Explanatory Note

Monitoring Questionnaires tool

This tool may assist local authorities signing the Pact of Islands to collect and store useful data from the main activity sectors during the ISEAP implementation period.

The collected data shall be evaluated and used to calculate the island's energy profile. The energy and actions data collection is a core process of the integrated CO_2 and ISEAP monitoring methodology.

Detailed instructions are incorporated in the tool and should be advised in any case before the use of the tool.

Start here: In this sheet some principal choices should be made (language, name of the island, monitoring year). Basic information for the tool contents are given also.

Translation: In this sheet the user can translate the contents of the tool from English to the preferred language.

Residential – Primary – Secondary – Tertiary:

In these sheets default questionnaire templates and related functions are provided for each sector. The questionnaire form can be modified to match the special characteristics of each signatory (although the question are general enough to be applied to any case) or to give more weight on questions that the monitoring working group consider important. It should be noted that some modification rules, stated in the instructions of the templates, must be respected in order to keep the tool operative.

After the questionnaire format is finalized the user can make use of the next four (4) functions.

- **"Create Summary Table"**: Used to create answers summary tables in the respective sheets (Residential Summary, Primary Summary, etc.) of the tool where later on completed questionnaires can be stored. It is expected to be used once after the finalization of the questionnaire formats. If the function is used

again on a later stage the stored questionnaires will be deleted and the table will be emptied to receive new registrations.

- **"Export Questionnaire":** Used to export in a new file the questionnaire templates ready to be saved and sent as electronic version to the respective target groups. The exported questionnaires can also be distributed hand in hand in a print version. However, in that case parts of the questionnaire (comments/details and action cells) should be modified/resized to provide enough space for the answers.

- **"Import Questionnaire":** Used to automatically import completed questionnaires. The completed data are appearing in the template cells and the user should carry out validity verification before storing the data using the next function.

- **"Register Questionnaire":** Used to register the imported (either automatically for electronic version or manually for print version) completed questionnaires to the respective, already created with the first function, answers summary tables. The user is notified about the serial number of the registration which can be used (ex. mark the serial number on the print version or include it in the file name of the electronic version) to correlate the completed questionnaire with the specific registration.

Residential/Primary/Secondary/Tertiary Summary:

These sheets will be formulated according to the finalized forms of the questionnaire templates by making use of the respective "Create Summary Table" functions. The answers of the completed questionnaires will be registered and stored in these sheets by making use of the respective "Register Questionnaire" functions.

Note 1: For every new data collection session (ex. once per year) it is proposed to create new files and start registering the new completed questionnaires in an empty file.

Note 2: It should be noted that open software (ex. Google docs application) can also be employed to create, distribute and store questionnaires.