

Czech Standards - WO1 PDF and HTML Implementation

Work Order

This document, including its annexures, is a work order (**WO**) executed pursuant to the Typefi Licence, Support and Services Agreement between Česká Agentura pro Standardizaci (**Customer**) and Typefi Systems Pty Ltd ABN 24 098 532 793 (**Typefi**) dated 31 May, 2023 (**Agreement**).

Project:	PDF and HTML Implementation
Work Order number:	WO1
Work Order version:	2
Commencement Date:	19 August 2024
End Date:	28 February 2025

Introduction

1. This Work Order (**WO**) between the Customer and Typefi is governed by and subject to the terms and conditions of the Agreement.
2. The terms of the Agreement apply to this WO and in the event of any conflict between the terms of this WO and the Agreement, the terms of the Agreement will prevail.
3. The parties agree that the following provisions are particular to this WO and apply only to this WO.

1. Duration

This WO will commence on the Commencement Date specified above and, unless otherwise terminated in accordance with the Agreement, will continue in force until the completion of the Project or the End Date specified above (whichever is the earliest).

2. Project

1. Typefi must perform the Project specified in Annexure 2, and deliver the project deliverables specified in Annexure 3 in accordance with the Customer's objectives, standards, policies and procedures specified in Annexure 1.
2. Typefi must ensure that the Deliverables meet the specifications and requirements as set out in Annexure 9.
3. Typefi must perform the Project in accordance with the Implementation Plan and the Project Timetable specified in Annexure 4, including using reasonable endeavours to meet any milestone dates contained in the Implementation Plan and Project Timetable.
4. Typefi must perform the Acceptance Testing specified in Annexure 5A in accordance with the Acceptance Testing Procedure contained in Annexure 5B and demonstrate that the Deliverables meet the Acceptance Criteria set out in Annexure 5C.
5. The parties will use the contacts and reporting lines set out in Annexure 10 to project manage the Project on a day-to-day basis, using the project management procedures set out in Annexure 10.

3. Project Fees

The Customer will pay the fees to Typefi set out in Annexure 6 on the payment milestones set out in Annexure 6 in accordance with the payment terms set out in Annexure 6 or otherwise in accordance with the Agreement.

4. Key Personnel

Typefi acknowledges that Typefi's personnel described in Annexure 7 (if any) are essential to the fulfilment of Typefi's obligations and Typefi's performance under this WO, and accordingly clause 5.7 of the Agreement relating to Key Personnel will apply.

5. The Customer's Responsibilities

The Customer will perform the responsibilities as set out in Annexure 8.

6. Other Terms

Signed for and on behalf of Typefi Systems Pty Ltd ABN 24 098 532 793 by its authorised representative:	Signed for and on behalf of the Customer by its authorised representative:
Signature of authorised representative:	Signature of authorised representative:
Date of signature:	Date of signature:
Print full name:	Print full name:

Print position:	Print position:

Annexures to Work Order

Annexure 1 – Customer’s Objectives, Purposes, Standards, Policies and Procedures

The Customer wishes to use Typefi to automate the publishing process of translation documents and styled and standalone HTML files from NISO STS XML. In Phase 1, Typefi will configure workflows to produce Print and Web PDF outputs from ISOSTS and NISO STS XML inputs. In Phase 2, Typefi will configure a HTML workflow to produce styled and standalone HTML files from NISO STS XML.

Annexure 2 – Project

The scope of this project is to:

Phase 1 PDF

1. Adapt the ISO core XSLT module and apply a custom CSN layer to support ISO STS and NISO STS XML inputs
2. Build an InDesign template to produce Print and Web PDFs
3. Configure InDesign JavaScripts
4. Configure Workflows to produce Print PDF and Web PDFs
5. Set up Typefi testing environment (Typefi Cloud Sandbox Server)
6. Set up Typefi production environment (Typefi Desktop Server) via remote access
7. Provide documentation
8. Provide on-site training

Phase 2 HTML

1. Update XSLT core build to include Processing Instructions for each `<sec>` from the source XML
2. Develop XSLT to convert CXML to HTML
3. Develop CSS to style the output HTML
4. Build a Typefi Workflow
5. Develop documentation

Excluded from the scope are:

1. Any other document types other than translation documents
2. Graphic design services; please submit final designs for any documents. Future design changes will be chargeable
3. Additional InDesign template, JavaScript, CSS and XSLT development not specified in this Work Order
4. Other output formats including EPUB and Redline
5. PDF source workflow (generally required to publish IEC documents which are not provided in XML by IEC).
6. Additional workflow and design requirements not demonstrated in the provided test cases
7. Other deliverables not listed above

Annexure 3 – Deliverables

Phase 1 PDF

1. XSLT module: csn.xzip
2. InDesign Template: csn_template.indd
3. InDesign JavaScripts
 - a. ISO JavaScripts
 - b. MathTools Javascripts
 - c. Script Modules
4. Workflows:
 - a. Print PDF
 - b. Web PDF
5. Testing environment: Typefi Cloud Sandbox Server
6. Production environment: Typefi Desktop Server
7. Documentation
8. Training

Phase 2 HTML

1. XSLT: csn.xzip
2. XSLT: csn_html.xzip
3. CSS: cz-standards.css
4. Workflow: XML to HTML
5. Documentation

Annexure 4 – Project Plan

Phase 1 PDF

Task	Deliverable	Timing	Party Responsible
Work Order Signed off and Test Cases passed to Typefi			Customer
Adapt the ISO-STS XSLT core module	csn.xzip	6 weeks	Typefi
Build the InDesign template	csn_template.indd		
Configure InDesign JavaScripts	InDesign JavaScripts		
Configure workflows	<ul style="list-style-type: none">Print PDF workflowWeb PDF workflow		
Setup and configure testing environment	Typefi Cloud Sandbox Server		
Develop documentation	Documentation		
Deliver training	Training	5 days	
UAT – Testing environment		2 weeks	Customer
Setup and configure production environment	Typefi Desktop Server	1 day	Typefi
UAT – Production environment		2 weeks	Customer
Delivery			Typefi
Acceptance			Customer

Phase 2 HTML

Implementation of this Work Order will follow the acceptance of Phase 1.

Task	Deliverable	Timing	Party Responsible
Scoping			Customer/Typefi
Work Order Signed off and Test Cases passed to Typefi			Customer
Develop XSLT	<ul style="list-style-type: none">csn.xzipcsn_html.xzip	5 weeks	Typefi
Develop CSS	cz-standards.css		
Build Workflow	Workflow XML to HTML		
Develop custom documentation	Documentation		
UAT		2 weeks	Customer
Delivery			Typefi
Acceptance			Customer

Annexure 5 – Acceptance Testing and Acceptance Criteria

5A. Acceptance Tests

Phase 1 PDF

Deliverable	Acceptance test	Test Case Reference	By	When	Initials of Customer authorised representative
csn.xzip	The Print PDF and Web PDF workflows complete and the generated outputs match as much as possible the samples specified in Annexure 9.2.	<ul style="list-style-type: none">CSN_national_isosts.xmlCSN_ISO_translation_isosts.xmlCSN_EN_ISO_translation_isosts.xmlCSN_EN_CENELEC_IEC_isosts.xmlCSN_EN_CEN_translation_isosts.xml	Customer	10 business days	
csn_template.indd					
InDesign JavaScripts					

Typefi workflows		<ul style="list-style-type: none"> • CSN_EN_CEN_translation_nisosts.xml • CSN_EN_CENELEC_IEC_nisosts.xml • CSN_EN_ISO_translation_nisosts.xml • CSN_ISO_translation_nisosts.xml • CSN_national_nisosts.xml 			
Typefi Cloud Sandbox setup	Typefi software is installed and the test cases output successfully.				
Production environment setup					
Documentation	Considered accepted upon delivery				
Training					

Phase 2 HTML

Deliverable	Acceptance test	Test Case Reference	By	When	Initials of Customer authorised representative
XSLT: csn.xzip	PI inserted as per Annexure 9	<ul style="list-style-type: none"> • CSN_national_isosts.xml • CSN_ISO_translation_isosts.xml • CSN_EN_ISO_translation_isosts.xml • CSN_EN_CENELEC_IEC_isosts.xml • CSN_EN_CEN_translation_isosts.xml • CSN_EN_CENELEC_IEC_nisosts.xml • CSN_EN_ISO_translation_nisosts.xml • CSN_ISO_translation_nisosts.xml • CSN_national_nisosts.xml 	Customer	10 business days	
XSLT: csn_html.xzip	HTML as per Annexure 9				
CSS: cz-standards.css	Styling applied as per Annexure 9				
Workflow XML to HTML	Job completes				
Documentation	Accepted on delivery				

5B. Acceptance Testing Procedure

The following Acceptance Testing procedure applies to each Deliverable:

1. Conduct of Acceptance Testing

On delivery of a Deliverable (or any part thereof), the Customer must, for the Acceptance Testing Period, perform any agreed tests to determine whether the Deliverable as delivered conforms with the Acceptance Criteria.

2. Acceptance

If, following the conduct of the tests under paragraph 1, the Deliverable conforms with the Acceptance Criteria the Customer must notify Typefi in writing of its acceptance of the Deliverable. If Typefi has received no notification from the Customer during the Acceptance Testing Period the Customer shall at the expiration of such period be deemed to have accepted the Deliverable.

3. Failure to achieve Acceptance

If, following the conduct of the tests under paragraph 1, the Deliverable does not conform with the Acceptance Criteria:

- the Customer must notify Typefi in writing that the Deliverable has failed the acceptance testing procedure and specify the grounds on which the failure was determined;
- on receipt of that notification Typefi must have a reasonable opportunity (not to exceed 2 weeks) to implement any modifications and to submit the Deliverable for further acceptance testing by the Customer;
- the Customer must, within a reasonable period of Typefi submitting the Deliverable for further testing under sub-paragraph (a), test the Deliverable, as modified, to determine whether it conforms with the Acceptance Criteria (including its specifications). If:
 - Typefi has had a reasonable opportunity to cure the defect under sub-paragraph (a); and
 - at the conclusion of the further testing by the Customer under sub-paragraph (b), the Deliverable, as modified, conforms with the Acceptance Criteria (including its specifications), the Customer must notify Typefi in writing of its acceptance of the Deliverable.

4. The Customer's option

If following the completion of the further testing referred to in paragraph 3, the Deliverable, as modified, does not conform with the Acceptance Criteria (including its specifications), the Customer will have the right (without limiting any other rights or remedies it may have under this Agreement or otherwise to):

- accept the Deliverable or any part of it by notifying Typefi;
- reject the Deliverable and require Typefi to refund all payments made by the Customer under or in connection with the relevant Deliverable;
- grant Typefi further time to submit the Deliverable (or any part of it) by a date specified by the Customer; or
- terminate the relevant WO (with no liability to Typefi resulting from that termination, but with pre-existing rights being preserved).

If the Customer exercises its right under paragraph (c) above and the relevant Deliverable still does not conform with the Acceptance Criteria (including its specifications) by the further date so specified by the Customer, the Customer will have the right (without limiting any other rights or remedies it may have under this Agreement or otherwise) to take any of the steps referred to in paragraphs (a) to (d) above.

5. Dispute

If Typefi reasonably disputes the Customer's advice that the Deliverable has failed the tests conducted by the Customer, the matter must be resolved in accordance with the dispute resolution process in clause 11 of the Agreement.

6. No waiver

Nothing in this Annexure may be taken by Typefi to be a waiver of any of the Customer's rights that may accrue if Typefi does not deliver a Deliverable on time and in accordance with the Agreement. Any acceptance by the Customer of a Deliverable under this Annexure will not constitute a waiver of any of the Customer's rights in relation to Typefi's warranties under the Agreement.

5C. Acceptance Criteria

Phase 1 PDF

If all acceptance tests are passed when conducted by the Customer the Phase 1 is considered accepted. Customer has a maximum of **two weeks** to conduct the tests.

Phase 2 HTML

If all acceptance tests are passed when conducted by the Customer the Work Order is considered accepted. Customer has a maximum of **two weeks** to conduct the tests.

Annexure 6 – Project Fees

Total project fee: CZK996,943, due upon signature of this Work Order.

Fees above are exclusive of reasonable travel and accommodation expenses which will be charged on a case by case basis subject to approval from the Customer.

Annexure 7 – Key Personnel

Customer

Role	Person
Project Lead: responsible for providing all requested sample files, and answers to any questions	Zdenka Slaná
Project Executive: has decision-making authority and is Typefi's primary escalation contact	Lucie Knížek
Project IT Lead: responsible for installation and maintenance of Typefi software	Patrik Vogel

*If there is a change in the person assigned to a Role, the Customer will notify Typefi.

Typefi

Role	Person
Implementation Manager: Responsible for implementing the Work Order and day-to-day questions about project scope, samples, and testing procedures	Dilum Samarajeewa, Damian Gibbs
Project Manager: Responsible for scheduling, project status reporting and meetings	Marie Gollentz
Typefi IT Lead: contact point for Project IT Lead	Will Ryals
BDM: Responsible for contract queries	Stephen Laverick
Customer Experience Manager: Responsible for Customer satisfaction and is Customer's primary escalation contact	Jason Mitchell

*If there is a change in the person assigned to a Role, Typefi will notify the Customer.

Annexure 8 - the Customer Responsibilities

1. Customer to provide Test Cases listed in Annexure 5
2. Customer to review project scope and agree to limitations specified
3. Customer to perform acceptance tests listed in Annexure 5 to confirm Work Order has met expectations within 10 business days of Delivery
4. Customer to confirm their system meets the specifications described at <https://help.typefi.com/hc/en-us/articles/9562651848463-Typefi-Desktop-8-14-system-requirements>

Annexure 9 – Specifications

This Work Order is developed to work with the following software versions

Software	Version
Typefi Desktop	8.14 or later
Adobe InDesign	2024 (19.4)
Typefi Designer	8.16.31

CXML Schema	3.2
MathTools	3.0.1 build 087e

9A Phase 1 PDF

9A.1 XSLT csn.xzip

1. The STS-ISO core module will be adapted
2. A CSN layer will be added for customisations

9A.1.1 Section Mapping

Translation Document types	Entry point	Section structure
1. CSN_EN_CEN 2. CSN_EN_CENELEC_IEC 3. CSN_EN_ISO 4. CSN_ISO 5. CSN	csn.xzip	1. Cover CSN 2. Body

9A.2 InDesign template

The design and styling will follow as closely as possible the samples:

1. CSN_EN_CEN_translation.docx
2. CSN_EN_CENELEC_IEC.docx
3. CSN_EN_ISO_translation.docx
4. CSN_ISO_translation.docx
5. CSN_national.docx

9A.3 InDesign JavaScripts

9A.3.1 ISO JavaScripts

The following ISO JavaScripts will be configured in the Print PDF and Web PDF workflows:

Script	Event
TablePlaceContinuedMsg	page.start
ExtendTurnedTable-ISO	page.start
story-exposer.jsxbin	spill.end
PrescaleImages	spill.end
HighlightLongCodeLines	spill.end
UrlBreak	spill.end
FitRotatedCells	spill.end
FixOversetCells-SpillEnd	spill.end
advanced-table-keeps	spill.end
TocEquationFix	spill.end
TocFix	spill.end
story-unexposer	spill.end
TableRowSplitter	page.end
ExtendTurnedTable-ISO	page.end
TablePlaceContinuedMsg	page.end
CheckTallEquation	page.end
CheckKeyTable	page.end
BackPageCheck	document.end
BookmarkToc	document.end
InsertMetadata	document.end
FootnoteContinueNumbering	document.end

9A.3.2 MathTools Javascripts

The following MathTools JavaScripts will be configured in the Print PDF and Web PDF workflows:

Script	Event
MathMLHandler_1.5	document.start
MmlToMz_1.13	spill.end
FixMzInTable_1.2	spill.end
MZnoBreak_1.2	spill.end
EquationSpacing	page.end

9A.3.3 Script Modules

The following Script Modules will be configured in the Print PDF and Web PDF workflows:

- 1. Advanced GREP — <https://help.typefi.com/hc/en-us/articles/115006940027>
- 2. Conditional Keeps — <https://help.typefi.com/hc/en-us/articles/115006890747>
- 3. Conditional Spacing — <https://help.typefi.com/hc/en-us/articles/115006895307>

9A.4 Configure Typefi workflows

The Typefi workflows will be configured to accept a zip archive containing a single XML file and a sub-folder containing images referenced by the XML.

```
1 archive.zip
2   csn ... .xml
3   images/
4     image1.jpg
5     image2.jpg
```

9A.4.1 Print PDF

- 1. Ingest archive
 - a. Input: \${ask}
 - b. Output: csn-standard.xml
- 2. Import ISOSTS
 - a. Input: \${job-folder}/source/csn-standard.xml
 - b. output: content.cxml
 - c. Stylesheet: csn.xzip
- 3. Add Tag
 - o Tag: \${input:first}
- 4. Add Tag
 - o Tag: Print
- 5. Create InDesign Document
 - o Input: content.cxml
 - o Output: output.indd
- 6. Export to PDF
 - o Input: output.indd
 - o PDF Preset: High Quality Print
 - o Output: \${input:first}-PRINT.pdf

9A.4.2 Web PDF

- 1. Ingest archive
 - a. Input: \${ask}
 - b. Output: csn-standard.xml
- 2. Import ISOSTS
 - a. Input: \${job-folder}/source/csn-standard.xml
 - b. output: content.cxml
 - c. Stylesheet: csn.xzip
- 3. Add Tag
 - o Tag: \${input:first}
- 4. Add Tag
 - o Tag: Web
- 5. Create InDesign Document
 - a. Input: content.cxml
 - b. Output: output.indd
- 6. Export to PDF
 - a. Input: output.indd
 - b. PDF Preset: Accessible PDF
 - c. Output: web-no-metadata.pdf
- 7. Edit document properties

- a. Input: web-no-metadata.pdf
- b. Output: \${input.first}-WEB.pdf

9A.5 Documentation

The documentation will include the following:

- Typefi workflows
- Section Mapping

9A.6 On-site training

In order to make this training successful, please ensure the following:

- A dedicated training room with a computer for each of your team members attending the training. This allows you to have a distraction-free learning environment and a hands-on training experience.
- Users working with templates should have Adobe InDesign 2024 installed.
- Each computer needs an internet connection so we can connect to the Typefi Server. In addition, the trainer needs to be provided with access to the internet when they arrive.
- A projector or HDTV in the training room. The trainer will bring their own laptop with the necessary adaptors for the projector or HDTV. It's important the screen or HDTV is large enough for everyone to see. A poor projector or small screen can make it difficult to learn.
- A large white board or flip chart is helpful but not required.

Training topics and schedule:

See *WO1 Training Plan* for detailed plan of topics.

This course outline is subject to change depending on the progress made each day.

1. Day 1: Overview of Typefi
2. Day 2: Introduction to Typefi InDesign templates
3. Day 3:
 - a. Typefi InDesign Templating
 - b. Czech Standards Template Specific Training
4. Day 4:
 - a. Czech Standards Template Specific Training (continued)
 - b. Czech Standards XSLT Specific Training
5. Day 5:
 - a. Managing and Updating Desktop Server
 - b. Support and Troubleshooting

9B Phase 2 HTML

9B.1 XSLT: csn.xzip

1. A Processing Instruction (PI) representing the `<sec>` from the input NISO STS XML will be inserted at the same location in the CXML. These will be used to split the HTML files.
Eg.

```
1 <tps:section type="TitlePage">
2   <? HTML-SECTION sec id="sec_titlepage" ?>
3   ...
4 </tps:section>
5 <tps:section type="Main"
6   <? HTML-SECTION sec id="sec_1" ?>
7   ...
8   <? HTML-SECTION sec id="sec_5" ?>
9   ...
10  <? HTML-SECTION sec id="sec_5.1" ?>
11  ...
12  <? HTML-SECTION sec id="sec_5.2" ?>
13  ...
14 </tps:section>
```

9B.2 XSLT: csn_html

9B.2.1 HTML type

HTML5 will be used.

9B.2.2 Metadata

NISO STS `<front>` elements are automatically converted to Typefi fields, and the content of these fields will be used to populate the HTML `<meta>` elements

The following meta elements will be inserted in the `<head>` element:

```
1 <head>
2   <title>{title}</title>
3   <meta name="author" content="© Česká agentura pro standardizaci" />
4   <meta name="generator" content="Typefi" />
5   <meta name="referrer" content="no-referrer-when-downgrade" />
6   <meta name="color-scheme" content="normal" />
```



```
7 <meta name="description" content="Národní konsolidované znění normy {UndatedStdRef} kat. č. {NationalCode} vydané {releaseDate}" />
8 </head>
```

where:

- {UndatedStdRef} = <tps:fieldSet name="std-ref dated" value="..." /> or <tps:fieldSet name="std-ref undated" value="..." />.
 - If there is no value for dated, then undated will be used
- {NationalCode} = <tps:fieldSet name="proj-id" value="..." />
- {releaseDate} = <tps:fieldSet name="release-date" value="..." />
- {title} = <tps:p type="Cover Title_A1"> + {<UndatedStdRef>} + <space> + (+ {<NationalCode>} +)

9B.2.3 Images

All images will be converted as:

- Type: .png
- Resolution: 150 dpi
- Size: same as source
- File name: {NationalCode} + _ + {releaseDate} + _ + original-image-name + file-extension
 - Eg. 92150_February2013_fig_1.png

9B.2.4 HTML file names and folder structure

1. Two HTML outputs to a single folder.
 - a. A single HTML containing the entire standard
 - b. Multiple HTML files, split at sections defined in the source NISO STS XML:
 - i. /front//sec
 - ii. /body//sec
 - iii. /back/app-group/app//sec
2. Output folder: \${job-folder}/{NationalCode} + _ + {releaseDate}
3. HTML file names: {NationalCode} + _ + {releaseDate} + - + {secNumber}
 - a. {secNumber} = Value of <sec id="sec_5.1"> and remove the prefix "sec_".

1	/1234	=> Folder name
2	1234_January2015.html	=> Single HTML file
3	1234_January2015-titlepage.html	=> Multiple HTML file
4	1234_January2015-1.html	=> Multiple HTML file
5	...	
6	1234_January2015-5.html	=> Multiple HTML file
7	1234_January2015-5.1.html	=> Multiple HTML file
8	1234_January2015-5.2.html	=> Multiple HTML file
9	...	
10	1234_January2015-fig_1.png	=> Image
11	1234_January2015-fig_n.png	=> Image
12	cz-standards.css	

9B.2.5 Custom element mapping

9B.2.5.1 General

CXML (tps:)	HTML
<tps:style type="italic">	<i>
<tps:style type="bold">	
<tps:style type="underline">	<u>
<tps:style type="strikethrough">	<s>
<tps:style type="superscript">	<sup>
<tps:style type="subscript">	<sub>
<tps:section type="sectionName">	<section class="sectionName">

9B.2.5.2 Definition lists

1		=> <dl>
2	<tps:p type="TermNum">3.1</tps:p>	=> <dt>3.1
3	<tps:p type="Term(s)">aerosol <tps:style type="italic">(aerosol)</tps:style></tps:p>	=> aerosol <i>(aerosol)</i>
4		=> </dt>
5	<tps:p type="Definition">suspenze v plynném prostředí ... </tps:p>	=> <dd>suspenze v plynném prostředí ... </dd>
6	# Repeat lines 2-5 for all consecutive TermNum, Term(s), Definition in section	
7		=> </dl>

9B.2.6 Boilerplate content

The following will be inserted at the end of each document.

```
1 <div class="document-note">
```

```

2 <p>Plný text normy nalezene v aplikaci Sponzorovaný přístup k ČSN na adrese <a href="https://sponzorpristup.agentura-cas.cz/">https://sponzorpristup.agentura-
cas.cz/</a></p>
3 </div>

```

9B.3 Workflow

1. Ingest archive
 - a. Input: \${ask}
 - b. Output: csn-standard.xml
2. Import ISOSTS
 - a. Input: \${job-folder}/source/csn-standard.xml
 - b. output: content.cxml
 - c. Stylesheet: csn.xzip
3. XSL: NISO STS to HTML
 - a. Input: content.cxml
 - b. Output 1: Single html file
 - c. Output 2: Multiple HTML files

9B.4 Documentation

The documentation will include the following:

- Typefi workflows
- Section Mapping

Annexure 10 - Contacts, Reporting Lines, Meetings, Project Management Procedures & Conditions

Customer

Role	Person	Contact
Project Lead	Zdenka Slaná	slana@agentura-cas.cz
Project Executive	Lucie Knížek	knizek@agentura-cas.cz
Project IT Lead	Patrik Vagel	vagel@unmz.cz

Typefi

Role	Person	Contact
Implementation Manager	Dilum Samarajeewa, Damian Gibbs	help.typefi.com help@typefi.com
Project Manager	Marie Gollentz	
Typefi IT Lead	Will Ryals	
BDM	Stephen Laverick	
Customer Experience Manager	Jason Mitchell	

<https://help.typefi.com> must be used for tracking all project activity.

- Typefi shall include the project number on the invoice. Typefi uvede na faktuře číslo projektu.
- Typefi is obliged to keep all documentation related to the implementation of the contract, including accounting documents, for at least 10 years after the completion of the project. If a longer period is stipulated in Czech law, Typefi must apply it./Typefi je povinna uchovávat veškerou dokumentaci související s plněním smlouvy včetně účetních dokladů minimálně po dobu 10 let od ukončení realizace projektu. Pokud je v českých právních předpisech stanovena lhůta delší, musí ji Typefi použít.
- Typefi is obliged to provide the required information and documentation related to the implementation of the project to the employees or agents of the authorized bodies (Ministry of Industry and Trade, Ministry of Finance, European Commission, European Court of Auditors, Supreme Audit Office, competent body of financial administration and other authorized bodies of state administration) for a period of 10 years from the end of the project and is obliged to create conditions for the aforementioned persons to carry out the control related to the implementation of the project and to provide them with assistance in carrying out the control./Typefi je povinna po dobu 10 let od ukončení projektu poskytovat požadované informace a dokumentaci související s realizací projektu zaměstnancům nebo zmocněncům pověřených orgánů (MMR, Ministerstva průmyslu a obchodu, Ministerstva financí, Evropské komise, Evropského účetního dvora, Nejvyššího kontrolního úřadu, příslušného orgánu finanční správy a dalších oprávněných orgánů státní správy) a je povinna vytvořit výše uvedeným osobám podmínky k provedení kontroly vztahující se k realizaci projektu a poskytnout jim při provádění kontroly součinnost.
- Typefi is committed to not significantly undermining environmental objectives./ Typefi se zavazuje významně nepoškožovat environmentální cíle.