

# NSA PRICING POLICY



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**NSA PRICING POLICY**

Final Draft Proposal

Revision Date: October 2016

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	<b>Name</b>	<b>Designation</b>	<b>Signature</b>	<b>Date</b>
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Committee Approval	Prof. N Indongo	Chairperson of the Statistics Committee		
Board Approval	Florette Nakusera	Chairperson of the Board of Directors		

**MISSION STATEMENT**

“In a coordinated manner produce and disseminate relevant, quality and timely statistics that are fit-for-purpose in accordance with international standards and best practice”

**VISION STATEMENT**

“Be a high performance institution in statistics delivery”

**CORE VALUES**

Performance  
Integrity  
Service focus  
Transparency  
Accuracy  
Partnership

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## ABBREVIATIONS AND DEFINITIONS

### Abbreviations

**NSA**

Namibia Statistics Agency

**NSS**

National Statistical System

### Definitions

“ACT” means the Statistics Act of 2011, (No. 9 of 2011)

“Agency’ refers to the Namibia Statistics Agency

“Datasets” refers to the anonymised data that are ready for public consumption that enables them to carry out their own analysis.

“Micro-data” refers to anonymous individual data obtained through depersonalization individual data by technique for anonymisation.

“Special data requests” refers to the requests that need information/thematic maps that are not part of the publications or not contained in given dissemination tools.

Statistician-General refers to person enacted in the act to be in charge of the agency.

## 1. Introduction

The Statistics Act provides the mandate and institutional framework for developing and building a strong agency herein referred to as the agency throughout this document, for the production and dissemination of Namibia's official statistics including spatial data. Under the act the agency is the central statistical authority and central repository of all statistics produced in the country. The core function of the agency is the collection, processing, and dissemination of relevant, quality and timely data.

The agency collects statistical data at all levels and disseminates these data and offers statistical services in a broader way, hence the introduction of this policy.

Although the agency is a non-profit organization, the section 27(1(a) (i-ii)) of the act allows for the generation of income through charging for payment for its statistical products and services as well as through the performance of commissioned statistical work. Section 46 of the act further states that statistics producers that are collecting statistics under the act while using public funds must ensure that they are disseminated and should be made available and accessible to users as a public good and accordance with the purpose of the National Statistical system (NSS) and principles of statistics.

## 2. Policy statement

The policy provides various fees and charges that will be applied by the agency to charge for its statistical products and services.

## 3. Purpose

The purpose of the pricing policy is to inform users, producers and the society at large on fees and charges that will be charged by the agency for its statistical products and services.

## 4. Principles:

### 4.1 General principle

As a general principle the agency does not seek to recover any of the costs related to data collection and or products developed or standard services provided, as they are funded through money appropriated by parliament.

The agency is committed to provide free services for basic statistical and spatial data since such data are for public consumption and should be freely available to everyone. However, the agency will recover from users and its clients the costs of producing and providing extra information additional to basic statistical data if it is cost-effective to do so. The recovery costs will be based on operation and capital costs such as the cost incurred on labour, materials and delivery services.

NSA products and services will be charged based on the following criteria:

- i) When a cost not provided in the operational and development budget of the agency is incurred in servicing a user request it will be passed on to the user.
- ii) To avoid misuse and waste a nominal charge for data products disseminated on mobile data storage devices or in paper format may be levied in terms of Section 27(1(a) (ii)) of the act.

### 4.2 Exceptions

NSA products and services will be charged, however, the Statistician-General can make exceptions and therefore printed publications may be provided free of charge to students and selected institutions on the basis of agreement and under defined conditions.

## 5. Setting and approval of tariffs

Tariffs will be revised on an annual basis and will be subjected to the approval by the agency board as recommended by the Statistician-General.

## 6. Determinants of tariffs and who will be charged

Charges will be applied according to the category of users and the type of statistical products and services as follows: -

- i) All statistical products and services will be supplied free of charge to ministries and government agencies including regional councils.
- ii) The price of print-publications will be based on the cost incurred for producing the publication, excluding the cost of collecting, compiling, processing and analysing the data. This price will apply to all users except for ministries and government departments that will receive the first free copies of the publication.
- iii) Response time to specialized data queries will be charged as per the response time of man- hours or daily rate based on the expertise of the assigned official as well as on the following criteria:
  - a) Complexity of the request
  - b) Amount of data requested
  - c) Availability of the needed statistical data in terms of organization and location. The fee will consider if the data is coming from one database/ organization or the official has to consult other institutions which may be time consuming and costly.
- iv) Maps will be sold per their sizes and times spend to produce the map.
- v) Requests for specialized maps will be handled as per information in section 6, (iii).
- vi) For customized tables and special requests including sampling design and selection, the agency will recover the full operating costs incurred for generating such tables and frames. These customized products will be charged in full to all users unless there is special exemption or agreement and in terms of the act.



## **7. Access to data, products and services via internet**

All data, products and services made available via the agency website will be accessible by users at No cost.

## **8. Services**

Charges will be levied for specialized, individual services. These charges will be calculated at the standard hourly rate and revised annually. Requests for data, products and services which can be met by extraction from published products and data sets will not attract any charges.

Special requests on data analysis and other series will be subjected to a tariff and these include commission work.

## **9. Training**

The cost of initial training in the use of data and linked to software is included in the nominal charge levied for acquisition of the data sets. Additional training and support required will be charged at the standard hourly rate, and revised annually.

Special requests on data analysis and other series will be subjected to a tariff and these include commission work.

## **10. Exemption from specified tariff**

Data, products and services normally attracting a price may be supplied without charge when this is authorized in writing by the Statistician-General and/or authorized nominee.

## **11. Responsibilities**

The Statistician-General has the responsibility of implementation, maintenance and updating of this policy therefore must ensure adherence to the policy.

## 12. Intellectual property rights

The information products and services of the Agency are protected in terms of the Copyright Act 6 of 1994. All copyright in particular and Intellectual Property Rights in general will vest in the agency.

As the agency is the holder of copyright and intellectual property rights, all clients can enjoy unhindered use of the agency products and services, without a need for further permission to copy in terms of that copyright.

Where a copy is made available to a third party, the third party must be aware of the existence of the copyright and ownership of the information by the agency. The agency retains the full ownership of its information, products and services at all times – access to information does not give ownership of the information to the client. The use of any data is subject to acknowledgement of the agency as the supplier and ownership of copyright.

## 13. Liability

The following liability clause should accompany the data, which emanates from the agency or any designated components including service providers responsible for the dimension of the data:

**“Namibia Statistics Agency (NSA) will not be liable for any damages or losses, except to the extent that such losses or damages are attributable to a breach by NSA of its obligations in terms of existing agreement or to the negligence or wilful act or omissions of NSA, its servants or agents, arising out of the supply of data and or digital products in terms of that agreement. The user indemnifies NSA against any claims of whatsoever nature (including legal costs) by third parties arising from the reformatting, restructuring, reprocessing and/or addition of the data, by the user”.**

## **14. Annex 1: NSA products and services that can be offered on request**

### **Products:**

- 14.1 Printed publications and reports (these include statistical reports, strategic plan. Annual reports, manuals, etc.). Some on-going publications are:
  - a) Monthly Consumer Price Index
  - b) Quarterly Trade Statistics bulletin
  - c) Annual Trade Statistics bulletin
- 14.2 Electronic publications
- 14.3 Data sets
- 14.4 Electronic and printed copies
- 14.5 Printed maps
  - 14.5.1. Atlases
- 14.6 Electronic maps

### **Services:**

- 14.7 Data analysis (including spatial analysis)
- 14.8 Statistical tabulation
- 14.9 Writing reports
- 14.10 Data collection
- 14.11 Data processing (data entry, validation and verification)
- 14.12 Development of data processing applications, systems
- 14.13 Questionnaire design and layout
- 14.14 Development of manuals
- 14.15 Preparing project document
- 14.16 Sampling design and selection
- 14.17 Training in specialized subject matter areas
- 14.18 Development of standards
- 14.19 Conducting fieldwork for a survey or census

## 15. Annex 2: Approved tariffs and prices

### 15.1 Printed publications

#### 15.1.1 Printed reports in full colour

Pages	Rate in N\$
1-50	60.00
51-100	80.00
101-200	100.00
201-300	130.00
301-400	150.00
401 and above	170.00

#### 15.1.2 Printed reports in black and white

Pages	Rate in N\$
1-50	40.00
51-100	60.00
101-200	70.00
201-300	100.00
301-400	130.00
401 and above	140.00

#### 15.1.3 Printed copies from NSA reports made at NSA printing office

Cost per page in colour	Cost per page in black and white
7.00 (A4)	1.50 (A4)
12.50 (A3)	2.55 (A3)

#### 15.1.4 Printing of maps by size in colour (Basic and field maps)

Pages	Rate in N\$ (whole report )	Cost per copy of the same map
A0	123.00	61.5
A1	75.00	37.5
A2	50.00	25.00
A3	10.00	5.00
A4	5.50	2.25

### 15.2 Charging of special requests and training

Specialised requests will include customised tables, survey methodologies, specialised maps, and training requests on specialised subject matter.

Level of official	Rate/hour N\$ (less than a day)	Daily hourly rate
Professional /Consultant	129.43	238.94
Specialized staff/Senior Consultant	215.63	387.64

## 16. Data processing related tariffs

Data processing related prices at data processing centre	
<b>Training (per day)</b>	
Rate per person per day	1,500.00
<b>Manual data entry (per day)</b>	
Rate per person per day	150.00
<b>Scanning (per page)</b>	
Paper to image per page	3.50
Scanning and indexing(Single and double sided)	3.00
<b>Data processing (monthly)</b>	
Workstations usage per PC	250.00
Printing and stationary	1 178.15
Water and electricity	12 725.61
<b>Project management (per Hour)</b>	
Project management (Deputy Director)	500.00
Supervision (Senior System Analyst)	250.00
IT Support ( Senior System Administrator)	250.00
<b>All rates include</b>	
Technical assistance from NSA IT staff	
Use of information infrastructure(computers, overhead projectors, photocopiers)	
Use of kitchen facilities	

## 17. Data sets

Datasets that are already published will be provided free of charge.

## 18. Other charges

### 18.1 Data and products copied to movable electronic data storage

Data and products copied, on request, to CD, DVD or USB (etc.): **N\$100, 00**

### 18.2 Standards, classifications and general reference works

Classification, metadata, annual reports, brochures, catalogues, non-specialist reference compilations: **Free**

### 18.3 User requests

Standard user request based on published data and information: **Free**

### 18.4 Commission work

This will include project contracted to the agency for example, surveys/ censuses; training on a specific subject matter areas, data analysis for surveys/censuses/research studies, etc. The cost will depend on the budget estimate plus 20% commission of the total budget. The fieldwork rates and subsistence & travel allowance will be calculated based on the agency policies. Commission work includes data collection and data analysis.

There will be no exemption for commissioned work even if there is a letter from a government ministry/office/agency

### 18.5 Internet services

Data, publications and services accessed via the web **Free**

### 18.6 Postage and courier

Postage will be charged at prevailing rates  
Courier services will be charged at prevailing rates





63	73 583	62	455
440	429	3 054	3 494
2 670	135	93 293	138
133	..	..	95 14
83 318	..	..	542
..	..	..	570