

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 headquarters 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 or 0491/747224.

How can you answer?

online

OR

on paper

- **Preferably!**
- You can log on several times and complete and/or correct answers you previously saved.
- our secure:
<https://meri.belspo.be/surveys/cis2023/questionnaireen.html>

User number:

Password:

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

BELSPo
Anneleen Bruylant
WTC III, Simon Bolivarlaan 30
1000 Brussels

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** or **0491/747 224** (Anneleen Bruylant)

Part 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/over-statbel/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:	

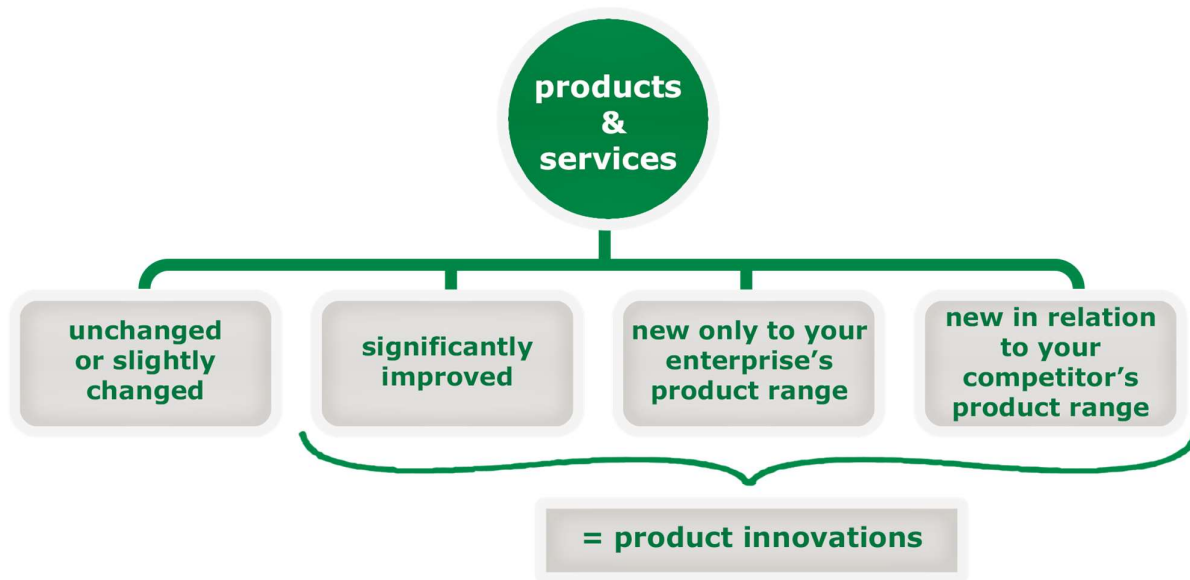
The **electronic version of this questionnaire** is available on our secure website:

<https://meri.belspo.be/surveys/cis2023/questionnaireen.html>

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.

2.1. Did your enterprise sell any new or significantly improved products in 2020-2022?

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
a. yes, new or improved goods	<input type="checkbox"/>	<input type="checkbox"/>
b. yes, new or improved services	<input type="checkbox"/>	<input type="checkbox"/>

[if neither option applies, go to Part 3]

2.2. Who developed these product innovations your enterprise sold in 2020-2022?

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 ☐

2.3. How would you describe your product innovations introduced in the 2020-2022 period?

yes	no
-----	----

- a. new **compared to your competitors' offer** ☐ ☐
- b. only **new to your enterprise's offer**, but identical or very similar to your competitors' offer ☐ ☐

2.3.1. What proportion of your total sales in 2022 came from each of the above-mentioned product groups?

a best estimate suffices

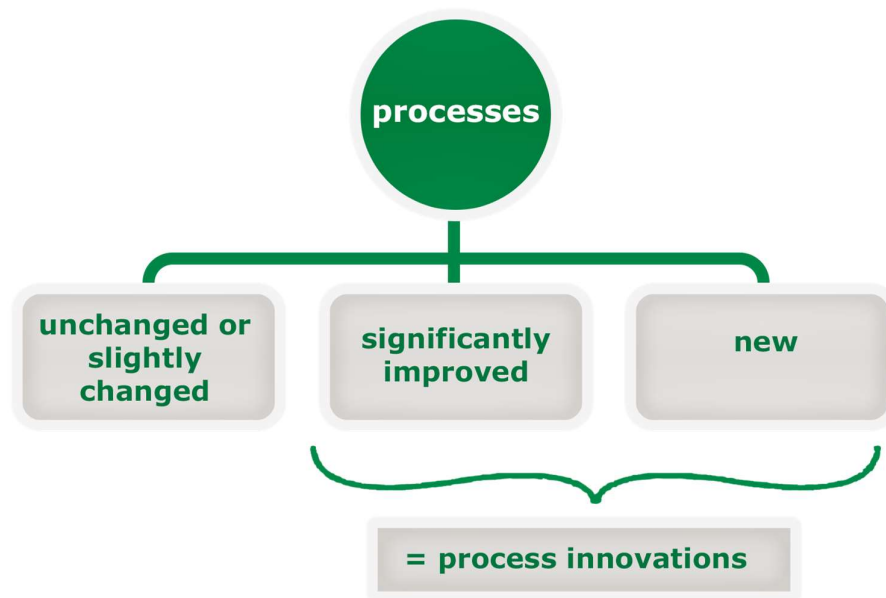
- a. products (goods or services) which were **new compared to your competitors' product range** (see 2.3.a.) approximately %
- b. products which were **identical or very similar** to products already offered by your competitors (see 2.3.b.) approximately %
- c. other **unchanged or only marginally modified** products (including reselling new products purchased from other enterprises) approximately %

Total turnover 2022 %

2.4. As far as you know, was one of your product innovations a world first in 2020-2022?

- 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.

3.1. Which of the following process innovations did your enterprise introduce in its operations in 2020-2022?

new or improved

	yes	no
a. methods for producing or developing goods or providing services.....	<input type="checkbox"/>	<input type="checkbox"/>
b. logistics, delivery or distribution methods	<input type="checkbox"/>	<input type="checkbox"/>
c. methods for information processing or communication	<input type="checkbox"/>	<input type="checkbox"/>
d. methods for accounting or other administrative operations.....	<input type="checkbox"/>	<input type="checkbox"/>
e. business practices for organizing procedures or external relations.....	<input type="checkbox"/>	<input type="checkbox"/>
f. methods of organizing work responsibility, decision making or human resource management.....	<input type="checkbox"/>	<input type="checkbox"/>
g. marketing methods for promotion, packaging, pricing, product placement or after sales services	<input type="checkbox"/>	<input type="checkbox"/>

[if none of the above, please go to question 3.3.]

3.2. Who developed these process innovations which your enterprise introduced in its operations in 2020-2022?

multiple options are possible

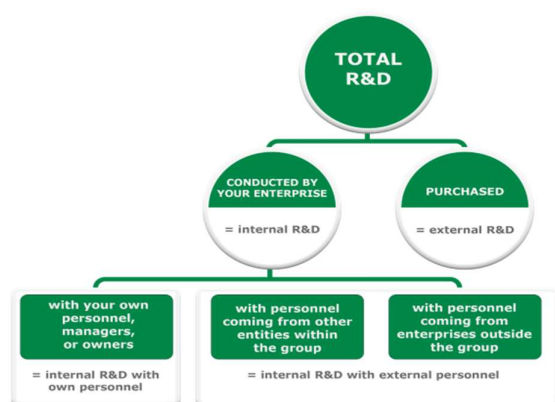
- a. your enterprise by **itself**..... ☐
- b. your enterprise **together** with group members, other companies, or (government)institutions..... ☐
- c. your enterprise, by **adjusting or changing** processes originally developed by group members, other companies or (government)institutions
- d. mainly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

Abandoned or suspended innovation activities

3.3. Did your enterprise have innovation activities in 2020-2022 which have not (yet) been implemented in your enterprise?

	yes	no
a. abandoned or suspended innovation activities.....	<input type="checkbox"/>	<input type="checkbox"/>
b. innovation activities that were still ongoing by the end of 2022	<input type="checkbox"/>	<input type="checkbox"/>
c. completed innovation activities not yet introduced/used by the end of 2022	<input type="checkbox"/>	<input type="checkbox"/>

Part 4 - 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

4.1. Did your enterprise conduct research and development activities (R&D) in 2020-2022?

	multiple options are possible	
	yes	no
a. R&D carried out under your enterprise's direct supervision or at clients' premises (= internal R&D)	<input type="checkbox"/>	<input type="checkbox"/>
b. R&D conducted by a group member, another enterprise or research institution and purchased by your enterprise (= external R&D)	<input type="checkbox"/>	<input type="checkbox"/>
c. no	<input type="checkbox"/>	<input type="checkbox"/>

go to question 4.5

4.1.1. How frequently did your enterprise conduct internal R&D activities in 2020-2022?

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

4.2. Did your enterprise carry out research and development (R&D) in one of the following domains in 2020-2022?

	yes	no
a. biotechnology or biochemistry	<input type="checkbox"/>	<input type="checkbox"/>
b. nanotechnology	<input type="checkbox"/>	<input type="checkbox"/>
c. Artificial Intelligence (AI)	<input type="checkbox"/>	<input type="checkbox"/>

4.3. How many employees were involved in your internally conducted R&D activities in 2022?

From the 2022 Research and Development questionnaire:		
	internal R&D employees in 2021	
	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

- a. **own** personnel/managers/owners who contributed to the **internally** conducted R&D activities in your company or at clients' premises .. heads FTE ☐
- b. **external personnel** (consultants, freelancers, self-employed, academics) from group members/enterprises who worked on internally conducted R&D activities under your company's direct supervision heads FTE ☐

4.4. What were the gross expenses for R&D in 2022?

From the 2022 Research and Development questionnaire	
	gross expenses in 2021
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/enterprise/institution and purchased by your enterprise) € ☐

TOTAL = € ☐

Expenditure for innovation activities, other than R&D

4.5. What were the gross expenses for non-R&D innovation activities in 2022?

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 5 – Reasons for not having had (more) innovation activities

5.1. Your enterprise did not have more/any innovation activities during 2020-2022, due to:

tick one box only

- a. A lack of resources, qualified personnel, material, ... ☐
- b. A decision to not innovate (more), not for lack of resources ☐
- c. No need for (further) innovation activities ☐

Part 6 - Co-operation for innovation and R&D

6.1. Did your enterprise co-operate with a group member, other enterprises, or (public) organizations in 2020-2022?

- a. yes multiple options are possible
- i. on R&D ☐
- ii. on innovation activities ☐
- iii. on other business activities ☐
- b. no ☐ ▶ go to Part 7

6.1.1. Which partners did your company co-operate with for its R&D or innovation activities in the 2020-2022 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, other institutions for higher education, or university hospitals | <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"/> |

* European Union (excl. the United Kingdom), as well as Liechtenstein, Norway, and Switzerland.

Part 7 – Funding

7.1. Did your enterprise receive public support from the following government services in 2020-2022?

		multiple options are possible	
		For R&D or innovation	For other activities
a.	regional government agencies		
i.	through the Brussels Capital Region (Innoviris, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
ii.	through the Walloon Region (SPW, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
iii.	through the Flemish Region (Vlaio/IWT, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
b.	federal government		
i.	partial exemption from payroll tax for R&D staff (through Belspo)	<input type="checkbox"/>	<input type="checkbox"/>
ii.	tax credit or investment deduction for R&D investments	<input type="checkbox"/>	<input type="checkbox"/>
iii.	tax exemption for patent income.....	<input type="checkbox"/>	<input type="checkbox"/>
iv.	other	<input type="checkbox"/>	<input type="checkbox"/>
c.	European Union (EU)		
i.	through the EU's Horizon 2020 program	<input type="checkbox"/>	<input type="checkbox"/>
ii.	other	<input type="checkbox"/>	<input type="checkbox"/>
d.	none of the above	<input type="checkbox"/>	

7.2. Did your enterprise seek additional funding in the 2020-2022 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
a. equity finance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. debt finance (with/without interest).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part 8 - Intellectual Property Rights (IPR)

8.1. Did your enterprise in the 2020-2022 period

	multiple options are possible
a. apply for a patent	<input type="checkbox"/>
b. register an industrial design right.....	<input type="checkbox"/>
c. register a trademark	<input type="checkbox"/>
d. claim a copyright.....	<input type="checkbox"/>
e. use trade secrets.....	<input type="checkbox"/>
f. none of the above.....	<input type="checkbox"/>

8.2. Did your enterprise in the 2020-2022 period

	multiple options are possible
a. license out its own intellectual property rights (IPRs) to others.....	<input type="checkbox"/>
b. sell its own IPRs (or assign IP rights) to others	<input type="checkbox"/>
c. exchange IPRs (pooling, cross-licensing, etc.)	<input type="checkbox"/>
d. none of the above	<input type="checkbox"/>

Part 9 – Innovations with environmental benefits

9.1. Did any of the innovations mentioned above (introduced in the 2020-2022 period) have any of the following environmental benefits, whether intentionally or unintentionally?

	Yes, significant	Yes, but insignificant	No/n.a.
Environmental benefits obtained <u>within your enterprise</u>			
a. Reduced material or water use per output unit.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Reduced energy use or CO2 footprint (reduced total CO2 emission).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Reduced soil, light, noise, water, or air pollution.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Replaced some materials with less polluting or hazardous substitutes.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Replaced a share of fossil fuel energy with renewable energy sources.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Recycled waste, water, or materials for own use or sale.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Protection of biodiversity.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental benefits obtained <u>during consumption or use by the end user</u>			
a. Reduced energy use or CO2 footprint.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Reduced air, water, soil, light, or noise pollution.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Facilitated recycling of product after use.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Extended product life through longer-lasting, more durable, or easier-to-repair products.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Protection of bio-diversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part 10 - Economic data

10.1. What was the enterprise's average number of persons employed?

		corrections
headcount in 2020	<input type="text"/> heads	€ <input type="text"/>
headcount in 2022	<input type="text"/> heads	

10.2. What was your enterprise's total turnover?

		corrections
a. turnover in 2020	€ <input type="text"/>	€ <input type="text"/>
b. turnover in 2022	€ <input type="text"/>	

10.3. How were sales in 2022 distributed geographically?

remark	
The country in which the billed client is located determines the geographical distribution of sales.	
a. sales within Belgium	approximately <input type="text"/> %
b. export within Europe*	approximately <input type="text"/> %
c. export to the rest of the world	approximately <input type="text"/> %
<div style="border: 1px solid black; padding: 2px; display: inline-block;">100 %</div>	

* European Union (excl. the United Kingdom), as well as Liechtenstein, Norway, and Switzerland.

10.4. Was your enterprise part of an enterprise group in 2022?

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 ☐ ☐

10.4.1. Where was your group's parent company* located in 2022?

tick one box only

- a. Belgium ☐ ☐
- b. abroad, namely ☐ ☐

*global ultimate owner

Part 11 – Crises faced by your enterprise**11.1. Did your enterprise notice an influence on its operations in the 2020-2022 period from the following occurrences?**

- | | negative | neutral | positive | none/n.a. |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| a. economic crisis (financial crisis, recession, ...) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. sudden price increases (e.g. energy crisis, inflation, ...) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. materials or labor shortages | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. natural phenomena (disasters, extreme drought/floods, ...) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. disease in humans/animals/crops (COVID, bird flu, mildew, ...) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| f. security conflicts (e.g. war, terror attacks, ...) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| g. other crises, namely <input type="text"/> | | | | |

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 or 0491/747.224 (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/surveys/cis2023/questionnaireen.html>

- 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>