# Planning A Co-design Activity

Contributors:

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| **What topics to explore?**   * What are the current challenges, gaps, and opportunities? * What is the purpose of exploring this topic? | **How to build Trust?**   * What are the objectives of doing this activity? * What are the key incentives for participation? * What type of information will be collected? * How will the privacy and ownership of that information be handled? | **What activities to plan?**   * How do these activities help to meet the objectives? * Are these activities easily understandable? * Are these activities accessible for the participants? * Who will facilitate the activities? How? |
| **Who is going to be there?**   * Who should be part of this conversation? * Who is currently missing from this conversation? * Are there outliers in that community? How will they be included? | **How to manage logistics?**   * How will people be informed about this activity? * Where will this activity take place? How accessible is it? * What accessibility services are needed? * How to integrate different cultures/context? * What are the costs (e.g. honorarium, food, etc.)? | **What to do with the output?**  How to organize the collected information?   * How to ensure all contributions are included? * How to share the insights? * How do you define success? |

# Reflecting On A Co-design Activity

Contributors:

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| **How did participants respond to the topic?**   * Was it understandable for the participants? * How could the topic be redefined to facilitate discussion? | **How to maintain relationships?**   * How will the community be enabled to give feedback? * How will the community know the impact of their contribution? | **How did the activities go?**   * Did they go as planned? * Did they help to meet the objectives? * What were the challenges in carrying them out? * How could the format / structure be changed to make the activity * more accessible? * What other activities could be helpful? |
| **Who was missing?**   * Who wasn’t included in the activity? Why? * What were the challenges in engaging certain communities? * Did participants feel safe to contribute ideas? * Who else should be included in future activities? | **How were the logistics managed?**   * What kind of resources could help with engaging more diverse * perspectives? * What technical challenges were experienced during the activity? * What were the challenges of working with communities with different * needs, context, and culture? | **What is the impact of the co-design process?**   * What is learned from this process? * What could be done differently in the future? |