



# RSC Standard<sup>1</sup> Consultation Reporting Guide

How to Record, Translate and Summarise Insights from Pastoralist Workshops

## Capturing and Recording Workshop Insights

The purpose of these workshops is to learn from participants' experiences and perspectives. Capturing information clearly and accurately is therefore very important.

Workshop reporting combines two complementary elements:

### 1. Narrative notes

Facilitators should capture key ideas, stories, examples and reflections during the discussion in whatever format feels most natural (notebook, laptop, voice notes, etc.). These notes help preserve the richness of pastoralists' perspectives and the flow of the conversation.

### 2. Workshop Data Reporting Template (excel spreadsheet)

After the workshop, facilitators should summarise key information in the RSC Standard **Workshop Data Reporting Template**. This template captures a small number of standard data points across workshops so that insights from different regions can be compared and synthesised.

The spreadsheet does not replace narrative notes, but provides a simple structure for recording essential information in a consistent way.

Facilitators do not need to record everything that is said. Instead, focus on capturing:

- Key ideas and themes
- Practical examples or experiences shared
- Challenges and barriers mentioned
- Suggested solutions or support needs
- Differences of opinion
- Quotes or phrases that reflect participants' perspectives

Direct quotes and stories can be especially valuable, as they help communicate pastoral experiences clearly to decision-makers and stakeholders. Where possible, one person should take notes while another facilitates the discussion. If this is not possible, facilitators can pause occasionally to record key points.

Photos and short videos can also be extremely valuable, both as evidence of consultation efforts and as a powerful way to share pastoralist stories and perspectives in global discussions. Any photos or

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<sup>1</sup> The RSC Standard was previously referred to as the Global Rangelands Standard (GRs) and has been renamed to avoid confusion with other uses of the acronym.

recordings should only be taken with participants' permission and in accordance with local cultural norms.

After the workshop, facilitators are encouraged to transfer key information into the reporting template as soon as possible - **ideally within 24 hours** - while discussions are still fresh. Additional notes or short narrative summaries can also be shared alongside the template where helpful.

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## Translating and Summarising Information

Workshops may take place in local languages. It is not necessary to translate everything word-for-word into English. Instead, the goal is to produce a clear summary that captures the meaning and key messages.

After the workshop, facilitators or local teams should complete the **Workshop Data Reporting Template**, including:

- Basic workshop information (location, date, facilitator)
- Participant information (group-level information only)
- Key discussion themes
- Main challenges identified
- Support needs or opportunities
- Views on recognition or incentives
- Animal health or welfare insights (if raised)
- Important quotes (translated into English where possible)

When translating quotes, the aim is to convey the meaning rather than produce a literal translation.

For example:

*“The pasture is tired because we cannot move like before.”*

Simple translations are acceptable and you don't need to have perfect English.

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## Recording participant information

Facilitators should record group-level participant information in the reporting spreadsheet:

- Total Participants
- Approximate gender breakdown
- Participant Types (tick all that apply)
  - Pastoralists / herders
  - Leaders of herder groups (cooperatives, pasture user groups, etc)
  - Local government officials
  - Veterinary / animal health staff

- Environmental / land officers
- NGO / civil society representatives
- Traders / market actors
- Other (specify)
- Presence of different pastoralist groups (tick all that apply)
  - Women herders
  - Youth herders
  - Small herd owners
  - Large herd owners
  - Mobile / seasonal herders
- Any important representation gaps

Individual names or personal information should not be recorded.

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### Submitting Workshop Reports

After the workshop please submit:

1. The completed **Workshop Data Reporting Template**
2. Any additional notes or summaries (optional but encouraged)
3. Photos or videos, if taken with participant consent

These materials can be sent to: [consultation@rangelandstewardship.org](mailto:consultation@rangelandstewardship.org)

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### Synthesis Across Workshops

Information from multiple workshops will later be combined to identify common themes and differences across regions and contexts.

Facilitators are encouraged to highlight:

- Issues that were mentioned repeatedly
- Topics that generated strong discussion
- Unique local insights
- Concerns or disagreements

These observations are often as important as the specific answers.

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## **Practical Tips**

- Use bullet points rather than long paragraphs
- Write notes as soon as possible after the workshop
- Capture participant language where you can
- Do not worry about formatting — clarity is most important