**MEMORANDUM OF UNDERSTANDING**

**between**

**Bureau of National Statistics of the Agency for Strategic Planning and Reforms of the Republic of Kazakhstan (BNS)**

**and**

**AND COUNTRY OFFICE OF THE UNITED NATIONS CHILDRENS’ FUND IN THE REPUBLIC OF KAZAKHSTAN**

**in order to implement the project**

***Multiple Indicator Cluster Survey (MICS) 2023-2025***

**Preamble**

**Taking into account that the** countrythe Representative Office of the United Nations Children's Fund in the Republic of Kazakhstan (hereinafter referred to as UNICEF) and the Bureau of National Statistics of the Agency for Strategic Planning and Reforms of the Republic of Kazakhstan (hereinafter referred to as BNS), in the light of their respective mandates, pursue a common goal, namely monitoring the well-being of children, adolescents and women;

**Whereas the** Government of the Republic of Kazakhstan and UNICEF, as a main initiative under the Cooperation Program for 2021-2025, have identified the production of data on indicators of the Sustainable Development Goals (SDGs) and on the implementation of other national and international obligations, in particular, for a separate monitoring the situation of children and women in the Republic of Kazakhstan;

**considering that** from the sideThe Government of the Republic of Kazakhstan signed the Country Program Document with UNICEF for the period 2021–2025, and the BNS signed a Work Plan to improve the collection, processing and dissemination of official statistical informationabout children with UNICEF for the period 2022-2025;

**Whereas** UNICEF has expressed its intention to support the BNS in conducting the Multiple Indicator Cluster Survey (hereinafter - MICS ) in accordance with the Letter sent on June 10, 2022 (KAZ/CO/2022/271) ;

In connection with the foregoing, within the framework of cooperation based on mutual trust, BNS and UNICEF hereby agree as follows.

**Article 1. Definitions**

For the purposes of this Memorandum, the following definitions will apply.

1. The “Parties” are BNC and UNICEF.

1. "UNICEF" is the country office of the United Nations Children's Fund in the Republic of Kazakhstan, a subsidiary of the UN, which was established by Resolution 57 (I), adopted by the UN General Assembly on December 11, 1946.
2. "This Memorandum" or "this Memorandum" means this Memorandum of Understanding and its Annex for Technical Cooperation for the implementation of the project entitled "Multiple Indicator Cluster Survey ( MICS) 2023-2025".
3. “Survey Plan and Budget” means the operational plan for the implementation of this Memorandum, which the Parties have agreed to jointly develop.
4. “Project” means all of its constituent documents, processes and equipment.
5. “UNICEF Representative” means the UNICEF representative in the country or its representative.
6. “Expenses” means all payments and all obligations associated with the implementation of the Project.
7. "Force Majeure" means a natural disaster, war (whether declared or undeclared), invasion, revolution, insurrection, or any other event of equal nature or force.
8. "UNICEF MICS Group”are UNICEF staff and consultants at country, regional and New York headquarters who coordinate, manage and provide technical assistance for MICS surveys under the Global MICS Program .
9. “UNICEF Regional MICS Coordinator” is a person who is appointed by the UNICEF Regional Office to provide technical and advisory support for the implementation of the Multiple Indicator Cluster Survey ( MICS) in the Republic of Kazakhstan.
10. "Statistical information" - aggregated data obtained in the process of processing primary statistical data and (or) administrative data.
11. "Official statistical information" - statistical information generated by state statistics bodies in accordance with the plan of statistical work.

**Article 2 Purpose and subject matter of this Agreement**

1. This Agreement sets out the terms, conditions and procedures governing the cooperation of the Parties in relation to the implementation of the objectives of the Project.
2. The Parties agree to cooperate and maintain a close working relationship to achieve the objectives of the Project and develop the technical and operational details of the implementation of the Project in the Survey Plan and Budget in accordance with the general recommendations of the Global MICS Program , including to implement the Technical Cooperation described in the annex to the Memorandum.
3. At any time during the survey, BNS and the UNICEF team MICS for technical verification and quality assurance will have access to all survey documents, including sample designs, statistical file processors, field check tables, tabulation programs, and all other technical documents .
4. BNS and UNICEF team MICS staff will have access to pretest questionnaires and applications for statistical input in field work, statistical processing and related training for quality assurance and monitoring activities.
5. Until the public dissemination of the results and the completion of the statistical report, neither the BNS nor the UNICEF teamunder no circumstances will MICS provide statistical information, either in whole or in part, to any person or entity other than its members. Distribution carried out in exceptional circumstances, the Parties agree among themselves, andthe recipient undertakes to maintain the strictest confidentiality. Without the consent of both Parties, no results of the analysis are provided to any individual or legal entity, except for the BNS and the UNICEF team.by MICS . Such analysis includes, inter alia, tables from the unpublished Report of Survey Findings and various tables and figures from unpublished Statistical Reviews.
6. The Parties agree to use their best efforts to issue the Survey Results Report, including all methodological information, tables and annexes, within a period not exceeding 6 months after the completion of field work. If, at any time, there is concern that the process will exceed the deadline, the UNICEF team MICS will , in cooperation, strengthen technical support and, in consultation with the BNS, develop a Survey Findings Report and submit it to the BNS.
7. As the survey report is finalized, the statistical information files in SPSS format will be kept confidential in accordance with international standards, so that no information that would identify the specific person( s ), households interviewed, or cluster locations will be released. No personal information relating to any individual or household will be shared. This process meets the requirements of the legislation of the Republic of Kazakhstan.
8. Geocoded central points, multiple points and cluster boundaries are provided to both Parties in any format, together with a shapefile that represents the sampling frame and that includes at least the sampling stratification boundaries. In this case, the geographic shift of the cluster locations is carried out. As a result of this process, geocoded statistical information files in SPSS format are sent for review and approval as a UNICEF teamaccording to MICS and BNS.
9. At the time of release or within one month after the release of the Report on the results of the survey, files with statistical information (excluding geocodes ) in SPSS format will be made available to the public. The parties will have equal rights to disseminate official statistical information in the SPSS format.
10. UNICEF will distribute files with official statistical information(excluding geocodes ) through the worldwide MICS website (mics.unicef.org) maintained by UNICEF to analyze official statistical informationat the request of registered users.
11. In addition to harmonization, the UNICEF teamon MICS will seek permission from the BNS to disseminate official statistical information on offset geocoded cluster locations via the MICS worldwide site .
12. Official statistical information will be provided subject to the consent of the user to note the contribution made by the BNS in the conduct of the survey and collection of statistical information, and provide the BNS and UNICEF with a copy of the report (analysis) created using the statistical information. Recipients are not allowed to distribute statistical information and post them on public platforms.
13. The Parties agree that before making any changes to the dissemination of official statistical information, they will consult with each other and agree on changes that they deem technically necessary. The Parties will make every effort to bring all changes made to date to the attention of the recipients of the official statistical information files.
14. The Parties agree to encourage and carry out activities to disseminate the received official statistical information, promoting the use of the results of the survey. To this end, UNICEF may recode statistical information to create a uniform data set for all MICS surveys and use it on the multinational online tabulation platforms hosted on the MICS website. This dataset will not be publicly available.

**Article 3. Duration of the Agreement**

1. This Agreement enters into force on the day of its signing by all Parties and is valid until 2026. The Project will begin and end in accordance with the schedule provided in the Survey Plan and the Republican Budget, which may be updated during the implementation of the Project.
2. If, during the implementation of the Project, one of the Parties decides to extend the period referred to in Article 3(1) above in order to achieve the objectives of the Project, that Party shall immediately inform the other in order to negotiate and agree on a new project completion date. After agreeing on a new date, the Parties shall sign the relevant amendment in accordance with Article 12.

## Article 4. General and specific obligations binding on the Parties

1. The parties agree to fulfill their specific obligations in accordance with the provisions of this Agreement.
2. BNS agrees to provide the Project with technical and administrative staff who will conduct the MICS and manage this survey in accordance with the requirements and professional qualifications specified in the Project, in particular in the Survey Plan and Budget .
3. The Parties assume responsibility for the implementation of the Project, monitoring and control over its implementation. This implies that the personnel assigned to the Project cannot carry out activities not provided for in the Survey Plan and Budget.
4. BNS agrees to provide for the implementation of the Project the physical facilities (provide the material part) necessary for the proper conduct of the MICS .
5. The Parties agree to provide financial means to cover the operating costs (transportation, travel expenses, cost of consumables, human resources, etc. ) necessary for the satisfactory implementation of the Project, in accordance with and within the limits that will be specified in the Plan and Budget examinations.
6. The Parties will cooperate with each other to arrange for and to actually obtain all licenses and permits required by the laws of the Republic of Kazakhstan, provided that such licenses and permits are appropriate and necessary to achieve the objectives of the Project.
7. Both Parties shall make every effort to understand ethical considerations and to minimize the possible negative consequences of their application, as well as to the introduction of mechanisms for the protection of members of participating households, stakeholders and Parties following the implementation of the Project.
8. The BNS agrees that individuals participating in or conducting a household survey should not be prosecuted for questions asked and answers given as part of the survey.
9. Both Parties shall appoint coordinators who will act as the main coordinator between the Parties on all matters relating to the Project.
10. Both Parties will be full members of the Steering and Technical Committees established to monitor and control the progress of the Project. These committees cannot make decisions that modify this Agreement in whole or in part.
11. Technical assistance will be provided by the UNICEF teamon MICS throughout the Project. Ongoing technical assistance to the Project will be provided through visits to the Republic of Kazakhstan , external support from UNICEF regional consultants in three main areas: sampling, processing and conducting a household survey, as well as support from the UNICEF Global Teamon MICS through UNICEF Regional Office and Headquarters. The Parties agree to facilitate the provision of such technical assistance and the achievement of its objectives set out ininapplicationtoMemorandum of Understanding on Technical Cooperation (attached).
12. UNICEF MICS Groupon provides additional technical assistance to the Project by conducting three workshops on MICS , which should be attended by relevant Project staff from both sides:
13. Survey design workshop: working with participants on household survey design and activities based on MICS ( questionnaires and standards) modules, including sample design;
14. Data Processing Workshop: Working with participants on the use of a data entry application ( CSPro ), spreadsheet software (SPSS), and archiving tools;
15. Workshop on interpretation and further analysis, working with participants to verify the findings and further analysis.

**Article 5. Requirements for personnel**

1. BNS personnel assigned to the Project are not considered employees or agents of UNICEF. BNS guarantees compliance with all applicable labor laws of the Republic of Kazakhstan and will pay wages and salaries on time and maintain the level of wages of all employees assigned to work in the Project. It is understood that UNICEF is not liable for claims (applications) due to death, bodily injury, disability, damage to property and other dangers to which BNS employees were exposed as a result of participating in the Project or performing work in relation to the Project. Therefore, BNS shall be responsible for covering all relevant expenses and issuing all relevant compensation to its employees, for taking out civil liability insurance to protect its employees in any of the above cases, as well as for taking out all other insurance policies agreed by the Parties.
2. UNICEF shall be responsible for hiring consultants and temporary technical staff determined as necessary to achieve the objectives of the Project, on the terms and conditions provided by the UN. UNICEF should also facilitate the provision of technical assistance, quality assurance, and process revisions as needed and as required to participate in the Global MICS Program . These consultants and temporary technical staff will enjoy the privileges accorded to UN staff. Experts, technicians and consultants engaged by UNICEF must not be discriminated against on the basis of race, religion, gender, disability, ethnicity, national origin and similar factors. All consultancy agreements must include a confidentiality clause for all documentation and statistical information collected during the Project.

**Article 6. Supplies, vehicles and purchases**

1. Materials, supplies and other non-consumable items provided or financed by UNICEF must be transferred to BNS upon completion of the Project. If UNICEF lends vehicles to the Project, UNICEF is responsible for their maintenance and proper care.
2. All overseas supplies funded by UNICEF are provided by UNICEF. Using its privileges and immunities, the specified organization is exempted from paying direct taxes and customs tariffs.
3. The Project is to maintain complete and accurate records of all supplies, equipment and other items procured with UNICEF funds and to conduct a regular physical inventory of all non-consumable items, equipment, materials and supplies. The archiving of such records and their final disposal takes place in accordance with the current organizational instructions regarding the retention periods.

**Article 7. Financial and operating agreements**

1. Funds allocated to the Project by UNICEF will be managed in accordance with UNICEF's operational policies and procedures and in compliance with the International Public Sector Accounting Standards. The BNS must provide the necessary documentation required for financial reporting in a timely manner in accordance with the Harmonized Approach to Transfer of Funds ( HACT) and the provisions of the United Nations Development Assistance Framework ( UNDAF ).
2. BNS will provide personnel and services to be specified in the Survey Plan and Budget. It is understood, however, that UNICEF's financial contribution to the Project Budget may not be used to pay salaries to BNS staff or staff, or to cover the direct or indirect costs of maintaining the facilities.

**Article 8. Early termination**

1. Either Party may terminate this Agreement within thirty days after the filing of the relevant written notice if the other Party is unable, unwilling or in any way unable to fulfill its obligations and obligations under this Agreement, thereby jeopardizing the achievement objectives of the Project, and provided that the Parties have consulted to no avail in an attempt to remove the impediment.
2. Upon submission of the notice of termination provided for in the previous paragraph, the Parties shall immediately take the necessary measures for the prompt and orderly completion of their activities under this Agreement in order to minimize losses and additional costs. At the same time, UNICEF will not allocate additional funds to the Project.
3. Within thirty days of the notice of termination, BNS shall return to UNICEF the balance of UNICEF funds disbursed in accordance with the work schedule contained in this Agreement, unless such funds have been irrevocably transferred at the time of the notice of termination.

**Article 9. Force majeure circumstances**

1. In the event of force majeure circumstances as defined in Article I (8), each Party shall immediately notify the other Party thereof. If a Party(ies) fails (here) to fully or partially fulfill its obligations or obligations under the Project Memorandum, the relevant event and its consequences will, if possible, be communicated in writing. The parties will negotiate on the adoption of appropriate measures. This may include suspension of the Project or termination of this Memorandum.
2. If this Memorandum is terminated for reasons of force majeure, the provisions set out in Article 8, paragraphs 2 and 3 will apply.

**Article 10. Arbitration**

1. Any dispute, controversy or claim arising from or related to this Agreement, including violation and subsequent termination of this Agreement, if they are not resolved amicably through direct negotiations, shall be submitted at the request of one of the Parties to an arbitration court consisting of three arbitrators. One of the arbitrators is appointed by the BNC, the other by the General Secretariat of the United Nations. These two arbitrators appoint a third. If one of the Parties fails to appoint an arbitrator within 30 days of receiving the request of the other Party for such an appointment, or if two arbitrators fail to agree on the candidacy of a third within 30 days of their appointment, then the necessary appointments will begin at the request of one of the Parties President of the International Court of Justice. The order of the arbitration shall be determined by the arbitrators; The costs of arbitration shall be borne by the Parties in proportion determined by the arbitrators. The arbitral award must state the reasons for it and shall be accepted by the Parties as binding on the dispute, even if issued in the absence of one of the Parties.

**Article 11. Privileges and immunities**

1. The terms contained in or in connection with this Agreement shall not be construed as an express or implied waiver of any privileges or any immunities granted to the UN and UNICEF.
2. For all its purposes, the Country Program Document, Master Cooperation Agreement or other replacement agreement signed by the Government of the Republic of Kazakhstan and the UNICEF country office in the Republic of Kazakhstan shall take precedence over any provision of this Agreement that is in conflict with it.

**Article 12. Amendments**

1. Changes or amendments to this Agreement or its annex are allowed only in the form of a written agreement signed by both Parties.

**IN WITNESS WHEREOF** , the undersigned, being duly authorized to sign and acting as representatives of the Parties, affix their signatures to this Agreement on the date and place indicated below:

# Signed in Astana, \_\_\_ October 2022

On behalf of the Bureau of National Statistics of the Agency for Strategic Planning and Reforms of the Republic of Kazakhstan

Head of the Bureau\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zhandos Shaimardanov

On behalf of the United Nations Children's Fund (UNICEF) in the Republic of Kazakhstan

Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Arthur van Diesen

**APPENDIX**

to the MEMORANDUM OF UNDERSTANDING,

dedicated

TECHNICAL COOPERATION

between

**Bureau of National Statistics of the Agency for Strategic Planning and Reforms of the Republic of Kazakhstan (BNS)**

**and**

**AND THE COUNTRY OFFICE OF THE UN CHILDREN'S FUND IN THE REPUBLIC OF KAZAKHSTAN**pursuant to the project

***"Multiple Indicator Cluster Survey ( MICS) 2023-2025."***

**1. Guidanceandresources**

1. **Participation in a survey design workshop** . Before or after the signing of this Memorandum of Understanding, the country survey team, in including the UNICEF MICS coordinator, survey coordinator, sampling expert and, if available, the national MICS consultant participate in survey design workshop hosted by UNICEF.

During the workshop, survey planning is discussed with the UNICEF teamon MICS , i.e. with the UNICEF Headquarters MICS Team, the UNICEF Regional Coordinator on MICS and MICS Expert Advisors (on sampling and household surveys). Using the MICS templates , the country survey team develops preliminary country Survey Plan and Budget and presents them at the end of the workshop.

1. **Survey Plan and Budget** . The Survey Plan and Budget is then prepared at the country level and sent to the Regional MICS Coordinator for review and finalization . At this stage, the Household Survey Expert and/or Regional MICS Coordinatormay (may) visit the country to support MICS planning . This visit may coincide with the visit of the sampling expert (described in paragraph II.2).
2. **Selection and recruitment of survey staff.** Other key technical experts from BNS are identified and a national MICS consultant is hired . The Regional MICS Coordinator will support the recruitment of a National MICS Consultant (by providing a standard template of Terms of Reference, names of potential candidates and selection support).
3. **survey committees.** Steering and Technical Committees are formed. The Steering Committee is the main body responsible for the MICS country survey and the forum for the consultation process. The main role of the Technical Committee is to advise the Steering Committee on the technical decisions, processes and content of the survey. Template Terms of Reference for the Steering and Technical Committees provided by the UNICEF teamby MICS .
4. **Technical preparation for collectionstatistical information**
5. **Development of questionnaires.** Draft questionnaires based on standard MICS questionnaires are adapted to local conditions and submitted for review to the UNICEF teamby MICS . After the Parties agree on the questionnaires based on the results of repeated testing and feedback, the latter are prepared for a preliminary test. During or near the end of the validation process, the questionnaires are translated into the local language(s) and back-translated to ensure that the standard MICS questionnaires and local versions are fully comparable. Around the same time, the Household Mapping and Listing Manual (described in section II.4) and Instructions for Interviewers, Supervisors and Measurers are being translated. Reverse transfers are also verified by the UNICEF teamby MICS .
6. **Sampling.** The survey sample is being developed in the country. The MICS Regional Coordinator will arrange for a visit and/or online consultation with a sampling expert to discuss key sampling parameters. The sampling document is drafted by the national sampling expert and reviewed by the sampling expert, who should have access to all information on the sampling frame. Once the sampling document is finalized , a first version of the spreadsheet for calculating sample weights is prepared according to the MICS template and sent to the UNICEF teamby MICSfor check. The first stage of sampling is performed.
7. Geocodes . The presence or absence of geocodes for each sample cluster (central point, multiple points, and cluster boundaries) is assessed by the survey team and reported to the UNICEF MICS team, along with a shapefile reflecting the sampling frame, includingat least the boundaries of the stratification of the sample. If location coordinates are already available (usually from census digital mapping), then no action is required, but if geocodes are not available, then such data should be collected during mapping and household listing.
8. **Ethical expertise.** By UNICEF agreement, UNICEF MICS group, UNICEF Country Office and BNS about survey materials that summarize the survey protocols (i.e. draft Survey Plan and Budget with draft questionnaires, protection protocols, sampling plan, etc.), these materials are sent to the appropriate Expert Board on ethics. Taking into account the observations of the Expert Council, the materials are adapted and finalized, and final approval is sought for the implementation of the survey. The timing of the ethical review is set so that final approvals are obtained from the Review Board prior to commencement of field work.
9. **Supplies.** Based on the content of the questionnaires and sample size, and in accordance with the Procurement Instructions for Recommended Equipment for MICS Surveys , the types and quantities of equipment needed for the survey are determined and discussed with the Regional MICS Coordinator . Equipment items are ordered by UNICEF. Sufficient time must be allowed between the time of purchase and the expected date of delivery of the items of equipment before training in pre-testing and collection of statistical information begins .
10. **Listing training and listing itself.** Listers and cartographers are trained in listing as described in the MICS Guide to Household Mapping and Listing. The training syllabus and listing forms used are reviewed by the sampling expert and the data entry application, if used, by the data processing expert. Based on the selected sample and in accordance with the Household Mapping and Listing Manual, the BNS lists households and selects households in sample clusters. If necessary, the Regional MICS Coordinator will send a sampling expert and/or a statistical processing expert to support training and/or assist in the early days of listing. The selection of households and the computer-based survey application are also reviewed by the sampling and/or data processing expert, either remotely or while in-country.Thesecondstageofsampling is performed.
11. **Preliminary testing of questionnaires.** Preliminary testing of the questionnaires is carried out after appropriate training. The curriculum, the content of which must correspond to the content of the main curriculum, is checked in advance by the regional MICS coordinator . Training and pre-testing is supported by an expert household survey consultant. A pre-test report is developed and submitted to the Regional MICS Coordinator for review. Questionnaires are finalized after their agreement by all parties. Sufficient time should be allowed between pre-testing of the questionnaires and testing of the computer-based survey application (for data entry) so that all questionnaires are thoroughly tested before testing the computer-based survey application (for data entry).
12. **The second seminar on the processing of statistical information.** The survey country team, including the National MICS Data Processing Coordinator and the National MICS Adviser, are participating in this workshop to strengthen skills in the use of the two MICS software packages (CSPro and SPSS) and a better understanding of methodology, protocols, standards and technical guidelines in areas of statistical information processing MICS . An expert data processing consultant is participating in this workshop and, together with the data processing team, the UNICEF MICS team is supporting the country team in customizing the data entry application and tabulation (syntax) programs. At the same workshop, the country survey team is introduced to the adaptation of survey archives to local conditions. The BNS Technical Coordinator and the UNICEF MICS Coordinator also participate in the workshop .
13. **Application for entering statistical information.** During the MICS Data Processing Workshop, participants learn how to adapt computer-based interrogation (for MICS data entry ) and editing applications, as well as tabulation programs, to local conditions. These applications are fully locally adapted and finalized in-country based on pre-tested and finalized questionnaires and then sent to the UNICEF Teamby MICS for testing and feedback. After that, the computer-based interrogation application (for data entry) is tested and refined. Support during the tests is provided by an expert consultant in the processing of statistical information.

**3. Field work**

1. **Fieldwork training and pilot study.** The country provides four to five weeks of training for field staff, including field practice and a pilot survey. To support the training, the regional MICS coordinator sends an expert household survey consultant. The training program is forwarded to the Regional MICS Coordinator in advance for review and feedback.
2. **Field work (data entry)** . Like the regional MICS coordinator , the Household Survey Expert Advisor provides support for monitoring fieldwork (particularly in the early stages). Control tables are being created in the country. Country Survey Team and Regional MICS Coordinator in check the control tables and statistical information in real time and formulate their comments on them. Secondaryeditingisperformed at the same time.

**4. Analysis**

1. **Creating Analysis Files .**Editing ends. The sample weights are finalized, checked by the sampling expert, and added to the statistical files. UNICEF MICS Groupis mobilizing a statistical processing consultant to provide technical assistance in-country to complete the editing of statistical information, export files to SPSS and complete the adaptation of SPSS tabulation programs to local conditions. CSPro files and SPSS syntaxes used to prepare statistical information for analysis, as well as files with statistical information, are sent to the UNICEF MICS Groupfor remote checking. Final files with statistical information are created, ready for tabulation .
2. **Data analysis and tabulation.** A complete set of tables with the results of the survey is created. The SPSS tabulation programs and the tables themselves, prepared according to the locally adapted MICS tabulation plan format, are sent to the MICS regional coordinator , who mobilizes an expert household survey consultant to provide technical assistance. The country survey team adapts the tables and programs based on the feedback received and sends them to the UNICEF teamby MICS for a summary check. Final tables and sampling error tables are created for compiling the Survey Results Report .
3. **Seminar on interpretation of statistical informationand reporting.** The country survey team will organize this workshop to review the results of the survey, the draft Survey Findings Report and the Statistical Reviews. The MICS regional coordinator and/or expert consultant for household surveys participates in the workshop together with an expert consultant (if necessary) for statistical information processing. Also, specialized experts from the BNS, ministries and (or) partner organizations take part in the seminar. The workshop finalizes the full draft of the Survey Results Report with all tables and annexes and selected Statistical Reviews based on the MICS template. At the same workshop, country teams identify potential areas for further analysis, increase their knowledge of various tools and methods for the effective dissemination of official MICS statistics, and improve their archiving work. MICS provides templates and examples for the dissemination of official statistics to the UNICEF MICS team .

**5 . Dissemination of survey results**

1. **Survey results report.** The draft Survey Report, tested at the third workshop, is finalized in the country and submitted to the UNICEF MICS team for review . Once the parties have agreed upon a final Survey Report based on multiple reviews and feedback sessions, it is sent in pdf format to the UNICEF MICS team for worldwide distribution via [mics.unicef.org](http://mics.unicef.org/) . Along with the work on the Survey Findings Report, the country survey team, in collaboration with the regional MICS coordinator, finalizes selected Statistical Reviews.
2. **Seal.** If a printed version of the Survey Findings Report is planned, the print-ready Report( s ) file is sent to the UNICEF MICS team for feedback. Regional MICS Coordinator and UNICEF Headquarters MICS Teamthe set number of paper copies is shipped.
3. **Data exchange.** Supported by the UNICEF MICS teamfiles with statistical information (with the exception of geocodes ) are anonymized in accordance with international standards, so that no person, household and no cluster location can be identified. In the statistical information files, along with any necessary data usage notes and BNS contact information, a set of standard variables is added. Files with official statistical information are uploaded to the [mics.unicef.org website](http://mics.unicef.org/) .
4. **Distribution of geocoded data.** After the collection of official statistical information, geocodes will be confidential in accordance with international standards, including the geographical shift of cluster locations. As a result of this process, geocoded statistical information files in SPSS format , including a description of the confidentiality process, are sent to both the UNICEF MICS team and BNS for review and approval. In addition to their approval, the UNICEF MICS team asks the BNS for permission to distribute geocoded statistical information files through the <https://mics.unicef.org/>.
5. **Completion of archiving. The** MICS survey archive is being completed . Expert consultants in household surveys and data processing perform validation and provide feedback. The final archive is submitted to the UNICEF MICS team for review, finalized and uploaded to [mics.unicef.org](http://mics.unicef.org/) .
6. **Distribution and further analysis.** Materials for dissemination are being created and further analysis of official MICS statistics is planned in collaboration with partners . As needed, support in the creation of materials to be distributed and further analysis will be provided or arranged upon request by the Regional MICS Coordinator . The UNICEF MICS team will organize global thematic workshops for further analysis that may be relevant to survey team members.