IUCN SSC CPSG

Post-workshop Survey

**Introduction**

**Thank you for participating in the recent planning workshop. Your contributions were much appreciated. Below are questions that relate to your experience. We collect this information from participants at the end of each CPSG planning workshop:**

**i) to provide immediate feedback to organizers and participants on how the workshop went;   
ii) to help us understand how workshops could be improved in future;  
iii) to help us understand which aspects of planning workshops most influence the future success of projects.**

**We would really appreciate your feedback and views on this. The information collected is ANONYMOUS.    
If you are willing to help, please answer ALL questions.  
The survey will take approximately 15 minutes to complete.**

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| 1. **I am willing to provide my information for CPSG use as described above: (Please circle)** | YES | NO |

**General**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2. Overall, how satisfied are you with this workshop?** (Please circle) | | | | | | | | |
| Extremely  dissatisfied  ☹ | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Extremely satisfied  ☺ |

**Plan to Act**

The intent of planning is to promote and guide effective action to save species.

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| **3. As a result of my workshop experience:** (Please circle) | Strongly disagree  ☹ |  |  |  |  |  | Strongly agree  ☺ |
| I have been introduced to new points of view regarding conservation of this species. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| I have much new information about the species or its conservation. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Priorities for management and conservation of the species are clearer to me. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| I believe I can contribute more effectively to managing or conserving the species. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| I have a bigger network of people to contact for advice or input to help with my work with the species. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| I believe that collaboration on conservation activities for the species will improve. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

**Promote Inclusive Participation**

People with relevant knowledge, those who direct conservation action, and those who are affected by that action are all key to defining conservation challenges and deciding how those challenges will be addressed. Inclusivity refers not only to who is included in the planning process, but also to how their voices are valued and incorporated.

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| **4. Were key experts and stakeholders in the conservation of the species present at the workshop? (e.g. people, government agencies, organizations, community groups).** Use N/A to mean “I don’t know”. (Please circle) | | | | | | | | | |
| None were present  ☹ | 1 | 2 | 3 | 4 | 5 | 6 | 7 | All  were present  ☺ | N/A |

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| **5. List any stakeholders who could have made a valuable contribution but were not present at this workshop. (e.g. people, community groups, organizations, government agencies).**  Please give details |
|  |

**Use Sound Science**

Working from the best available information—whether that be established facts, well-supported assumptions, or informed judgments—is crucial to good conservation planning. Using science-based approaches to integrate, analyze and evaluate this information supports effective decision-making.

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| **6. In my view, during the workshop:** (Please circle) | Strongly disagree  ☹ |  |  | No Opinion |  |  | Strongly agree  ☺ |
| We used the best available information. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Enough time was spent evaluating the quality of the available information. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| The analytical tools used were a good fit for the required tasks. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Outputs from the analytical tools added value to decision-making. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Scientific concepts and outputs were communicated effectively. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Important gaps in the knowledge we need to protect or manage this species were identified. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| The planning process encouraged the use of information and evidence from a range of sources. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

**Ensure good design and neutral facilitation**

Good species planning can move a diverse group of people through a structured conversation that results in a well-supported way forward. Careful process design and preparation is key. Critically, neutral facilitation eliminates potential or perceived bias in the process, helping participants to contribute their ideas and perspectives freely and equally.

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| **7. Describe your overall satisfaction with the following workshop elements:** (Please circle) | Extremely dissatisfied  ☹ |  |  |  |  |  | Extremely satisfied  ☺ |
| Pre-workshop briefing materials and agenda. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Quality and delivery of workshop presentations. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Clarity and organization of working group discussions. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Clarity and organization of entire group (plenary) discussions. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| How the workshop was concluded. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

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| **8. Please rate the following statements: “In my view, during the workshop….”** (Please circle) | Strongly disagree  ☹ |  |  |  |  |  | Strongly agree  ☺ |
| The workshop leader seemed to be open to all viewpoints regarding effective conservation or management strategies for the species. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| The facilitator(s) worked to ensure all participants had an equal opportunity to be heard. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Whenever I had something to say, I was able to get my point across. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Participants were comfortable working with each other. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Participants were willing to share their information freely. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Any conflict among participants was resolved to everyone’s satisfaction. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Technical difficulties did not limit my participation. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Language difficulties did not limit my participation. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

**Reach decisions through consensus**

Effective species conservation planning results in decisions that all participants can support or accept. Recognizing shared goals, seeing the perspective of others, and proceeding by consensus help galvanize participants behind a single plan.

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| **9. In your view, by the end of the workshop, how much agreement existed on the following topics:** (Please circle) | No agreement  ☹ |  |  |  |  |  | Complete agreement  ☺ |
| A shared definition of what stakeholders want to achieve. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| The challenges involved in conserving or managing the species. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Priority conservation activities needed to protect or manage the species. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| How implementation of the recommended conservation activities should be coordinated or managed. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

**Personal details**

**10. How many IUCN SSC CPSG workshops had you attended before this one?** (Please enter a number)

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| **11.Have you ever attended a CPSG training course**? (Please circle) | YES | NO |

**12. For approximately how many years have you been working with the species?** (Please circle)

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| --- | --- | --- | --- |
| 0 yrs | 1-5 yrs | 6-10 yrs | 10+ yrs |

**13. Before the CPSG workshop(s), approximately how many of the participants had you met (in-person or on-line)?** (Please circle)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| All or most | More than half | About half | Less than half | Very few or none |

**14. Before the CPSG workshop(s), approximately how many of the participants had you exchanged information with about this species?** (Please circle)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| All or most | More than half | About half | Less than half | Very few or none |

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| **15. Which of the following best describes your role at this workshop?** (Please tick only one) | | | | | |
| Wildlife manager. |  | NGO representative. |  | Indigenous People’s representative. |  |
| Forestry representative. |  | National government official. |  | Educator. |  |
| Agriculture / aquaculture. |  | State or provincial government official. |  | Research scientist. |  |
| Natural Resource Manager. |  | Local government official. |  | Donor. |  |
| Zoo/aquarium/botanic garden/rescue centre representative. |  | Local community representative. |  | Business / private sector representative. |  |

Other (please specify).

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| **16. Gender: how do you identify?** (Please circle one) | | | | |
| Man | Non-binary | Woman | Prefer to self-describe (see below) | Prefer not to answer |
| Gender description: | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **17. What is your age group?** (Please circle one) | | | | | | |
| <30yrs | 30-39yrs | 40-49yrs | 50-59yrs | 60-69yrs | 70+yrs | Prefer not to answer |

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| **18.** **Language: the workshop was held in my native language.** (Please circle) | YES | NO |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **19. Language: To what extent do you agree with the following statements?** (Please circle) | Strongly disagree  ☹ |  |  |  |  |  | Strongly agree  ☺ |
| I was always able to communicate effectively in the main language of the workshop. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Enough translation and interpretation support were provided, to help me communicate effectively throughout the workshop. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

**Other comments**

**20. Is there anything else you would like to say about the planning workshop?**

Please provide details.

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**Once complete, please return these forms to the workshop facilitator.**

**Thank you for completing this survey.**

**IUCN SSC CPSG Post Workshop Survey**

**Summary of Results**

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| **Survey Questions**  **Circulation:**  **Number of responses:**  **\*Number of responses where people offered comments** | **Weighted Average /**  **% / \*No. responses** |
| **General** |  |
| Q1: I am willing to provide my information for CPSG use as described above: (percentage)  Yes  No |  |
| Q2: Overall, how satisfied are you with this workshop? (1= extremely dissatisfied 7= extremely satisfied) |  |
| **Plan to Act** |  |
| Q3: As a result of my workshop experience: (1 = strongly disagree 7 = strongly agree)  I have been introduced to new points of view regarding conservation of this species.  I have much new information about the species or its conservation.  Priorities for management and conservation of the species are clearer to me.  I believe I can contribute more effectively to managing and conserving the species.  I have a bigger network of people to contact for advice or input to help with my work with the species.  I believe that collaboration on conservation activities for the species will improve. |  |
| **Promote Inclusive Participation** |  |
| Q4: Were key experts and stakeholders in the conservation of the species present at the workshop? (e.g. people, government agencies, organizations, community groups). (1= non were present 7 = all were present)  N/A (percentage) |  |
| **Q5: List any stakeholders who could have made a valuable contribution but were not present at this workshop. (e.g. people, community groups, organizations, government agencies). (Number of responses)** | responses (below) |
| **Use Sound Science** |  |
| Q6: In my view during the workshop: (1 = strongly disagree 4 = no opinion 7 = strongly agree)  We used the best available information.  Enough time was spent evaluating the quality of the available information.  The analytical tools used were a good fit for the required tasks.  Outputs from the analytical tools added value to decision-making.  Scientific concepts and outputs were communicated effectively.  Important gaps in the knowledge we need to protect or manage this species were identified.  The planning process encouraged the use of information and evidence from a range of sources. |  |
| **Ensure Good Design and Neutral Facilitation** |  |
| Q7: Describe your overall satisfaction with the following workshop elements: (1 = extremely dissatisfied 7 = extremely satisfied)  Pre-workshop briefing materials and agenda.  Quality and delivery of workshop presentations.  Clarity and organization of working group discussions.  Clarity and organization of entire group (plenary) discussions.  How the workshop was concluded. |  |
| Q8: Please rate the following statements: “In my view, during the workshop….” (1 = strongly disagree 7= strongly agree)  The workshop leader seemed to be open to all viewpoints regarding effective conservation or management strategies for the species.  The facilitator(s) worked to ensure all participants had an equal opportunity to be heard.  Whenever I had something to say, I was able to get my point across.  Participants were comfortable working with each other.  Any conflict between participants was resolved to everyone’s satisfaction.  Technical difficulties did not limit my participation.  Language difficulties did not limit my participation. |  |
| **Reach Decisions Through Consensus** |  |
| Q9: In your view, by the end of the workshop, how much agreement existed on the following topics: (1 = no agreement 7 = complete agreement)  A shared definition of what stakeholders want to achieve.  The challenges involved in conserving or managing the species.  Priority conservation activities needed to protect or manage the species.  How implementation of the recommended conservation activities should be coordinated or managed. |  |
| **Survey Questions**  **Circulation:**  **Number of respondents:**  **\*No. of responses where people offered comments** | **Weighted Average /**  **% / \*No. responses** |
| **Personal Details** |  |
| Q10: How many IUCN SSC CPSG workshops had you attended before this one? (number) |  |
| Q11: Have you ever attended a CPSG training course? (percentage)  Yes  No |  |
| Q12: For approximately how many years have you been working with the species? (percentage)  0 years  1-5 years  6-10 years  10+ years |  |
| Q13: Before the CPSG workshop(s), approximately how many of the participants had you met (in-person or on-line)? (percentage)  All or most  More than half  About half  Less than half  Very few or none |  |
| Q14: Before the CPSG workshop(s), approximately how many of the participants had you exchanged information with about the species? (percentage)  All or most  More than half  About half  Less than half  Very few or none |  |
| Q15-Q17 below |  |
| Q18: Language: the workshop was held in my native language? (percentage)  Yes  No |  |
| Q19: Language: to what extent do you agree with the following statements? (1 = strongly disagree 7 = strongly agree)  I was always able to communicate effectively in the main language of the workshop.  Enough translation and interpretation support were provided to help me communicate effectively throughout the workshop. |  |
| **Other Comments** |  |
| Q20: Is there anything else you would like to say about the planning workshop? (Number of responses) | responses  (below) |

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| **Q5 Responses: List of experts and stakeholders not present** |
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**Q15: Which of the following BEST describes your role at this workshop? (Example)**

**Q16: Gender: how do you identify? (Example)**

**Q17: What is your age group? (Example)**

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| **Q20: Is there anything else you would like to say about the planning workshop?** |
|  |