# 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?
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| **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:

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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?
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| **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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