**TRAINING EVALUATION PROCESS**

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|  | ACTIVITY | RESPONSIBLE |
| Preparation  (before the training) | Set up the google forms - questionnaire. | Diana Mesquita – UMinho |
| Send the link to the training organizer team. | Diana Mesquita - UMinho |
| Data Collection  (after the training) | Send the link to the participants. | Training's organizer team  1. Meeting 2018 @UMinho - Diana Mesquita  2. Meeting 2019 @CUT – Robert ULEWICZ  3. Meeting 2020 @UPB – Livia Lazăr |
| Monitoring the process (number of replies). |
| Send a reminder (if necessary). |
| Close data collection. |
| Data Analysis | Starting the data analysis. | Diana Mesquita – UMinho  Livia Lazăr - UPB |
| Develop a short report with the results. | Diana Mesquita – UMinho  Livia Lazăr - UPB |
| Submit the report to WP3 Leader, QCMB, PEC, with cc to the training organizer – to be analysed and provide feedback, if needed. | Diana Mesquita – UMinho  Livia Lazăr - UPB |
| Implement the suggestions (if any) and send the final report to PC. | Diana Mesquita – UMinho  Livia Lazăr - UPB |
| Closing | Upload the report on the website. | Pisut Koomsap – AIT |