

# Gender Equality Training

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## Step 9: Plan and implement a monitoring framework and procedures

Monitoring is a process that consists in the **'systematic and continuous collecting, analysing and using [of] information for the purpose of management and decision-making'**. This process aims at ensuring the continuing relevance and effectiveness of the initiative.

Regular monitoring needs to be planned and carried out on a regular basis throughout the implementation phase of the gender competence development initiative, in order to make sure that the activity:

- Is well planned and delivered in a suitable format (in terms of both content and audience)
- Meets the needs of participants (as identified during the needs assessment exercise)
- Is in line with the previously established learning objectives
- Meets the budget lines

Monitoring can be carried out by **collecting and analysing information on the ongoing development of the activity** to assess its successes and pitfalls. A wide range of information can be collected, such as:

**Quantitative data**, including attendance numbers, type of gender tools, and skills acquired by participants and their current application

**Qualitative data** on participants' perception in terms of the initiative itself (organisation, implementation and reception); the gender issues that were tackled; the usefulness of the tools and skills acquired; and programmes where participants are applying their new knowledge and skills.

