Survey context and guidance

A survey is to be used to collect data for the result indicator *Organisations with increased institutional capacity due to their participation in cooperation activities across borders.*

The survey is available as an annex to fact sheet 22. Lead partners take responsibility for ensuring that their project partners collect survey responses from organisations both within and outside of the project partnership that participate in project activities.

Project partners must monitor their achievements on indicators through progress reports. Every project partner is thus responsible for reporting their achievements on the capacity building indicator. This means that the partner will list any organisation that has increased their institutional capacity through project activities organised by them in an overview table in their progress reports in the online monitoring system (OMS). All data entered in this table in the OMS must be based on collected survey responses.

An organisation with increased capacity is to be counted no more than once during the project duration, regardless of how many activities it was involved in, how many departments were involved, and how many different types of institutional capacity were increased. Moreover, two or more partners reporting the same organisations with increased capacity as well as the same organisation being counted in different reporting rounds qualifies as double counting. The lead partner takes overall responsibility to ensure that no double counting occurs. The lead partner will ensure this by editing the overview table in the project level progress report accordingly to ensure that every organisation is counted no more than once during the project lifetime.

The project may decide to translate the survey into local languages. The project may decide to customize the survey with their own project logo(s).

The collected survey responses must be kept by the respective project partner for five full years from 31 December of the year in which the final payment is made to the project. An exception to this rule relates to Norwegian partners and partners under a State aid scheme: survey responses must be kept for ten full years from 31 December of the year in which the final payment is made to the project.

Survey on increased institutional capacity

1. Identification
	1. Organisation name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Type of organisation:
* Education/training centre or school
* Higher education/research organisation
* Infrastructure/(public) service provider
* Interest group or NGO
* Local public authority
* Regional public authority
* National public authority
* Sectoral agency
* Business support organisation
* Small or medium-sized enterprise (SME)
* Large private company
* Other
	1. Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Status in project:
* Project partner
* Organisation external to the partnership
	1. VAT number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. Did the institutional capacity of your organisation increase as a result of involvement in this project?
* Yes
* No / Not sure
1. If you answered 'Yes': How has your organisation changed? Select all that apply.
* Used new knowledge or skills
* Adopted new tools
* Adopted new procedures or workflows
* Change in organisational structures
* Other

Please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_