

Forestry, Wildlife & Parks Division / Fauna & Flora International

Project Proposal Preparation Workshop

Tuesday 3rd June - Thursday 5th June 2003

Conference Room of the Fisheries Division, Roseau

WORKSHOP REPORT

by Dr Chris Magin, FFI

June 2003



**A National Strategy for Sustainable Wildlife Use, Commonwealth of Dominica
Project Ref. 162 / 10 / 010**

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Workshop Summary

Dates: Tuesday 3rd – Wednesday 4th June, 2003

Venue: Conference Room of the Fisheries Division, Roseau, Dominica

N.b. The workshop contents and participant handouts are available as separate documents: "Dominica Participant's Workbook" and "Dominica Overheads and Handouts".

The workshop was originally scheduled to be held over three days (see Appendix 2) but was shortened *in situ* to two days because many participants had commitments for Thursday June 5th, World Environment Day. This meant that some sections of the workshop were rather rushed (particularly on the second day) and participants had less time to practise activities in working groups than would have been ideal.

The location and facilities provided by our hosts the Fisheries Division were very good, as was the standard of refreshments.

Overall, attendance was less than was hoped for. Around 25 invitations were sent out by FWD (see Appendix 1) but only 11 people attended. Some participants had a very relaxed view of time-keeping (e.g. only one turned up on time for the start of the workshop!) and some only attended a few sessions. Nevertheless all participants seemed enthusiastic and discussion, group and working sessions were lively and animated,. The overall response of participants to the workshop was very positive (see Participant Feedback below), and most felt that they would be able to put the skills learnt to good use.

List of Participants

Name	Affiliation	Contact Tel.
Adolphus Christian	FWD	
Edward Constance	MoA	
Stephen Durand	FWD	
Kongit H. Gabriel	Environmental Coordination Unit	
Albert Gallion	FWD	
Eric Hypolite	FWD	
Cyril John	FWD	
Stephen Joseph	Prime Unit, MoA	
Nick LaRocque	Lands and Survey Division, MoA	
Norman Norris	Fisheries Division	
Nadia Pacquette	Livestock Development Unit, MoA	

In total, eleven people participated in the workshop, representing seven different government agencies. However, it should be noted that not all participants attended all workshop sessions.

Participant Feedback

At the end of the workshop an anonymous Workshop Evaluation Questionnaire was distributed to participants. Nine completed questionnaires were collected referred to as respondents a-i. Answers are summarized below, in the original questionnaire format.

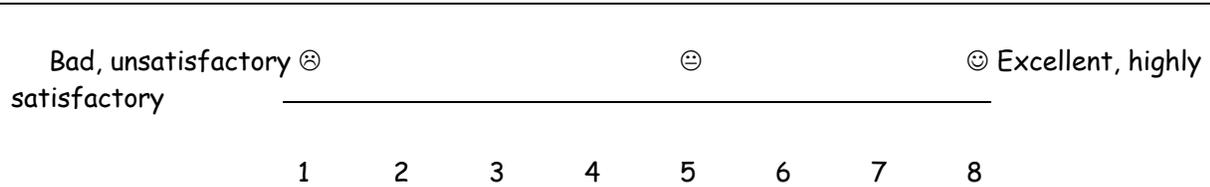
WORKSHOP EVALUATION QUESTIONNAIRE

We would very much appreciate your comments on the workshop. Your answers will help us to evaluate how appropriate and/or successful this workshop has been, and to make improvements in advance of the next workshop. Informal feedback is also welcomed at any stage during the training sessions.

Did we meet the workshop objectives outlined at the start of the workshop? If not why not?
Yes - 8 replies One unanswered
How might the style or presentation of the workshop be improved?
<p>A: Not applicable</p> <p>B: Increase in participants / increase level of participation</p> <p>C: It was good</p> <p>D: It was well done, I have no complaint</p> <p>E: The style of the workshop could be improved via use of photos from exemplar areas and areas of personal experience</p> <p>F: The presentations were alright in the areas of methodology. Participants were focus[ed] throughout.</p> <p>G: More user friendly. Preferably a computer per person.</p> <p>H: I appreciated the presentation very much</p> <p>I: Presentation was adequate</p>
Which exercises worked best or were most interesting? Why?
<p>A: Working groups</p> <p>B: Donor / Applicant relationship. Was interactive and interesting. Gives you a lot to think about - what you never once imagined.</p> <p>C: The brainstorming exercises were very good</p> <p>D: All of the exercises were interesting. I can't single [one] out</p> <p>E: The problem tree. Why? In my own everyday administration duties I am bombarded with working problems</p> <p>F: The group session and presentation of the findings. Because it required more thinking and deliberation with groups to arrive at a consensus</p> <p>G: Problem analysis and problem tree. This is an area that most times is not addressed as it should be.</p> <p>H: Case studies and log frame exercises</p> <p>I: Problem tree exercise / Logframe exercise [were] enlightening and instructive</p>
Which exercises worked least well? Why?

A: Not applicable
 B: None really
 C: None
 D. All received the same rating
 E: I can't say. Was it the Donor Matching exercise?
 F: -
 G: Matching donors to projects. Most donors have strict measures, usually not in your best interests.
 H: Not enough time for log frames because of the situation
 I Not applicable! All were worth the while.

How would you rate the workshop overall? Mark your assessment relative to the scale below:



Scores given were 5, 6, 8, 7.5, 6, 7, 7, 7, 7. Average satisfaction score was therefore 6.72 (or 84%)
 Curiously, although respondent A gave the lowest score of 5, he / she nevertheless made very positive remarks about the workshop.

Were the supporting materials clear and/or useful? How could they be improved?

A: Yes
 B: Yes. With more participants, more participation.. hence more interaction and better use of supporting material.
 C. No comments
 D. All the materials were clear and useful
 E: They were OK
 F: Yes
 G: Yes they were
 H: Very useful for my kind of work
 I. Definitely useful

Did you feel that the workshop was appropriate to the level of expertise of the participants? If not why?

A: Was appropriate
 B: Yes
 C: It was appropriate
 D. Yes
 E: Quite so! (Middle-level managers and personnel involved in budgeting and so to start their own project proposals).
 F, G, H: Yes
 I: Definitely appropriate

What are your views on the timing and duration of the workshop?

A: Very timely and great idea to arrange such a workshop
 B: Not enough time; should have devoted more days
 C: Excellent
 D: The time was inadequate - it should be longer

E: It worked! We are quite flexible in Dominica!
 F: Could be a little longer for better meditation on the various concepts
 G: Timing was alright, but the course was too short.
 H: Timing was a little off because of World Environment Day, but the workshop could have been for one week
 I: Unfortunately timing with other crucial ongoing FWNP activities, e.g. World Environment Day, though, duration could have been for one week.

What did you think of the overall organization/logistics of the workshop (room, meals etc.)? How might this be improved?

A: Good. Meals were not the best
 B: Room - a bit hot. Meals - regular
 C: Excellent
 D. Good
 E: It was OK! I hope the bill was not too high!
 F: Excellent arrangement
 G: Adequate
 H: It was very good, meals on time, facilities appropriate.
 I: Overall organization / logistics were adequate.

Do you feel confident that you will be able to use the skills you have learnt in this workshop? What further support will you need?

A: Very confident - just need to continue practising the techniques and skills derived from such training
 B: Yes: though further training would be needed with regards to financial application in projects
 C: I feel more practical sessions would boost my confidence
 D. Yes
 E. Somehow. I have to make the time for it. Further support? Future project proposal examination.
 F: Yes, Under-taking a mini-project and applying where possible various aspects of project preparation.
 G: Yes
 H: I will use them in my line of work
 I: Yes skills can be put to use

Any other comments?

A: Need to commend FFI for such a training workshop. I trust that the skills learned can be put into practice to enrich the workplace and for personal benefit.
 B: No
 C: Very good effort. Congratulations
 D & G: -
 E: Many thanks for putting this together at such a timely period for Dominica
 F: Thank[s] Chris for your teaching and communication skills
 H: The workshop could have been held out of town to prevent frequent interruptions and distractions by participants
 I: Cheers! For the opportunity

Appendix 1: Letter of Invitation to Workshop issued by FWD

Our Ref. F 187 MEMORANDUM

FROM: Director of Forestry, Wildlife and Parks (Ag.)
TO: Permanent Secretary/Agriculture and the Environment (Ag.)
DATE: 13th May, 2003

**SUBJECT: RE. INVITATION FOR PARTICIPATION IN A THREE-DAY
WORKSHOP ON PROJECT DESIGN AND PROPOSED WRITING –
JUNE 3-5, 2003**

The Forestry and Wildlife Division and the English-based Research Agency, Fauna and Flora International (FFI) have been collaborating in a three (3) year Wildlife Research Project in key game species of Dominica. One of the many components of that project is a workshop on project design and proposal writing. That workshop is carded for **Tuesday, 3rd to Thursday, 5th June 2003**. The workshop will be held in the *Conference Room of the Fisheries Division*, and commences each day at **9:00 a.m. till 3:30 p.m.**

The overall objective of the three (3) year wildlife research project is to achieve the level of sustainable use of our wildlife resources.

You are therefore kindly invited to recommend two (2) members of your staff for participation in that workshop. Please note that the workshop is targeted at Senior Staff.

I thank you kindly.

.....
ERIC HYPOLITE
DIRECTOR OF FORESTRY, WILDLIFE
AND PARKS (Ag.)

AC/tl

c.c. Chief Fisheries Development Officer
Director of Surveys & Commissioner of Lands
Director of Agriculture
Head – Environmental Coordinating Unit

Appendix 2: Workshop Timetable

**Fauna & Flora International / Forestry, Wildlife & Parks Division /
Darwin Initiative**

Project Proposal Preparation Workshop Timetable

Conference Room of the Fisheries Division, Roseau

Tuesday 3rd June - Thursday 5th June

Day 1 - Tuesday 3rd June

9.00 – 09.30 Introduction

09.30 – 10.30 Session 1 Donor Relations

10.30 - 10.45 Coffee break

10.45 - 12.45 Session 1 cont.

Session 2 The Project Cycle

12.45 - 13.45 Lunch

13.45 - 14.45 Session 3 Problem Analysis and Problem Trees

14.45 – 15.00 Tea break

15.00 – 16.00 Session 4 Problem Analysis Exercise

Day 2 - Wednesday 4th June

9.00 - 10.30 Session 5 Impacts and Indicators

10.30 - 10.45 Coffee break

10.45 - 12.45 Session 6 Log frames

12.45 - 13.45 Lunch

13.45 - 14.45 Session 6 cont. Log frames

14.45 – 15.00 Tea break

15.00 - 16.00 Session 7 Budgets

Day 3 - Thursday 5th June

9.00 - 10.30 Session 8 Work plans

10.30 - 10.45 Coffee break

10.45 - 12.45 Session 9 Matching donors to projects

12.45 - 13.45 Lunch

13.45 - 14.45 Session 10 Research and communication

14.45 – 15.00 Tea break

15.00 – 15.30 Session 11 Workshop summary and evaluation

15.30 - 15.45 Close