

IUCN Red List Assessor Training Workshops: Terms and Conditions

IUCN has developed a standard IUCN Red List Assessor Training course, which is designed to teach people how to apply the IUCN Red List Categories and Criteria. The current curriculum for this course is delivered in a workshop format. A summary of the course content, logistics, costs to the Workshop Host, etc. is provided below.

Course Duration

- The full training course is provided as a 3-4 day workshop, depending on the specific topics that need to be covered. This can be shortened if fewer topics need to be covered during the course (e.g., if there is no need to cover regional and national red listing).
- Typically, each workshop day will run from 09:00 to 17:30 or 18:00 (see the example workshop agenda in [Annex 2](#)). This can be adjusted to suit specific circumstances, however please note that if longer breaks and shorter days are required, it may then be necessary to extend the workshop duration.

Course Logistics

- Requests for a certified IUCN Red List Trainer (RL Trainer) to facilitate a workshop should be sent to the IUCN Red List Unit (RLU) at least 6 months before the planned workshop date. This allows RL Trainers to reserve their time for the workshop, discuss and agree with the Workshop Host all costs and logistical requirements, arrange any necessary visas and travel bookings, finalise the agenda, ensure all workshop materials are available ahead of time, and provide instructions to participants in advance of the workshop.
- Requests received less than 6 months before a workshop can be considered, however it is unlikely that RLU staff will be able to accommodate these requests. In such cases, the request will be circulated around the network of certified RL Trainers outside of the RLU (see below).
- The RLU holds a list of RL Trainers from a range of organisations:
 - All core RLU staff are RL Trainers. Wherever possible, the RLU will accommodate training requests without circulating a request around the other RL Trainers (see the section [Costs to be Covered](#) below).
 - In cases where the RLU is unable to accommodate a training request, the request will be circulated around the current network of certified RL Trainers. Wherever possible, the RLU will endeavour to find the most suitable RL Trainer for the situation (e.g., trainers with appropriate language skills, knowledge of the taxonomic group, location within the region, etc.)
- Each workshop can accommodate a maximum of 30 participants. If more than 30 people require training, at least one additional workshop may need to be arranged.
- A full course (4 days; 30 participants) will require two RL Trainers. Shorter workshops with no more than 10 participants may be facilitated by one RL Trainer.
- Wherever possible, the workshop venue and accommodation for participants and RL Trainers should be the same (or they should at least be very nearby). This helps to minimise any delays and disruption to the workshop caused by having to travel between hotel(s) and the workshop venue each day.

- Typical materials brought to the workshop by the RL Trainers include:
 - *IUCN Red List Categories and Criteria* booklets for participants.
 - *Guidelines for Application of IUCN Red List Criteria at Regional and National Levels* booklets for participants.
 - IUCN Red List posters.
 - Knowledge tests.
- The Workshop Host must provide essential materials for the workshop, including:
 - Printed documents (see [Costs to be Covered](#) below).
 - Projector (suitable for Power Point presentations) and screen.
 - Flip chart and paper for each working group. A workshop involving 30 participants would require sufficient flip charts for six working groups.
 - One flip chart and paper, or a white board, for the RL Trainers.
 - Flip chart / white board pens – enough for working groups and RL Trainers to use throughout the duration of the workshop.
- The workshop room should:
 - Be large enough to comfortably accommodate participants viewing plenary presentations and working together in working groups (typical working group size of 5-6 people).
 - Have plenty of wall space (or display boards) available for posters and other printed materials to be displayed. These materials are often attached using masking tape or Blue-Tac; it is wise to ensure the workshop room can accommodate this prior to booking the venue.
- The RL Trainers will require access to the venue the day before Day 1 of the workshop to allow them to check the venue and to set up the workshop room in preparation for the start of Day 1.

Course Structure and Content

- The course is designed to be interactive and uses a mixture of presentations, exercises, plenary discussions, and practical working group sessions.
- IUCN uses the standard Red List Assessor Training Workshop curriculum. The RL Trainer will prepare a draft agenda based on this curriculum, their experience of session timings from previous workshops, and any specific requirements from the Workshop Host (e.g., extra time for speakers, etc). The RL Trainer will liaise with the Workshop Host to agree on the final workshop agenda.
- A typical workshop covers the following topics (see [Annex 2](#) for an example of a Red List Assessor Training Workshop agenda):
 - Introduction to the IUCN Red List and overview of the IUCN Red List assessment process.
 - Key terms used in the IUCN Red List Criteria and what these mean.
 - Different types of data quality acceptable for IUCN Red List assessments.
 - The IUCN Red List Categories.
 - The IUCN Red List Criteria.
 - Using the IUCN Red List Categories and Criteria for regional and national red lists.

- Importance of supporting information for IUCN Red List assessments, and required and recommended supporting information for assessments being published on *The IUCN Red List of Threatened Species*TM.
- Mapping protocols for distribution maps included with IUCN Red List assessments (note that this course does not include GIS training).
- Importance of storing and managing Red List data appropriately. The IUCN Species Information Service (SIS) is used as an example for this session. Workshops aimed at training people to carry out global assessments (i.e., specifically for publication on The IUCN Red List) may also include full training in using SIS.
- An open discussion session to allow presentation and plenary discussion of any topics specific to the project associated with the training course (e.g., a national or regional Red List process, a global IUCN Red List Assessment project, IUCN SSC Specialist Group matters, etc). This may include discussion of the project timeline, roles and responsibilities, data storage, plans for publications, etc.
- The time spent on each of the above topics will depend on the participants' needs. For example, if the training is specifically for a national Red List where participants will not be using the IUCN Species Information Service (SIS), we will give a basic overview of why it is important to invest time in developing an appropriate way to store Red List data; but if the participants are also members of IUCN SSC Specialist Groups and will be working on global Red List assessments, we will take the opportunity to give them some practical training on using SIS.
- Workshop participants will be required to bring some species data and information with them to the workshop. IUCN has a standard document outlining the type of information to bring to the workshop; that document should be sent to all participants several weeks in advance of the workshop and regular reminders should be sent to participants in the lead up to the workshop. The RL Trainer will advise the Workshop Host on this.

Costs to be Covered

- The Workshop Host must cover all costs for the venue, coffee and lunch breaks, and any additional costs for participants as agreed by the specific project donor (e.g., accommodation, travel, subsistence).
- The Workshop Host must cover costs and arrange for printing of the remaining training workshop materials; the RL Trainers will liaise with the Workshop Host on specific printing requirements for the workshop. Although RL Trainers can bring some materials with them (see [Course Logistics](#)), baggage weight restrictions on flights generally mean that the majority of materials will need to be printed by the Workshop Host prior to the workshop. Actual costs for this will depend on the amount of material to be printed (which depends on the workshop content and number of participants) and local printing costs. As a very general guide, for a full workshop involving 30 participants approximately 2,500 pages of workshop materials would need to be printed.
- The Workshop Host must cover the following costs for each RL Trainer involved in the workshop:
 - All travel costs for getting to and from the workshop venue. This includes all necessary international flights or train journeys (standard economy class); local transport within the host country (e.g., airport to/from the workshop

venue); and local transport within the RL Trainer's country of origin (e.g., home to/from airport).

- Accommodation costs for the duration of the workshop. Note that RL Trainers will plan to arrive 1-2 days before the start of the workshop.
- Subsistence costs from their arrival until the end of the workshop.
- **Staff Time Costs:**
 - Some RL Trainers will require staff time costs to be covered by the host organisation or project donor (see below).
 - The number of days being covered will depend on the length of the workshop and the amount of staff time required for preparation and follow-up. For a typical 4 day workshop, **it is usual for at least 11 days staff time to be required**, including:
 - 5 days preparation time
 - 2 days travel time
 - 4 days workshop facilitation

Actual number of days required must be discussed and agreed with the RL Trainer directly as soon as possible after the trainer has agreed to facilitate the workshop.

- RL Trainers from within the RLU. IUCN does not cover staff time costs for RLU staff to facilitate Red List Assessor Training Workshops that are not already planned through an existing RLU project. These costs must therefore be covered by the Workshop Host.

The Workshop Host must ensure that an appropriate budget is in place to cover a maximum daily cost of **GBP 360.00** per RL Trainer. Since staff time costs depend on the staff grade, actual daily staff time cost may be lower depending on availability of staff to facilitate the workshop.

- RL Trainers from outside of the RLU. Staff time costs for RL Trainers outside of the RLU will depend on the trainer: some trainers require these costs to be covered, some do not. The host organisation should discuss this directly with the RL Trainer as soon as possible after the trainer has agreed to facilitate the workshop.

Annex 2

IUCN Red List Assessor Training Workshops: Example Workshop Agenda

Day 1

Time	Event	Content	Trainer/ Speakers
08:30	Registration		
09:00	Session 1 : Welcome and Introduction to the Workshop	<ul style="list-style-type: none"> • Host Institution • Any additional speaker(s) • IUCN (either RL Trainer 1 or speaker from local IUCN regional or country office) • Workshop objectives, schedule and methodology • Participant introductions 	RL Trainer 1
	Session 2 : Introduction to the IUCN Red List	<ul style="list-style-type: none"> • Presentation: An introduction to the IUCN Red List 	RL Trainer 2
	Session 3 : Key Terms used in the IUCN Red List Criteria	<ul style="list-style-type: none"> • Presentation: Terms used in the IUCN Red List Criteria • Exercise: Terms used in the IUCN Red List Criteria 	RL Trainer 1
11:15	Coffee Break		
11:30	Session 3 (continued) : Key Terms used in the IUCN Red List Criteria	<ul style="list-style-type: none"> • Exercise: Report back from working groups 	
	Session 4 : Red List Categories, Data Quality & Uncertainty	<ul style="list-style-type: none"> • Presentation: IUCN Red List Categories • Presentation: Data Quality & Uncertainty • Exercise: Data Quality 	RL Trainer 2 RL Trainer 2
13:00	Lunch		
14:00	Session 5 : Red List Criteria – Criterion A	<ul style="list-style-type: none"> • Presentation: IUCN Red List Criterion A • Exercise: Criterion A 	RL Trainer 1
	Session 6 : Red List Criterion – Criterion B	<ul style="list-style-type: none"> • Presentation: IUCN Red List Criterion B • Exercise: Criterion B 	RL Trainer 2

16:15	Coffee break	
16:30	Session 7 : Red List Criteria – Criteria C, D and E	
	<ul style="list-style-type: none"> • Presentation: IUCN Red List Criteria C, D and E • Exercise: Criteria C, D and E 	RL Trainer 1
	Session 8 : The Final Category & Criteria	
	<ul style="list-style-type: none"> • Presentation: Assigning the final Red List category and Criteria • Exercise: Final Category & Criteria 	RL Trainer 2
	Day 1 wrap-up	
	<ul style="list-style-type: none"> • Questions and plenary discussion • Briefing for Day 2 	RL Trainer 1
18:15	END OF DAY 1	

Day 2

Time	Event	Content	Trainer/ Speakers
09:00	Session 9 : Assessing Species for The IUCN Red List - case studies		
	<ul style="list-style-type: none"> • Exercise: Global Red List assessments – case studies 		RL Trainer 2
10:45	Coffee Break		
11:00	Session 10 : Assessing Species for The IUCN Red List – endemics		
	<ul style="list-style-type: none"> • Exercise: Assessing endemic species – using data brought by participants 		RL Trainer 1
13:00	Lunch		
14:00	Session 11 : What have we learned so far?		
	<ul style="list-style-type: none"> • Plenary discussion and questions 		RL Trainer 2
	Session 12 : Using the IUCN Red List Criteria for Regional and National Red Lists		
	<ul style="list-style-type: none"> • Presentation: Why regional Red Lists are important • Presentation: Using the IUCN red List Criteria for regional and national assessments 		RL Trainer 1 RL Trainer 1
	Session 13 : Assessing species for regional and national Red Lists – non-endemics		
	<ul style="list-style-type: none"> • Exercise: Assessing non-endemic species for a regional or national Red List 		RL Trainer 2
16:00	Coffee Break		
16:15	Session 13 (continued) : Assessing species for regional and national Red Lists – non-endemics		
	<ul style="list-style-type: none"> • Exercise (continued): Assessing non-endemic species for a regional or 		RL Trainer 2

	national Red List	
	Day 2 wrap-up	
	<ul style="list-style-type: none"> • Questions and plenary discussion • Briefing for Day 3 	RL Trainer 1
18:00	END OF DAY 2	

Day 3

Time	Event	Content	Trainer/ Speakers
09:00	Session 14 : Importance of Supporting Information for Red List assessments		
	<ul style="list-style-type: none"> • Presentation: Importance of supporting information for Red List assessments • Exercise: Required and recommended supporting information: information hunt 		RL Trainer 2
10:45	Coffee Break		
11:00	Session 15 : To publish or not to publish?		
	<ul style="list-style-type: none"> • Exercise: To publish or not to publish? 		RL Trainer 1
	Session 16 : What have we learned so far?		
	<ul style="list-style-type: none"> • Plenary discussion and questions 		RL Trainer 2
13:00	Lunch		
14:00	Session 17 : Knowledge Test		
	<ul style="list-style-type: none"> • Multiple choice test: questions on topics covered during the workshop. 		
15:00	Coffee Break		
15:15	Session 18 : A Bird's Eye View: Red List mapping protocols		
	<ul style="list-style-type: none"> • Presentation: Mapping standards for IUCN Red List assessments • Demonstration of mapping tools and resources available 		RL Trainer 1 RL Trainer 1
	Day 3 wrap-up		
	<ul style="list-style-type: none"> • Questions and plenary discussion • Briefing for Day 4 		RL Trainer 1
17:15	END OF DAY 4		

Day 4

Time	Event	Content	Trainer/ Speakers
09:00	Session 19 : Knowledge Test Results & Discussion	<ul style="list-style-type: none"> Knowledge test papers returned and answers to knowledge test questions 	RL Trainer 2
10:30	Coffee Break		
10:45	Session 20 : Storing and Managing Red List Data	<ul style="list-style-type: none"> Presentation: Importance of string and managing Red List data: The IUCN Species information Service (SIS) 	RL Trainer 1
	Session 21 : Final questions and discussion	<ul style="list-style-type: none"> Presentation: Red List tools and resources available Plenary discussion, final questions and thoughts on the workshop Workshop feedback forms 	RL Trainer 2
12:00	Lunch (two hours available)		
14:00	Session 22 : Open Plenary Discussion	<ul style="list-style-type: none"> Presentation: on a topic of the Workshop Host's choice (related to the workshop and project) Discussion: <ul style="list-style-type: none"> Project management Project work plan and time frame Project aims Roles and responsibilities Project outputs Next steps Any other business 	Workshop Host
	Session 23 : End of Workshop	<ul style="list-style-type: none"> Workshop certificates Closing remarks 	
17:00	END OF WORKSHOP		