

Central and West Asia and North Africa (CWANA)

Instructions to Trainers

Make sure that all materials for the Day's activities labelled 'handouts' (see page headers) have been photocopied

PRE-SESSION

08:30 – 09:00 Opening of the Day's Activities

- Review of the previous day's activities
- Summary of the evaluation of the previous day
- Overview of the day's activities

OBJECTIVES

By the end of the pre-session, the participants will be able to do the following:

- Assess the progress of the workshop.
- List the objectives and describe the agenda for the day's activities.

OPENING

Invite the participant to review the previous day's activities. (10 minutes)

Summarize the evaluation of the previous day. (10 minutes)

Distribute the overview and the schedule for Day (Handouts 1A.1 and 1A.2). Review the objectives and schedule using overheads 1.2 and 1.3. Ask if clarification is needed. (10 minutes)

SESSION 1

09:00 – 09:30 Session 1. Review of Regional Policy Instruments, Developments and Trends in Central and West Asia and North Africa (CWANA) (Presentation)

09:30 – 10:30 Session 1A. Developing Goals, Priorities and Strategies for Conservation and Sustainable Use of Agro-Biodiversity in the Mashreq Region (Exercise 1A)

10:30 – 10:45 Tea/Coffee Break

10:45 – 13:00 Session 1A. (Continued)

13:00 – 14:00 Lunch

14:00 – 15:00 Session 1A. (Continued)

OBJECTIVES

By the end of this session, the participants will be able to do the following:

- Outline the status of regional and national legislation related to genetic resources in Central and West Asia and North Africa.
- Identify the international instruments of relevance for the management of genetic resources in Central and West Asia and North Africa.

- List other relevant agreements and tools.

PROCEDURE

Learning Strategies: presentation, role playing

Make sure that Handout 1.A.4 is sent to the participants *prior* to the workshop. Prepare extra copies for distribution if necessary.

PRESENTATION

(experience) Give a brief presentation on Review of Regional Policy Instruments, Developments and Trends in Central and West Asia and North Africa (CWANA). Before you begin your presentation distribute the Summary of Overheads (Handout 1A.3) to the participants. Twenty-five overheads, 1.4 through 1.28, support the presentation. Ask if clarification is needed. (30 minutes)

Note: The presentation will be followed by three exercises to facilitate the participants' learning. Follow the notes to trainers and the exercise titles carefully. They will help you to manage this session very well.

EXERCISE 1A

Exercise 1A. Developing Goals, Priorities and Strategies for Conservation and Sustainable Use of Agro-Biodiversity in the Mashreq Region (Jordan, Syria, Lebanon and Palestine): A hypothetical case (3 hours)

Handout 1A.9 provides 'practical considerations' regarding Exercise 1A. Please be sure to read these considerations before the session. Distribute the handout only after the participants have completed this exercise.

1. Distribute Handouts 1A.5, 1A.6 and 1A.7. Handout 1A.6 outlines the exercise. Go over the instructions step by step. Ask if clarification is needed. *Remember that Handout 1A.8 will be distributed after the exercise has been completed.* (5 minutes)

Phase 1. Defining roles (10 minutes)

2. Invite the participants to briefly read the facts to consider during this exercise (Handout 1A.5).
3. Divide the participants into three groups. The groups will play the following roles:

Group A (MA-UN) plays the role of the Mashreq University team. The group prepares a presentation (using a flipchart) to convince the audience that its proposal is the best. It will enhance the performance of the National Committee and will co-ordinate national and regional activities concerning plant genetic resources related to food and agriculture in a highly successful way. The group can use all sorts of arguments, including their own experience, concepts, assumptions, etc.

Group B (FC-UN) plays the role of a competitor (Fertile Crescent University). The group prepares a presentation (using a flipchart) to convince the audience that its proposal is better than Group A's proposal. They will argue that their proposal will not only enhance the performance of the Regional Committee and make the activities highly successful, but that it will also restore public confidence in the Minister's proactive and innovative performance in the four countries.

Group C (RG-CO) plays the role of the Regional Committee.

- (a) The group members agree on the criteria for deciding which proposal is best.
- (b) The group listens attentively to the two proposals in order to make a decision.
- (c) The group examines the pros and cons of the proposals presented by groups A (MA-UN) and B (FC-UN).
- (d) Finally, the group 'votes' on the basis of the credibility of the proposals

Phase 2. Preparing for the meeting (60 minutes)

4. Groups A (MA-UN) and B (FC-UN) will prepare a presentation to convince Group C (RG-CO) that their proposal is the best.
5. Group C (RG-CO) meets to discuss thoroughly the hypothetical case to judge the proposals presented by Groups A (MA-UN) and B (FC-UN).

Phase 3. Conducting the Review (2 hour 50 minutes)

6. Follow the exercise sheet, phase 2, to manage the role-play.
7. (*process*) Groups A (MA-UN) and B (FC-UN) present their proposals. Each group has 15 minutes to present. (30 minutes)
8. (*process*) After the presentations, Groups A (MA-UN) and B (FC-UN) are given a chance to share their views before debating. (15 minutes)
9. (*process*) Then Groups A (MA-UN) and B (FC-UN) are given the chance to debate. (20 minutes)
10. Group C (RG-CO) asks questions for clarification. (10 minutes)
11. (*process*) Group C (RG-CO) convenes to discuss their views, while Groups A (MA-UN) and B (FC-UN) list lessons learned from the debate. (10 minutes)
12. (*process, generalization*) Group C (RG-UN) can ask additional questions, if necessary, and then vote (by secret ballot) and announce their decision. They provide feedback on the proposals and give the reasoning for their decision. (20 minutes)

13. (*generalization*) Groups A (MA-UN) and B (FC-UN) have 15 minutes each to present the lessons learned from the debate, comment on the results of the session and provide feedback on the process of the exercise. (30 minutes)
14. (*generalization*) The trainer invites the participants to discuss further, relating this case to their national programmes on genetic resource management. (20 minutes)
15. (*generalization*) The trainer distributes Handout 1.A.9 to the participants and invites them to discuss the major issues related to the ‘practical considerations’ of this exercise, provides feedback on the effectiveness of the exercise and closes the session. (15 minutes)

CLOSURE

Closure (10 minutes)

16. (*application*) Ask the participants to tell one of their neighbours two things they might do differently as a result of what they have learned. Choose some volunteers to give examples.

Make a transition to the next session.

SESSION 1B

15:00 – 15:30 Session 1B. Implementing the TRIPS Agreement and UPOV System at the Regional Level. (Exercise 1B)

15:30 – 15:45 Tea/Coffee Break

15:45 – 17:00 Session 1B. (Continued)

17:00 – 17:30 PAPA and Workshop Evaluation

Learning Strategy: group work

EXERCISE 1B

Exercise 1B. Implementing the TRIPS Agreement and UPOV System at the Regional Level
(1 hour 45 minutes)

Handout 1.B.6 provides ‘practical considerations’ for Exercise 1B. Please be sure to read these considerations before the session. Distribute the handout only after the participants have completed this exercise.

1. Distribute Handout 1B.1. Handout 1B.1 gives clear instructions for the exercise. *Hand out the working sheets (Handouts 1B.2 through 1B.5 only after the groups of four participants have been formed.* Go over the instructions with the participants step by step. Emphasize and remind the participants about the time. Ask if clarification is needed. (5 minutes)

Phase 1. Group work (40 minutes)

2. Form groups of four participants each. Ask the groups to discuss the hypothetical case presented in Handout 1B.1.

2. Distribute the work sheets (Handouts 1B.2 through 1B.5). *Be sure to give each participant within the group a different question.* Each participant will be responsible for summarizing and reporting information on the question assigned to him/her.
3. (*experience*) As the groups work, circulate to check progress. Clarify any concerns they may have while working. Remind them of the time remaining.

Phase 2. Presentation and discussion (55 hour)

4. (*generalization*) The rapporteurs present their group's results to the audience. Approximately 10 minutes are available for each presentation.
5. (*generalization*) At the end of the exercise, invite the participants to comment on the exercise. Distribute Handout 1.B.6 to the participants and invite them to discuss the major issues related to the 'practical considerations' for the exercise. Ask the participants questions such as, 'How did you feel doing this exercise?' and 'What did you learn?'

CLOSURE

Closure (5 minutes)

(*application*) Ask the participants, 'What might you do differently in your job as a result of what you have learned?'

Make a transition to the next session.

PAPA and WORKSHOP EVALUATION

17:00 – 17:30 Participant Action Plan Approach (PAPA) and Workshop Evaluation

OBJECTIVES

By the end of this session, the participants will be able to do the following:

- Fill out the PAPA Exercise – Second Stage (Handout 1B.7). Remind the participants to complete the PAPA form, taking into account today's activities
- Evaluate the entire workshop, using the Evaluation form (Handout 1B.8), adjusted with the additional objectives of this day.

PROCEDURE

Learning Strategy: individual work and group sharing PAPA.

PRESENTATION

(*experience*) Give a brief presentation reinforcing the use of PAPA during the workshop. Before you begin your presentation, distribute the Summary of Overheads (*Handout 5.13.1*) **from Session 13 of the Main Module**. Remind the participants of the information you presented on PAPA at the beginning of the workshop. You may want to use overheads 5.13.3 to 5.13.7 (from the Main Module) to review PAPA. Note that the participants have been jotting down possible action items throughout the workshop. Now it is time for them to focus on finalizing their specific action items for when they return to their jobs. Be sure to ask the participants

if they have any comments or questions, or need any clarification. (5 minutes)

PAPA EXERCISE

PAPA Exercise - Second Stage (15 minutes)

1. Make sure you have copies of Handout 1B.7 (PAPA–Second Stage) to distribute to the participants during this session.
2. (*process, generalization*) Individual work: Ask the participants to review the work they have done over the last five days and to refer to the PAPA notes they have made throughout the workshop. They should formulate specific action items and write them on the handout. Tell them to refer to the questions about their action items in order to be sure they are written as ‘specifically’ as possible. (5 minutes)
3. (*application*) Group sharing and discussion: Go around the room and ask each person to tell you his or her action items. If possible, list the items on flipcharts. If some people have similar items, use a tick to indicate the original item. Do not rewrite. This will give a good idea of the range of action items people are interested in undertaking. (10 minutes)
4. Collect the completed forms from the participants. (*Make photocopies to return to the participants before they leave.*) Remind them that you will be following up with them after several months to see how they have progressed towards their action items.

WORKSHOP EVALUATION

Workshop evaluation (10 minutes)

Distribute Handout 1B.8. Have the participants complete the evaluation before they leave the session. Give them about 5 minutes for this task. As soon as the participants return the evaluation forms, invite them to make oral comments regarding the evaluation of the workshop. Facilitate a brief discussion.

**17:30 – 17:45
Presentation**

**Final Remarks, Closure, and
of Certificates**