



EUROPEAN COMMISSION

DIRECTORATE GENERAL
ECONOMIC AND FINANCIAL AFFAIRS
Policy, strategy and communication

Economic situation, forecasts, business and consumer surveys

SPECIFIC AGREEMENT No ECFIN/008/2023/890442

UNDER FRAMEWORK PARTNERSHIP AGREEMENT No ECFIN/012/2021

This Specific agreement ("the Specific agreement") is concluded between the following parties:

on the one part,

The **European Union** ("the Union"), represented by the European Commission ("the Commission"), represented for the purposes of signature of this Specific agreement by the Head of Economic Situation, Forecasts, Business and Consumer Survey Unit, Directorate-General for Economic and Financial Affairs, Mrs Laura BARDONE

and

on the other part,

"the partner"

Czech Statistical Office - CZSO

Official legal status or form: Public Body
Official registration No: 00025593
Official address in full: Na Padesátém 81
CZ - 100 82 - PRAGUE
CZECH REPUBLIC

VAT number: -----,

represented for the purposes of signature of the Specific agreement by the President, Mr Marek ROJÍČEK,

The parties referred to above

HAVE AGREED

To the Specific agreement and the following annexes:

Annex I Description of the *action*

Annex II Estimated budget

Annex III Declaration on the estimated costs

ARTICLE 1 – SUBJECT MATTER OF THE SPECIFIC AGREEMENT

The Specific agreement is concluded in the context of the partnership established between the parties. It is drawn up in accordance with the relevant terms of Framework partnership agreement No *ECFIN/012/2021* signed between the Commission and the partner on *15/04/2021* ("the Framework agreement").

The Commission has decided to award a grant ("specific grant for an action"), under the terms and conditions set out in the Specific agreement and the Framework agreement, for *the action* entitled **Business and Consumer surveys** for the following surveys: *construction, industry, retail trade and services* ("*the action*") in *Czech Republic* as described in Annex I.

By signing the Specific agreement, the partner accepts the grant and agrees to implement the action in accordance with the terms and conditions of the Specific agreement and the Framework agreement, acting on its own responsibility.

ARTICLE 2 – ENTRY INTO FORCE AND IMPLEMENTATION PERIOD OF THE SPECIFIC AGREEMENT

2.1 The Specific agreement enters into force on the date on which the last party signs.

2.2 The *action* runs for **12 months** starting on **1 May 2023**.

ARTICLE 3 – MAXIMUM AMOUNT AND FORM OF GRANT

3.1 The *maximum amount of the grant* is **63,059.78 EUR**, allocated per survey as follows:

<i>Construction survey:</i>	<i>maximum 12,727.92 EUR</i>
<i>Industry survey:</i>	<i>maximum 29,230.47 EUR</i>
<i>Retail survey:</i>	<i>maximum 5,665.36 EUR</i>
<i>Services survey:</i>	<i>maximum 15,436.03 EUR</i>

3.2 The grant is defined **per survey** under the action and takes the form of:

- (a) **The reimbursement of the following percentage** of the eligible costs, per survey of the action ("reimbursement of eligible costs"), which are estimated as follows:

Construction survey: 50.00 % on total estimated eligible costs of 25,455.85 EUR

Industry survey: 50.00 % on total estimated eligible costs of 58,460.95 EUR

Retail survey: 50.00 % on total estimated eligible costs of 11,330.72 EUR

Services survey: 50.00 % on total estimated eligible costs of 30,872.06 EUR

and which are

- (i) **1. actually incurred** ("reimbursement of actual costs") for the **following categories of administrative costs** for the partner:

- travelling costs and subsistence allowances
- printing, translating, mailing, telephone, fax and other communication costs
- costs for materials (paper, envelopes and toners)
- fees for IT software and data
- certain other costs not covered above if they are necessary and specific to the project activities and contribute to the final result

This applies to the following surveys: not applicable

2. actually incurred ("reimbursement of actual costs") for the following categories of costs for the partner: not applicable

- (ii) declared on the basis of an ***amount per unit*** as indicated in Annex III ("reimbursement of **unit costs**") for the following categories of costs for the partner:

- **staff costs** based on average daily rate per pay grade.

- (iii) reimbursement of lump sum costs: not applicable

- (iv) **1. declared** on the basis of a **flat rate** for the following **categories of administrative costs** ("reimbursement of flat-rate costs") for the partner:

- travelling costs and subsistence allowances
- printing, translating, mailing, telephone, fax and other communication costs
- costs for materials (paper, envelopes and toners)
- fees for IT software and data
- certain other costs not covered above if they are necessary and specific to the project activities and contribute to the final result.

These costs are declared on the basis of the following flat rate of the related eligible *direct staff costs*, for the following survey(s) as indicated in Annex II:

<i>Construction survey</i>	– flat rate of	0.49%
<i>Industry survey</i>	– flat rate of	0.70%
<i>Retail survey</i>	– flat rate of	0.79%
<i>Services survey</i>	– flat rate of	0.80%

2. for **indirect costs**, declared on the basis of a **flat rate of 7%** of the eligible *direct costs* for the related survey *excluding* the costs for *subcontracting* (“reimbursement of flat-rate costs”), for the partner: applicable

- (v) reimbursement of costs declared on the basis of the partner's usual cost accounting practices: not applicable
- (b) unit contribution: not applicable
- (c) lump sum contribution: not applicable
- (d) flat-rate contribution: not applicable
- (e) Financing not linked to costs: not applicable.

ARTICLE 4 REPORTING, REQUEST FOR PAYMENTS AND SUPPORTING DOCUMENTS

4.1 Reporting periods

There is a sole reporting period from 1st May 2023 to the end of the period set out in Article 2.2.

4.2 Requests for second pre-financing payments and supporting documents

Not applicable.

4.3 Request for interim payment and supporting documents

Not applicable.

4.4 Request for payment of the balance and supporting documents

The partner must submit a request for payment of the balance within 60 calendar days following the end of the last reporting period.

This request must be accompanied by the following documents:

- (a) a final report on implementation of the *action* ('final technical report'), drawn up in accordance with Annex IV of the Framework agreement, containing:
 - (i) the information needed to justify the eligible costs declared or the contribution requested;
 - (ii) information on *subcontracting* as referred to in Article II.11.1(d)(ii) of the Framework agreement;

The final technical report should be accompanied by a copy of the questionnaire(s) in original language, including any written instructions given to respondents interviewed and an overview of the sample size (nominal and effective, i.e. in terms of completed interviews) over the action's duration. The questionnaires must include all harmonised questions (monthly, quarterly and semi-annual, if applicable).

- (b) a final financial statement ('final financial statement') *per survey*. The final financial statement must include a consolidated statement and a breakdown of the amounts claimed by the partner and its affiliated entities.
The final financial statement must be drawn up in accordance with the structure of the estimated budget set out in Annex II of the Specific agreement and in accordance with Annex V of the Framework agreement and detail the amounts for each of the forms of grant set out in Article 3.2 for the reporting period. It must also indicate the revenue generated by the action referred to in Article II.25.3 of the Framework agreement for the partner and its affiliated entities other non-profit organisation;
- (c) a declaration on the final reported costs, drawn up in accordance with Annex IX of the Framework agreement, stating that:
 - (i) the information provided in the request for payment of the balance is full, reliable and true;
 - (ii) the costs incurred can be considered eligible in accordance with the Framework agreement and the Specific agreement and that the request for payment is substantiated by adequate supporting documents that can be produced in the context of the checks or audits described in Article II.27 of the Framework agreement;
 - (iii) all the revenues generated by the *action* referred to in Article II.25.3 of the Framework agreement have been declared for the partner and its affiliated entities other than non-profit organisations.

4.5 Currency for requests for payment and financial statements and conversion into euro

Requests for payment and financial statements must be drafted in euros. The detailed list of actually incurred costs (see art. 3.2(a)(i)) must be drawn up in local currency and in euro. Unit costs in art. 3.2(a)(ii) and flat rate in art. 3.2(a)(iv) are fixed and shall not be further converted.

The partner and affiliated entities with general accounts in a currency other than the euro must convert costs incurred in another currency into euros at the average of the daily exchange rates established by the European Central Bank and published on its website: https://www.ecb.europa.eu/stats/policy_and_exchange_rates/euro_reference_exchange_rates/html/index.en.html, determined over the corresponding reporting period.

If no daily euro exchange rate is established by the European Central Bank for the currency in question, conversion must be made at the average of the monthly accounting rates established by the Commission and published on its website: https://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm, determined over the corresponding reporting period.

The partner and affiliated entities with general accounts in euros must convert costs incurred in another currency into euros in accordance with their usual accounting practices.

4.6 Language of requests for payments, technical reports and financial statements

All requests for payments, technical reports and financial statements must be submitted in English.

ARTICLE 5 — PAYMENTS AND PAYMENT ARRANGEMENTS

5.1 Payments to be made

The Commission must make the following payments to the partner:

- one pre-financing payment;
- one payment of the balance, on the basis of the request for payment of the balance referred to in Article 4.4.

5.2 Pre-financing payment

The aim of the pre-financing is to provide the partner with a float. The pre-financing remains the property of the Union until it is cleared against interim payments or, if it is not cleared against interim payments, until the payment of the balance.

The Commission must make the **pre-financing payment of EUR 25,223.91**, which is 40% of the total maximum amount specified in Article 3.1, to the partner within 30 calendar days from the entry into force of the Specific agreement.

5.3 Interim payments

Not applicable

5.4 Payment of the balance

The payment of the balance reimburses or covers the remaining part of the eligible costs and contributions *per survey* for the implementation of the *action*.

If the total amount of earlier payments is greater than the final amount of the grant determined in accordance with Article II.25 of the Framework agreement, the payment of the balance takes the form of a recovery as provided for by Article II.26 of the Framework agreement.

If the total amount of earlier payments is lower than the final amount of the grant determined in accordance with Article II.25 of the Framework agreement, the Commission must pay the balance within 90 calendar days from when it receives the documents referred to in Article 4.4, except if Article II.24.1 or II.24.2 of the Framework agreement apply.

Payment is subject to the approval of the request for payment of the balance and of the accompanying documents. Their approval does not imply recognition of the compliance, authenticity, completeness or correctness of their content.

The Commission determines the amount due as the balance by deducting the total amount of pre-financing and interim payments (if any) already made from the final amount of the grant determined in accordance with Article II.25 of the Framework agreement.

The amount to be paid may, however, be offset, without the partner's consent, against any other amount owed by the partner to the Commission or to an executive agency (under the EU or Euratom budget), up to the *maximum amount of the grant*.

5.5 Notification of amounts due

The Commission must send a *formal notification* to the partner:

- (a) informing it of the amount due; and
- (b) specifying whether the notification concerns a further pre-financing payment, an interim payment or the payment of the balance.

For the payment of the balance, the Commission must also specify the final amount of the grant determined in accordance with Article II.25 of the Framework agreement.

5.6 Interest on late payment

If the Commission does not pay within the time limits for payment, the partner is entitled to late-payment interest at the rate applied by the European Central Bank for its main refinancing operations in euros ('the reference rate'), plus three and a half points. The reference rate is the rate in force on the first day of the month in which the time limit for payment expires, as published in the C series of the *Official Journal of the European Union*.

Late-payment interest is not due if the partner is a Member State of the Union (including regional and local government authorities and other public bodies acting in the name of and on behalf of the Member State for the purpose of the Framework agreement and the Specific agreement).

If the Commission suspends the time limit for payment as provided for in Article II.24.2 of the Framework agreement or if it suspends payments as provided for in Article II.24.1 of the Framework agreement, these actions may not be considered as cases of late payment.

Late-payment interest covers the period running from the day following the due date for payment, up to and including the date of actual payment as established in Article 5.8. The Commission does not consider payable interest when determining the final amount of grant within the meaning of Article II.25 of the Framework agreement.

As an exception to the first subparagraph, if the calculated interest is lower than or equal to EUR 200, it must be paid to the partner only if the partner requests it within two months of receiving late payment.

5.7 Currency for payments

The Commission must make payments in euros.

5.8 Date of payment

Payments by the Commission are considered to have been carried out on the date when they are debited to its account.

5.9 Costs of payment transfers

Costs of the payment transfers are borne as follows:

- (a) the Commission bears the costs of transfer charged by its bank;
- (b) the partner bears the costs of transfer charged by its bank;
- (c) the party causing a repetition of a transfer bears all costs of repeated transfers.

5.10 Payments to the partner

The Commission must make payments to the partner.

Payments to the partner discharge the Commission from its payment obligation.

ARTICLE 6 – BANK ACCOUNT FOR PAYMENTS

All payments must be made to the partner's bank account as indicated below:

Name of bank: [REDACTED]

Precise denomination of the account holder: [REDACTED]

Full account number (including bank codes): [REDACTED]

ARTICLE 7 - COMMUNICATION DETAILS OF THE PARTIES


7.1 Communication details of the Commission

Any communication addressed to the Commission must be sent to the following address:

For operational aspects:

European Commission
Directorate-General Economic and Financial Affairs
Directorate A – Policy, strategy and communication
Unit A3 Economic situation, forecasts, business and consumers survey
CHAR 15/138
B-1049 Brussels
Email address: [REDACTED]


For financial aspects:

European Commission
Directorate-General Economic and Financial Affairs
Head of Unit R2 Finance
L102 07/020
B-1049 Brussels
Email address: 

7.2 Communication details of the partner

Any communication from the Commission to the partner must be sent to the following address:

For operational/financial aspects:


Head of Business Cycle Surveys Department
Czech Statistical Office
Na Padesátém 81
CZ - 100 82 PRAGUE, CZECH REPUBLIC

Email address: 

ARTICLE 8 – ADDITIONAL PROVISIONS ON USE OF THE RESULTS (INCLUDING INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS)

In accordance with Article II.9.3 of the Framework agreement, whereby the Union acquires rights to use the results of the *action*, these results may be exploited using any of the following modes:

- (a) distribution to the public in hard copies, in electronic or digital format, on the internet including social networks as a downloadable or non-downloadable file;
- (b) communication through press information services;
- (c) inclusion in widely accessible databases or indexes, such as via ‘open access’ or ‘open data’ portals, or similar repositories, whether freely accessible or accessible only upon subscription;
- (d) Edit or re-write in another way the results of the *action*, including shortening, summarising, modifying the content, correcting technical errors in the content;
- (e) cut, insert meta-data, legends or other graphic, or word elements in the results of the *action*;
- (f) extract a part (e.g. audio or video files) of, divide into parts or compile the results of the *action*; not applicable;
- (g) prepare derivative works of the results of the *action*;

- (h) translate, the results of the *action* in:
 - [English], [French], [German]
 - [all official languages of EU]
 - [languages of candidate countries]
 - [list other languages as appropriate]]not applicable;
- (i) license or sub-license to third parties, including if there are licensed *pre-existing rights*, any of the rights or modes of exploitation set out [in point[s] [...] of Article II.9.3 of the of the Framework agreement] [and] [in point[s] [...] above].]: not applicable.

SIGNATURES

For the partner
President,
Mr Marek ROJÍČEK

For the Commission
Head of Economic Situation, Forecasts,
Business and Consumer Surveys Unit,
Mrs Laura BARDONE

[signature]
Done at [place], [date]

[signature]
Done at Brussels, [date]

In duplicate in English

DESCRIPTION OF THE ACTION ON THE BUSINESS AND CONSUMER SURVEYS

1. WORK PROGRAMME, TIMING, TRANSMISSION OF RESULTS

1.1. The **beneficiary** shall carry out the surveys in the country/ies mentioned in Article 1 of the specific grant agreement according to the timing set out under point 1.2.

The **beneficiary** shall use for these surveys the questionnaires set out in this annex. The included questions shall precede any other questions which the **beneficiary** may pose on the same occasion. Mixing harmonised questions with additional questions on related concepts that might alter respondents' understanding of the harmonised questions shall be avoided.

1.2. Timing

1.2.1. Industry, Construction, Retail trade, Services and Consumer surveys are to be carried out on a **monthly** basis as follows:

- The **beneficiary** will do the fieldwork in the first two to three weeks of the month “t” (t = month during which the data are collected).
- The **beneficiary** will do the calculations required and will send the results labelled as “results of month t” to the **Commission** in accordance with the following calendar; the deadline is generally **five working days before the end of the month for the business surveys** and **seven working days before the end of the month for the consumer survey**:

The data collected during: ¹	Time:	Industry Construction Retail trade or Service surveys	Consumer survey only
May, 2023	12:00	24 May	22 May
June, 2023	12:00	26 June	22 June
July, 2023	12:00	25 July	20 July
August, 2023	12:00	25 August	23 August
September, 2023	12:00	25 September	21 September
October, 2023	12:00	25 October	23 October
November, 2023	12:00	24 November	22 November
December, 2023	12:00	3 January	20 December
January, 2024	12:00	25 January	23 January
February, 2024	12:00	23 February	21 February
March, 2024	12:00	22 March	20 March
April, 2024	12:00	24 April	22 April

The **quarterly questions** must be included in the questionnaires in January, April, July and October.

The **bi-annual questions** (industry and services surveys only) must be included in the questionnaires in March or April, and October or November, and the results must be e-mailed to the Commission with the other results for April and November, respectively.

¹ As a general rule, data should be e-mailed to the Commission at least 5 working days (7 working days in case of consumer survey) before the end of the current month (except for the December business survey results which can be delivered by 3 January).

1.3. Transmission of results

1.3.1. For the **Consumer** survey:

The **beneficiary** will provide the Commission with two sets of data on a monthly basis:

The first data set will contain the summarised results of the survey. The results obtained for each question will be broken down by category of respondents according to the nomenclature attached to the consumer questionnaire in this annex and expressed as percentages of replies, except for the numerical questions on price trends (all figures with at least 1 decimal).

The second set of data will contain the complete set of individual answers including the weight for each person (microdata).

1.3.2. For the **Industry, Construction, Retail trade and Services** surveys:

The **beneficiary** will provide the Commission with one set of data for each survey carried out. The results obtained for each question will be broken down according to the nomenclature² attached to the questionnaires in this annex and expressed as percentages of replies, except for the numerical questions, i.e. assured months of production, capacity utilisation, percentage change in investment, etc. (all figures with at least 1 decimal).

On the basis of the questions featuring in the table below, the beneficiary shall also provide data on labour hoarding, calculated as the percentage of cases where respondents expect their production/activity/turnover/sales to decrease (Industry, Services, Retail trade), while employment expectations are stable or increase. Analogously, for Construction, the definition is that respondents assess their current overall order books as not sufficient/below normal, but their employment expectations are stable or increase. In all cases, results shall be weighted in line with the usual approach to weighting the results of the harmonised questions on employment expectations (typically the number of employees for the first stage (within branches), sectoral value added for higher aggregates).

Labour hoarding	Activity question	Answer to activity question	Employment question	Answer to employment question
Industry	Q5	- decrease	Q7	= remain unchanged; or + increase
Services	Q3	- decrease	Q5	= remain unchanged; or + increase
Retail	Q4	- deteriorate (decrease)	Q5	= remain unchanged; or + increase
Construction	Q3	- not sufficient (below normal)	Q4	= remain unchanged; or + increase

All monthly data sets will also contain information about the population, frame, sample and response rates, including a breakdown by subsector.

² The NACE classification of economic activities is currently under review to reflect changes in economic structures and organisations as well as technological developments. The new structure is expected to be finalised in 2024 and rolled out in official statistics in 2025-2027. The breakdown of the survey results by activities might need to be adjusted in this process, to ensure comparability with official statistical data. Required steps and methodologies would be discussed with the BCS partner institutes at future annual meetings with the Commission.

For the questions on factors limiting production in industry ("business activity" in the service sector and "building activity" in the construction sector) respondents can choose more than one factor. Aggregate results per factor (in %) shall be calculated by summing the number of firms choosing a particular factor (taking into account firms' weights). Results shall be sent without adjusting, i.e. factor scores can add up to more than 100%.

For the question on the investment structure (in the Oct/Nov industry and services surveys), if respondents tick more than one category, each "tick" shall be divided by the number of ticks a firm gave. If quantitative percentage shares of investment categories are asked for in the national version of the questionnaire, the beneficiary shall make sure that the sum of the shares adds up to 100% (both at the individual and the aggregate levels).

1.3.3. For a transitory period from May 2023 to April 2024, the transmission of the results to the Commission is optionally by way of templated excel files to be sent by email, or through Eurostat's EDAMIS platform, which will offer more flexibility in terms of formats (xls, csv, xml). From May 2024 onwards, data transmission will be exclusively via EDAMIS. The file templates as well as more information on the transmission methods are **available from the Commission** by e-mail to EDAMIS@ec.europa.eu

The results must be sent in the requested format and according to the layout and specifications set out by the Commission. **In case of transmission of files by email, the following electronic addresses must be used.**

Results for surveys of **Consumers**: EDAMIS@ec.europa.eu

Results for surveys in **Industry**: EDAMIS@ec.europa.eu

Results for surveys in **Construction**: EDAMIS@ec.europa.eu

Results for surveys in **Retail trade**: EDAMIS@ec.europa.eu

Results for surveys in **Services**: EDAMIS@ec.europa.eu

2. PUBLICATION AND USE OF DATA COLLECTED THROUGH THE ACTION

The Commission has the right to make free use of the results of the surveys, including the dissemination of the results through the Commission's portal, as well as to disseminate the results to third parties for the following categories of data³:

- a) Economic Sentiment Indicator and Employment Expectations Indicator at country level (seasonally adjusted (SA)),
- b) Confidence Indicators at country level for:
 - Industry, Construction, Services:
 - total (both not seasonally adjusted (NSA) and SA)
 - sectoral breakdowns by activities, down to the level of divisions (SA)
 - Retail trade:
 - total (both NSA and SA)
 - sectoral breakdowns by activities, down to the level of ad-hoc groupings defined in section 5.2 (SA)
 - Consumers:
 - total (both NSA and SA),
 - subcategories: income, occupation, education, age, sex (SA)
- c) Balances (or percentage values where applicable) at country level for all harmonised questions for:
 - Industry, Construction, Services:
 - total (both NSA and SA)
 - sectoral breakdowns by activities, down to the level of divisions (both NSA and SA)
 - Retail trade:
 - total (both NSA and SA)
 - sectoral breakdowns by activities, down to the level of ad-hoc groupings defined in section 5.2 (both NSA and SA)
 - Consumers:
 - total (both NSA and SA),
 - subcategories: income, occupation, education, age, sex (both NSA and SA)
- d) Detailed results (percentages per reply categories) at country level for:
 - Industry: total (NSA)
 - Construction: total (NSA)
 - Retail trade: total (NSA)
 - Services: total (NSA)
 - Consumers:
 - total (NSA) (all questions)
 - subcategories: income, occupation, education, age, sex (NSA) (questions 5 and 6 only)

³ Art. 9. SGA & Art. II.9.3 FPA

All survey data provided within the programme can be used for economic analysis and research by the Commission and the derived results and findings may be included or referred to in the publications of the Commission.

The Commission can make available the set of consumers' individual answers including the weight for each person (microdata, or individual replies, in fully anonymised form, as contained in the dedicated worksheet/file of the data transmission templates) to third persons on request, for research purposes only and based on a project description, indicating the participants, and an agreement not to share data with third persons, in particular not for commercial purposes.

The Commission may, in the future, and after consultation of the beneficiaries collecting the data, decide to release currently unpublished data.

The beneficiary will acknowledge the participation in the Joint Harmonised European Union Programme of Business and Consumer Surveys, as well as the co-funding from the European Commission, whenever survey results are published.⁴

3 THE JOINT HARMONISED EU INDUSTRY SURVEY

3.1 Industry survey - Questionnaire

Answers to all questions should be given by abstracting from seasonal variations.

Monthly questions

Q1 How has your production developed over the past 3 months? It has...

- + increased
- = remained unchanged
- decreased

Q2 Do you consider your current overall order books to be...?

- + more than sufficient (above normal)
- = sufficient (normal for the season)
- not sufficient (below normal)

Q3 Do you consider your current export order books to be...?

- + more than sufficient (above normal)
- = sufficient (normal for the season)
- not sufficient (below normal)

Q4 Do you consider your current stock of finished products to be...?

- + too large (above normal)
- = adequate (normal for the season)

⁴ Art. II.8.1 FPA

- too small (below normal)

Q5 How do you expect your production to develop over the next 3 months? It will...

- + increase
- = remain unchanged
- decrease

Q51 The future development of your business situation is currently

- ++ easy to predict
- + moderately easy to predict
- moderately difficult to predict
- difficult to predict

Q6 How do you expect your selling prices to change over the next 3 months?
They will...

- + increase
- = remain unchanged
- decrease

Q7 How do you expect your firm's total employment to change over the next 3 months?
It will...

- + increase
- = remain unchanged
- decrease

Quarterly questions (January, April, July and October)

Q8 What main factors are currently limiting your production?

- none
- insufficient demand
- shortage of labour force
- shortage of material and/or equipment
- financial constraints
- other factors

Q9 Considering your current order books and the expected change in demand over the coming months, how do you assess your current production capacity?
The current production capacity is....

- + more than sufficient
- = sufficient
- not sufficient

Q10 How many months of production are assured by your current overall order books?
Our production is assured for □□.□ months

- Q11** How have your orders developed over the past 3 months?
They have...
+ increased
= remained unchanged
– decreased
- Q12** How do you expect your export orders to develop over the next 3 months?
They will...

+ - increase
= - remain unchanged
– - decrease
- Q13** At what capacity is your company currently operating (as a percentage of full capacity)?

The company is currently operating at % of full capacity.
- Q14** How has your competitive position on the domestic market developed over the past 3 months? It has...

+ improved
= remained unchanged
– deteriorated
- Q15** How has your competitive position on foreign markets inside the EU developed over the past 3 months? It has...

+ improved
= remained unchanged
– deteriorated
- Q16** How has your competitive position on foreign markets outside the EU developed over the past 3 months? It has...

+ improved
= remained unchanged
– deteriorated

Bi-annual questions on investment plans**March/April survey****Q17** Compared with two years ago (t-2) your investment last year (t-1) has...

	+	=	-
	increased	remained unchanged	decreased
Overall investment			
Machinery and equipment			
Land, building and infrastructure			
Intangibles (R&D, software, data, intellectual property, vocational training, etc.)			

Q18 Compared with last year (t-1) your investment this year (t) will...

	+	=	-
	increase	remain unchanged	decrease
Overall investment			
Machinery and equipment			
Land, building and infrastructure			
Intangibles (R&D, software, data, intellectual property, vocational training, etc.)			

October/November survey**Q17** Compared with last year (t-1) your investment this year (t) will...

- + increase
- = remain unchanged
- decrease

Q18 Compared with this year (t) your investment next year (t+1) will...

- + increase
- = remain unchanged
- decrease

Q19 Structure of the investment: Investment carried out this year and planned investment for next year is, or will be, of the following kind (choose the appropriate category or categories):

	for this year	for next year
Replacement of worn-out plant or equipment		
Extension of production capacity		
Investment designed to streamline production		
Other investment objectives (pollution control, safety, etc.)		

Q20 What main **factors are stimulating** your investment?

	for this year	for next year
Demand		
Financial conditions		
Technical factors		
Other factors		

3.2 Industry survey - Classification of sectors (NACE Rev. 2) and allocation of NACE headings to main industrial groupings

NACE CODE	DESCRIPTION	MIG
10	Manufacture of food products	
10.1	Processing and preserving of meat and production of meat products	CNDU
10.2	Processing and preserving of fish, crustaceans and molluscs	CNDU
10.3	Processing and preserving of fruit and vegetables	CNDU
10.4	Manufacture of vegetable and animal oils and fats	CNDU
10.5	Manufacture of dairy products	CNDU
10.6	Manufacture of grain mill products, starches and starch products	INTM
10.7	Manufacture of bakery and farinaceous products	CNDU
10.8	Manufacture of other food products	CNDU
10.9	Manufacture of prepared animal feeds	INTM
11	Manufacture of beverages	CNDU
12	Manufacture of tobacco products	CNDU
13	Manufacture of textiles	
13.1	Preparation and spinning of textile fibres	INTM
13.2	Weaving of textiles	INTM
13.3	Finishing of textiles	INTM
13.9	Manufacture of other textiles	CNDU
14	Manufacture of wearing apparel	CNDU
15	Manufacture of leather and related products	CNDU
16	Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials	INTM
17	Manufacture of paper and paper products	INTM
18	Printing and reproduction of recorded media	CNDU
19	Manufacture of coke and refined petroleum products	
20	Manufacture of chemicals and chemical products	
20.1	Manufacture of basic chemicals, fertilisers and nitrogen compounds, plastic and synthetic rubber in primary forms	INTM
20.2	Manufacture of pesticides and other agrochemical products	INTM
20.3	Manufacture of paints, varnishes and similar coatings, printing ink and mastics	INTM
20.4	Manufacture of soap and detergents, cleaning and polishing preparations, perfumes and toilet preparations	CNDU
20.5	Manufacture of other chemical products	INTM
20.6	Manufacture of man-made fibres	INTM
21	Manufacture of basic pharmaceutical products and pharmaceutical preparations	CNDU
22	Manufacture of rubber and plastic products	INTM
23	Manufacture of other non-metallic mineral products	INTM
24	Manufacture of basic metals	INTM
25	Manufacture of fabricated metal products, except machinery and equipment	
25.1	Manufacture of structural metal products	INVE
25.2	Manufacture of tanks, reservoirs and containers of metal	INVE
25.3	Manufacture of steam generators, except central heating hot water boilers	INVE
25.4	Manufacture of weapons and ammunition	INVE
25.5	Forging, pressing, stamping and roll-forming of metal; powder metallurgy	INTM
25.6	Treatment and coating of metals; machining	INTM
25.7	Manufacture of cutlery, tools and general hardware	INTM
25.9	Manufacture of other fabricated metal products	INTM
26	Manufacture of computer, electronic and optical products	
26.1	Manufacture of electronic components and boards	INTM
26.2	Manufacture of computers and peripheral equipment	INVE

	26.3	Manufacture of communication equipment	INVE
	26.4	Manufacture of consumer electronics	CDUR
	26.5	Manufacture of instruments and appliances for measuring, testing and navigation; watches and clocks	INVE
	26.6	Manufacture of irradiation, electromedical and electrotherapeutic equipment	INVE
	26.7	Manufacture of optical instruments and photographic equipment	CDUR
	26.8	Manufacture of magnetic and optical media	INTM
27		Manufacture of electrical equipment	
		Manufacture of electric motors, generators, transformers and electricity distribution and control apparatus	INTM
	27.1		INTM
	27.2	Manufacture of batteries and accumulators	INTM
	27.3	Manufacture of wiring and wiring devices	INTM
	27.4	Manufacture of electric lighting equipment	INTM
	27.5	Manufacture of domestic appliances	CDUR
	27.9	Manufacture of other electrical equipment	INTM
28		Manufacture of machinery and equipment n.e.c.	INVE
29		Manufacture of motor vehicles, trailers and semi-trailers	INVE
30		Manufacture of other transport equipment	
	30.1	Building of ships and boats	INVE
	30.2	Manufacture of railway locomotives and rolling stock	INVE
	30.3	Manufacture of air and spacecraft and related machinery	INVE
	30.4	Manufacture of military fighting vehicles	INVE
	30.9	Manufacture of transport equipment n.e.c.	CDUR
31		Manufacture of furniture	CDUR
32		Other manufacturing	
	32.1	Manufacture of jewellery, bijouterie and related articles	CDUR
	32.2	Manufacture of musical instruments	CDUR
	32.3	Manufacture of sports goods	CNDU
	32.4	Manufacture of games and toys	CNDU
	32.5	Manufacture of medical and dental instruments and supplies	INVE
	32.9	Manufacturing n.e.c.	CNDU
33		Repair and installation of machinery and equipment	INVE
CDUR		Durable consumer goods	
CNDU		Non-durable consumer goods	
FOBE		Food and beverages industry (10.1-10.5, 10.7-10.8, 11, 12)	
CONS		Consumer goods (CDUR+CNDU)	
INTM		Intermediate goods (excluding mining and quarrying)	
INVE		Investment goods	
TOTA		Total manufacturing = CONS + INTM + INVE + 19	

4 THE JOINT HARMONISED EU CONSTRUCTION SURVEY

4.1 Construction survey - Questionnaire

Answers to all questions should be given by abstracting from seasonal variations.

Monthly questions

Q1 How has your building activity developed over the past 3 months? It has...

- + increased
- = remain unchanged
- decreased

Q2 What main factors are currently limiting your building activity?

- none
- insufficient demand
- weather conditions
- shortage of labour force
- shortage of material and/or equipment
- financial constraints
- other factors

Q3 Do you consider your current overall order books to be...?

- + more than sufficient (above normal)
- = sufficient (normal for the season)
- not sufficient (below normal)

Q4 How do you expect your firm's total employment to change over the next 3 months?
It will...

- + increase
- = remain unchanged
- decrease

Q41 The future development of your business situation is currently

- ++ easy to predict
- + moderately easy to predict
- moderately difficult to predict
- difficult to predict

Q5 How do you expect the prices you charge to change over the next 3 months?
They will...

- + increase
- = remain unchanged
- decrease

Quarterly question (January, April, July and October)

Q6 Assuming normal working hours, about how many months' work is accounted for by the work in hand and the work already contracted for?

Number of months: .

4.2 Construction survey - Classification of sectors

NACE CODE		DESCRIPTION
41		Construction of buildings
42		Civil engineering
43		Specialised construction activities
TOTF		Total construction

5 THE JOINT HARMONISED EU RETAIL TRADE SURVEY

5.1 Retail trade survey - Questionnaire

Answers to all questions should be given by abstracting from seasonal variations.

Monthly questions

- Q1** How has (have) your business activity (sales) developed over the past 3 months?
It has... (They have...)
- + improved (increased)
 - = remained unchanged
 - deteriorated (decreased)
- Q2** Do you consider the volume of stock you currently hold to be...?
- + too large (above normal)
 - = adequate (normal for the season)
 - too small (below normal)
- Q3** How do you expect your orders placed with suppliers to change over the next 3 months? They will...
- + increase
 - = remain unchanged
 - decrease
- Q4** How do you expect your business activity (sales) to change over the next 3 months?
It (They) will...
- + improve (increase)
 - = remain unchanged
 - deteriorate (decrease)
- Q41** The future development of your business situation is currently
- ++ easy to predict
 - + moderately easy to predict
 - moderately difficult to predict
 - difficult to predict
- Q5** How do you expect your firm's total employment to change over the next 3 months?
It will...
- + increase
 - = remain unchanged
 - decrease

Q6 How do you expect the prices you charge to change over the next 3 months?
They will...

- + increase
- = remain unchanged
- decrease

5.2 Retail trade survey - Classification of sectors

NACE CODE	Grouping	DESCRIPTION
45		Wholesale and retail trade and repair of motor vehicles and motorcycles
	MVS	Sale of motor vehicles (45.1)
	MVRM	Maintenance of motor vehicles and sale of accessories (45.2 - 45.4)
47		Retail trade, except of motor vehicles and motorcycles
	FBT	Retail sale of Food, Beverages, Tobacco (47.1, 47.2, 47.8)
	FUEL	Retail sale of automotive fuel (47.3)
	OTHERS	Retail sale of other goods (47.4 - 47.7, 47.9)
TOTR		45 + 47

6 THE JOINT HARMONISED EU SERVICES SURVEY

6.1 Services survey - Questionnaire

Answers to all questions should be given by abstracting from seasonal variations.

Monthly questions

- Q1** How has your business situation developed over the past 3 months? It has...
- + improved
 - = remained unchanged
 - deteriorated
- Q2** How has demand (turnover) for your company's services changed over the past 3 months? It has...
- + increased
 - = remained unchanged
 - decreased
- Q3** How do you expect the demand (turnover) for your company's services to change over the next 3 months? It will...
- + increase
 - = remain unchanged
 - decrease
- Q31** The future development of your business situation is currently
- ++ easy to predict
 - + moderately easy to predict
 - moderately difficult to predict
 - difficult to predict
- Q4** How has your firm's total employment changed over the past 3 months? It has...
- + increased
 - = remained unchanged
 - decreased
- Q5** How do you expect your firm's total employment to change over the next 3 months? It will...
- + increase
 - = remain unchanged
 - decrease

Q6 How do you expect the prices you charge to change over the next 3 months?
They will...

- + increase
- = remain unchanged
- decrease

Quarterly questions (January, April, July and October)

Q7 What main factors are currently limiting your business?

- none
- insufficient demand
- shortage of labour force
- shortage of space and/or equipment
- financial constraints
- other factors

Q8 If the demand expanded, could you increase your volume of activity with your present resources? Yes –No

If so, by how much? ...%

Bi-annual questions on investment plans

March/April survey

Q9 Compared with two years ago (t-2) your investment last year (t-1) has...

	+ increased	= remained unchanged	- decreased
Overall investment			
Machinery and equipment			
Land, building and infrastructure			
Intangibles (R&D, software, data, intellectual property, vocational training, etc.)			

Q10 Compared with last year (t-1) your investment this year (t) will...

	+ increase	= remain unchanged	- decrease
Overall investment			
Machinery and equipment			
Land, building and infrastructure			
Intangibles (R&D, software, data, intellectual property, etc.)			

vocational training, etc.)			
----------------------------	--	--	--

October/November survey

Q11 Compared with last year (t-1) your investment this year (t) will...

- + increase
- = remain unchanged
- decrease

Q12 Compared with this year (t) your investment next year (t+1) will...

- + increase
- = remain unchanged
- decrease

Q13 Structure of the investment: Investment carried out this year and planned investment for next year is, or will be, of the following kind (choose the appropriate category or categories):

	for this year	for next year
Replacement of worn-out buildings, equipment and IT		
Extension of capacity for existing or new products/services		
Investment designed to streamline processes		
Other investment objectives (regulatory obligations, safety, etc.)		

Q14 What main factors are stimulating your investment?

	for this year	for next year
Demand		
Financial conditions		
Technical factors		
Other factors		

6.2 Services survey - Classification of sectors

NACE CODE	DESCRIPTION
H	Transportation and storage
49	Land transport and transport via pipelines
50	Water transport
51	Air transport
52	Warehousing and support activities for transportation
53	Postal and courier activities
I	Accommodation and food service activities
55	Accommodation
56	Food and beverage service activities
J	Information and communication
58	Publishing activities
59	Motion picture, video and television programme production, sound recording and music publishing activities
60	Programming and broadcasting activities
61	Telecommunication
62	Computer programming, consultancy and related activities
63	Information service activities
K	Financial and insurance activities
64	Financial service activities, except insurance and pension funding
65	Insurance, reinsurance and pension funding, except compulsory social security
66	Activities auxiliary to financial services and insurance activities
L/68	Real estate activities
M	Professional, scientific and technical activities
69	Legal and accounting activities
70	Activities of head offices; management consultancy activities
71	Architectural and engineering activities; technical testing and analysis
72	Scientific research and development
73	Advertising and market research
74	Other professional, scientific and technical activities
75	Veterinary activities
N	Administrative and support service activities
77	Rental and leasing activities
78	Employment activities
79	Travel agency, tour operator and other reservation service and related activities
80	Security and investigation activities
81	Services to buildings and landscape activities
82	Office administrative, office support and other business support activities
R	Arts, entertainment and recreation
90	Creative, arts and entertainment activities
91	Libraries, archives, museums and other cultural activities
92	Gambling and betting activities
93	Sports activities and amusement and recreation activities
S	Other service activities
94	Activities of membership organisations
95	Repair of computers and personal and household goods
96	Other personal service activities
TOTS	Total

7 THE JOINT HARMONISED EU CONSUMER SURVEY

7.1 Consumer survey - Questionnaire

Monthly questions

Q1 How has the financial situation of your household changed over the last 12 months?
It has...

- ++ got a lot better
- + got a little better
- = stayed the same
- got a little worse
- got a lot worse
- N don't know.

Q2 How do you expect the financial position of your household to change over the next 12 months? It will...

- ++ get a lot better
- + get a little better
- = stay the same
- get a little worse
- get a lot worse
- N don't know.

Q21 The future financial position/situation of your household is currently

- ++ easy to predict
- + moderately easy to predict
- moderately difficult to predict
- difficult to predict
- N don't know.

Q3 How do you think the general economic situation in the country has changed over the past 12 months? It has...

- ++ got a lot better
- + got a little better
- = stayed the same
- got a little worse
- got a lot worse
- N don't know.

Q4 How do you expect the general economic situation in this country to develop over the next 12 months? It will...

- ++ get a lot better
- + get a little better
- = stay the same
- get a little worse
- get a lot worse
- N don't know.

Q5 How do you think that consumer prices have developed over the last 12 months? They have...

- ++ risen a lot
- + risen moderately
- = risen slightly
- stayed about the same
- fallen
- N don't know.

Q51 If question 5 was answered by 1, 2, 3 or 5:

By how many per cent do you think that consumer prices have gone up/down over the past 12 months? (Please give a single figure estimate).

Consumer prices have increased by % / decreased by %.

Q6 By comparison with the past 12 months, how do you expect that consumer prices will develop in the next 12 months? They will...

- ++ increase more rapidly
- + increase at the same rate
- = increase at a slower rate
- stay about the same
- fall
- N don't know.

Q61 If question 6 was answered by 1, 2, 3 or 5:

By how many per cent do you expect consumer prices to go up/down change in the next 12 months? (Please give a single figure estimate).

Consumer prices will increase by % / decreased by %.

Q7 How do you expect the number of people unemployed in this country to change over the next 12 months? The number will...

- ++ increase sharply
- + increase slightly
- = remain the same
- fall slightly
- fall sharply
- N don't know.

Q8 In view of the general economic situation, do you think that now it is the right moment for people to make major purchases such as furniture, electrical/electronic devices, etc.?

- ++ yes, it is the right moment now
- = it is neither the right moment nor the wrong moment
- no, it is not the right moment now
- N don't know.

Q9 Compared to the past 12 months, do you expect to spend more or less money on major purchases (furniture, electrical/electronic devices, etc.) over the next 12 months? I will spend...

- ++ much more
- + a little more
- = about the same
- a little less
- much less
- N don't know.

Q10 In view of the general economic situation, do you think that now is...?

- ++ a very good moment to save
- + a fairly good moment to save
- not a good moment to save
- a very bad moment to save
- N don't know.

Q11 Over the next 12 months, how likely is it that you save any money?

- ++ very likely
- + fairly likely
- not likely
- not at all likely
- N don't know.

Q12 Which of these statements best describes the current financial situation of your household?

- ++ we are saving a lot
- + we are saving a little
- = we are just managing to make ends meet on our income
- we are having to draw on our savings
- we are running into debt
- N don't know.

Quarterly questions (January, April, July and October)**Q13** How likely are you to buy a car over the next 12 months?

- ++ very likely
- + fairly likely
- not likely
- not at all likely
- N don't know.

Q14 Are you planning to buy or build a home over the next 12 months (to live in yourself, for a member of your family, as a holiday home, to let etc.)?

- ++ yes, definitely
- + possibly
- probably not
- no
- N don't know.

Q15 How likely are you to spend any large sums of money on home improvements or renovations over the next 12 months?

- ++ very likely
- + fairly likely
- not likely
- not at all likely
- N don't know.

7.2 Consumer survey - Categories**A. Income of the household**

- 1st Quartile
- 2nd Quartile
- 3rd Quartile
- 4th Quartile

B. Occupation of respondent

Managers and professionals (ISCO-08: 11 to 14 and 21 to 26)

Technicians and associate professionals (ISCO-08: 31 to 35)

Clerical and support workers, services and sales workers (ISCO-08: 41 to 44 and 51 to 54)

Skilled agricultural, forestry and fishery workers; craft and related trade workers (ISCO-08: 61 to 63 and 71 to 75)

Plant and machine operators, assemblers and elementary occupations (ISCO-08: 81 to 83 and 91 to 96)

Total employed (ISCO-08: 11 to 96)

Unemployed

In retirement or early retirement/widow/widower receiving pension after partner died /permanently disabled or chronically ill

Other occupations (student or further training experience or unpaid work experience/
fulfilling domestic task/housekeeper or child care/in compulsory military or community
service/other)

Total unemployed and other occupations

C. Working regime of respondent

Work full-time
Work part-time

D. Education of respondent

Primary
Secondary
Further

E. Age of respondent

18-29
30-49
50-64
65+

F. Sex of respondent

Male
Female

TOTAL

**MODEL BUDGET & FINANCIAL STATEMENT
ANNEX V TO THE FRAMEWORK PARTNERSHIP AGREEMENT**

Some guidance on how to fill out the Budget Statement (BS)

Dear Madam/Sir,

This is a template that you must use to submit the budget statement for the grant agreement.

When you open this file, a warning message might appear informing you that macros have been disabled. Please click on 'Enable' in order to enable the macros.

Here are the **basic features** of this model :

(un)locked cells :	only the <i>white</i> parts can be used freely by you
Comments :	when you point the cursor on a cell with a red triangle, comments will appear with guidance
ISO country code :	please <i>type</i> the ISO country code of your institution <i>here (ex: FR)</i> ; it will appear <i>automatically</i> in all sheets :
	CZ
Name of institution* :	please <i>type</i> your institution's name <i>here</i> ; it will appear <i>automatically</i> in all sheets :
	CZSO

** if the name of your institution has been changed, please ask for an amendment of the specific and framework partnership agreement.*

By opening this document, a new tool named 'Add-Ins' appeared in your Menu Bar. Once you click on the new 'Add-Ins' menu, a 'BCS Tools' menu option will appear on the left-hand side of your Menu Bar.

Please follow the guidance below when filling in all necessary sheets. This will help ensure eligibility for your grant.

For more background, please also have a look at the "ECFIN's Guidelines for the financial management of grant agreements" which deals with the most important rules on eligible costs for drawing up budget estimates.

Should you have any **doubts or questions**, please don't hesitate to contact us :

INFORMATION ON BENEFICIARY

1. Guidance on how to fill out the 'Information on Beneficiary' sheet.

Please **complete** the: "Information on beneficiary" sheet so that we have up-to-date administrative details.

If there is a change to the signing or contact person, the address of your institution or the bank account number in comparison with the information in your application/framework partnership agreement, please inform the BCS team as soon as possible.

As regards the VAT: - recoverable VAT is not eligible

You will find more info on VAT in the Guidelines - not-deductible VAT may be included as eligible cost

- partially recoverable VAT: the eligible part corresponds to the pro-rata of the VAT which is not deductible,

2. Guidance on how to fill out the 'Subcontracting' sheet.

When **subcontracting** is involved, please provide us with the requested *information* (see the: "Subcontracting" sheet).

Subcontracting: The data of the sub-contractor needs to be filled out in the "Subcontracting (1)" sheet.

You will find more info on Costs for Subcontracting in the Guidelines To add the details of more sub-contractors please insert a new blank sheet by selecting "Add another subcontracting form" from the '====> BCS Tools <====' menu option.

Additional subcontracting forms that are not needed can be removed by selecting "Delete this subcontracting form" from the '====> BCS Tools <====' menu option.

Created sheets can be removed, apart from the "Subcontracting (1)" sheet.

Please provide us with a copy of your subcontract as soon as possible.

3. Guidance on how to fill out the individual survey sheets

Please fill in the white cells of the individual survey sheets of the surveys for which you ask a grant. Help yourself with the guidelines. Note that you can only fill in the columns of the part BUDGET (euro). The columns related to 'FINAL (euro)' are frozen and will be filled in at the final financial statement stage.

a) Financing plan (see guidelines section 1):

Please complete the **financing plan** by filling in the white cells in the columns part of the heading BUDGET (euro): direct revenues, contribution(s) by other organisation(s) and grant percentage.

Yellow cells the cells highlighted in yellow (total income, own contribution, requested grant and pre-financing payment) are calculated automatically to balance the income and costs

Grant percentage: Please fill in the grant percentage which cannot be >50%, with 2 decimals.

b) Budget estimated eligible costs (see guidelines section 1 & 2):

To insert a row In the menu bar click on 'Add-Ins' and select '====> BCS Tools <====' and click on 'Add row in current section'

This only works in the survey sheets.

To delete a row In the menu bar click 'Add-Ins' and select '====> BCS Tools <====' and click on 'Delete current row' (Note that this only works in the survey sheets).

(sub)totals : Will be calculated *automatically*

If applicable, please clearly identify costs by affiliated entities and/or co-beneficiaries.

The **Survey-related ratio** represents the ratio calculated based on the costs for the survey programme in relation to the total costs for all activities managed by your department.

The **EU-related ratio** is the ratio that you apply to the survey-related costs if your survey programme contains additional questions, which are not part of the harmonised EU BCS questionnaire (e.g. based on the number of harmonised EU BCS questions in relation to the total questions in your questionnaire). This ratio can be 100% if your questionnaire only contains harmonised EU BCS questions.

For each category of staff, please follow the instructions mentioned in the 'green' zones and indicate the daily rate per pay grade (see guidelines, section 3), the number of staff working under that pay grade, the estimated number of working days the staff will allocate to the survey programme as well as the EU-related ratio that you apply, if applicable.

Staff paid based on deliverables must be declared under item I.5. Please indicate the price per unit of deliverable, the estimated number of units you intend to conduct and, if applicable, the EU-related ratio that you apply.

For each estimated administrative cost, please follow the instructions mentioned in the 'green' zone: give a short description of the cost related to the survey programme and estimate the costs per cost category based on a reference year and, if applicable, indicate the BCS ratios that have been applied (see guidelines section 4).

If the total estimated costs for item II.3 - Administrative costs is lower than or equal to 50% of the total estimated staff costs, the (automatically) calculated flat rate will be applied to the total eligible final staff costs at the end of the action period. No further details or evidences on these administrative costs will be asked at the end of the action period.

Note that only the estimated costs indicated in your budget statement can be considered as eligible at the final financial stage. For more information on eligible costs, please read the guidelines for applicants as mentioned above.

Indirect costs the percentage of the indirect costs is 7% of the total eligible direct costs excl. subcontracting. The amount is automatically calculated.

4. Guidance on how to fill out the 'Total' sheet.

The 'Total' sheet is automatically filled in.

5. Guidance on how to fill out the 'Calculation Methodology BS' sheet.

Please give a clear description of the calculation methodology you applied to estimate your budget and to distribute costs among the BCS action and the other projects managed by your department by filling out the 'Calculation Methodology BS' sheet.

Thank you in advance for your cooperation.

Economic situation, forecasts, business and consumer surveys
Business and consumer surveys and short-term forecast

Information on the beneficiary of the grant

CZ CZSO

Please fill in all the information as requested below.

please indicate: the title (Ms/Mrs/Mr), the last name, the first name and the function (Director, President, etc.) of the legal representative of your institution.

signing person : Mr Marek Rojíček - President

(page 1 of the agreement)

please indicate: the title (Ms/Mrs/Mr), the last name, the first name and the function (Director, President, etc.)

second signing person* :

(page 1 of the agreement) * if two people need to sign documents in order for them to be legally binding on your institution.

please indicate: the title (Ms/Mrs/Mr), the last name and the first name of the contact person.

contact person for the management of the grant:



please also include the IBAN code in front of the bank account number

bank account (number) :



Is VAT included in the attached budget statement?

Yes

No

Partially

Comments :

date and signature of legal representative(s)

BUDGET AND FINAL FINANCIAL STATEMENT FOR GRANT AGREEMENT PERIOD MAY 2023 - APRIL 2024
ANNEX V OF THE FRAMEWORK PARTNERSHIP AGREEMENT
ANNEX II OF THE SPECIFIC GRANT AGREEMENT
FINANCING PLAN AND COSTS OF THE SURVEYS
(see Framework partnership agreement: Article II.19 on Eligible costs)
ECFIN/008/2023/890442

INSTITUTION: **CZ CZSO**

SURVEYS: **Construction**

FINANCING PLAN	BUDGET (euro)	FINAL (euro)
TOTAL ESTIMATED INCOME	25 455,85	TOTAL INCOME
Direct revenue expected from the action: please indicate here the source of the revenue	-	Indicate here the source of revenue
Contributions from other organisations: please indicate here the source of the funds	-	Indicate here the source of funds
Own contribution	12 727,93	Own contribution
Grant requested from the Commission	12 727,92	Grant requested from the Commission
Pre-financing payment (40% of the grant)	5 091,17	Pre-financing payment received
		FINAL PAYMENT REQUEST
Grant percentage	50,00%	50,00%

ESTIMATED ELIGIBLE COSTS / EXPENDITURES	BUDGET (euro)	FINAL (euro)
Budget item	TOTAL ESTIMATED COSTS	TOTAL FINAL COSTS
	Total estimated eligible direct costs	Total final eligible direct costs
I	Total eligible direct staff costs	Total eligible direct staff costs
I.1 - I.4	daily rate per pay grade (see Annex II SGA)	No. of people
	Estimated working days	EU-related ratio (%)
	TOTAL ESTIMATED COSTS (euro)	No. of people
		Total worked days
		EU-related ratio (%)
		TOTAL FINAL COSTS (euro)
I.1	Permanent staff	Permanent staff
	- Managers	- Managers
	135,88 €	1,0
	37,00	100,00%
	5 027,56	0,0
	0,00	0,00
	- Researchers	- Researchers
	135,88 €	3,0
	32,00	100,00%
	13 044,48	0,0
	0,00	0,00
	- Interviewers	- Interviewers
	130,25 €	1,0
	106,00	39,60%
	5 467,37	0,0
	0,00	0,00
	- Technical staff	- Technical staff
	0,00 €	0,0
	0,00	0,00
	- Administrative staff	- Administrative staff
	0,00 €	0,0
	0,00	0,00
I.2	Temporary staff:	Temporary staff
LH	135,88 €	1,0
	1,00	100,00%
	135,88	0,0
	0,00	0,00
I.3	Staff under civil contracts specifically recruited for the project	Staff under civil contracts
	0,00 €	0,0
	0,00	0,00
I.4	Staff seconded by a third party against payment (no invoice)	Staff seconded by a third party
	0,00 €	0,0
	0,00	0,00
I.5	price per deliverable (see Annex II SGA)	Actual number of deliverables
	estimated number deliverables	EU-related ratio (%)
	TOTAL ESTIMATED COSTS (euro)	TOTAL FINAL COSTS (euro)
I.5	Staff paid based on deliverables	Staff paid based on deliverables
	0,00 €	-
	0,00	0,00
II	Total eligible direct administrative costs	Total eligible direct administrative costs
	115,23	0,00
		Exchange rate (Art. 4.5 SGA)
		1,0000
II.1 - II.3	Description	Estimated costs (euro)
	Survey-related ratio (%)	EU-related ratio (%)
	TOTAL ESTIMATED COSTS (euro)	Actual Costs (euro)
		Survey-related ratio (%)
		EU-related ratio (%)
		TOTAL FINAL COSTS (euro)
II.1	Subcontracting costs (please supply full details on separate sheet)	Subcontracting costs
Name of subcontractor	0,00	0,00%
	0,00%	0,00%
	0,00	0,00
II.2	Up-date of software/process redesign (please supply detailed budget plan)	Up-date of software/process redesign
Name of new software/process redesign	0,00	0,00%
	0,00	0,00%
II.3	Administrative costs (under flat rate financing or real incurred)	Real incurred administrative costs
Costs for travel and subsistence allowances	195,00	20,00%
	39,60%	15,44
Costs for printing	1 000,00	20,00%
	39,60%	79,20
Costs for mailing	260,00	20,00%
	39,60%	20,59
Costs for communication	0,00	0,00%
	0,00%	0,00
Costs for translation	0,00	0,00%
	0,00%	0,00
Costs of materials (consumables and supplies assigned to the action)	0,00	0,00%
	0,00%	0,00
Costs for fees for IT Software and data - PLEASE CLEARLY DESCRIBE	0,00	0,00%
	0,00%	0,00
Certain other costs arising directly from requirements imposed by the agreement - PLEASE CLEARLY DESCRIBE	0,00	0,00%
	0,00%	0,00
Flat-rate financing if administrative costs (excl. II.1 & II.2) ≤ 50% of total eligible staff costs (%)	0,49%	Flat-rate financing for administrative costs (euro)
		0,00
Eligible indirect costs (7% of total eligible direct costs excluding costs for subcontracting)	1 665,33	Eligible indirect costs (Art. 3.2 SGA)
		0,00
Indirect costs percentage	7,00%	Indirect costs percentage
		7,00%

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FINANCING PLAN AND COSTS OF THE SURVEYS
(see Framework partnership agreement: Article II.19 on Eligible costs)
ECFIN/008/2023/890442

INSTITUTION: **CZ CZSO**
SURVEYS: **Industry**

FINANCING PLAN	BUDGET (euro)		FINAL (euro)	
TOTAL ESTIMATED INCOME	58 460,95	TOTAL INCOME	-	
Direct revenue expected from the action: please indicate here the source of the revenue	-	Indicate here the source of revenue	-	
Contributions from other organisations: please indicate here the source of the funds	-	Indicate here the source of funds	-	
Own contribution	29 230,48	Own contribution	-	
Grant requested from the Commission	29 230,47	Grant requested from the Commission	-	
Pre-financing payment (40% of the grant)	11 692,19	Pre-financing payment received	11 692,19	
		FINAL PAYMENT REQUEST	-	11 692,19
Grant percentage	50,00%		50,00%	

ESTIMATED ELIGIBLE COSTS / EXPENDITURES		BUDGET (euro)				FINAL (euro)			
Budget item	TOTAL ESTIMATED COSTS				58 460,95	TOTAL FINAL COSTS			-
	Total estimated eligible direct costs				54 636,41	Total final eligible direct costs			-
I	Total eligible direct staff costs				54 254,48	Total eligible direct staff costs			-
I.1 - I.4	daily rate per pay grade (see ANNEX III SGA)	No. of people	Estimated working days	EU-related ratio (%)	TOTAL ESTIMATED COSTS (euro)	No. of people	Total worked days	EU-related ratio (%)	TOTAL FINAL COSTS (euro)
I.1	Permanent staff				54 118,60	Permanent staff			0,00
	- Managers				12 365,08	- Managers			0,00
	135,88 €	1,0	91,00	100,00%	12 365,08	0,0	0,00	0,00%	0,00
	- Researchers				30 980,64	- Researchers			0,00
	135,88 €	3,0	76,00	100,00%	30 980,64	0,0	0,00	0,00%	0,00
	- Interviewers				10 772,88	- Interviewers			0,00
	112,13 €	1,0	183,00	52,50%	10 772,88	0,0	0,00	0,00%	0,00
	- Technical staff				0,00	- Technical staff			0,00
	0,00 €	0,0	0,00	0,00%	0,00	0,0	0,00	0,00%	0,00
	- Administrative staff				0,00	- Administrative staff			0,00
	0,00 €	0,0	0,00	0,00%	0,00	0,0	0,00	0,00%	0,00
I.2	Temporary staff:				135,88	Temporary staff			0,00
LH	135,88 €	1,0	1,00	100,00%	135,88	0,0	0,00	0,00%	0,00
I.3	Staff under civil contracts specifically recruited for the project				0,00	Staff under civil contracts			0,00
	0,00 €	0,0	0,00	0,00%	0,00	0,0	0,00	0,00%	0,00
I.4	Staff seconded by a third party against payment (no invoice)				0,00	Staff seconded by a third party			0,00
	0,00 €	0,0	0,00	0,00%	0,00	0,0	0,00	0,00%	0,00
I.5	price per deliverable (see ANNEX III SGA)		estimated number deliverables	EU-related ratio (%)	TOTAL ESTIMATED COSTS (euro)		Actual number of deliverables	EU-related ratio (%)	TOTAL FINAL COSTS (euro)
I.5	Staff paid based on deliverables				0,00	Staff paid based on deliverables			0,00
	0,00 €		-	0,00%	0,00		-	0,00%	0,00
II	Total eligible direct administrative costs				381,93	Total eligible direct administrative costs			0,00
						Exchange rate (Art. 4.5 SGA)			1,0000
II.1 - II.3	Description	Estimated costs (euro)	Survey-related ratio (%)	EU-related ratio (%)	TOTAL ESTIMATED COSTS (euro)	Actual Costs (euro)	Survey-related ratio (%)	EU-related ratio (%)	TOTAL FINAL COSTS (euro)
II.1	Subcontracting costs (please supply full details on separate sheet)				0,00	Subcontracting costs			0,00
Name of subcontractor		0,00	0,00%	0,00%	0,00	0,00	0,00%	0,00%	0,00
II.2	Up-date of software/process redesign (please supply detailed budget plan)				0,00	Up-date of software/process redesign			0,00
Name of new software/process redesign		0,00	0,00%	0,00%	0,00	0,00	0,00%	0,00%	0,00
II.3	Administrative costs (under flat rate financing or real incurred)				381,93	Real incurred administrative costs			0,00
Costs for travel and subsistence allowances		195,00	50,00%	52,50%	51,18	0,00	0,00%	0,00%	0,00
Costs for printing		1 000,00	50,00%	52,50%	262,50	0,00	0,00%	0,00%	0,00
Costs for mailing		260,00	50,00%	52,50%	68,25	0,00	0,00%	0,00%	0,00
Costs for communication		0,00	0,00%	0,00%	0,00	0,00	0,00%	0,00%	0,00
Costs for translation		0,00	0,00%	0,00%	0,00	0,00	0,00%	0,00%	0,00
Costs of materials (consumables and supplies assigned to the action)		0,00	0,00%	0,00%	0,00	0,00	0,00%	0,00%	0,00
Costs for fees for IT Software and data - PLEASE CLEARLY DESCRIBE		0,00	0,00%	0,00%	0,00	0,00	0,00%	0,00%	0,00
Certain other costs arising directly from requirements imposed by the agreement - PLEASE CLEARLY DESCRIBE		0,00	0,00%	0,00%	0,00	0,00	0,00%	0,00%	0,00
Flat-rate financing if administrative costs (excl. II.1 & II.2) ≤ 50% of total eligible staff costs (%)					0,70%	Flat-rate financing for administrative costs (euro)			0,00
	Eligible indirect costs (7% of total eligible direct costs excluding costs for subcontracting)				3 824,54	Eligible indirect costs (Art. 3.2 SGA)			0,00
	Indirect costs percentage				7,00%	Indirect costs percentage			7,00%

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ECFIN/008/2023/890442

INSTITUTION: **CZ CZSO**
SURVEYS: **Retail Trade**

FINANCING PLAN	BUDGET (euro)		FINAL (euro)	
TOTAL ESTIMATED INCOME	11 330,72		TOTAL INCOME	-
Direct revenue expected from the action: please indicate here the source of the revenue	-		Indicate here the source of revenue	-
Contributions from other organisations: please indicate here the source of the funds	-		Indicate here the source of funds	-
Own contribution	5 665,36		Own contribution	-
Grant requested from the Commission	5 665,36		Grant requested from the Commission	-
Pre-financing payment (40% of the grant)	2 266,14		Pre-financing payment received	2 266,14
			FINAL PAYMENT REQUEST	- 2 266,14
Grant percentage	50,00%			50,00%

ESTIMATED ELIGIBLE COSTS / EXPENDITURES		BUDGET (euro)				FINAL (euro)			
Budget item	TOTAL ESTIMATED COSTS				11 330,72	TOTAL FINAL COSTS			-
	Total estimated eligible direct costs				10 589,46	Total final eligible direct costs			-
I	Total eligible direct staff costs				10 506,18	Total eligible direct staff costs			-
I.1 - I.4	daily rate per pay grade (see ANNEX II.10 SGA)	No. of people	Estimated working days	EU-related ratio (%)	TOTAL ESTIMATED COSTS (euro)	No. of people	Total worked days	EU-related ratio (%)	TOTAL FINAL COSTS (euro)
I.1	Permanent staff				10 370,30	Permanent staff			0,00
	- Managers				2 309,96	- Managers			0,00
	135,88 €	1,0	17,00	100,00%	2 309,96	0,0	0,00	0,00%	0,00
	- Researchers				5 706,96	- Researchers			0,00
	135,88 €	3,0	14,00	100,00%	5 706,96	0,0	0,00	0,00%	0,00
	- Interviewers				2 353,38	- Interviewers			0,00
	112,13 €	1,0	33,00	63,60%	2 353,38	0,0	0,00	0,00%	0,00
	- Technical staff				0,00	- Technical staff			0,00
	0,00 €	0,0	0,00	0,00%	0,00	0,0	0,00	0,00%	0,00
	- Administrative staff				0,00	- Administrative staff			0,00
	0,00 €	0,0	0,00	0,00%	0,00	0,0	0,00	0,00%	0,00
I.2	Temporary staff:				135,88	Temporary staff			0,00
LH	135,88 €	1,0	1,00	100,00%	135,88	0,0	0,00	0,00%	0,00
I.3	Staff under civil contracts specifically recruited for the project				0,00	Staff under civil contracts			0,00
	0,00 €	0,0	0,00	0,00%	0,00	0,0	0,00	0,00%	0,00
I.4	Staff seconded by a third party against payment (no invoice)				0,00	Staff seconded by a third party			0,00
	0,00 €	0,0	0,00	0,00%	0,00	0,0	0,00	0,00%	0,00
I.5	price per deliverable (see ANNEX II.10 SGA)	estimated number deliverables	EU-related ratio (%)	TOTAL ESTIMATED COSTS (euro)		Actual number of deliverables	EU-related ratio (%)	TOTAL FINAL COSTS (euro)	
I.5	Staff paid based on deliverables				0,00	Staff paid based on deliverables			0,00
	0,00 €		-	0,00%	0,00		-	0,00%	0,00
II	Total eligible direct administrative costs				83,28	Total eligible direct administrative costs			0,00
						Exchange rate (Art. 4.5 SGA)			1,0000
II.1 - II.3	Description	Estimated costs (euro)	Survey-related ratio (%)	EU-related ratio (%)	TOTAL ESTIMATED COSTS (euro)	Actual Costs (euro)	Survey-related ratio (%)	EU-related ratio (%)	TOTAL FINAL COSTS (euro)
II.1	Subcontracting costs (please supply full details on separate sheet)				0,00	Subcontracting costs			0,00
Name of subcontractor		0,00	0,00%	0,00%	0,00	0,00	0,00%	0,00%	0,00
II.2	Up-date of software/process redesign (please supply detailed budget plan)				0,00	Up-date of software/process redesign			0,00
Name of new software/process redesign		0,00	0,00%	0,00%	0,00	0,00	0,00%	0,00%	0,00
II.3	Administrative costs (under flat rate financing or real incurred)				83,28	Real incurred administrative costs			0,00
Costs for travel and subsistence allowances		195,00	9,00%	63,60%	11,16	0,00	0,00%	0,00%	0,00
Costs for printing		1 000,00	9,00%	63,60%	57,24	0,00	0,00%	0,00%	0,00
Costs for mailing		260,00	9,00%	63,60%	14,88	0,00	0,00%	0,00%	0,00
Costs for communication		0,00	0,00%	0,00%	0,00	0,00	0,00%	0,00%	0,00
Costs for translation		0,00	0,00%	0,00%	0,00	0,00	0,00%	0,00%	0,00
Costs of materials (consumables and supplies assigned to the action)		0,00	0,00%	0,00%	0,00	0,00	0,00%	0,00%	0,00
Costs for fees for IT Software and data - PLEASE CLEARLY DESCRIBE		0,00	0,00%	0,00%	0,00	0,00	0,00%	0,00%	0,00
Certain other costs arising directly from requirements imposed by the agreement - PLEASE CLEARLY DESCRIBE		0,00	0,00%	0,00%	0,00	0,00	0,00%	0,00%	0,00
Flat-rate financing if administrative costs (excl. II.1 & II.2) ≤ 50% of total eligible staff costs (%)					0,79%	Flat-rate financing for administrative costs (euro)			0,00
	Eligible indirect costs (7% of total eligible direct costs excluding costs for subcontracting)				741,26	Eligible indirect costs (Art. 3.2 SGA)			0,00
	Indirect costs percentage				7,00%	Indirect costs percentage			7,00%

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(see Framework partnership agreement: Article II.19 on Eligible costs)
ECFIN/008/2023/890442

INSTITUTION: **CZ CZSO**
SURVEYS: **Services**

FINANCING PLAN	BUDGET (euro)		FINAL (euro)	
TOTAL ESTIMATED INCOME	30 872,06		TOTAL INCOME	-
Direct revenue expected from the action: please indicate here the source of the revenue	-		Indicate here the source of revenue	-
Contributions from other organisations: please indicate here the source of the funds	-		Indicate here the source of funds	-
Own contribution	15 436,03		Own contribution	-
Grant requested from the Commission	15 436,03		Grant requested from the Commission	-
Pre-financing payment (40% of the grant)	6 174,41		Pre-financing payment received	6 174,41
			FINAL PAYMENT REQUEST	- 6 174,41
Grant percentage	50,00%			50,00%

ESTIMATED ELIGIBLE COSTS / EXPENDITURES		BUDGET (euro)				FINAL (euro)			
Budget item	TOTAL ESTIMATED COSTS				30 872,06	TOTAL FINAL COSTS			-
	Total estimated eligible direct costs				28 852,40	Total final eligible direct costs			-
I	Total eligible direct staff costs				28 624,47	Total eligible direct staff costs			-
I.1 - I.4	daily rate per pay grade (see ANNEX III SGA)	No. of people	Estimated working days	EU-related ratio (%)	TOTAL ESTIMATED COSTS (euro)	No. of people	Total worked days	EU-related ratio (%)	TOTAL FINAL COSTS (euro)
I.1	Permanent staff				28 488,59	Permanent staff			0,00
	- Managers				5 163,44	- Managers			0,00
	135,88 €	1,0	38,00	100,00%	5 163,44	0,0	0,00	0,00%	0,00
	- Researchers				12 636,84	- Researchers			0,00
	135,88 €	3,0	31,00	100,00%	12 636,84	0,0	0,00	0,00%	0,00
	- Interviewers				10 688,31	- Interviewers			0,00
	130,25 €	1,0	110,00	74,60%	10 688,31	0,0	0,00	0,00%	0,00
	- Technical staff				0,00	- Technical staff			0,00
	0,00 €	0,0	0,00	0,00%	0,00	0,0	0,00	0,00%	0,00
	- Administrative staff				0,00	- Administrative staff			0,00
	0,00 €	0,0	0,00	0,00%	0,00	0,0	0,00	0,00%	0,00
I.2	Temporary staff:				135,88	Temporary staff			0,00
LH	135,88 €	1,0	1,00	100,00%	135,88	0,0	0,00	0,00%	0,00
I.3	Staff under civil contracts specifically recruited for the project				0,00	Staff under civil contracts			0,00
	0,00 €	0,0	0,00	0,00%	0,00	0,0	0,00	0,00%	0,00
I.4	Staff seconded by a third party against payment (no invoice)				0,00	Staff seconded by a third party			0,00
	0,00 €	0,0	0,00	0,00%	0,00	0,0	0,00	0,00%	0,00
I.5	price per deliverable (see ANNEX III SGA)		estimated number deliverables	EU-related ratio (%)	TOTAL ESTIMATED COSTS (euro)		Actual number of deliverables	EU-related ratio (%)	TOTAL FINAL COSTS (euro)
I.5	Staff paid based on deliverables				0,00	Staff paid based on deliverables			0,00
	0,00 €		-	0,00%	0,00		-	0,00%	0,00
II	Total eligible direct administrative costs				227,93	Total eligible direct administrative costs			0,00
						Exchange rate (Art. 4.5 SGA)			1,0000
II.1 - II.3	Description	Estimated costs (euro)	Survey-related ratio (%)	EU-related ratio (%)	TOTAL ESTIMATED COSTS (euro)	Actual Costs (euro)	Survey-related ratio (%)	EU-related ratio (%)	TOTAL FINAL COSTS (euro)
II.1	Subcontracting costs (please supply full details on separate sheet)				0,00	Subcontracting costs			0,00
Name of subcontractor		0,00	0,00%	0,00%	0,00	0,00	0,00%	0,00%	0,00
II.2	Up-date of software/process redesign (please supply detailed budget plan)				0,00	Up-date of software/process redesign			0,00
Name of new software/process redesign		0,00	0,00%	0,00%	0,00	0,00	0,00%	0,00%	0,00
II.3	Administrative costs (under flat rate financing or real incurred)				227,93	Real incurred administrative costs			0,00
Costs for travel and subsistence allowances		195,00	21,00%	74,60%	30,54	0,00	0,00%	0,00%	0,00
Costs for printing		1 000,00	21,00%	74,60%	156,66	0,00	0,00%	0,00%	0,00
Costs for mailing		260,00	21,00%	74,60%	40,73	0,00	0,00%	0,00%	0,00
Costs for communication		0,00	0,00%	0,00%	0,00	0,00	0,00%	0,00%	0,00
Costs for translation		0,00	0,00%	0,00%	0,00	0,00	0,00%	0,00%	0,00
Costs of materials (consumables and supplies assigned to the action)		0,00	0,00%	0,00%	0,00	0,00	0,00%	0,00%	0,00
Costs for fees for IT Software and data - PLEASE CLEARLY DESCRIBE		0,00	0,00%	0,00%	0,00	0,00	0,00%	0,00%	0,00
Certain other costs arising directly from requirements imposed by the agreement - PLEASE CLEARLY DESCRIBE		0,00	0,00%	0,00%	0,00	0,00	0,00%	0,00%	0,00
Flat-rate financing if administrative costs (excl. II.1 & II.2) ≤ 50% of total eligible staff costs (%)					0,80%	Flat-rate financing for administrative costs (euro)			0,00
	Eligible indirect costs (7% of total eligible direct costs excluding costs for subcontracting)				2 019,66	Eligible indirect costs (Art. 3.2 SGA)			0,00
	Indirect costs percentage				7,00%	Indirect costs percentage			7,00%

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ECFIN/008/2023/890442

INSTITUTION: **CZ CZSO**

SURVEY(S): **Construction Industry Retail Trade Services**

FINANCING PLAN	BUDGET (euro)	FINAL (euro)
TOTAL INCOME	126 119,58	0,00
Direct revenue from the action	0,00	0,00
Contributions from other organisations	0,00	0,00
Own contribution	63 059,80	0,00
Grant requested from the Commission	63 059,78	0,00
Pre-financing payment (40% of the grant)	25 223,91	25 223,91
FINAL PAYMENT REQUEST		-25 223,91

ESTIMATED / DECLARED FINAL ELIGIBLE COSTS		BUDGET (euro)	FINAL (euro)
Budget item	TOTAL COSTS	126 119,58	0,00
	Direct costs	117 868,79	0,00
I	Staff costs	117 060,42	0,00
I.1	Permanent staff	116 516,90	0,00
	Managers	24 866,04	0,00
	Researchers	62 368,92	0,00
	Interviewers	29 281,94	0,00
	Technical staff	0,00	0,00
	Administrative staff	0,00	0,00
I.2	Temporary staff	543,52	0,00
I.3	Staff under civil contracts	0,00	0,00
I.4	Seconded staff	0,00	0,00
I.5	Staff paid based on deliverables	0,00	0,00
II	Administrative costs	808,37	0,00
II.1	Subcontracting costs	0,00	0,00
II.2	Up-date of software/process design	0,00	0,00
II.3	Administrative costs where flat-rate financing does not apply	0,00	0,00
II.3	Administrative costs under flat rate financing	808,37	0,00
	Indirect costs	8 250,79	0,00

date and signature

INFORMATION ON THE METHODOLOGY APPLIED TO ESTIMATE THE COSTS FOR THE SURVEY PROGRAMME

CZ **CZSO**

SURVEY METHODOLOGY:

1. Please indicate the survey methodology that you intend to apply to implement the action. Please precise which methodology will be applied for which survey.

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> F2F/CAPI
<input type="checkbox"/> Tel./CATI
<input checked="" type="checkbox"/> online/CAWI
<input type="checkbox"/> Paper/Post
<input type="checkbox"/> Paper/FAX
<input checked="" type="checkbox"/> other (specify) | online/CAWI, offline questionnaire sent by e-mail, in case of non-response, the non-responding units are contacted by e-mail or by phone. |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|

STAFF COSTS:

2. Average salary rates:
Please explain the methodology you used to calculate the average salary rates.

The average daily rates for each pay grade are calculated on the basis of the total annual direct staff costs incurred during the reference year 2021 for the entire staff of the pay grade. The total annual direct staff costs are divided by the staff employed during the reference year expressed in full-time equivalents (FTE) belonging to the respective pay grade and by 215 annual working days. It follows from the nature of the unit costs calculation that the actual unit costs (daily rates) of individual employees involved in the survey programme might be lower than the average unit costs of the given pay grade. The calculation method as well as the values of unit costs (average daily rates) for individual pay grades listed in the Annex III can be retrospectively verified using data from the CZSO's internal HCM and payroll system.

3. Average rate per deliverable:
Please explain the methodology you used to calculate the average rate per deliverable.

N/A

4. Salary costs:
Please explain what kind of costs are included in the salary rate (e.g. net/gross salary, social security, pension fees, holidays, other statutory costs)

gross salary, social security contributions

5. Costs of deliverables:
Please explain what kind of costs are included in the average rate of deliverables.

N/A

6. Number of working days allocated to the survey-related costs:
How do you estimate the number of working days allocated to the survey programme (do you use a time-recording system, timesheets, a sharing key, historical data...)?

The internal time-recording system makes it possible to differentiate between the time spent on the EU BCS part of the survey program and the time spent processing questions that are not part of the EU BCS questionnaire.

The manager and researchers record separately the work related to the EU BCS program in the time-recording system.

For practical reasons, interviewers cannot proceed in this way - it would be time-consuming for them to distinguish for each individual questionnaire the time spent processing harmonized questions and questions beyond the scope of the EU BCS program. In their case, the time spent on the EU BCS program is therefore determined by calculation as a proportion of the number of harmonized questions to the total number of questions surveyed within the CZSO business cycle surveys.

Note on the estimate of the number of hours worked for SGA 2023/2024: The estimate of the number of hours worked by the manager and researchers is based on the number of hours recorded in the internal time-recording system in previous grant periods, which is further increased by 5% to cover any extraordinary work.

The number of hours worked by interviewers is determined based on the proportion of the number of harmonized questions to the total number of questions in each survey. See the methodological xls file.

Temporary staff - estimated costs for adjusting and upgrade the processing program in connection with the LHI project (results in detailed NACE, etc.) and estimated costs for the transition to the new web-based data transmission method.

- | | |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7. | <p><u>Time-recording system:</u></p> <p>Please also let us know if the timesheets record separately the time spent on the specific survey programme and the other activities of your institution.</p> |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

A time recording system is used to differentiate the time spent on the survey programme and on other activities of the CZSO.

- | | |
|-----------|-----------------------------------------------------------------------------------------------------------------|
| 8. | <p><u>Number of deliverables:</u></p> <p>Please explain how you estimate the number of deliverables.</p> |
|-----------|-----------------------------------------------------------------------------------------------------------------|

N/A

- | | |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9. | <p><u>EU-related ratio on staff costs:</u></p> <p>This ratio needs to be applied to your estimates if your survey programme contains additional questions which are not part of the harmonised EU BCS questionnaire. Please explain for each harmonised survey (industry, services, building, etc.) which ratio you applied and how you calculated it (e.g. based on the number of harmonised EU BCS questions in relation to the total number of questions in your questionnaire, use of historical data,...). In case there are no other questions in the questionnaire than the harmonised EU BCS questions, please clearly state it here.</p> |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The EU-related ratio is 100% because the time-recording system records the time spent on the EU BCS part and the time spent on the other questions separately.

However, as regards costs for interviewers, the ratio is calculated as a proportion of the number of harmonized questions to the total number of questions surveyed within the CZSO business cycle surveys.

- | | |
|------------|------------------------------------------------------------------------------------------------------------|
| 10. | Please confirm that the staff costs are in line with the usual policy on remuneration of your institution. |
|------------|------------------------------------------------------------------------------------------------------------|

Staff cost are in line with the usual policy on remuneration of the CZSO.

ADMINISTRATIVE COSTS:

- | | |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11. | <p><u>Survey-related costs:</u></p> <p>Please explain how you estimate the administrative costs related to the survey programme (e.g. real incurred costs from reference year, costs for the survey programme in relation to the total costs for all activities managed by your department related to a reference year). Please also indicate the reference year.</p> |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The administrative costs include- the postage charges (some respondents still prefer this way of communication with the CZSO); - costs for printing (paper, envelopes, tonners);- costs for travel and subsistence allowances (one employee involved in the survey programme works from the Regional Office of the CZSO in Jihlava city).The BCS ratio relating to the administrative costs is calculated on the basis of the number of questions surveyed within and beyond the scope of the survey programme and periodicity of the questions concerned.The administrative costs were estimated on the basis of information available in the internal accounting system relating to previous years.

EU-related ratio on administrative costs:

- 12.** This ratio needs to be applied to your estimates if your survey programme contains additional questions which are not part of the harmonised EU BCS questionnaire. Please explain for each harmonised survey (industry, services, building, etc.) which ratio you applied and how you calculated it (e.g. based on the number of harmonised EU BCS questions in relation to the total number of questions in your questionnaire, use of historical data,...). In case there are no other questions in the questionnaire than the harmonised EU BCS questions, please clearly state it here.

For harmonised surveys we proceeded in accordance with the methodology of the European Commission (Guidelines for the financial management of the grant agreements, chapter 2.2). We applied the EU-related ratio calculated as the number of EU BCS questions in each survey multiplied by the frequency/periodicity (monthly, quarterly, biannual) divided by the total number of questions in all the questionnaires multiplied by the frequency/periodicity. The EU-related ratios differ from one survey to another.

DISTRIBUTION OF ALL COSTS AMONG THE SURVEYS

- 13.** If applicable, please explain how you distribute the costs among the different harmonised surveys for which you receive a grant.

The distribution of the estimated costs among the surveys concerned is based on information on the sample sizes, the number of monthly questions, the number of quarterly questions and the number of questions in the investment survey.

GENERAL QUESTION ON ACCOUNTING PRACTICES

- 14.** Please give a short description of the accounting practices of your organisation

The CZSO's accounting is kept in the JASU CS Economic Information System (EIS JASU), which fully enables bookkeeping in accordance with the law, decrees, the Czech Accounting Standards and other regulations (e.g. internal directives). Costs related to projects financed from the funds can be identified by the contract number. Each project is assigned a specific internal number, the "contract number", after the contract has been signed. The contract number is indicated for each expenditure related to the project. According to the contract number, all the expenses referring to the project concerned can be traced in EIS JASU. The project manager is responsible for the expenses related to the given project. Internal regulations stipulate that expenses submitted for recognition must be approved by the project manager. The head of the financial accounting department is responsible for accounting and making the payment by bank transfer.

Business and Consumer Survey programme YEAR 3: 2023-2024

Declaration on estimated costs

to be submitted together with the budget statement

I, the undersigned¹

Mr. Marek Rojíček

representing,

Czech Statistical Office

hereby declare that

the submitted unit costs for direct staff costs have been established as follows:

1. Unit costs are calculated on the basis of historical payroll data and thus refer to staff costs actually incurred during a 12-months reference period starting on **01/01/2021** and ending on **31/12/2021**. **x**
2. The payroll data used for the calculation is auditable and reconcilable with the accounting data of the reference year **x**
3. The breakdown of the entire staff into pay grades corresponds to the structure of the salary grid applied by my organisation in accordance with the national provisions. **x**
4. Calculation of unit costs is based on 215 working days **x**
5. Staff costs used for the calculation of unit costs do not include indirect costs or other non-eligible costs such as provisions, non-statutory, non-mandatory and discretionary premiums or bonuses. **x**
6. Social contributions paid by a public authority other than my organisation are included in the calculation.
 - a. No **x**
 - b. Yes. Declaration of the costs incurred by the other public authority is enclosed. ☐
7. Furthermore, the administrative costs are estimated based on auditable historical data during a 12-months reference period starting on **01/01/2021** and ending on **31/12/2021**. ☐

Where applicable, the exchange rate applied to convert national costs to euro has been calculated according to the provisions at point 11.1 d) of the specification of the call for proposal ref. 2020 ECFIN 001/A3. ☐

- Exchange rate for staff costs: **25,640** (please indicate the exchange rate calculated based on the 12-months reference period indicated in point 1).

¹ An authorised person of the organisation such as the legal representative as mentioned in the framework partnership agreement, the Director General, Resources Director, or Chief Accountant

- Exchange rate for administrative costs: **25,640** (please indicate the exchange rate calculated based on the 12-months reference period indicated in point 7).

GRID OF UNIT COSTS

Mandatory elements of the grid of unit costs:

Calculation of unit costs is based on accounting and payroll data for the 12-months reference period indicated in point 1:

1. **Calculation is based on²:**
- Full-time equivalent (FTE) ☒ x
 - Total number of staff ☐
 - Deliverables ☐

2. **Unit costs template:**

a. **Staff paid based on working time:**

Pay grade	Unit costs (average daily rate ³) in EUR
1	---
2	---
3	---
4	75,95
5	89,52
6	114,43
7	---
8	97,07
9	101,41
10	111,13
11	112,13
12	130,25
13	135,88
14	239,67
15	363,46
16	---

b. **Staff paid based on deliverables**

type of deliverable	Unit costs (average rate per deliverable ⁴) in EUR

Date and signature⁵:

² Please choose one option

³ Please round to two decimals

⁴ Please round to two decimals

⁵ An authorised person of the organisation such as the legal representative as mentioned in the framework partnership agreement, the Director General, Resources Director, or Chief Accountant