Planning A Co-design Activity

Contributors:

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 handl	**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?

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Reflecting On A Co-design Activity

Contributors:

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?

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