# 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?   At the bottom of this section, there is a flashlight icon with small beams of light representing the process of brainstorming a 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?   At the bottom of this section, there is an icon depicting two outstretched hands, hovering on top of each other as if to shake hands. The icon is a visual representation of building trust with partners. | **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?   At the bottom of the section, there is a clipboard and pen icon representing the process of developing and carrying out different activities. |
| **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?   At the bottom of the tile, there is an icon depicting three dark figures and one white figure with a question mark above its head. This icon represents the participants included in the co-design sessions and those who may be missing. | **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.)?   At the bottom of the tile, there is an icon depicting a small gear in the centre, with four curved arrows pointing outwards. Each arrow points to a dollar sign, a clock, a small human figure and a bar chart. The icon is a visual representation of the logistical process. | **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?   At the bottom of the tile, there is an icon that resembles a rubik’s cube and represents the overall impact of the co-design process. |

# 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?   At the bottom of this section, there is a flashlight icon with small beams of light representing the process of brainstorming a topic. | **How to maintain relationships?**   * How will the community be enabled to give feedback? * How will the community know the impact of their contribution?   At the bottom of this section, there is an icon depicting two outstretched hands, hovering on top of each other as if to shake hands. The icon is a visual representation of building trust with partners. | **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?   At the bottom of the section, there is a clipboard and pen icon representing the process of developing and carrying out different activities. |
| **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?   At the bottom of the tile, there is an icon depicting three dark figures and one white figure with a question mark above its head. This icon represents the participants included in the co-design sessions and those who may be missing. | **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?   At the bottom of the tile, there is an icon depicting a small gear in the centre, with four curved arrows pointing outwards. Each arrow points to a dollar sign, a clock, a small human figure and a bar chart. The icon is a visual representation of the logistical process. | **What is the impact of the co-design process?**   * What is learned from this process? * What could be done differently in the future?   At the bottom of the tile, there is an icon that resembles a rubik’s cube and represents the overall impact of the co-design process. |