3. PERFORMANCE EVALUATION

3.1. Performance targets and key performance indicators (KPIs)

DTCs shall be evaluated at the end of each year against the performance targets and indicators in both the DTC implementation plan and the training plan submitted to ITU, as well as the performance indicators specified in these guidelines.

The table below indicates the agreed performance indicators for every DTC. The targets stated refer to the baseline below which no DTC should perform. However, the actual targets for a DTC shall be mutually agreed between ITU and the DTC as per the agreed training plan. Each DTC shall be expected to implement the following activities:

KPI	Baseline Target (annual)
Number of training courses delivered as a DTC	At least 10 training courses delivered
Number of train-the-trainer courses delivered as a DTC	At least two train-the-trainer courses delivered
Number of trainers, instructors and/or teachers trained	At least 10 trainers, instructors and/or teachers trained or

At the end of each semester (or quarter, if requested by ITU), each DTC shall submit a training report to ITU on the training activities that have taken place during the semester (or quarter, if requested by ITU). The report shall be submitted based on a template to be provided by ITU. The template shall include the number of people trained at basic and intermediate levels, the number (or ratio) of female course participants, the number (or ratio) of participants from rural/underserved/communities.

of the DTCI main activities, and for the DTCs to share highlights and information on their achievements and work undertaken throughout the year.

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