# 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 |
| 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) |
| 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 |
| 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 |
| 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 |