

Pursuant to Article 52 of the Act on the State Administration System (Official Gazette of the Republic of Croatia, No 66/19), the Director General of the Croatian Bureau of Statistics hereby adopts

## THE ORDINANCE ON THE DISTRIBUTION OF PUBLICATIONS OF THE CROATIAN BUREAU OF STATISTICS

### PART ONE

#### INTRODUCTORY PROVISIONS

##### Article 1

This Ordinance regulates the general conditions regarding the distribution of publications of the Croatian Bureau of Statistics (hereinafter referred to as the Bureau's publications).

##### Article 2

For the purposes of this Ordinance, the following terms shall have the following meanings:

- 1) **Distribution of publications** is the availability of the Bureau's publications to the users and employees of the Bureau.
- 2) **User** is any legal entity and natural person to whom the Bureau's publications are distributed free of charge or for a remuneration.
- 3) **Publishing Programme** is a catalogue of the media of publishing statistical data of the Bureau, which is published in advance for all issues during the statistical year to which it refers, and of all previously issued publications by statistical subjects.
- 4) **Calendar of Statistical Data Issues** is an instrument for planning and managing the publication of statistical data, which enables the implementation of the timeliness principle and the compliance with the issue deadlines in practice. The Calendar specifies the date, day and week of issuing of the Bureau's statistical data, the medium, the period to which the data refer, and the level of presentation.

##### Article 3

The terms used in this Ordinance, which are gender-specific, apply equally to males and females.

### PART TWO

#### DISTRIBUTION OF THE BUREAU'S PUBLICATIONS TO USERS

##### Article 4

The Bureau's publications shall be distributed as follows:

- by publishing on the Bureau's website [www.dzs.hr](http://www.dzs.hr)
- by electronic mail
- in printed form.

##### Article 5

Users may submit their requests, inquiries, complaints and remarks regarding the distribution of the Bureau's publications:

- by electronic mail to [prodaja@dzs.hr](mailto:prodaja@dzs.hr)
- by fax to (01) 4806-148

- by mail to Ilica 3, 10000 Zagreb, with the indication "organisational unit responsible for user communication".

#### Article 6

The Bureau's publications may be distributed to users free of charge or for a remuneration.

### CHAPTER I

#### DISTRIBUTION OF THE BUREAU'S PUBLICATIONS FREE OF CHARGE

#### Article 7

(1) The Bureau's publications shall be distributed free of charge, by electronic mail, at the request of users and by their choice, to the following users:

- Office of the President of the Republic of Croatia
- Office of the Prime Minister of the Republic of Croatia (including Vice Presidents)
- Library of the Croatian Parliament
- ministers' cabinets
- other beneficiaries of the state budget of the Republic of Croatia
- producers of official statistics laid down in the Official Statistics Act and the Programme of Statistical Activities of the Republic of Croatia
- foreign embassies and consulates in the Republic of Croatia as well as embassies and consulates of the Republic of Croatia in the world
- foreign national statistical institutes
- international organisations and institutions conducting statistical surveys in which the Republic of Croatia participates with its statistical data
- libraries of parliaments of European countries
- university libraries
- media representatives.

(2) In order to encourage the use of official statistics, the Bureau shall distribute, free of charge and by its choice, one copy of the Bureau's publications to university libraries in printed form.

#### Article 8

Pursuant to the provision of Article 39 of the Library and Library Activity Act, the Bureau shall distribute its publications free of charge, in the form in which they were published or produced, to the following users:

- National and University Library in Zagreb (two copies)
- University Library in Split (one copy)
- university libraries in Osijek, Pula, Rijeka and Mostar (one copy to each)
- general scientific libraries in Dubrovnik and Zadar (one copy to each)
- Zagreb City Libraries (one copy to each).

#### Article 9

Pursuant to the provision of Article 10a of the Act on the Right of Access to Information, the Bureau shall distribute, free of charge and by electronic mail (in pdf), one copy of all publications to the Central State Office for the Development of Digital Society for the purposes of the Central Catalogue of the Official Documentation of the Republic of Croatia.

## Article 10

Users can browse and/or download free of charge all the Bureau's publications in electronic form, which are published on the website of the Bureau [www.dzs.hr](http://www.dzs.hr).

## Article 11

All users may submit a request for the delivery of the Bureau's publications by electronic mail free of charge.

## Article 12

For the purposes of promoting official statistics and inter-institutional exchange of publications, the Bureau may, at the request of users and/or by its own choice, distribute the Bureau's publications in printed form and free of charge.

# CHAPTER II

## DISTRIBUTION OF THE BUREAU'S PUBLICATIONS FOR A REMUNERATION

### Article 13

(1) The Bureau's publications shall be distributed at the written request of the user submitted to the Bureau by electronic mail, fax or regular mail.

(2) After receiving the user request, the Bureau shall submit an offer to the user.

(3) The organisational unit competent for user communication shall notify subscribers at the beginning of each calendar year of the possibility of extending the subscription.

### Article 14

The prices of the Bureau's printed publications are determined by the Publishing Programme, which is published on the website of the Bureau [www.dzs.hr](http://www.dzs.hr).

# PART THREE

## DISTRIBUTION OF THE BUREAU'S PUBLICATIONS TO EMPLOYEES

### Article 15

(1) All published publications available in electronic form shall be submitted to the employees of the Bureau upon request by electronic mail.

(2) Available publications in printed form shall be submitted, with an explanation of the need, to the employees of the Bureau upon their request for the purpose of promoting official statistics and the Bureau.

### Article 16

(1) At least one and at most five copies of all editions of publications shall be distributed to the Library of the Bureau in the form in which they were published or produced.

(2) The number of copies to be distributed to the Library of the Bureau shall be determined by the librarian.

#### **PART FOUR**

#### **OBLIGATIONS OF USERS OF THE BUREAU'S PUBLICATIONS**

##### Article 17

All users of the Bureau's publications are obliged to indicate the Bureau as the source of statistical data when using them.

#### **PART FIVE**

#### **FINAL PROVISIONS**

##### Article 18

With the entry into force of this Ordinance, the Ordinance on the Distribution of Statistical Publications of the Croatian Bureau of Statistics published in the Bureau's Notices No. 2/2018 shall cease to have effect.

##### Article 19

This Ordinance shall enter into force on the day of its adoption and shall be published on the website of the Bureau [www.dzs.hr](http://www.dzs.hr).

DIRECTOR GENERAL

Lidija Brković

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