

Title:	Red List Workshop Planning		
Purpose:	To follow an effective process to plan and execute a Red List Workshop		
Scope:	Regional or thematic Red List Workshops		
Outcome:	A successful Red List Workshop		
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Planning a workshop is a long process involving many parties, with the bulk of the logistical planning done by the Logistics Coordinator. As such, this process map has been separated into tasks largely done by the Logistics Coordinator (those on the left side, but note a few exceptions), and actions taken by other parties which are on the right side with the respective responsible parties listed next to the actions. A number of these actions can be done simultaneously as indicated below. Other parties include the Red List Authority Coordinator, Primary Red List Assessor (Primary RLA), Principal Investigator (PI), hosts, and participants. The tasks are broken down based on the amount of time prior to the workshop that each action should be completed, blue categories are to be completed prior to the workshop, green to be completed during the workshop, and orange to be completed after the workshop.







