

## 5. Post-assessment Procedures

Once the Programme Committee has approved a proposal the Management Committee of **ICMS** will allocate a budget to the workshops. (The Management Committee is charged with overseeing the financial management of **ICMS**. See the web pages on the management of **ICMS** for further information.)

One of the proposers will be nominated as Principal Organiser to be responsible to the Centre Manager (CM) for the budget.

The CM and the Principal Organiser will make detailed plans for the meeting.

The Principal Organiser is responsible for preparing a final report on the workshop in order to help the Programme Committee evaluate the event and to form the basis of reports published in the **ICMS** Newsletter and on the web. (Instructions on the preparation of a final report can be found [here](#).)

Data is collected by **ICMS** on the status, nationality etc of all participants. Participants are encouraged to comment on their experience of meetings attended at **ICMS** by completing questionnaires, either on paper at the end of the meeting, or via a secure web page, on their return home. (**ICMS** is covered by the Heriot-Watt University data protection license and abides by its conditions.)