

Pre-workshop

Instructions to 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, strengths and weaknesses for day's activities and first stage of PAPA 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
 - daily PAPA exercise
 - 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 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 PAPA forms ('Ideas for Action Items') and invite the participants to list major skills developed during the day's activities that could be applied in their job environment. Ask them to keep the PAPA forms in their files. You will ask them to review these forms on the **last day** when they fill out the action plan for the follow-up process.
 - 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 print outs when necessary.
10. Prepare photocopies of the *List of Reference Materials* and *Bibliography* (included after Session 13 – Day 5) to distribute to the participants during Day 1.

Materials	Yes X	No X
Overhead projector	<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 Law and Policy of Relevance to the Management of Plant Genetic Resources, 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. It is intended to help you navigate the legal and policy environment surrounding the use and access to plant genetic resources for food and agriculture in such a way as to promote sound scientific management of plant genetic resources in development.

This workshop uses the learning module on Law and Policy of Relevance to the Management of Plant Genetic Resources developed by the International Plant Genetic Resources Institute (IPGRI), the International Service for National Agricultural Research (ISNAR), and the International Food Policy Research Institute (IFPRI) under the auspices of the System-wide Genetic Resources Programme (SGRP) of the Consultative Group on International Agricultural Research (CGIAR). The module covers the various treaties, laws and policies pertaining to plant genetic resources. It 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 research, 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

Law and Policy of Relevance to the Management of Plant Genetic Resources

TENTATIVE WORKSHOP SCHEDULE—Law and Policy of Relevance to the Management of Plant Genetic Resources

Day One	Day Two	Day Three	Day Four	Day Five
08:30 – 09:00 <i>Welcome</i>	08:30 – 09:00 <i>Opening of the Day's Activities</i>	08:30 – 09:00 <i>Opening of the Day's Activities</i>	08:30 – 09:00 <i>Opening of the Day's Activities</i>	08:30 – 09:00 <i>Opening of the Day's Activities</i>
09:00 – 10:30 <i>Session 1. Introduction to the Workshop</i>	09:00 – 10:30 <i>Session 5. The FAO International Treaty on Plant Genetic Resources for Food and Agriculture</i>	09:00 – 10:30 <i>Session 5. (Continued)</i>	09:00 – 10:30 <i>Session 8. Participatory Plant Breeding and Property Rights (Presentation and Exercise)</i>	09:00 – 10:30 <i>Session 11. The Changing Structure of Agricultural Research and Its Implications for PGR (Presentation and Exercise)</i>
Tea/coffee break				
10:45 – 12:00 <i>Session 2. History and Development of Law and Policy, FAO Global System (Presentation and Exercise)</i>	10:45 – 12 :30 <i>Session 5. Exercise 5A</i>	10:45 – 13:00 <i>Session 6. IPRs I: An Introduction to the TRIPS Agreement, UPOV 1978 and 1991, and Pertinent WIPO Treaties (Presentation and Exercise)</i>	10:45 – 11:45 <i>Session 8 (Continued)</i>	10:45 – 11:30 <i>Session 11. (Continued)</i>
12:00 – 13:00 <i>Session 3. Centres of Origin, Movement and Value of Plant Genetic Resources (Presentation and Exercise)</i>	12 :30 – 13:00 <i>Session 5. Exercise 5B</i>		11:45 – 13:00 <i>Session 9. Cross-Cutting Issues (Presentation and Exercise)</i>	11:30 – 13:00 <i>Session 12. Developing Goals, Priorities and Strategies for Plant Genetic Resources for the Republic of Tanzania: A Hypothetical Case. (Presentation and Exercise)</i>
Lunch				
14:00 – 15:30 <i>Session 3. (Continued)</i>	14:00 – 15:30 <i>Session 5. (Exercise 5B continued)</i>	14:00 – 15:30 <i>Session 7. IPRs II: How Intellectual Property Rights Can Affect Daily Management of PGRFA (Presentation and Exercise)</i>	14:00 – 15:30 <i>Session 10. Phytosanitary and Biosafety Measures (Presentation and Exercise)</i>	14:00 – 15:30 <i>Session 12. (Continued)</i>
Tea/coffee break				
15:45 – 17:15 <i>Session 4. Convention on Biological Diversity: Making Access Decisions (Presentation and Exercise)</i>	15:45 – 17:15 <i>Session 5.Exercise 5C</i>	15:45 – 17:15 <i>Session 7. (Continued)</i>	15:45 – 17:15 <i>Session 10. (Continued)</i>	15:45 – 16:15 <i>Session 12. (Continued)</i>
17:15 – 17:30 <i>Feedback on the Day's Activities and PAPA)</i>	17:15 – 17:30 <i>Feedback on the Day's Activities and PAPA</i>	17:15 – 17:30 <i>Feedback on the Day's Activities and PAPA</i>	17:15 – 17:30 <i>Feedback on the Day's Activities and PAPA</i>	16:15 – 17:15 <i>Session 13. PAPA and Workshop Evaluation</i>
				17:15 – 17:30 <i>Final Remarks and Closure</i>

Sample Format—Registration Form

Law and Policy of Relevance to the Management of Plant Genetic Resources

Date:
Venue:
Sponsors: ... (logos)

Last name		First name	
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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	
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Name of your immediate supervisor	
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Your institute's address	
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Telephone no.		Fax. no.	
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E-mail	
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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
- PAPA
- 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

