

Pre-Workshop Instructions for Trainers

INTRODUCTION

As a trainer, you are responsible for the preparation and management of the entire programme. This requires pre-workshop actions. You must discuss the pre-workshop responsibilities with the workshop's sponsoring institutions. Some things that you must be sure to arrange are included in the following list. There may be several others. Preplanning is essential to the success of your learning workshop.

ACTIONS NEEDED

You must arrange for the following long before the workshop starts:

1. In pre-workshop communications, be sure to provide the participants with any information they will require prior to beginning the workshop. This can be accomplished by means of a pre-workshop letter. Consult with the sponsoring institutions over plans for pre-workshop communication with participants.
2. Arrange for appropriate officials to welcome the participants.
3. Compile a file for each participant. This file will be used by the participant to organize the workshop materials from each session. *All material labelled 'Handout' (see page headers) should be photocopied for distribution to the participants prior to the beginning of the workshop. The trainer should check every evening that the material for the next day has been photocopied and is ready for distribution.*
4. Before the files are distributed at the workshop, each file should contain the following:
 - welcome letter
 - overview of the module
 - tentative schedule
 - registration form

Note: Samples of the welcome letter, tentative schedule, registration form, and strengths and weaknesses for the day's activities appear on the following pages.

5. Plan for implementing systematic activities. Prepare yourself to instruct participants on the systematic activities of the workshop during the opening session:
 - review of daily activities
 - brief daily evaluation

6. During the opening session, be prepared with a basket (or bowl or hat) with pieces of paper with **all** the participants' names on them. These will be drawn to select the participants who will be responsible for preparing a five- to ten-minute summary of the previous day's activities and major lessons learnt to present in the morning. Remember to write these names on a flip chart every day. Display it on the wall and refer to it every day. Also remember to provide the 'reviewer' with overhead transparencies and pen if he/she prefers not to use PowerPoint.
7. At the end of **each** day:
 - Distribute the evaluation form ('Strengths and Weaknesses') and invite the participants to briefly evaluate the day's activities. Collect the forms and summarize the results overnight to report back to them the following morning. Note that it is necessary to cluster the answers in the evening.
 - The participants should evaluate the diverse features of the day's activities. You should provide the participants with a copy and/or display the features with the overhead projector during the evaluation session.

WORKSHOP-SPECIFIC REQUIREMENTS

8. Be sure to communicate with the participants in advance. Some workshop exercises focus on the participants' institutes. Participants should come prepared to discuss their experiences.
9. Read the 'instructions to trainers' carefully to find out which handouts need to be sent to participants before the workshop starts. It is very important for the participants to read some of the long handouts prior to the workshop. It is recommended that you send the long texts (above 4 pages) as e-mail attachments or mail printouts when necessary.
10. Prepare photocopies of the *Reference Materials* list and *Bibliography* (included at the end of the module) to distribute to the participants during Day 1. Download the relevant reference materials from the CD or Bioversity International website as necessary and make them available to the participants during the workshop.

Checklist of Workshop Materials	Yes X	No X
Overhead projector or computer projector	<input type="checkbox"/>	<input type="checkbox"/>
Computer	<input type="checkbox"/>	<input type="checkbox"/>
Projector screen	<input type="checkbox"/>	<input type="checkbox"/>
Flipchart stands	<input type="checkbox"/>	<input type="checkbox"/>
Flipchart paper	<input type="checkbox"/>	<input type="checkbox"/>
Markers (flipchart)	<input type="checkbox"/>	<input type="checkbox"/>
Markers (transparencies)	<input type="checkbox"/>	<input type="checkbox"/>
Blank transparencies	<input type="checkbox"/>	<input type="checkbox"/>
Stapler	<input type="checkbox"/>	<input type="checkbox"/>
Tape	<input type="checkbox"/>	<input type="checkbox"/>
Drawing pins	<input type="checkbox"/>	<input type="checkbox"/>
Pencils/notepads/pens	<input type="checkbox"/>	<input type="checkbox"/>
Pencil sharpeners	<input type="checkbox"/>	<input type="checkbox"/>
Photocopying facilities	<input type="checkbox"/>	<input type="checkbox"/>
Spare bulbs for overhead projector	<input type="checkbox"/>	<input type="checkbox"/>
Extra notepads and pens	<input type="checkbox"/>	<input type="checkbox"/>
Scissors	<input type="checkbox"/>	<input type="checkbox"/>
Coloured stickers	<input type="checkbox"/>	<input type="checkbox"/>
Basket, bowl or hat to use for drawing names	<input type="checkbox"/>	<input type="checkbox"/>

Sample format – Welcome Letter to Participants

<<sponsoring institution logos>>

Dear Participant,

Welcome to the Workshop on the International Treaty on Plant Genetic Resources for Food and Agriculture, which has been sponsored by <<.....>>.

The workshop is aimed at strengthening professionals with management and/or policy-making responsibility for programmes on plant genetic resource conservation and use to be able to provide advice on the steps to be taken to implement the Treaty and its multilateral system at the national level. It is intended to help you understand the Treaty and the standard material transfer agreement (SMTA) and to provide advice in the steps to be taken to implement the Treaty and its multilateral system at the national level.

This workshop uses the learning module on the International Treaty on Plant Genetic Resources for Food and Agriculture developed by Bioversity International under the auspices of the System-wide Genetic Resources Programme (SGRP) of the Consultative Group on International Agricultural Research (CGIAR), with financial support from the Generation Challenge Program. The module discusses the significance of the Treaty and its main elements, covers the steps to implement the Treaty and its multilateral system at the national level, explains the main provisions of the SMTA and demonstrates how to use it. The workshop provides the theoretical aspects of each subject and then presents practical work, using up-to-date training techniques to apply this knowledge. All of the exercises will be reviewed and discussed by participants.

The workshop offers you an opportunity to improve your knowledge and skills to enhance your job performance. It gives you the opportunity to examine your current activities related to genetic resource policy and programme management, and to suggest improvements or alternatives.

We wish you an enjoyable and productive workshop.

Best regards,

Workshop Organizers and/or Trainers

International Treaty on Plant Genetic Resources for Food and Agriculture

TENTATIVE WORKSHOP SCHEDULE— INTERNATIONAL TREATY ON PLANT GENETIC RESOURCES FOR FOOD AND AGRICULTURE

Day One	Day Two
<p>08:30 – 09:00 <i>Welcome: Introduction to the Workshop and the Day’s Activities</i></p> <p>Session 1: The International Treaty on Plant Genetic Resources for Food and Agriculture</p> <p>09:00 – 09:30 <i>Presentation 1, Part 1: The Rationale for the International Treaty on Plant Genetic Resources for Food and Agriculture</i></p> <p>09:30 – 10:30 <i>Presentation 1, Part 2: Introduction to the International Treaty on Plant Genetic Resources for Food and Agriculture</i></p> <p>10:30 – 10:45 Tea/coffee break</p> <p>10:45 – 12:30 <i>Exercise 1. Making Decisions about Access to Genetic Resources</i></p> <p>12:30 – 13:00 <i>Presentation 2. More Detailed Consideration of Some Elements of the International Treaty on Plant Genetic Resources for Food and Agriculture</i></p>	<p>08:30 – 09:00 <i>Opening of the Day’s Activities and Recap of Previous Day</i></p> <p>Session 1 (cont.): The International Treaty on Plant Genetic Resources for Food and Agriculture</p> <p>09:00 – 10:30 <i>Exercise 3. Implementing the International Treaty on Plant Genetic Resources for Food and Agriculture</i></p> <p>10:30-10:45 Tea/coffee break</p> <p>Session 2: Understanding and Using the Standard Material Transfer Agreement (SMTA)</p> <p>10:45 – 11:15 <i>Presentation 4. The Standard Material Transfer Agreement (SMTA)</i></p> <p>11:15 – 13:00 <i>Exercise 4. Understanding the Standard Material Transfer Agreement (SMTA)</i></p>
13:00 – 14:00 Lunch	
<p>14:00 – 15:45 <i>Exercise 2. Interpreting the International Treaty on Plant Genetic Resources for Food and Agriculture</i></p> <p>15:45 – 16:00 Tea/coffee break</p> <p>16:00 – 16:30 <i>Presentation 3. National Implementation of the International Treaty on Plant Genetic Resources for Food and Agriculture</i></p> <p>16:30 – 17:00 <i>Feedback on the Day’s Activities</i></p>	<p>14:00 – 16:00 <i>Exercise 5. Using the Standard Material Transfer Agreement (SMTA)</i></p> <p>16:00 – 16:15 Tea/coffee break</p> <p>16:15 – 17:00 <i>Demonstration of Gene-IT Software for the SMTA</i></p> <p>17:00 – 17:30 <i>Feedback on the Day’s Activities and Evaluation</i></p> <p>17:30 – 18:00 <i>Closure of the Workshop</i></p>

Sample Format—Registration Form

International Treaty on Plant Genetic Resources for Food and Agriculture

Date:

Venue:

Sponsors: ... [logos]

Last name		First name		
Function in this meeting	<input type="checkbox"/> Participant <input type="checkbox"/> Facilitator/presenter <input type="checkbox"/> Organizer <input type="checkbox"/> Observer <input type="checkbox"/> Other _____	Title	<input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Ing <input type="checkbox"/> Other	
			Gender	<input type="checkbox"/> M <input type="checkbox"/> F
			Date of birth	m d y / /
Degree	<input type="checkbox"/> Diploma <input type="checkbox"/> BSc <input type="checkbox"/> MSc <input type="checkbox"/> PhD	Year	Other degree	
			Year of other degree	
Position (type)	<input type="checkbox"/> Policymaker <input type="checkbox"/> Senior manager <input type="checkbox"/> Middle manager <input type="checkbox"/> Researcher <input type="checkbox"/> Information specialist <input type="checkbox"/> Technician <input type="checkbox"/> Other _____	Position (title)		
		Department		
Institute				
Name of your immediate supervisor				
Your institute's address				
Telephone no.		Fax no.		
E-mail				

Sample Form Strengths and Weaknesses for Day's Activities

List three strengths

1.
2.
3.

List three weaknesses

1.
2.
3.

Suggestions for improving the workshop

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Guidelines for Providing Feedback on the Workshop

1. The module

Content

- usefulness/relevance
- amount of information

Structure

- sequence
- duration
- balance between trainers' and trainees' participation
- instructions to trainers
- visual aids
- handouts, exercises
- extra readings
- evaluation

2. Process: training techniques and direction

- usefulness/relevance/effectiveness
- group interaction
- clarity of questions/exercises instructions
- opening and closure of the daily activities

3. Performance of trainers, facilitators and trainees

- presentation/communication skills
- interaction/effective participation
- punctuality/interest/commitment/willingness to facilitate learning/willingness to participate
- other attitudes

4. Logistical support

- organization
- accuracy
- punctuality
- willingness to assist participants
- services provided in general

5. Workshop environment

- physical (training facilities, training material, hotel facilities in general)
- psychological (personal feelings such as self-motivation, interest, satisfaction, self-achievement)
- social (development of friendship, relaxed, sense of comfort among participants, etc.)

6. Workshop results/outputs

- personal and professional assessment
- recommendations

7. General comments