Suggested steps to create a RecorDIM Task Group

It is suggested that you follow the steps hereafter to complete as much as possible the first draft of your **Task Group Proposal** before submitting it to the RecorDIM Coordinator for feedback. This procedure should help you to define a well-focused task group, and expedite the process of review and implementation.

Therefore, it is suggested that you:

1- Read the **RecorDIM Task Group Operational Framework** document (under 'Task Groups'), which briefly introduces the RecorDIM Initiative, and provides an understanding of roles and responsibilities related to the creation of task groups;

2- Read pages 9 to 12 of the **RecorDIM Roundtable-1 Report** entitled 'Bridging the Gap Between Information Users and Information Providers', which is provided under 'Report'. These pages provide an overview of generic gaps and needs that were identified as a basis to define RecorDIM Task Groups;

3- Identify a specific gap and / or need that your organization would like to address / resolve, and define the 'problem statement' that will be provided under 'Project Outline' of you proposal. This statement should communicate what your task group is working at resolving.

4- Complete as much as possible the **Task Group Proposal Template** document (under 'Task Group') to communicate the essence of your task group's purpose, activities and outputs. Note that proposals will be hyperlinked to the task group names listed in the **Task Group Delivery Table**, and consequently made available on the RecorDIM web site.

5- Contact specialists from other conservation organizations that are interested in playing the role of Information User and Provider within your task group. Page 3 of the **Task Group Proposal Template** provides a list of Partners and Potential Partners that you may wish to consider for your task group activities. As indicated under RESPONSIBILITY (page 4 of the Operational Framework), the User and Provider that join your task group should be involved in defining the task group proposal. This is to ensure that the problem statement includes both the User's and Provider's perspectives, and that the Task Group deliverables are designed to meet the needs of both the Users and Providers.

6- An alternative to Step 5 would be that task group Chairs seek partners directly on the internet using the new **'Alliance Hub'** page, which was recently added to this site. As all task group proposals will be linked to the '**Matrix of Task Groups'** provided under 'Alliance Hub', it is suggested that task group Chairs add an introduction page to their proposals inviting User and Provider Organizations worldwide to participate. This way, the 'Matrix of Task Groups' becomes a communication / alliance tool for Chairs to interact directly with any organization that is interested to participate to one of the task group activities.

7- Then, refer to the **Revised Framework of RecorDIM Task Groups** (under 'Reports'), to indicate where you suggest your task group should be inserted / presented. This Framework will be posted on the RecorDIM web site as a tool to help conservation specialists worldwide to see what RecorDIM gaps / needs are being addressed. This Framework will also be used to identify, in **green text**, some of the important RecorDIM gaps that remain to be resolved.

8- Finally, send your first draft proposal together with your draft letter of intent to the RecorDIM International Coordinator (Letellier.r@sympatico.ca) for comments. After revisions are made from comments received, your second draft will be circulated by the coordinator to the RecorDIM Partners for review prior to the next RecorDIM Partners Meeting that will take place in in the spring of 2005.

For further information on the above process, please contact Robin Letellier at Letellier.r@sympatico.ca (or by calling – tel.: 819-827-5950)