

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**INTERNATIONAL BANK FOR RECONSTRUCTION AND  
DEVELOPMENT**

**AND**

**STATE STATISTICAL OFFICE OF THE REPUBLIC OF  
MACEDONIA**

Skopje, December,2017

This Memorandum of Understanding (“Memorandum”) represents a statement of intent by the World Bank Group (WBG) comprising the International Bank for Reconstruction and Development (“IBRD”), the International Development Association (“IDA”), the International Finance Corporation (“IFC”), the Multilateral Investment Guarantee Agency (“MIGA”), and the International Center for Settlement of Investment Disputes (“ICSID”), (together, the “World Bank Group” or the “Bank”) and the State Statistical Office (collectively including WBG, the “Parties”), to work together towards the achievement of common objectives in development-related data sharing and use. The Memorandum outlines the basis for data sharing between them and specifies some details of the tasks and deliverables.

## **1. Background**

- (a) The Bank is an international development institution established by Articles of Agreement adopted by its member countries. The Bank’s mission is to reduce poverty, improve living conditions, and promote sustainable and comprehensive development in the developing world. It achieves these objectives by providing loans, concessional financing, technical assistance, and knowledge-sharing services to its member countries and through partnerships with other organizations. The World Bank’s research and analytical work underpins policy reforms and investments in developing countries. The Bank additionally supports analytical capacity building in the countries it serves. To ensure that countries can access the best global expertise and help generate cutting-edge knowledge, the Bank is constantly seeking to improve the way it shares its knowledge and engages with clients and the public at large.
- (b) To further its mission, the Bank collaborates with countries, regional and international organizations, and with academia on development issues and data -- economic and financial, poverty assessments/estimates, education, health, public administration, private sector development, agriculture, gender, climate change, environment, infrastructure, and other development related topics. To achieve this, the Bank supports and collaborates in collecting and sharing micro-data (administrative records, surveys – household and other), macro-data (aggregated time series, impact evaluation indicators) and geo-spatial data.
- (c) The State Statistical Office of the Republic of Macedonia (SSO) is an independent administrative organization with legal personality. According to the Law on State Statistics, the SSO is the coordinator of the statistical system of the country and the main producer of official statistics in the Republic of Macedonia. The main activity of the SSO is to collect, process and produce official statistics.

## **2. Definitions**

- **World Bank Group (WBG)** World Bank Group (WBG) comprises the International Bank for Reconstruction and Development (“IBRD”), the International Development Association (“IDA”), the International Finance Corporation (“IFC”), the Multilateral Investment Guarantee Agency (“MIGA”), and the International Center for Settlement of Investment Disputes (“ICSID”), (together, the “World Bank Group (WBG)” or the “Bank”).
- **Time Series**. A time series is a sequence of data points or observations made about an indicator (a measurable variable associated with an economic, financial, demographic, environmental or other social factors (e.g. forest coverage, labor participation rate for women, consumer price index, infant mortality rate, etc.), over a continuous time interval, using equal spacing between every two consecutive measurements. For example, for the economic indicator Gross Domestic Product (GDP) time series having one data point for each year over a multi-year time span. Another

example: Time series of the financial indicator Currency exchange rate per U.S. Dollar, at the end of each day for a 30-day period.

- Microdata<sup>1</sup> is data on the characteristics of units of a population, such as individuals, households, or establishments, collected by a census, survey, or experiment<sup>1</sup>. Such records may contain responses to, a survey questionnaire, or, to administrative forms. They are also referred to as survey data.
- Administrative data refers to information collected primarily for administrative (not research) purposes by governments for the purposes of registration, transaction and record keeping, usually during the delivery of a service. For example, administrative records are maintained to regulate the flow of goods and people across borders (Customs and Immigration), to respond to legal requirements of registering particular events such as births and deaths, and to administer benefits such as pensions or obligations such as taxation (for individuals or for businesses). As such, the records are collected with a specific decision-making purpose and for a specific population. So the identity of the unit corresponding to a given record is crucial.
- Metadata. Metadata are defined as 'data about data'. Metadata comprise documentation that helps understand what the data are measuring, and how they have been created.
- Derived Indicators<sup>2</sup>. A derived indicator is created/derived from other data elements using a mathematical, logical, or other type of transformation, e.g. arithmetic formula, composition, aggregation<sup>2</sup>. Derived Indicators, in the context of time series data could be time series created by performing simple or complex algebraic operations on other time series data.
- Application Programming Interface (API). An API is a precise specification written by providers of a software service, which programmers must follow while using that service. It describes what functionality is available, how it must be used, and what formats the API will accept as input or return as output.
- Survey documents. Include questionnaires, interviewer manuals, and descriptions of methodology, reports, data descriptions and dictionaries.
- Anonymization. Data anonymization is a type of information sanitization whose intent is privacy protection. It is the process of either encrypting or removing personally identifiable information from data sets, so that the people whom the data describe remain anonymous.
- GIS Geographic Information System (GIS) software is designed to capture, manage, analyze, and display all forms of geographically referenced information. GIS can show many different kinds of data on one map. This enables researchers and other data users to more easily see, analyze, and understand patterns and relationships.
- Geo-spatial data or GIS data or geo-data has explicit geographic positioning information included within it, such as a road network from a GIS, or a geo-referenced satellite image. Geospatial data may include attribute data that describes the features found in the dataset.
- QGIS (previously known as Quantum GIS) is a cross-platform software application (i.e. runs on any of these platforms - MAC OS X, Linux, UNIX and Microsoft Windows platforms). QGIS is free, and an open source desktop geographic information system (GIS) application that provides data viewing, editing, and analysis features.

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<sup>1</sup> Source: (Survey Design and Statistical Methodology Metadata, Software and Standards Management Branch, Systems Support Division, United States Bureau of the Census, Washington D.C., August 1998, Section 3.4.4, page 39).

<sup>2</sup> Source: Economic Commission for Europe of the United Nations (UNECE), "Terminology on Statistical Metadata", Conference of European Statisticians Statistical Standards and Studies

- OGC. Open Geospatial Consortium (OGC) is an international industry consortium of over 519 companies, government agencies and universities participating in a consensus process to develop publicly available interface standards.
- Vector Data uses the simple geometric objects of points, lines, and areas (polygons) to represent spatial features.
- Raster Data uses a grid to represent its geographic information. Points are represented by single cells, lines by sequences of neighboring cells, and areas by collection of grouping cells. Other types of raster data include: satellite Imagery, remotely sensed satellite data.
- Shape Files The shapefile format is a popular geospatial vector data format for GIS software. The shapefile format can spatially describe vector features: points, lines and polygons representing, for example, water, wells, rivers, and lakes. Each item usually has attributes that describe it, such as name or temperature.
- Map Projection is a systematic transformation of the latitudes and longitudes of locations on the surface of a sphere or an ellipsoid into locations on a plane. Map projections are necessary for creating maps. All map projections distort the surface in some fashion. Depending on the purpose of the map, some distortions are acceptable and others are not; therefore, different map projections exist in order to preserve some properties of the sphere-like body at the expense of other properties.

### 3. Name and Description of Dataset(s) to be shared

(a) Name of Dataset(s):

- **Household Budget Survey (HBS)**
- **Survey on Income and Living Conditions (SILC)**
- **Labour Force Survey (LFS)**

(b) Description of Dataset(s):

**Household Budget Survey (HBS)** – Dataset contains data on average available funds, by types of resources, used funds by purpose of consumption, monetary expenditures, value of own production, data on possession of durable goods in households, information about the opinion of households on their financial situation as well as characteristics of the household members.

**Survey on Income and Living Conditions (SILC)** – Dataset contains information on household income, housing and living conditions, health, social exclusion, as well as socio-economic characteristics of the household members.

**Labour Force Survey (LFS)** - Dataset contains data on activity, employment and unemployment, economic status, occupation and sector of activity, duration of employment contract, data on whether the persons work full time or part time, working hours, highest level of education attained, as well as lifelong learning.

### 4. Objectives

The parties to this Memorandum agree to cooperate on a joint analytical program that will primarily focus on the assessment and analysis of poverty and social inclusion, as well as on the monitoring and analysis of the labor market in the country.

Such cooperation will include the following activities:

- a) Analysis of HBS data
- b) Analysis of SILC data
- c) Analysis of LFS data

## 5. Implementation

- (a) This Memorandum provides a framework for data sharing between the WBG and the SSO.
- (b) Effectiveness date of this Memorandum This Memorandum shall come into force and effect upon signature by both Parties on the date set forth here.
- (c) Term of the Memorandum. The Memorandum is signed for a period of validity until December 2018. The validity period of the Memorandum and the terms thereof may be modified as provided in Article 15 of the Memorandum.
- (d) Data Delivery: Data may be provided to the WBG, in electronic form, or in files which are in a machine readable format convenient to both parties to this Memorandum.
- (e) Data Format: Microdata dataset(s) may be provided by the SSO in STATA, SPSS, CSV, Excel, ASCII, etc. or any other suitable data format.
- (f) Metadata:
  - Microdata dataset(s): Metadata necessary to understand the survey design, method, and the datasets will be provided by the SSO. Given below is a suggested list of metadata documents that the SSO may provide. It does not purport to be a comprehensive list of documentation, but comprises documentation that is intended to help researchers understand what the data are measuring, and how they have been created
    - i. Survey questionnaire;
    - ii. Interviewer manual;
    - iii. Concise, but complete description of the sample design;
    - iv. Description of the basic field procedures and quality control techniques;
    - v. Guidelines for using the data, including, but not limited to, how to link the various parts of the survey, codes for any items not pre-coded in the questionnaire, and problems encountered in the data and the solutions taken;
    - vi. Documentation of constructed data sets that will be available in the public use files; e.g. price indices, and aggregates of household consumption or income; and
    - vii. Descriptions of the files, including contents and names of the data files mapped to the corresponding sections in the questionnaire, and,
    - viii. System of variable names and labels, data descriptions and dictionaries.
- (g) Data anonymization: The microdata datasets shared between the parties to the Memorandum will be delivered without identifiable information, and there will be no possibility to identify the survey data providers.

## 6. Intellectual Property

The Parties recognize the importance of protecting and respecting intellectual property rights. This Memorandum does not grant on the part of either Party the right to use materials belonging to, or created by, the other Party.

Intellectual property rights, associated with the creation of the dataset(s) being shared through this Memorandum, and their ownership shall remain with the SSO, who is the provider of the dataset(s). Derived data and analytical products, such as for example, but not limited to: research papers, analytical papers, data visualizations, aggregated and/or derived databases, derived indicators, mobile apps, publications, etc. created by WBG for scientific and research purposes, using the dataset(s) and metadata provided by the SSO shall be the property of the WBG, unless otherwise stipulated to in the "Data Use and Sharing" (Article 7) below, or agreed to in a separate Memorandum by the Parties.

## 7. Data Use and Sharing

### 7.1 Sharing of Dataset(s)

Data provided by the SSO should be used for scientific and research purposes consistent with the objectives in Section 4 above.

The data access protocol is:

For restricted use internally by WBG for a specified project. Strictly for use internally by staff members of the WBG, and then only for an agreed project or production of a specified output consistent with the specific objectives enumerated in Section 4 above. Results of any analysis, using these dataset(s) may be published freely by the WBG internally and externally. Databases derived from the dataset(s), or other derivatives, such as derived indicators thereof, *may not* be redistributed for use in other projects within the WBG or distributed outside of the WBG without the prior consent of the SSO. Official citation of the data source is mandatory in all publications.

### 7.2 Sharing of Derived Data

Results of any analysis or outputs (Publications, CDs, Mobile device apps, Blogs, Online data products, etc. collectively termed "data products") using the dataset(s) shared per this Memorandum, as well as, any databases, derived indicators, or data derivatives created using the shared dataset(s), may be redistributed freely per WBG's Terms of Use within the WBG and externally.

### 7.3 Sharing of Metadata

(a) Metadata describing the dataset(s) may be freely redistributed internally within WBG and externally.

The data provider, SSO, must be acknowledged and cited whenever metadata -- shared per this Memorandum in research papers, analytical studies, publications, etc. -- is used.

## 8. Citations and Acknowledgment

Any publications, books, articles, blogs, conference papers, reports employing data obtained under this Memorandum will cite the source and the dataset(s), in line with academic good practice as suggested below.

Creator (Publication Year): Title. Version. Publisher. Resource Type. Identifier

For example, World Health Organization (2015). Global Health Observatory. Persistent URL (if available).

## 9. **Data Security, Archiving and Disposal**

WBG shall ensure that the data provided under this Memorandum has adequate security measures and archiving features which ensure that only authorized staff members/department units will have access to the data. Access to information and data within the WBG, where not circumscribed explicitly in Article 7 above, shall be governed by the "Access to Information – Staff Handbook" available at the URL below.

World Bank Group Access to Information Handbook

## 10. **Key Points of Contact**

Each Party hereby designates and appoints below its representative with overall responsibility for implementing this Memorandum, including responsibility for formulating work plans for activities to be undertaken pursuant to it:

For the World Bank Group: Cesar A. Cancho  
Economist  
1818 H St. NW, Washington, D.C., 20433, USA  
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Email: [ccancho@worldbank.org](mailto:ccancho@worldbank.org)

For the State statistical office: Ajrija Causoska  
Coordinator of Sector for Social statistics  
Dame Gruev 4-Skopje Republic of Macedonia  
Phone: 00 389 023295617  
Email: [ajrija.causoska@stat.gov.mk](mailto:ajrija.causoska@stat.gov.mk)

## 11. **Limits to Agreement**

- (a) Nothing in this Memorandum shall be construed as creating a joint venture, an agency relationship, or a legal partnership between the Parties.
- (b) Nothing in this Memorandum is intended to be, or should be construed as a waiver of the privileges and immunities of either Party or its officers and employees, which privileges and immunities are hereby specifically reserved.

## 12. **Names, Marks and Logos**

The Parties acknowledge that the names and marks "International Bank for Reconstruction and Development", "IBRD", "International Development Association", "IDA", "International Finance Corporation", "IFC", "Multilateral Investment Guarantee Agency", "MIGA", "International Center for Settlement of Investment Disputes", ("ICSID"), "World Bank", "World Bank Group", "WBG", and all variations thereof including their associated logos (collectively, the "Bank Name") and "State

statistical Office” and all variations thereof including their associated logo(s) are the sole and exclusive properties of the Bank and State statistical Office respectively. Neither Party shall acquire any right, title or interest in the other Party’s Name under this Memorandum.

### **13. Disclosure and Publicity**

- (a) The Bank may disclose to the public this Memorandum and information with respect to activities and projects contemplated herein in accordance with the Bank’s Policy on the Disclosure of Information. The SSO may make such disclosure in its internal reporting to its employees, officers and directors, but shall not make any reference to the collaboration in any manner in its advertising of its products or services or in the solicitation of any contracts or other business, whether or not to be financed by the Bank or an affiliate thereof, except as otherwise agreed in writing by the Bank (including electronic correspondence).
- (b) Any sharing of information between the Parties will be subject to their respective policies and procedures relating to the disclosure of information.
- (c) Confidential information of the one Party shall be handled by the other Party with no lesser standard of care than it would use in handling its own confidential information.

### **14. Non-Exclusive Relationship**

No relationship exclusive of a third party or parties shall be established between the Parties, whether under this Memorandum generally or with respect to any specific activities or projects undertaken pursuant thereto, unless explicitly agreed to by the Parties under a separate agreement. Neither Party is restricted in any way from engaging a third party or parties to pursue independently of the other Party the objectives described in this Memorandum except that such engagement with a third party or parties shall not conflict or otherwise unduly interfere with the implementation of this Memorandum or any activities or projects undertaken pursuant thereto.

### **15. Modification and Termination**

This Memorandum may be modified or terminated at any time by mutual written agreement of the Parties. Further, the Memorandum may be terminated by either Party at its sole discretion with 30 days prior notice in writing to the other Party.

### **16. Miscellaneous**

This Memorandum is signed in four (4) identical copies, two for each Party to the Memorandum.

- (a) The section headings in this Memorandum are for convenience only and are not intended, and shall not be construed, to alter, limit, or enlarge in any way the scope or meaning of the language contained in this Memorandum.
- (b) This Memorandum will supersede any previous intentions or agreements communicated and agreed upon between the Parties in respect of the collaborative activities and projects contemplated herein.
- (c) The person signing this Memorandum on behalf of each Party hereby represents and warrants to the other Party that he or she has the requisite legal power and authority to execute this Memorandum on behalf of the Party and bind the Party to the obligations herein.

In witness whereof, the Parties have caused this Memorandum to become effective as of the day and date written below.

**INTERNATIONAL BANK FOR  
RECONSTRUCTION AND  
DEVELOPMENT**

**STATE STATISTICAL OFFICE OF THE  
REPUBLIC OF MACEDONIA**

Name: Bojana Naceva

Name: Apostol Simovski

Title: Acting Country Manager

Title: Director

World Bank Office Skopje

*Naceva Bojana*



РЕПУБЛИКА МАКЕДОНИЈА  
Државен завод за статистика  
Бр 0307-40941  
22. 12. 2017 год  
Скопје

Date: 27.12.2017

Date: \_\_\_\_\_



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