

## Annex 3

### The CAWI questionnaire (sent on 7 July 2017)

Dear Madam/Sir

The Institute of Political Sciences of the Opole University is conducting research on the functioning of commune/town offices in the Opolskie province in the framework of the project funded by the National Science Centre. The objectives of the research include, among others, a diagnosis of the use of solutions facilitating the strengthening of local democracy. In connection with the aforementioned research, we would like to ask you to provide answers to the following questions. The questionnaire consists of 20 questions.

1. Can you provide the name of the commune that you represent?  
.....
2. Does your commune have an active youth council?
  - a) yes
  - b) no (if the answer “no” is chosen, please move to question 5)
3. If your commune has a youth council, when was it established (this question concerns the year in which the council was established, and not the year of the approval of its latest term)?  
.....
4. Can you provide the exact date of the latest session of the youth council?  
.....
5. Does your commune have an active senior citizens council?
  - a) yes
  - b) no (if the answer “no” is chosen, please move to question 7)
6. If your commune has a senior citizens council, when was it established (this question concerns the year in which the council was established, and not the year of the approval of its latest term)?  
.....
7. Can you provide the exact date of the latest session of the senior citizens council?  
.....
8. Can you provide the number of interpellations submitted by the councillors, irrespective of whether they were written or oral?

9. Can you provide the number of questions asked by the councillors, irrespective of whether they were written or oral?
10. Did the commune/town office receive any complaints in the year 2016 (this concerns complaints within the meaning of the Code of Administrative Procedure)?
  - a) yes
  - b) no (if the answer “no” is chosen, please move to question 12)
11. If so, can you specify how many complaints the commune/town office received in 2016?  
.....
12. Did the commune/town office receive any proposals in the year 2016 (this concerns proposals within the meaning of the Code of Administrative Procedure)?
  - a) yes
  - b) no (if the answer “no” is chosen, please move to question 13)
13. If so, can you specify how many proposals the commune/town office received in 2016?  
.....
14. Has the commune adopted a resolution specifying the rules of conducting social consultations?
  - a) yes
  - b) no (if the answer “no” is chosen, please move to question 16)
15. If so, can you provide the exact date of adopting a resolution specifying the rules of conducting social consultations in the commune?  
.....
16. How many non-governmental organizations submitted, under the consultative procedure, their comments/opinions concerning the annual programme of cooperation with non-governmental organizations for the year 2017?
17. Did the commune prepare a report on consultations about the annual programme of cooperation with non-governmental organizations for the year 2017?
18. How was the report on the conducted consultations about the annual programme of cooperation with non-governmental organizations for the year 2017 publicized?
  - a) It was published on the office’s website/in the Public Information Bulletin
  - b) It was sent by regular/electronic mail to the interested parties
  - c) It was made available for inspection in the commune/town office

- d) no measures were taken to publicize the report
  - d) others
19. Does the commune use one of the quality management systems mentioned below?
- a) ISO 9000
  - b) PRI (the method of Planned Institutional Development)
  - c) CAF (The Common Assessment Framework)
  - d) the commune does not use any of the aforementioned quality management system
20. If the commune uses one of the above systems, in which year was the latest self-assessment or certification procedure conducted?
- .....

