APPENDIX 2 INNOVATION BAROMETER QUESTIONNAIRE

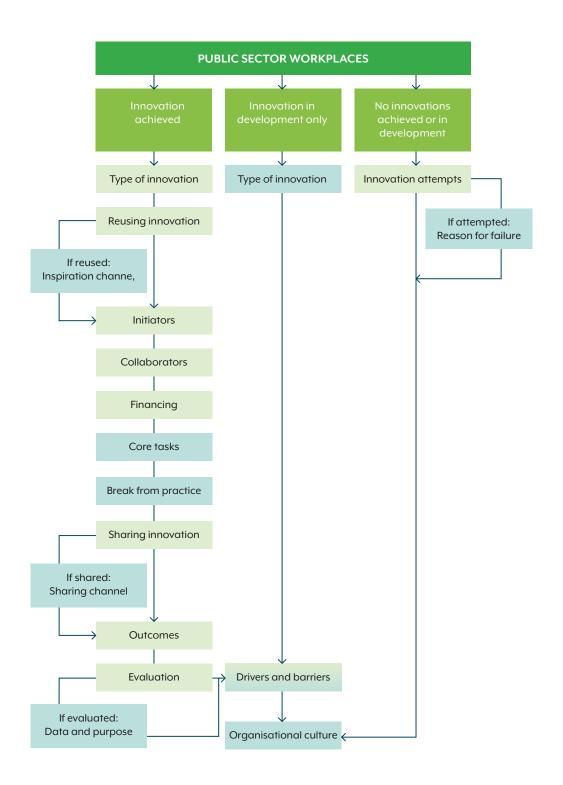
This is a generic Innovation Barometer questionnaire to show what questions should and could be included in Innovation Barometer surveys. Core questions that are recommended for every country to include are shaded green. Unshaded numbered questions are used by more than one country, while the questions in a separate section at the end are used by one country only.

All questions are translated into English, mostly from Danish. To our knowledge, the translation has not been tested in real life.

«[xxx]» represents fields that you must fill in prior to distributing the questionnaire. Items in parentheses provide respondents with supplementary information or instructions

The filter column describes the nature of the question, which respondents should answer the question and provides technical details about the setup.

Notes provide explanatory information and suggest alternative wording.



	Questions	Filter	Answer options	Note
Q1	The questionnaire concerns your work-place	All respondents Single answer question	[Text field. Only numbers accepted]	Purpose is to correct number of employees if incorrect
	«[Name of individual public sector workplace, e.g.: South Hill Nursing Home]»	quosiion		Modify to fit country and invitation email
	Please only answer the questions for this workplace and not for any institutions or units adjacent to, above or below it.			
	According to the «[Name of relevant organisation, e.g. Danish Central Business Register]» your workplace had «[Insert number]» employees in «[Year]» on average.			
	Please correct the amount if it significantly differs from what is stated above, otherwise leave the field empty.			
Q2	This questionnaire was answered by:	All respondents	The head manager for «[Name of	Gives background information and
	(Tick one box only)	Single answer question	workplace]«	checks whether the
	If Q2=5, skip all	2. A personnel manager	workplace listed is correct	
		questions and go to end page (Q30)	3. An employee who is not a personnel manager	Might be highly important for methodological reasons in countries
			4. Several people together	with less background knowledge on
			5. The questionnaire was sent to a workplace different than the one stated above	respondents

	Questions	Filter	Answer options	Note
Q3	Our workplace operations are directed	All respondents Single answer question	Primarily towards citizens and/or private companies	Background information on workplace
			2. Primarily towards other parts of the public sector	
			3. Fairly equally towards citizens/ private companies and other parts of the public sector	
Q4	Does your workplace make regulatory decisions regarding citizens or companies?	All respondents	1. Yes	Background informa-
		Single answer question	2. No	tion on workplace
			3. Don't know	
	(Regulatory decisions do not need to be the only task or the most significant task that your workplace performs.)			

	Questions	Filter	Answer options	Note
Q5	Innovations can be defined in a number of ways. This questionnaire defines an innovation as a new or significantly changed way of improving	All respondents Single answer question	The wor options	INFORMATIONAL TEXT FOR CORE QUESTION Not actually a question, informational text for Q7
	workplace activities and results. The types of innovation are:			Products are defined as physically tangible items.
	 Services Products Processes or methods of organisation External communica- tion methods 			
	The innovation must be new to your workplace but can have been used before or developed by others.			
	The innovations must have been put into use in «[Insert two-year period, e.g. 2019–2020]» but the work can have been initiated earlier.			
	Please do not include minor changes that did not lead to improve- ments in workplace activities and results.			
	Please consider both the innovations that your workplace may have developed on its own initiative and the innovations that were derived from other people's requirements or ideas for the workplace.			

	Questions	Filter	Answer options	Note
Q6	In «[Insert two-year	All respondents	1. Yes	CORE QUESTION
	period, e.g. 2019-2020]» did your workplace introduce new or significantly changed (If no innovations were introduced but are under development please tick	Single answer battery question	2. No 3. Don't know	Q7 contains sub-questions. Respondents must assess items ad. separately using the three answer options shown.
	No'.) a. Products? b. Services? c. Processes or methods			Directs respondents to questions on a specific innovation (Q8-Q22).
	of organisation? d. External communication methods			If there were no innovations, respondent will be directed to other questions (Q23).
				If the survey is not conducted at the beginning of the year, insert "the last two years" instead of a specific two-year period.
Q7	Please provide a short	Only if work-	[Text field]	CORE QUESTION
	description of the most recent innovation that your workplace imple- mented in «[Insert same two-year period as Q6]».	place has introduced an innovation (Q6.a, Q6.b, Q6.c or Q6.d = 1) Text field		Question also asked to help respondents focus on a single innovation and to adhere to it throughout the questionnaire.
				If the survey is not conducted at the beginning of the year, insert "the last two years" instead of a specific two-year period.

	Questions	Filter	Answer options	Note
Q8	Which type(s) of innovation apply to your workplace's most recent innovation? New or significantly changed (Tick all that apply)	Only if work- place has introduced an innovation (Q6.a, Q6.b, Q6.c or Q6.d = 1) Multiple answer question	 Products Services Processes or methods of organisation External communication methods 	CORE QUESTION
Q9	Which of the following applies to the most recent innovation? (Tick one box only)	Only if work-place has introduced an innovation (Q6.a, Q6.b, Q6.c or Q6.d = 1) Single answer question	 Your workplace was the first to develop and introduce the innovation (to your knowledge) The innovation was inspired by others' solutions but adapted to suit your workplace The innovation is to a large extent a copy of others' solutions Don't know 	CORE QUESTION

Questions	Filter	Answer options	Note
Q10 How did you hear about the solution your workplace adapted/copied? (Tick all that apply)	Only if work-place has introduced an innovation (Q6.a, Q6.b, Q6.c or Q6.d = 1) Only if inspired by others or copied innovation (Q9 = 2 or 3) Randomise answer options 1-10 Multiple answer question. Answer option 12 should not be multiple	 Websites and newsletters Social media (e.g. Facebook, Twitter, LinkedIn) News media coverage (newspapers, TV and radio - including web editions) Scientific literature and professional journals Participation in conferences, seminars, courses or training Professional relationships or networks Visits to or from other workplaces Employees or managers at your own workplace (including you) Senior management Political leadership most closely related to the workplace Other, please specify: Don't know 	es, the regional council for regional workplaces and the

Qu	uestions	Filter	Answer options	Note
ini inr wo	Tho or what primarily itiated the most recent movation at your orkplace? Tick up to three boxes)	Only if work-place has introduced an innovation (Q6.a, Q6.b, Q6.c or Q6.d = 1 Randomise answer options 1-14 Multiple answer question. Answer option 16 should not be multiple	 Employees at your workplace Managers at your workplace Citizens Private companies Political leadership most closely related to the workplace Voluntary associations/organisations Private foundations Higher education or research institutions New legislation or other national political mandates New technology Innovation or other activities at other public workplaces Financial pressure on the workplace 	CORE QUESTION

	Questions	Filter	Answer options Note
Q12	During the development of the most recent innovation, did your workplace collaborate with any of the following? (Tick all that apply)	Only if work- place has introduced an innovation (Q6.a, Q6.b, Q6.c or Q6.d = 1) Multiple answer question. Answer options	Other municipal workplaces in your municipality How you word some answer options.
		11 and 12 should not be multiple	education and research institutions) 4. Higher education and research institutions 5. Regional workplaces 6. Citizens 7. Voluntary associations/ organisations
			8. Private companies (e.g. consultants, suppliers and/or other private partners) 9. Foundations 10. Foreign partners 11. No, there was no collaboration on innovation outside our workplace 12. Don't know

	Questions	Filter	Answer options	Note
Q13	How is the most recent innovation financed? (Tick all that apply)	Only if work-place has introduced an innovation (Q6.a, Q6.b, Q6.c or Q6.d = 1) Multiple answer question. Answer option 8 and 9 should not be multiple	 Central funds within in the municipality National public aid schemes Foreign founda- tions (e.g. EU or Nordic) Private founda- tions Collaborators' financial resources Workplace's own budget Other sources of funding, please specify: No funding necessary Don't know 	CORE QUESTION How you word some answer options depends on the workplace sector; these possible answer options are for municipalities.
Q14	Is the latest innovation directly related to the core tasks of your workplace?	Only if work-place has introduced an innovation (Q6.a, Q6.b, Q6.c or Q6.d = 1) Single answer question	 Yes No No, but it is directly related to future core tasks Don't know 	The term "core tasks" is commonly used in some languages to describe what work employees should ideally spend their time on, as opposed to, e.g. administrative tasks that might take time away from this work.
Q15	Which statement best describes how close the latest innovation is to your previous practice?	Only if work- place has introduced an innovation (Q6.a, Q6.b, Q6.c or Q6.d = 1) Single answer question	Further development of our previous practice New approach that breaks with our previous practice Don't know	The aim is to somewhat capture both incremental and radical innovation.
Q16	Have you actively done anything to share the most recent innovation so others are able to reuse your solution(s)?	Only if work- place has introduced an innovation (Q6.a, Q6.b, Q6.c or Q6.d = 1) Single answer question	 Yes No Not applicable Don't know 	CORE QUESTION Replacing the word "share" with "spread" or "disseminate" is an option

	Questions	Filter	Answer options Note
Q17	What channels have you used to try to spread the innovation? (Tick all that apply)	Only if workplace has introduced an innovation (Q6.a, Q6.b, Q6.c or Q6.d = 1) Only if innovation is shared (Q18 = 1) Randomise answer options 1-8 Multiple answer question. Answer option 10 should not be multiple	1. Own website and newsletter answer options 2. Social media (e.g. Facebook, Twitter, LinkedIn) these possible 3. News media coverage (newspapers, TV and radiolinous) editions) 4. Scientific literature and professional journals 5. Presenting for conferences, seminars, courses, or training 6. Professional relations or networks 7. Visits to or from other workplaces 8. Activities within the municipality 9. Other, please specify: 10. Don't know
Q18	Overall, what outcomes have you achieved with the most recent innovation? (Tick all that apply)	Only if work-place has introduced an innovation (Q6.a, Q6.b, Q6.c or Q6.d = 1) Randomise answer options 1-5 Multiple answer question. Answer option 7 should not be multiple	 Improved quality Increased efficiency (e.g. same results with fewer resources) Increased employee satisfaction Citizens have obtained greater influence on or insight into the tasks we do Reached political goals Other answer options have been included in some countries, e.g. value for businesses and value for local communities.

	Questions	Filter	Answer options Note
Q19	Has your workplace evaluated the most recent innovation?	Only if work-place has introduced an innovation (Q7Q6.a, Q7Q6.b, Q7Q6.c or Q7Q6.d = 1) Single answer question	1. Yes, we have evaluated with external assistance (e.g. by consultants or researchers) 2. Yes, we have evaluated ourselves without external assistance 3. No, but we are currently evaluating 4. No, but we plan to evaluate 5. No 6. Don't know
Q20	Please state whether the evaluation of the most recent innovation includes (Tick all that apply)	Only if work-place has introduced an innovation (Q6.a, Q6.b, Q6.c or Q6.d = 1) Only if innovation is evaluated (Q19 = 1 or 2) Randomise answer options 1–5 Multiple answer question	 Survey(s) among citizens and/or companies questionnaires and can comprise any public workplaces which your innovation is aimed at Survey(s) among employees The workplace's own professional assessments Assessment of whether targets set for the innovation have been achieved Other, please specify: Multiple answer question

	Questions	Filter	Answer options	Note
Q21	What was/were the most important objective(s) with the evaluation? (Tick all that apply)	Only if work-place has introduced an innovation (Q6.a, Q6.b, Q6.c or Q6.d = 1) Only if innovation is evaluated (Q19 = 1 or 2) Randomise answer options 1-5 Multiple answer question	1. Better to be able to manage the innovation process (e.g. midway evaluation) 2. To assess whether the innovation has achieved its objective 3. To gain knowledge that can improve our efforts in the future 4. To document the value of the innovation to decision makers 5. To make our experiences available to others 6. Other, please specify:	

	Questions	Filter	Answer options	Note
Q22	Which factors promoted or hindered the innovation? Specifically consider the most recent innovation at your workplace only. a. The way we deal with errors b. The way we collaborate across the workplace c. New technology d. Limited financial resources e. The way our employees contribute f. Laws or other national political mandates g. Organisational changes	moted only if work-place has introduced an innovation (Q6.a, Q6.b, Q6.c or Q6.d = 1) al with Single answer battery question llahe y al chang- us on erra- us on erra-	Promoted the innovation process to a great	CORE QUESTION Q22 contains sub-questions. Respondents must assess items ao. separately using the six answer options shown. Only sub-questions ag. are recommend- ed as core questions. Sub-questions ho. are optional. Answer categories should mirror Q25
	h. Workplace focus on reliability in operations i. The way citizens contribute j. The way private companies contribute k. The political leadership most closely related to the workplace l. The way foundations contribute m. The way voluntary organisations contribute n. The way research institutions contribute o. Other, please specify:			

	Questions	Filter	Answer options	Note
Q23	It is registered that no innovation has been taken into use so far. But has any development of innovation happened in «[Insert same two-year period as Q5]»?	innovation (Q6.a, 2	1. Yes 2. No 3. Don't know	Directs respondents to questions on innovation activity, even if the workplace did not have a recent innovation.
				If the survey is not conducted at the beginning of the year, insert "the last two years" instead of a specific two-year period.
Q24	Which type(s) of innovation apply to your workplace's most recent innovation work? New or significantly changed (Tick all that apply)	Only if no innovation, but innovation work (Q26 = 1) Multiple answer question	 Products Services Processes or methods of organisation External communication methods 	Q8 and Q24 are mostly identical, but Q8 is about the latest innovation and Q24 about the most recent innovation activity if the workplace had no innovations. Respondents will not answer both Q8 and Q24.
				Answer categories should mirror Q8

	Questions	Filter	Answer options	Note
Q25	Which factors promoted or hindered the innovation work? Specifically consider the most recent innovation at your workplace only. a. The way we deal with errors b. The way we collaborate across the workplace c. New technology d. Limited financial resources e. The way our employees contribute f. Laws or other national political mandates g. Organisational changes h. Workplace focus on reliability in operations i. The way citizens contribute k. The political leadership most closely related to the workplace l. The way foundations contribute m. The way voluntary organisations contribute m. The way research institutions contribute o. Other, please specify:	Only if no innovation, but innovation work Single answer battery question	 Promoted the innovation process to a great extent Promoted the innovation process to some extent Hindered the innovation process to some extent Hindered the innovation process to a great extent Not relevant Don't know 	Q22 contains sub-questions. Respondents must assess items ao. separately using the six answer options shown. Q22 and Q25 are mostly identical, but Q22 is about the latest innovation and Q25 about the most recent innovation activity if no innovation. So respondents will not answer both Q22 and Q25. Answer categories should mirror Q25

Que	estions	Filter	Aı	nswer options	Note
trie or n initi imp	your workplace d introducing one nore innovation atives that did not rove the workplace's vities or results?	Only if no innovation, but innovation work or Only if no innovation or innovation work or All respondents Single answer question	2.	Yes No Don't know	CORE QUESTION Can be limited to asking respondents with no innovation at their workplace to reduce respondent burden.
imp the imp acti	at was the most cortant reason(s) that innovation did not crove the workplace's vities or results? Sk all that apply)	Only if unsue- cessful innova- tion (Q26 = 1) Multiple answer question. Answer option 11 should not be multiple	2. 3. 4. 5. 6. 7. 8. 9. 10	Lack of financial resources or financial uncertainty Lack of accountability by political leadership Lack of accountability by administrative management Managers or employees lacked the necessary competencies Internal collaboration did not work well enough Collaboration with other actors did not work well enough The process was not planned well enough time for the work The idea was not good enough Other, please specify: Don't know	"Lack of accountability" is defined as leaders not being aware of and/or involved in the process and failing to support the project if obstacles emerged.

	Questions	Filter	Answer options	Note
	To what extent do you agree or disagree with the following statements about your workplace? a. We are good at collaborating across the workplace b. We want to try new solutions, even though there is a risk that we might make mistakes c. We systematically work towards learning from our mistakes d. We acknowledge people who suggests new ideas, even though they are not applicable e. We find it easy to reuse good ideas from other workplaces f. We systematically incorporate the citizens' and/or companies' perspectives into our work g. We systematically try to find and reuse others' new solutions h. Whenever we introduce new solutions, we always ensure that the implementation is complete i. We systematically examine whether our solutions are useful	All respondents Single answer battery question	1. Completely agree 2. Partly agree 3. Partly disagree 4. Completely disagree 5. Not applicable 6. Don't know	Q28 contains sub-questions. Respondents must assess items ai. separately using the six-point scale shown under answer options.
	ments about the survey, please write them here			
Q30	Thank you for your participation. Your answers are very valuable for us.	End of question- naire		Additional information on when and where results will be pub- lished can be added

Additional questions used in one country only:

	Questions	Filter	Answer options Note
Af- ter Q12	What innovation work did the collaborator(s) take part in? (Tick all that apply) (list all collaborators ticked in Q12 as subquestions)	Only if work- place has introduced an innovation (Q6.a, Q6.b, Q6.c or Q6.d = 1) Only if at least one collaborator in Q12 Multiple answer battery question. Answer option 6 should not be multiple	 Understanding the problem Developing or adapting a solution Implementation Delivery of products, services or concepts already developed specify: Other, please specify: Don't know Used in Denmark Q28 contains sub-questions. Respondents must assess a number of items separately using the six under answer options. List all collaborators ticked in Q12 as subquestions.
	rTo what extent is technology part of the most recent innovation? Technology concerns both physical and digital solutions.	Only if work- place has introduced an innovation (Q6.a, Q6.b, Q6.c or Q6.d = 1) Single answer question	 The innovation itself is a technological solution Important part Minor part No part Don't know
After the ques- tion above	Is the technology new to your workplace and/or a significantly different way of using an already familiar technology? (Tick all that apply)	Only if work-place has introduced an innovation (Q6.a, Q6.b, Q6.c or Q6.d = 1) Only if technology is important part of innovation (Above = 1 or 2) Multiple answer battery question. Answer option 6 should not be multiple. Answer options 3 and 4 should not be multiple	1. Yes, it is new to us 2. Yes, the use is significantly different 3. No, the technology is neither new to us nor used in a different way 4. Don't know Used in Denmark Used in Denmark

	Questions	Filter	Answer options	Note
	To what extent do you agree or disagree with the following statements about your workplace? a. I am encouraged to be innovative or to seek out better ways of operating a. Most senior leaders appropriately weigh innovative opportunities against risk a. Resources (time, personnel, funding) are provided and managed efficiently in support of innovation a. The use of technology promotes more effective innovation within the organisation	All respondents Single answer battery question	 Completely agree Partly agree Partly disagree Completely disagree Not applicable Don't know 	Used in New Zealand This question contains sub-questions. Respondents must assess items ad. separately using the six-point scale shown under answer options. Some questions in Q28 are quite similar. Aimed at individuals
	To what extent do you agree or disagree with the following statements about your workplace? a. I feel confident about constructively and openly challenging organisational processes a. When things go wrong my organisation uses it as an opportunity to review, learn and improve the management of similar risks a. Changing priorities happens at a desirable rate (i.e. not too often)	All respondents Single answer battery question	 2. Completely agree 3. Partly agree 4. Partly disagree 5. Completely disagree 6. Not applicable 7. Don't know 	Used in New Zealand Some questions in Q28 are quite similar. Aimed at individuals
Last	Do you have any ideas on how we can improve public sector innovation in «[name of country]»?	All respondents	8. [Text field]	Used in Iceland