

# CONTRACT

## HOSTING OF STUDY VISIT IN THE FRAME OF THE PROJECT “IPA 2019 Multi-beneficiary Statistical Cooperation Programme”

Hereinafter referred to as “Contract”  
CZSO Reg. No: 028-2024-S

### **GOPA Worldwide Consultants GmbH**

Hindenburgring 18  
61348 Bad Homburg  
Germany  
represented by Hristina Aleksandrova, Director Statistics,  
and hereinafter referred to as

**"GOPA Worldwide Consultants"**

on the one hand

and

### **Czech Republic – Czech Statistical Office**

Na padesátém 3268/81  
100 82 Praha 10  
Czech Republic  
Represented by Mr. Marek Rojíček, President of the Czech Statistical Office,  
and hereinafter referred to as the **“CZSO”**

on the other side,

have agreed on the following:

### **Article 1 - Subject of the Contract**

In the frame of the project “IPA 2019 Multi-beneficiary Statistical Cooperation Programme”, the CZSO and GOPA Worldwide Consultants shall agree that the CZSO will carry out a qualified study visit in Prague in the field of **“Dissemination and Communication”**. The hosting of the CZSO shall include expert consultations and shall include no costs for international transport, accommodation and per diem of the participants. All these costs shall be paid exclusively by GOPA Worldwide Consultants.

The attached Terms of Reference for the Study Visit, incl. the draft agenda for the study visit shall be an integral part of the Contract. The participants of the study visit will be staff members of the **TurkStat**, one of the main beneficiaries of the project here above mentioned.

### **Article 2 - Timing**

The study visit shall take place in the Czech Republic (the above-mentioned seat of the CZSO), for 3 working days on the 20<sup>th</sup>, 21<sup>st</sup> and 22<sup>nd</sup> of March 2024.

### **Article 3 - Duration of the Contract**

This Contract shall enter into force when duly signed by both parties and it expires after all obligations according to this Contract are fulfilled and mutual financial claims regarding the study visit are settled up.

## Article 4 - Price Setting

In respect of services rendered, the CZSO shall be remunerated – under the legal title of hosting fee - as follows: FEES:

| Unit         | No. of Unit | Unit Rate in € | Total costs in € |
|--------------|-------------|----------------|------------------|
| Working days | 3 w/d       | 1100           | 3 300            |
| <b>Total</b> |             |                | <b>3 300</b>     |

The total fee is free from any levies and local taxes such as VAT etc.

## Article 5 - Reporting

The CZSO undertakes to hand over, in accordance with the ToR, the reports and documents to be submitted by GOPA Worldwide Consultants to Eurostat (further details in the ToR).

## Article 6 - Payment Method

Payment in respect of services rendered in this Contract shall be made in Euro to the CZSO after fulfilment of services and on presentation of an original invoice. Payment shall be made within 30 (thirty) days of the receipt of the invoice from the CZSO.

### **Payment shall be made to:**

Bank name: XXXX  
Account number: XXXX  
IBAN No: XXXX  
SWIFT code: XXXX  
Address of the bank: XXXX  
Postcode: XXXX  
Precise denomination of the account holder: XXXX

Any and all payments pertaining to this study visit shall be made so that the funds are credited to the bank account of the CZSO by 30<sup>th</sup> November of the current year or after 1<sup>st</sup> January of the coming year.

## Article 7 - Secrecy

The contracting parties undertake to refrain from using or disclosing to any third party whatsoever any fact, information, knowledge, document or other which may be communicated to them or of which they may have had knowledge during the execution of the Contract, as well as any result of their work, if not in accordance with the second part to the Contract. These obligations shall remain in force after the execution of the present Contract for an unlimited period of time.

The contracting parties shall desist from using unpublished information or pieces of information that have not been published, yet – unless they have the explicit permission of the other contracting party in writing in advance.

## Article 8 - Force Majeure

In the event that the performance of the task entrusted to the CZSO is rendered impossible due to reasons of force majeure, the CZSO shall not be entitled to payment of any sum of compensation; the partial execution of any of the tasks shall entail remuneration pro rata for the tasks executed.

## Article 9 - Cancellation of the Contract

Each party may terminate the Contract in its entire discretion with two-weeks-written notice before the start of a study visit, without being bound to pay any indemnity in this regard.

## Article 10 - Other Provisions

Any dispute between the parties arising from the Contract or its later amendments, regarding its interpretation or execution, shall be settled amicably through consultation and negotiation. If the Parties are unable to reach an agreement through such consultation and negotiation, the dispute shall be settled by the Court of Bad Homburg under the terms of German law.

This Contract is subject to the laws of the Federal Republic of Germany. For any dispute arising out of or in connection with this Contract the place of jurisdiction is Frankfurt am Main, Germany insofar as the applicable statutory provisions do not necessarily provide otherwise.

The present Contract depends on the full acceptance of both sides of its conditions: both sides will express their acceptance by returning a copy of this Contract duly signed.

GOPA Worldwide Consultants hereby agrees that the complete wording of this Contract will be published in accordance with duties of the CZSO pursuant to Act No. 340/2015 Coll., on the register of contracts (also known as the Contract Register Act), and pursuant to other legal regulations.

## Article 11 – Social Media

In line with the confidentiality and data protection requirements of GOPA Worldwide Consultants and its customers, sharing any project-related information on social media requires prior approval from the respective contract manager/ team leader in text form (e-mail is sufficient). This includes any project-related information posted on any private social media accounts of the CZSO. GOPA Worldwide Consultants reserves the right to demand the removal of the post in case no such approval exists. Where the promotion of the project's activities is usually encouraged in line with Eurostat's visibility guidelines, all financial aspects and strategic technical inputs remain absolutely confidential at all times.

Read and approved.

Annexes:

1 –Terms of References and Agenda for the Study Visit

Bad Homburg,

GOPA Worldwide Consultants  
represented by:

**Hristina Aleksandrova**  
Director Statistics

Prague, 11. 3. 2024

Czech Republic – Czech Statistical Office  
represented by:

**Marek Rojíček**  
President of the Czech Statistical Office

# SV – TERMS OF REFERENCE FOR AN AD HOC STUDY VISIT

|  |   |
|--|---|
| <b>IPA 2019 Multi-beneficiary Statistical Cooperation Programme</b>                                      |   |
| The Service Contract is funded by the European Union, led by Eurostat and implemented by GOPA consortium |   |
| <b>Partner country:</b>  | <b>Türkiye</b>  |
| <b>Activity title:</b>   | <b>Study Visit on Dissemination and Communication</b> |
| <b>Proposed hosting institution:</b>   | <b>Czech Statistical Office</b>                       |
| <b>Location:</b>   | <b>CZSO, Prague (Na padesátém 81, Praha 10)</b>       |
| <b>Dates of the activity:</b>  | <b>20-22.03.2024</b>                                  |
| <b>Number of days:</b>   | <b>3 days</b>   |

## 1. Description of the activity:

The study visit is designed to help participants to improve in the following areas:

- Introduce the participants to current European and international requirements shaping and defining dissemination in the European Statistical System like the code of practice
- Establish and develop communication strategies and skills
- Demonstrate the use of quantitative measures of dissemination like timeliness, punctuality, adherence to release schedules, media citations, various web metrics (sessions, hits bounce rates)
- Discuss and demonstrate how different types of content can be tailored to specific user groups and special audiences
- Introduce best practices on how to present data visualisations on websites: tables, graphs, maps and other innovative visualisations
- Describe the function and importance of metadata when users need to understand and find statistical information on the internet
- Explore issues regarding the usage of microdata
- Introduce tools and methods for involving users in testing and development of new functionality and products
- Discuss future and present challenges in mainly electronic dissemination



### 2. Specific objectives of the activity and concrete results expected

#### Specific objective:

- To learn about open data, how to improve open data and SDMX and the presentation of information through web services
- On-site examination of good practice examples within the scope of measuring user satisfaction with statistical products and services
- To learn how to identify user groups most effectively and to develop information distribution channels to meet the needs of user groups
- Effective use of social media in dissemination
- Examine good practice examples on the presentation of regional indicators and the use of data visualisation tools
- Brainstorming and exchanging innovative ideas and practices, networking and future cooperation related to designing and maintaining a usage platform for microdata,
- Benefit from the experience of country statistical offices that provide microdata available through Data Research Centers

#### Concrete results:

- Understand how the European Code of Practice influences and shape dissemination practices of a national statistics institute
- Have experienced and discussed the "best practices" regarding the presentation of tables, graphics, maps, other visualisation techniques and metadata on the net
- Be able to participate in the formulation of a dissemination strategy and formulate strategic requirements for new dissemination tools and new media
- Understand various methods for monitoring the impact and effect of dissemination
- Design a microdata database
- Prepare a web portal for the usage of microdata
- Integration of application and verification procedures of researchers to the portal
- Improve usage of microdata for researchers
- Improve open data, SDMX

#### Annex:

- List of participants and their profiles (TBD)
- Draft agenda
- CVs of expertise providers

## SV – TERMS OF REFERENCE FOR A STUDY VISIT

### DRAFT AGENDA

|              |   |                          |
|--------------|---|--------------------------|
| <b>Day 1</b> |   |                          |
| 10.00-12.30  | General insight into dissemination and communication practice in CZSO (methodology, organization, procedures, further plans and activities, etc.)   | XXXX, XXXX, XXXX         |
| 12.30-13.30  | <b>Lunch Break</b>  |                          |
| 13.30-18.00  | Internal and external communication <ul style="list-style-type: none"> <li>• Strategies of internal and external communication</li> <li>• Press Conferences</li> <li>• Journals and Newsletters</li> <li>• Visualisation, infographics</li> <li>• Census communication experiences</li> </ul>   | XXXX, XXXX               |
| <b>Day 2</b> |   |                          |
| 09.00-12.30  | Dissemination of statistics <ul style="list-style-type: none"> <li>• Dissemination Policy, Revision Policy, internal regulations</li> <li>• Catalogue of Products</li> <li>• Information Services</li> <li>• Statistical Yearbooks, publications</li> <li>• User Satisfaction Survey</li> </ul> | XXXX, XXXX, XXXX         |
| 12.30-13.30  | Lunch Break   |                          |
| 13.30-17.30  | EDAMIS management processes<br>Electronic dissemination <ul style="list-style-type: none"> <li>• Output Database – Public Database, DataStat</li> <li>• Mobile Application</li> <li>• Open Data</li> </ul>  | XXXX<br>XXXX, XXXX, XXXX |
| <b>Day 3</b> |   |                          |
| 09.00-12.30  | Electronic dissemination <ul style="list-style-type: none"> <li>• CZSO website – present and future situation</li> </ul>  | XXXX, XXXX               |
| 12.30-13.30  | Lunch Break   |                          |
| 13.30-17.00  | <ul style="list-style-type: none"> <li>• Any other topic related to CZSO dissemination and communication</li> <li>• Discussion</li> </ul>   | XXXX, XXXX, XXXX         |

