

What is this?

- The Innovation questionnaire looks at whether enterprises have sold new goods or services, whether they have implemented changes in their internal procedures or organisation, or whether they have made any investments for said changes.

Why did we receive this?

- because the Brussels Government uses these statistics to better align its innovation policy with real developments in the business world.

Who's this intended for?

- This questionnaire is meant for **all** enterprises.
 - Even if changes were imposed by head quarters and were merely implemented in your enterprise.
 - Even if your enterprise performs contract research for others exclusively, as new knowledge or applications are created this way.
 - Even if your enterprise did not have any changes, since a negative answer is just as valuable for the end results as a positive answer.
- If you think this questionnaire is not relevant to your enterprise, please contact us inno_rd@belspo.be or 02/238 35 29.

How can you answer?

online

OR

on paper

- **Preferably!**
- You can log on several times and complete and/or correct answers you previously saved.
- You can log onto our secure website with the following unique user number and password.

<https://meri.belspo.be/surveys/cis2021/loginen.asp>

User number:

Password:

- You can send the completed questionnaire **at no cost**, using the enclosed envelope.

BELSP0

Anneleen Bruylant

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1000 Brussel

Authority

- All European Union member states are required to provide data to the European Commission on innovation activities among companies in their countries (Regulation EC 995/2012).
- The Brussels Capital Region entrusted the Belgian Science Policy Office (Belspo), with this survey.

Privacy

- Answers to this questionnaire will be treated **confidentially**.
- The collected data will be published only in summary statistics, used in the preparation of indicators and scientific research by Belspo. The Statistics Act applies to this questionnaire, so no statistics can be disseminated from which information on individual companies can be deduced.
- By filling in your name and contact information, you give Belspo permission to contact you for more information or to complete certain answers, or to contact you again for future surveys.



For remarks or questions you can always contact us:

- by e-mail: inno_rd@belspo.be

- by phone: 02/238 35 29 (Anneleen Bruylant)

Deel 1 - Administrative data**Enterprise data**

any necessary corrections

XXX	
enterprise number: BE OXXX.XXX.XXX	
address: XXX 1000 Brussel	
phone number: XX XXX XX XX	
e-mail: XXX@XXX.be	
website: www.XXX.be	
main activity	
Nace code: XX.XX	
description: XXXXXX	

remarks

- The **main activity** is the economic activity forming the largest share of your enterprise's sales (or added value).
- for more details, go to <https://statbel.fgov.be/nl/overstatbel/methodologie/classificaties/nace-bel-2008>

**important**

Please fill in the questionnaire for the enterprise number mentioned at the top right corner of each page.

Who, within the enterprise, is the most suitable person to fill in this questionnaire or to hand over to?

any necessary corrections

salutation:	
first name:	
last name:	
job title:	
phone number:	
e-mail:	

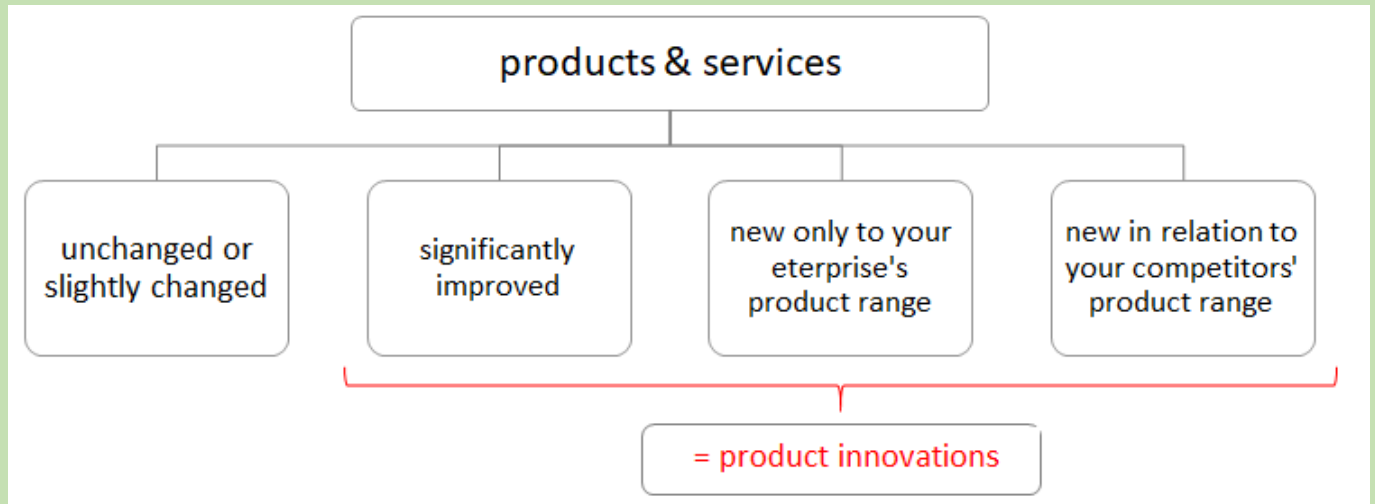
The **electronic version of this questionnaire** is available on our secure website:

<https://meri.belspo.be/surveys/cis2021/loginen.asp>

User number:

Password:

Part 2 - Product innovations: new or improved goods or services



product innovations do not necessarily have to have been developed by your enterprise, they may have been purchased .

1. Did your enterprise sell any new or significantly improved products in 2018-2020?

this does not include

- **merely reselling** new products purchased from another enterprise, **unless** it is a **completely new line** of products
- changes of a purely **aesthetical** nature

yes	no
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- a. yes, new or significantly improved goods
- b. yes, new or significantly improved services
- c. if neither option applies to you, go to question 5

2. Who has developed the new or significantly improved products your enterprise sold in 2018-2020?

multiple options are possible

- a. your enterprise **by itself**
- b. your enterprise **together** with group members, other companies or (government)institutions
- c. your enterprise, by adjusting or changing products **originally developed by other** companies (group members or others) or (government)institutions
- d. mainly by **others**: group members, other enterprises, or (government)institutions

3. How would you describe your product innovations from 2018-2020?

yes	no
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- a. new compared to your competitors' offer
- b. only new to your enterprise's offer
(already part of your competitors' offer)

3.1. What proportion of your total sales in 2020 came from each of the following product groups?

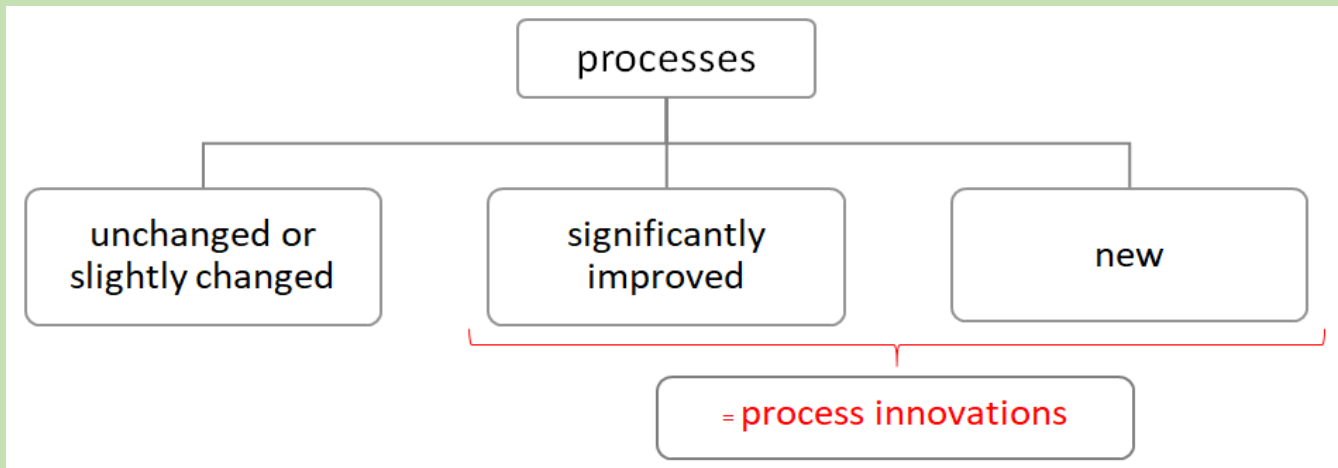
a best estimate suffices

- a. products (goods or services) which were new compared to your competitors' product range approximately %
 - b. products which were only new compared to your enterprise's existing product range (your competitors already sold these) approximately %
 - c. an existing product which was improved or changed significantly approximately %
 - d. other: unchanged or only slightly changed products approximately %
-
- %

4. As far as you know, was one of your product innovations a world first in 2018-2020?

- a. yes
- b. no
- c. do not know

Part 3 - Process innovations: new or improved processes or methods



process innovations may have been developed by your enterprise, or they may have been purchased.

5. Which of the following process innovations did your enterprise introduce in its operations in 2018-2020?

a new or improved

yes	no
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- a. production procedure, e.g. through more automation, reduced energy consumption. yes no
- b. logistics yes no
- c. information processing or communication yes no
- d. accounting or administrative processes, e.g. accounting package, new method of processing invoices, planning software, ... yes no
- e. new business practices to organize procedures, e.g. quality management, security policy, front & back office support, or methods for organizing external relations, e.g. first time use of alliances, partnerships, outsourcing or subcontracting, ... yes no
- f. methods of organizing work decision making and HR, e.g. agile teams, integration or de-integration of departments, yes no
- g. marketing methods yes no
- h. none of the above, go to question 8

6. Who developed these process innovations which your enterprise introduced in its operations in 2018-2020?

multiple options are possible

- a. your enterprise by **itself**
- b. your enterprise **together** with group members, other companies, or (government)institutions.....
- c. your enterprise, by adjusting or changing processes or products **originally developed by** group members, other companies or (government)institutions
- d. mainly by **others**: group members, other companies or (government)institutions.....

7. Did one of the process innovations introduced in your enterprise's operations in 2018-2020 result in decreased costs?

- a. yes
- b. no

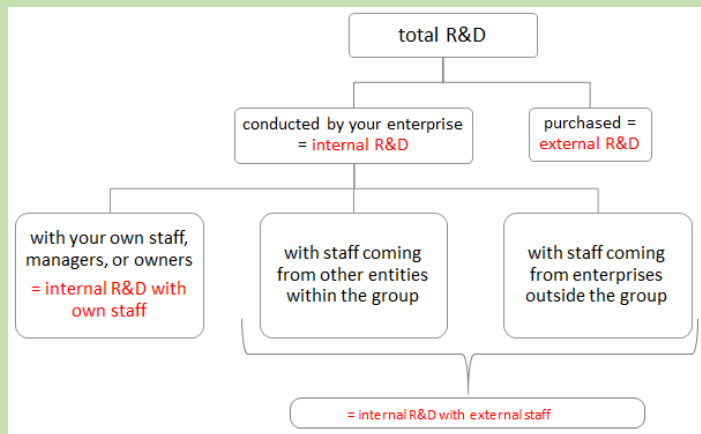
Part 4 - Abandoned or suspended innovation activities

8. Did your enterprise have innovation activities in 2018-2020 which have not (yet) been implemented in your enterprise?

yes	no
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- a. **abandoned or suspended** innovation activities.....
- b. innovation activities that were **still ongoing** by the end of 2020
- c. **completed** innovation activities not yet introduced/used by the end of 2020

Part 5 - Research & Development (R&D)



What is R&D?

- R&D is used in a planned and creative way to create new knowledge or practical applications, fulfilling the following criteria:
- **new** compared to the existing knowledge within the sector
- **creative**: not of a routine nature
- **uncertainty**: R&D starts when the solution to a problem is not evident and the outcome is uncertain
- **planned**: time, budget, and personnel are budgeted for
- R&D activities can occur in **all sectors**
- clinical trials (phases 1, 2, or 3) are always considered to be R&D
- sector 72 enterprises always conduct R&D

9. Did your enterprise conduct research and development activities (R&D) in 2018-2020?

multiple options are possible

- a. R&D carried out under your enterprise's direct supervision (= **internal R&D**).....
- b. R&D conducted by a group member, another enterprise or research institution and purchased by your enterprise (= **external R&D**)
- c. no ► go to question 14

10. How frequently did your enterprise conduct internal R&D activities in 2018-2020?

- a. continuously (you have employees continuously involved in R&D activities)
- b. occasionally (as needed only).....

11. Did your enterprise carry out research and development (R&D) in one of the following domains in 2018-2020?

yes	no
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- a. biotechnology or biochemistry
- b. nanotechnology
- c. Artificial Intelligence (AI)

12. How many employees were involved in your internally conducted R&D activities in 2020?

From the 2020 Research and Development questionnaire:		
	internal R&D employees in 2019	
	heads	full-time equivalents (FTE)
own personnel	___ heads	___ FTE
external personnel under your direct supervision	___ heads	___ FTE

an estimate to the best of your abilities suffices

heads	full-time equivalents	none
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- a. **own** personnel, managers, and owners who contributed to the **internally** conducted R&D activities in your company or at third parties'/clients' premises ... heads FTE
- b. **external personnel** (consultants, freelancers, self-employed, academics) from group members or other enterprises who worked on internally conducted R&D activities under your company's direct supervision heads FTE

13. What were the gross expenses for R&D in 2020?

From the 2020 Research and Development questionnaire	
	gross expenses in 2019
internal R&D	€ _____
external R&D	€ _____

an estimate to the best of your abilities suffices none

- a. for **internal R&D** €
 - i. of which gross wage costs for your **own** R&D personnel (incl. Social Security contribution by employers, extra-legal benefits, ...) €
 - ii. of which the cost for **external** R&D employees (consultants, freelancers, self-employed, academics) who worked on internally conducted R&D activities under your company's direct management €
 - iii. of which investments for R&D (buildings, machinery, equipment) . €
 - iv. of which other operational expenses and overhead costs for R&D €
 - b. **external R&D** (R&D carried out by a group member or another enterprise or institutions and purchased by your enterprise)..... €
- TOTAL = €

Part 6 - Expenditure for other innovation activities

14. What were the gross expenses for the following innovation activities in 2020?

an estimate to the best of your abilities suffices none

- a. gross wage costs for your **own** personnel working on your innovations or on implementing innovations €
 - b. purchase of services (e.g. feasibility studies, design, engineering activities, market research, ...), materials, supplies for innovation..... €
 - c. investments for innovation (machinery, equipment, and buildings)..... €
 - d. other non-R&D innovation expenditure, excluding R&D expenditure €
- TOTAL = €

Part 7 - Co-operation and (public) support for innovation

15. Did your enterprise co-operate with a group member, other enterprises or organizations in 2018-2020?

multiple options are possible

a. yes

i. on R&D

ii. on innovation activities

iii. on other business activities

b. no ► go to question 17

15.1. Which partners did your company co-operate with for its R&D or innovation activities in the 2018-2020 period?

multiple options are possible

	Brussels	the rest of Belgium	the rest of Europe	the rest of the world
a. enterprises within your enterprise group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. enterprises outside your enterprise group				
i. consultants, commercial labs, or private research institutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. suppliers (e.g. of equipment, materials, components, software, ...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii. clients from the private sector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iv. competitors/other enterprises in your sector.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
v. other enterprises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. universities or other higher education institutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. public institutions or public research institutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. clients from the public sector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. non-profit organizations (research centres).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

16. Did your enterprise receive public support for your innovation activities or R&D from the following government services in 2018-2020?

multiple options are possible

a. regional government agencies

i. through the Brussels Capital Region (Innoviris, etc.)

ii. through the Walloon Region (SPW, etc.)

iii. through the Flemish Region (Vlaio/IWT, etc.)

b. federal government

i. partial exemption from payroll tax for R&D staff (through Belspo)

ii. tax credit or investment deduction for R&D investments

iii. tax exemption for patent income.....

iv. other

c. European Union (EU)

i. through the EU's Horizon 2020 program

ii. other

d. none of the above

17. Did your enterprise seek additional funding in the 2018-2020 period?

yes, and obtained it for R&D or innovation activities	yes, and obtained it for other business activities	yes, but did not obtain it	no, no need for it
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- a. equity finance
- b. debt finance (with/without interest)

Part 8 - Intellectual Property Rights (IPR)

Intellectual Property Rights (IPR) include patents, trademarks, copyright, licenses, ...

18. Did your enterprise license out, sell or exchange IPRs in the 2018-2020 period?

multiple options are possible

- a. license out own IPRs to third parties
- b. sell own IPRs to third parties
- c. exchange IPRs, e.g. pooling, cross-licensing,
- d. none of the above

19. Did your enterprise buy or license in IPRs in the 2018-2020 period?

multiple options are possible

- a. yes, from private enterprises or individuals
- b. yes, from public research institutions, universities, or other education institutions ...
- c. no

Part 9 - COVID 19

20. If your enterprise has introduced an innovation (goods, services, business process) in 2020, to what degree was it a result of the pandemic?

yes	no
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- a. product innovations
- b. process innovations
- c. we did not introduce any innovations in 2020

Part 10 - Economic data

21. What was the enterprise's average number of persons employed by your enterprise?

corrections

headcount in 2018 heads

headcount in 2020 heads

22. What was your enterprise's total turnover in 2018 and 2020?

corrections

- a. turnover in 2018 €
- b. turnover in 2020 €

€

23. What was the geographical spread of sales in 2020?

remark
The country in which the client who is billed is located determines the geographical distribution of sales.

- a. sales within Belgium approximately %
 - b. export within Europe approximately %
 - c. export to the rest of the world approximately %
- 100** %

24. Was your enterprise part of an enterprise group in 2020?

any necessary corrections

- a. no
- b. yes
 - i. as the parent company
 - ii. as a branch/subsidiary with 50% or less participation by the parent company
 - iii. as a branch/subsidiary with more than 50% participation by the parent company

24.1. Where was your group's parent company located in 2020?

tick one box only

- a. Belgium
- b. abroad, namely

25.a Who makes operational decisions (sales, investments, personnel) for your enterprise (BE0...)?

Please fill in the enterprise number of the decision unit. If it is your own enterprise, please just fill in your own enterprise number

25.b For which other units does this decision unit make operational decisions?

Please fill in all the enterprise numbers of the enterprises the decision unit makes operational decisions for

Part 11 - Contact

Contact info for the person who answered the questionnaire

This is the same person as the person contacted (see Part 1).

salutation	
first name	
last name	
job title	
phone	
e-mail	

Part 12 - Comments and suggestions

Comments on your answers or suggestions for improvement of the questionnaire



For questions or additional information, please contact us:

- via e-mail: inno_rd@belspo.be
- by phone: **02/238 35 29** (Anneleen Bruylant)

Thank you for answering this questionnaire.

You can send the filled-in questionnaire back **for free** using the enclosed envelope or answer online on our secure website: <https://meri.belspo.be/survey/cis2021/loginen.asp>
Belspo, WTC III Simon Bolivarlaan 30, 1000 Brussels

- for more information on the partial exemption from payroll tax for R&D personnel through the Belgian Science Policy Office (Belspo): https://www.belspo.be/belspo/fisc/index_nl.stm
- for information on subsidy opportunities for research and development (R&D) and innovation in Brussels: <http://innoviris.be/nl/ontvang-financiele-steun>
- for data on science, technology, and innovation on regional and national level: <https://meri.belspo.be>