

## **Mode of Data Dissemination and Payment**

- 1) An official request letter from the user should be addressed to the Director General, WARPO in prescribed form by hand to hand/post/fax/e-mail. 'Prescribed form for Data Request of NWRD/ICRD' is available from WARPO website ([www.warpo.gov.bd](http://www.warpo.gov.bd)).

### Who should write the letter:

- i) For GoB projects, the project director (usually a GoB official) should write the letter
  - ii) The head of organizations/agencies/departments/branches under government /semi government/autonomous bodies could write the letter
  - iii) For students, official letter from the supervisor is essential
  - iv) For private companies, head of the company should write the letter
  - v) For international and foreign organizations, head/country representative should write the letter
  - vi) For individual user, the user should write the letter
- 2) WARPO should prepare an estimate for requested data on the basis of up-to-date pricing.
  - 3) The estimation should be sent to the user by e-mail/fax for confirmation of data purchase.
  - 4) Approval of the estimate by the Director General, WARPO
  - 5) Sending/submission of invoice to the users by email/fax/hand to hand.
  - 6) Data supply media in general should be CD or DVD to be supplied by the users.
  - 7) Payment should be made through pay order/ bank draft in favour of "Director General, WARPO (NWRD)" against the invoice in advance of data supply.
  - 8) Payment should be made in BDT (Bangladeshi Taka).

## **Conditions for Data Dissemination**

- i) WARPO does not take responsibility for the quality of secondary data as the data are from secondary sources and defined resolution of the data sets mentioned in the metadata.
- ii) The data recipient/user warrants that no liability of whatever form should be placed upon WARPO for inaccuracies in the data arising from the use of the data or those who make subsequent use of any information derived from the data.
- iii) The data recipient/user agrees to advise WARPO of any errors detected in the data.
- iv) The data recipient/user agrees to acknowledge the source of the data in any report or publication.
- v) The use of data is valid only for single user.
- vi) If there is any query about data, it should be placed to WARPO within a month from the date of data received.
- vii) The data recipient/user agrees not to transfer this data in whole or in part to another party without prior permission of WARPO.
- viii) The recipient/users of data are not allowed to sale or disseminate the data received from WARPO.

Followings are available in WARPO website ([www.warpo.gov.bd](http://www.warpo.gov.bd))

- Prescribed form for Data Request of NWRD/ICRD
- Data Catalogue of NWRD
- Data Catalogue of ICRD
- Data List of NWRD
- Data List of ICRD