



This project is co-funded by
the European Union and Republic of Turkey.

EXPLANATORY NOTE:

“Training for the Institutional Capacity Building on Climate Change Adaptation” Project, which is conducted by the Ministry of Environment and Urbanization and is financed by the Republic of Turkey, started on January 02, 2020. Within the scope of this project, gap analysis and training need analysis are planned on corporate, technical and administrative subjects for the organizations being member of the Climate Change and Air Management Coordination Board (CCAMCB).

Within this framework, the Institutional and Staff Questionnaires expected to be filled by the organizations had been constituted in order to determine the current corporate capacities and training subjects needed on adapting to the climate change of CCAMCB member organizations, and the matters required to be paid attention while filling in the said question papers had been specified below.

Scope of Research: It will be applied to the CCAMCB member organizations.

This research consists of two separate forms including **Institutional Questionnaire** and **Staff Questionnaire**.

INSTITUTIONAL QUESTIONNAIRE

The Institutional Questionnaire will be filled under the coordination of managers of the units conducting the adaptation activities to the climate change of the said organizations. The Institutional Questionnaire consists of eight sections:

The contact information of the Unit serving on the subject of Adaptation to the Climate Change (Section-1),

The duties, authorizations and responsibilities of the Unit (Section-2),

The existing legislation to which it is obliged to conform on the subject of Adaptation to the Climate Change (Section-3),

The in-house corporation that the Unit makes for the Adaptation to the Climate Change activities (Section-4),

The inter-agency corporation of the Unit (Section-5),

The labor/staff situation existing and needed by the Unit (Section-6),

The projects conducted and planned to be conducted by the Unit to date on the subject of struggle with the Climate Change and/or Adaptation to the Climate Change (Section-7),

The inclusion situation of the Unit activities in strategic plan, database and web site (Section-8).

STAFF QUESTIONNAIRE

The Staff Questionnaire will be filled as a separate form by all staff of the said organizations including managers of the units conducting the adaptation activities to the climate change. The Staff Questionnaire consists of five sections:

The contact information of our Unit (Section-1),

The qualifications of the said staff and their duties conducted actually in their unit (Section-2),

The trainings to which the staff participated to date on the subject of Adaptation to the Climate Change (Section-3),

The training subjects that the staff needs on the subject of Adaptation to the Climate Change (Section-4),



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The projects to which the staff made contribution within the scope of Adaptation to the Climate Change (Section-5).

General Explanations Related to Fill the Question Papers:

Conforming to the following principles will provide the question papers to be filled successfully in the stage of filling the question papers in the organizations.

1. Each unit serving full-time and/or part-time within the scope of climate change of the organizations requested to be fill the question papers will fill the Institutional Questionnaire and each staff (including the unit manager) will fill the Staff Questionnaire.
2. The data/information compiled is only for realization of the purposes specified above in the said project, and is completely confidential. The data/information of an organization cannot be given/shared to any official and private persons and organizations due to the confidentiality principal.
3. The unit managers are requested to fill/to have filled the question papers as an excel file in computer environment within two weeks starting from the date on which they receive them with electronic mail and to send info@iklimiduy.org electronic mail address. When the unit managers need additional information and/or explanation, they can call the telephone number 0533 737 56 84 of Selma Güven, the Needs Analysis Specialist of the project, for the questions on administrative subjects, they can reach to Gökhan Karabulut, the Project Officer, from the telephone number 0549 733 30 27.
4. An explanation had been made on the question papers just below of each section related to that section. It has importance to pay attention to these explanations related to the said section.
5. The 6th Section of the institutional questionnaire is related to be declared of name and surname of all staff including the manager working in the unit. Each staff mentioned in this question, especially the unit manager, will fill a Staff Questionnaire. In brief, one piece of Institutional Questionnaire will be filled by each unit and the staff questionnaire will be filled as many as staff number (including the unit manager).
6. An answer will be given to each question, the question without an answer will not be left blank and "NO" will be written.
7. "CODE" columns on the question papers will be left blank.
8. Possible options for each question had been listed in the question papers. In case where an alternative other than the options given in the question paper is encountered, the new option will be specified in the "OTHER" section and the necessary explanation will be made.
9. Number of the rows can be increased in the questions needed.
10. The training topics proposed to be given in the training program within the scope of Adaptation to the Climate Change had been listed in the Staff Questionnaire. You are requested to indicate which of these trainings you have attended so far, and what other subjects you need to receive training in the Climate Change Adaptation. The answer to this question will ensure that the training program to be organized within the scope of project will successfully meet the training needs of the target audience. Therefore, it has great importance to answer them carefully.
11. It is recommended that you apply to the person whose contact information is given above in any subject where additional explanation is needed while filling the question papers.
12. The filled question papers will be sent to the above mentioned electronic mail address by the unit manager.

THANK YOU FOR YOUR CONTRIBUTION.