# PRE-WORKSHOP SUGGESTED ONLINE MEETING SCHEDULE

This is a suggested schedule for pre-workshop meetings with a core team. These are flexible and depending on time available can be combined or separated into fewer or greater number of meetings.

| **Meeting** | **Topics and key questions** | **Pre-session preparation** | **End of meeting Goals** | **Post meeting actions** |
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| 1. | **Scope, aims and structure of planning project*** Introduction to CPSG, our process (principles, steps, etc.) and how a workshop will run
* Discussion & confirmation of species scope (if multi-species project, can include examples of groupings options)
* Develop a statement explaining the situation and pathway through which the planning initiative will lead to change
* Agree desired outputs (ie. Report type)
* Discuss workshop format (number of meetings, online or in-person, date, venue, etc.)
* Determine the need for translation/translators at workshop
* Discuss responsibility and framework for plan implementation (agree whether determining this will be part of the planning process)
* IF time: can introduce idea and start to think about what main threats might be, and who has an impact on the conservation of the species (stakeholders)
 | * PowerPoint presentation
 | * The core team should understand the workshop process
* The facilitator should have an idea for what tools, info and steps will be necessary, how the workshop will be structured, and what the outputs will be
* Both core team and facilitator should know what the output of the project will be
 | * Have core team share species list if they have it (or ID if it needs to be completed)
* Preliminary participant list could be shared if it was discussed in meeting
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| 2. | **Likely key issues and tools agreed*** Confirm scope discussed in previous meeting
* ID key threats (and their drivers) the species
* Discuss what might be the main obstacles to addressing them, and what opportunities might exist (ex-situ, ongoing projects, etc.)
* ID if these differ across species, areas, etc.
* Discuss and ID tools needed (PVA, WDRA, ex-situ, etc.)
* ID & prioritise stakeholders that should be invited to workshop
* Discuss possible working groups based on the species, stakeholders, and threats (consider any existing data such as redlists, that might help with this decision)
 | * Review any red list data available for the species to gain background knowledge on species, threats, etc.
* PowerPoint presentation
* Can use platform like Mural to brainstorm and discuss themes
 | * Team including facilitator should understand preliminary threats, obstacles, opportunities, ongoing actions, stakeholders and possible working groups
 | * Compile any existing literature or outputs from previous project: review for additional background knowledge and if any of this can/should be included in briefing materials
* Once stakeholders are identified, a participant list and official invitations can be drafted and prepared to be sent out
* Draft agenda can start to be assembled and shared (if not already)
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| 3. | **Logistics: Agenda and Invitations*** Agenda should be reviewed and finalised, including ID of keynote speakers for opening address and presenters for scene-setting presentations
* Confirm any details not yet agreed on (invitations, working group themes, species list, etc.)
* Confirm workshop materials (room, projector, flip charts, etc.)
* Discuss any additional logistics, such as travel costs and accommodation for participants, letter from agencies or governments needed, field trips, etc.
 | * As needed
 | * All team should understand what is needed and responsibilities for next steps for workshop logistics
 | * Invitations are sent out (if not already)
* Scene-setting presentations are selected and presenters ID’d
* Any additional logistics can be confirmed through email exchanges
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| 4. | **Logistics & Briefing Materials:*** Confirm any logistics not yet finalized (agenda, invitations, participant list)
* Discuss briefing materials: what should be included, the format they will be shared (ex. Email, website), and who will develop them.
 | * Compile any existing species data (ex. Red list, previous reports, etc.) in a simple and appealing way (ex. Maps, tables, etc.) that could be understood by participants
* Compile additional documents that could be used for briefing materials
 | * Identify all briefing materials needed and who will be responsible for sharing them, and how they will be shared with all participants in advance of the workshop
 | * Assemble typical briefing materials plus any additional identified by team, ex:
1. Workshop Agenda
2. Into to CPSG planning process
3. Species list
4. Previous reports/Red list data (and description of red list categories if needed)
5. Maps highlighting area(s) of interest
6. Grant background information
* Share briefing materials with all participants
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| Additional Meetings (as needed) | * Meet with any facilitators/local participants for training or run through of workshop process
 | As needed | As needed | NA |
| POST-Workshop meetings | As needed: * To review draft and final report/outputs (can be done through email as well)
* To deliver any additional responsibilities outlined in project or grant
 | As needed | As needed | NA |