Citizens Assembly Stratified Randomized Selection Protocol

Selection completed live in IUCN Council Programme and Policy Committee, 23 May 2023, using Microsoft Excel without macros and a standard randomized sorting protocol.

General Approach: All Members were stratified by Region and Member Category into columns, and a parallel column was filled with random numbers between 0 and 1 (eg. 0.260181139). Then all the columns were sorted by rows to order the random numbers from smallest to largest, which randomly rearranged the Member order in each column, and the first Member name in the sorted column was selected.

Spreadsheet setup:

1. In an excel sheet. IUCN Members were stratified by Region and Member Category into 16 columns with each column color-coded in alternating ways (Columns A:P). Row 1 was headers:
   a. ie: Column A contained all Category A Members in the Africa Region coded light green;
   b. Column B contained all Category B & C Members in the Africa Region coded light blue
   c. Column C contained all Category A Members in the East Europe, North and Central Asia Region coded light blue
   d. Column D contained all Category B &C Members in the East Europe, North and Central Asia Region coded light green
   e. Column E contained all Category A Members in the Meso and South America Region coded light green;
   f. Column F contained all Category B & C Members in the Meso and South America Region coded light blue
   g. Etc.
2. Column Q was set up to choose the gender requested from the columns coded light green.
   a. Q2 = 'Female'
   b. Q3 = 'Male'
3. Column R was the random column. It started blank and was filled with random numbers using an unknown seed during the process.
4. Cell U2 contains the formula '=rand()' that was be pasted into the cells in the random column (column R)

Pre-defined Selection Protocol:

Several steps are related to preventing Excel from re-calculating the random numbers once they are assigned.

1. Set Calculations Options to 'Manual'. Ribbon > Formulas > Calculation > Calculation Options. *This stops random numbers from being re-calculated in Excel*
2. Copy 'random formula' in U2 and paste into 'random' column (R2:R255), so that it fills the grey cells (Column R) with the formula '=rand()'.
3. Calculate Random Numbers: Ribbon > Formulas > Calculation > Calculate Now. *This applies the formula '=rand()' in R2:R255, filling each cell with a different random number between 0 and 1.*
4. Without clicking again, press Control + C to copy that column to save the values, *so they are only calculated once.*
5. Right click and paste that column as static values (second from left with 123). *This stops the random numbers from being re-calculated.*
6. Select columns A:R and sort by 'random' . Ribbon > Data > Sort & Filter > Sort > By random > Values > Smallest to largest). *This sorts the rows in each column by the random numbers in column R.*

7. The first entry in each column that is not white space is the selected participant for that Region and Membership Type. If needed, reserve participants can be selected in order within each column.
8. The gender requested for all the light green columns will be determined by the topmost gender sorted in column Q. The light blue columns will be assigned the alternative.