STANDARD SUMMARY PROJECT FICHE - TRANSITION FACILITY

1. Basic Information
   1.1 CRIS Number: CZ 2004/006-237/04.05
   1.2 Title: Improvement of the household surveys processing
   1.3 Sector: Internal Market
   1.4 Location: Czech Republic

2. Objectives
   2.1 Overall Objective
   Ability to take on the obligations of membership, including the adherence to the aims of political and economic union, in line with the Council Regulation (EC) No 322/97 of 17 February 1997 on Community Statistics

   2.2 Project purpose:
   To improve the administrative capacity of the Czech Statistical Office (CZSO) in order to transform the Office into an institution with competitive power in the information society.
   • To increase the effectiveness of data collection and processing in household surveys
   • To improve data quality and timeliness of the household surveys;
   • To harmonise the approach towards the households survey with the best practices of the EU Member States

   2.3 Justification
   The Comprehensive Monitoring report on the Czech Republic’s Preparation for Membership 2003 states: “The Czech Republic needs to improve the quality and the timeliness of data in certain domains such as national accounts, government finance statistics, household budget surveys, business statistics, and data for agricultural prices and incomes”.

3. Description
   3.1 Background and justification:
   Beside the Labour Force Survey, there are other surveys such as Tourism Survey, Information and Communication Technology Survey. As the base of organisation, data collection and processing, the system from LFS is used.
   The Blaise programming system has become standard like product for solving interviews in household surveys. It has been regularly trained in TES courses (Training of European statisticians) organized by Eurostat. Implementing of this product allows to harmonize approach to the surveys, standardize procedures in surveys (controlled interviews), unify the computing procedures and presentation of the survey results. Blaise can be considered as an “unofficially” standard development system for controlled interviews in statistical surveys in households. Blaise is assumed as a representative of “best practice” in this area. Also the results of bilateral cooperation within MB Phare with INSEE France (1992-2002) and INE Spain (2001-2002) have confirmed this approach.
   The product has been developed by the Central Bureau of Statistics of the Netherlands (Statistics Netherlands), it is regularly updated by this institution. The Statistics Netherlands provides licence for using this product for statistical purposes.

   3.2 Linked activities:
   In the CZSO, the NPP 2003 Strengthening the Capacity of the Czech Statistical Office project is to be implemented during which administrative performance of the office is to be improved.
   At the same time, the NPP 2002 IT and Dissemination Strategy – Study project is running which is to prepare recommendations for further development of dissemination functions of the CZSO. This Study will be available in summer 2004 and compatibility of its recommendations with the goal of this project will be a precondition for the financing of the project Improvement of the household surveys.

   3.3 Results:
• Blaise software installed and adjusted to the Czech conditions
• Agreement concluded on Blaise License contract for 3 year period
• A pilot survey carried out

3.4 Activities:
The activities will be carried out under the following two components:

(1) Twinning Light 80,000 EUR
• Installation of BLAISE product, analysis of survey models, survey organization and data collection,
• Proposal for effective unified implementation tools,
• Technical assistance during implementation
• Necessary training of users
• Implementation of a pilot-survey

The expert is expected to provide assistance during implementation, support with installation/adjustment to the Czech environment, necessary training of users. The training would include also on-the-job training in the form of implementation of a pilot survey on the basis of the BLAISE methodology. This practical exercise is seen as invaluable for acquiring necessary know-how. — The implementation of Blaise means principal change of development system towards the unified tools. All information required, experience and survey results will be provided to expert from the side of LFS unit. For future the cooperation with main users of Blaise in terms of sharing an experience is seen as useful.

Expert requirements:
Short-term expert for 65 man-days for all activities.
Required qualification:
- experience in system analysis
- experience in system design and development
- experience in Blaise system application
- university education
- experience in statistics
- training experience

(2) Supply of equipment 60,000 EUR
• Blaise licence agreement for 3-year period

3.5 Lessons learned:
At the implementation of the project, conclusions and recommendations of the bilateral cooperation within MB Phare with INSEE France (1992-2002) and INE Spain (2001-2002) will be applied.

4. Institutional Framework

Beneficiary Institution
The beneficiary is the Czech Statistical Office being the co-ordinator of the statistical system in the Czech Republic. The organization structure, main principles and areas of work of the CZSO, as well as its functions, follow from the Statistics Act.
The Office will use the results in its practice after project completion.

Project Steering Committee (SC)
The SC will meet every two months; its organisation will be under the responsibility of the CZSO. The SC should inform about the implementation progress, of the activities under way and should also evaluate the participation of the bodies involved. The SC will also discuss and approve outputs of the project (various documents and reports). The draft interim and final progress reports should be delivered to all parties before the respective SC meetings so that sufficient information flow and feedback will be ensured.
Detailed Budget (in M€):

<table>
<thead>
<tr>
<th>Project Component</th>
<th>Transition Facility Support</th>
<th>National Co-financing*</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Investment Support</td>
<td>Institution Building</td>
<td>TOTAL (I+IB)</td>
</tr>
<tr>
<td>(1) Twinning Light</td>
<td>-</td>
<td>0,080</td>
<td>-</td>
</tr>
<tr>
<td>(2) Supply of equipment</td>
<td>0,060</td>
<td>-</td>
<td>0,020</td>
</tr>
<tr>
<td>Total</td>
<td>0,060</td>
<td>0,080</td>
<td>0,140</td>
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</tbody>
</table>

*National co-financing will be secured from the state budget - chapter 345 of the Czech Statistical Office.

6. Implementation Arrangements

6.1 Implementing Agency
The CFCU of the Ministry of Finance is responsible for tendering, contracting and accounting. The responsibility for technical preparation and control will remain with the beneficiary, i.e. the Czech Statistical Office.

The CFCU will be the Implementation Agency.

Contact person:
Mr. Jan Slavicek, phone +420-2-5704-4551, fax +420-2-5704-4550, e-mail: jan.slavicek@mfcr.cz

The contact persons at the Czech Statistical Office:
Ms Hana Slegrova, Director, International Cooperation Department, phone +420 266-107-776, fax +420 266-107-775

6.2 Non-standard aspects
Direct contract for the supply of equipment 0,08 M€ will be realised. The statistical software Blaise was developed and has been maintained by the Central Bureau of Statistics of the Netherlands (CBS), which is a public body. CBS itself provides licences for the end users in national statistical institutes. In the Europe the CBS is the only provider for this software.

6.3 Contracts
(1) Twinning Light 0,080 M€
(2) Supply of equipment 0,060 M€

7. Implementation Schedule

7.1 Start of tendering/call for proposals 3Q/2004
7.2 Start of project activity 1Q/2005
7.3 Project Completion 3Q/2005

8. Sustainability
The CZSO declares that costs for following operation, maintenance and eventual upgrade of the software product (after 3 year licence expiration) will be a part of standard budget of the CZSO for the period after the end the project.

9. Conditionality and sequencing
The project will go ahead under the condition that it is supported by the IT and Dissemination Strategy for the Czech Statistical Office. This study will be available in summer 2004.

ANNEXES TO PROJECT FICHE
1. Logical framework matrix in standard format
2. Detailed implementation chart
3. Contracting and disbursement schedule by quarter for full duration of programme (including disbursement period)
## LOGFRAME PLANNING MATRIX

**Programme name: and number:** TF CZ 2004  
**Total Budget:** 0.160 M€  
**TF contribution:** 0.140 M€

### Overall objective

**Objective:** To improve the administrative capacity of the Czech Statistical Office (CZSO) in order to transform the Office into an institution with competitive power in the information society.  
**Indicators:**  
- Substantial reduction, by 5-10%, of the time for providing selected statistical characteristics after the completion of the project in comparison with year 2002/3  
- Rationalization of the applications development by using unified programming tools  
- Improvement of the data collection and processing  
**Assumptions:**  
- Other obligations of membership complied with

### Project purpose

- To improve data quality and timeliness of the household surveys;  
- To harmonise the approach towards the household survey with the best practices of the EU Member States  
- Annual Report of the Czech Statistical Office  
- Economic Review of the CR (for OECD)  
- Final project report

### Results (Outputs)

- Blaise software installed and adjusted to the Czech conditions  
- Agreement concluded on Blaise License contract for 3 year period  
- Documentation of the survey design and implementation  
- Inception report  
- Protocol of results of the survey implementation  
- Project final protocol  
- Sufficient budget allocation for the CZSO from the Czech government.
<table>
<thead>
<tr>
<th>Activities</th>
<th>License agreement signed</th>
<th>License contract</th>
<th>Assumptions and Risks</th>
</tr>
</thead>
<tbody>
<tr>
<td>A pilot survey carried out</td>
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<td>- Cooperation with subject-matter and IT specialists from CZSO</td>
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<tr>
<td>• License fee payment for three year period;</td>
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<td>- CZSO will provide an usual office background and services for visits of contractor’s experts</td>
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<tr>
<td>• Installation of BLAISE product, analysis of survey models, survey organization and data collection, Proposal for effective unified implementation tools, Technical assistance during implementation, Necessary training of users, Implementation of a pilot-survey</td>
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**Means**

- Supply 0.080 MEUR  
  (TF: 0.060 M€ + national co-financing: 0.020 M€)
- Software: Blaise License agreement for 3 year period

- Twinning Light 0.080 MEUR
- 1-3 Short-term expert(s) for 65 man-days for all activities

**Expert required qualification:**
- experience in system analysis
- experience in system design and development
- experience in Blaise system application
- university education
- experience in statistics
- training experience

**PRECONDITIONS**

- The mission, assignments, organization structure and rights and duties of the CZSO are defined by Act No. 89/1995 Coll., on the State Statistical Service, as amended.
- IT and Dissemination Strategy addressing the issue of weaknesses of data processing in the field of households statistics ready before the start of the project an in line with the project purpose.
- Justification of the BLAISE software case and its uniqueness for the purpose of the project must be delivered by March 2004.
### DETAILED IMPLEMENTATION CHART

**Project Title: Improvement of Householder Survey processing**

<table>
<thead>
<tr>
<th>Year</th>
<th>Action</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
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</table>

1) Technical Assistance (Twinning Light)

- Start of tendering: x x x x x x
- Start of project activity: x x x x x x x x
- Project completion: x

2) Supply of equipment – direct contract

- Start of contract preparations: x x x
- Signature of the contract: x
- Delivery and project completion: x x x
CONTRACTING AND DISBURSEMENT SCHEDULE

Cumulative Quarterly Contracting Schedule (mil.€)

<table>
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<th>Project</th>
<th>3Q/04</th>
<th>4Q/04</th>
<th>1Q/05</th>
<th>2Q/05</th>
<th>3Q/05</th>
<th>4Q/05</th>
<th>1Q/06</th>
<th>2Q/06</th>
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<th>1Q/07</th>
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<td>0.060</td>
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Cumulative Quarterly Disbursement Schedule (mil.€)

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<th>1Q/06</th>
<th>2Q/06</th>
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