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Dr Maja Založnik
50 Sunningwell Road
Oxford
OX1 4SX

25th October 2018

Dear Maja,

The RAC Foundation confirms the appointment of Dr Maja Založnik to produce a set of R/RMarkdown scripts to produce a "Local Authority parking report" for England, for Scotland and for Wales as an automated process. The RAC Foundation commits to providing all necessary input files/data sources for this work.

These scripts will produce PDF outputs that:

- Include, insofar as it is valid, clear, technically possible and derived from provided data, the material already presented in the existing series of RACF reports on local authority parking;
- Include a technical appendix that explains data sourcing and calculations made;
- Ensure the scripts are all extensively commented for the benefit of any future coder who might be appointed to update them;
- Include paragraphs of descriptive text in the body of the output, where you explain presented material (insofar as you are comfortable) to the reader. This text will be put together alongside RAC Foundation staff;
- Provide results tables both ranked by values and alphabetically;
- Include an appropriate look at changes over time for each local authority;
- Include some mapping, as appropriate;
- Include some comparison of each local authority to national averages and other appropriate comparators (e.g., comparison of London authorities to one another, large metropolitan areas to one another).

The resulting output (scripts, working directory folder structure, etc.) will be sent electronically by April 1st 2019.

The RAC Foundation recognises that the parking landscape may change, and this agreement includes no provision for forward compatibility modifications to the code. The RAC Foundation will be responsible for any modifications required if/when data inputs change.

Please contact me immediately if any of the above is no longer possible.

The RAC Foundation undertakes to pay you, upon receipt of an invoice, £3,500 (inclusive of VAT) in return for services provided. Payment for the work will be on receipt of a satisfactory set of files delivered electronically by April 1st 2019.

Regards

Ivo Wengraf