of Medicine, Charles University
Address: Albertov 7, 128 00. Prague 2
Email: [REDACTED]@1f1.cuni.cz
Phone: + [REDACTED]

Individual 3:

[REDACTED] Ministerial Counsellor, Department of Health Care,
Ministry of Health of the Czech Republic
Address: Palackeho namesti 4, 128 01 Prague 2
Email: [REDACTED]
Phone: + [REDACTED]

The Participating Entity agrees to inform the OECD in writing of any changes in personnel affecting this Article.

General provisions

Article 19 Any disagreement arising out of or relating to the interpretation of, compliance with or execution of this Agreement shall be resolved by the Parties by mutual agreement.

Article 20 Nothing in this Agreement shall be construed as a waiver of the privileges and immunities that the OECD enjoys as an international organisation.

Made in Paris in two copies on

OECD Signatory 1

[Redacted signature block]

Director

[Redacted name and title]

OECD Signatory 2

[Redacted signature block]

Mr. Robert Cichman

[Redacted name and title]

On behalf of the *OECD*

[Redacted signature block]

2 -02- 2021

Date: _____

Mr. Jan Blatny
Minister
Ministry of Health of the Czech Republic.

On behalf of the *Participating Entity*

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