

# Co-design Workshops Plan

Co-operative membership research project, Newham

Before the workshops:

Email: Community researcher to send co-design brief, PIS and consent forms to the participants

Phone discussions: Community researcher to call participants

- Introducing the project: we want to get inspiration and generate ideas together as to how we can make energy co-operatives like CEN more attractive
- Explaining the timeline: we will have two co-design workshops, compensated + date/time, make sure people are available for both workshops
- Arranging participation: Dietary requirements, childcare, transport costs, language barriers, any other barriers?
- Go through ethics form and consent form (consent form to be signed on the day)

## First workshop – 2.5 hours

### Stage 1: Immerse and Align

Aim: to build safety and connection and to build shared understanding about the purpose of the project and how to work together.

Need a time keeper to help people move on from activities: Nayim.

Time	Activity	Materials & Facilitator
10'	People arrive – talk about consent – give co-design brief and get consent forms signed	Co-design brief Consent forms
15'	<b>Welcome, introductions &amp; icebreaker</b>	

	<p><i>Aim– to make everyone feel at ease, to build safety and connection</i></p> <p>Introductions – what is your favourite place to hang out? What’s your name and what does it mean/ where does it come from?</p>	Ruth, Patricia facilitating
5’	<p><b>Explain purpose of co-design (brief) and constraints</b></p> <p><i>Aim– to introduce project &amp; build shared understanding</i></p> <p>Co-design brief: introduction of co-ops, research project and co-design, criteria for our design</p>	Ruth & Patricia presenting
10’	<p><b>Develop values and norms for co-design</b></p> <p>Aim – to build shared understanding – values and norms which enable brave conversations</p> <p>Activity: ground rules for how we can work together? Finding different ways to participate</p> <p>Start with some basic rules – Repowering values, rules – <i>we start with 2 or 3 essential ones and they can add to this.</i></p> <p>What makes helps you work together in a group? What should we avoid?</p>	Ruth & Patricia facilitating  Sheet with 2 or 3 initial rules Slide with RL values
<b>BREAK (10 minutes)</b>		
<b>1 hour into workshop</b>		

## Stage 2: Discover

Aim: to build understanding of what we know about the problem. Develop insights that everyone agrees on from the data to inform our design. This is the strength of design as a process – getting these insights. Preparation beforehand is crucial.

Time	Activity	Materials & facilitator
	<p><b>Insights gathering</b></p> <p><u>Step 1</u> – <i>Break people down into groups of 2 or 3 with a facilitator</i></p>	

<p>5'</p>	<p><b>Group discussion to warm up: Think of ways you feel a part of in your community? All the different ways, from big things to little things.</b></p> <p>This could be a sports club, faith group, supporting neighbours, participating in a social media group, being part of a community organisation, being part of a parents' or schools' group, fundraising e.g. raising money for Red Nose Day or some other charity.</p> <p><i>Don't ask the person who seems the most involved in their community to speak first.</i></p> <p>Then get everyone to choose one role from their own experience – one most involved in now or in the past.</p> <p><u>Step 2</u> – <i>We come together on one big table, background music, people have a big sheet with the prompts and post-its.</i></p> <p><b>Brainstorm: Think about the role you chose as an example. What was your journey in this role? We alternate between individual notetaking and sharing as a group. Facilitator makes post-it notes on shared themes.</b></p> <p>Prompts:</p>	<p>Patricia, Ruth Nasri, Anna with one group each taking notes</p> <p>Anna, Nayim timekeeping, moving around Valeria, join and support a group</p>
<p>5' individually</p>	<ul style="list-style-type: none"> <li>• Getting Involved <ul style="list-style-type: none"> <li>○ What gave you the idea to do this?</li> <li>○ How did you get involved?</li> <li>○ What motivated you at first to participate?</li> </ul> </li> </ul>	<p>1 set of A3 sheets of paper for each group with the 3 columns sets of prompts stuck on top. Rows for each individual to write about their own experiences</p>
<p>10' individually</p>	<ul style="list-style-type: none"> <li>• Being involved <ul style="list-style-type: none"> <li>○ What did you do? How much time did you spend? How long did you stay involved?</li> <li>○ What made it meaningful, rewarding, valuable?</li> </ul> </li> </ul>	

<p>10' individually</p> <p>10' small group</p>	<ul style="list-style-type: none"> <li>○ Did your role evolve and change over time? If so, how?</li> <li>○ If your role didn't change – why didn't it? Would you have liked it have changed? Would you have liked to have got more involved and taken on more responsibility? What got in the way?</li> <li>○ What does taking on more responsibility mean or make you think of?</li> </ul> <ul style="list-style-type: none"> <li>● Challenges &amp; Support <ul style="list-style-type: none"> <li>○ What made it challenging? At what stage(s) in your journey?</li> <li>○ Did you get any support?</li> <li>○ Would you have liked more support?</li> <li>○ What do you think you can bring to your community?</li> </ul> </li> </ul> <p>What are the enablers of participation from your experiences?</p> <p>What are the barriers?</p> <p>What are similarities and differences across experiences?</p>	
<p><b>BREAK (10 minutes)</b></p> <p><b>1 hour 50 into workshop</b></p>		
<p>20 mins</p>	<p><b>Immerse co-designers in insights</b></p> <p>Aim: to allow co-designers to learn from the research we have already done</p> <p><b>Group discussion</b></p> <p>Need to group insights from group discussions</p> <ul style="list-style-type: none"> <li>● What are the motivations to participate?</li> <li>● What are the enablers of participation?</li> <li>● What are the barriers to participation?</li> </ul>	<p>Patricia and Ruth facilitating, Anna taking notes, Nayim timekeeping.</p> <p>How can we questions from NK</p> <p>Themes from Newham</p>

15 mins	<p>How do the motivations, enablers and barriers change over the journey below?</p> <ul style="list-style-type: none"> <li>• Getting Involved <i>First time you heard of it?</i> <i>First time you did an activity?</i></li> <li>• Being Involved <i>Regularly participating?</i> <i>First time you took on responsibility?</i></li> </ul>	<p>volunteers' workshop</p> <p>Flipchart paper on wall:</p> <ol style="list-style-type: none"> <li>1) Barriers</li> <li>2) Enablers</li> </ol> <p>Post it notes</p> <p>Long roll of paper, On the roll of paper, write 'awareness' 'first activity' 'regular participant in activities' 'first organisational responsibility'</p>
5 mins	<p>Thinking about it as a journey – introduce the Scout map. Introduce the different stages.</p> <p>Introduce coops here.</p> <p>Let us know if there is anything more you want to know about energy coops or if you have any questions. We will go deeper into this next time.</p> <p><b>Wrap up</b> – summary and recap of findings</p>	<p>Bring 'what is a co-op' cards for each participant</p>
10 mins	<p><b>Evaluation</b></p> <p>Ask participants to fill out evaluation survey</p>	

## Second workshop – 3 Hours

### Stage 3: Design

Should build on inspiration, not start from scratch. Need advance preparation about what works or not.

Time	Activity	Material
5 mins	<p><b>People arrive and learn about coops</b></p> <p><i>Aim: Discover inspiration to find things that work that we can build on – what is a coop and how it works</i></p> <p>Activity: people arrive – Anna greets them, reminds them about ethics, tells them about the purpose of the workshop.</p> <ul style="list-style-type: none"> <li>- Hands out coops flyer (explaining one form of organisation, duties, functions, powers)</li> <li>- Quick reminder and can ask questions.</li> </ul>	<p>Patricia talks about coops.</p> <p>Coops Handout</p>
10 mins	<p><b>People find out what they will be designing</b></p> <ul style="list-style-type: none"> <li>- We hand out volunteer journey to show what we'll be producing today</li> <li>- We have a table with a big roll of paper and post its, pens, stickers around it where we will be co-creating the <b>journey of co-operation</b></li> <li>- Before creating the journey, participants will have to discover what being involved in a co-operative currently looks like, working in pairs and moving around the room tables.</li> <li>- Explain about what is on the tables and what they should expect</li> <li>- Talk through How can we questions</li> <li>- They will create storyboard to help them start thinking about what they will add to the journey</li> </ul>	<p>Copy of Scouts volunteer journey as an example</p> <p>Ruth &amp; Patricia to explain</p>
1 hour	<p><b>Discover &amp; design tables</b></p> <p><i>Aim: to discover insights from the last session and use them to provide design ideas for the journey of cooperation</i></p>	<p>4 tables</p> <p>4 table names with stages of the journey</p>

	<p>Activity: 4 tables are set up themed around the stages of the journey of being involved in a coop – the journey of cooperation. These stages are:</p> <p><b>First activity;</b> Nasri  <b>Regular participant;</b> Ruth  <b>Taking responsibility;</b> Eva  <b>Taking a formal management and leadership role.</b> Patricia</p> <p>Each table is facilitated by a Repowering team member. Participants work in pairs or 4s and go around each table. They spend 10 minutes at each table, thinking about how they would like participation to look like at each stage. They can take notes in their notebook. They can also start adding things to the <b>journey of co-operation.</b></p> <p>Each table will have a set of activities cards relevant to that stage. These cards will describe the activity and what responsibilities and expectations come with it. These are based on Repowering Coops’ existing activities (there will also be blank cards for people to fill in). At each table facilitators try to get people to think about:</p> <p><i>What would motivate and support you at this stage?  How might we make volunteering family-friendly?  How might we create a sense of belonging for volunteers / members so everyone feels welcome and part of the coop? How might we create a culture of respect and recognition? How might we enable participants to learn new skills or new knowledge or gain a qualification? (insights from previous session)</i></p> <p>Nayim &amp; Anna keep time. Ensure that everyone moves every 10 minutes, but extra time for the first table.</p>	<p>4 table clothes  different colours  Activity cards  A3 sheets with questions on participation, motivations, benefits, support.  Insights from research relating to questions in forms of “how might we” questions.  Post-it notes  Copy of investor offers</p>
10	<b>Feedback ideas/highlights to the group</b>	Roll of paper

mins	<p><i>Aim: for everyone to hear about the different ideas that have been generated</i></p> <p>Each table facilitator feeds back ideas that have been developed at their station.</p> <p>Éva re-introduces idea of membership, what are rights and responsibilities and poses the question about where does membership fit in this process?</p> <p>Move sheets to wall – hang in order (first hear, - taking responsibility) for the journey to visualise the journey and clear tables for next activity</p>	Put post-it notes on it.
15 mins	<b>BREAK 1h35 minutes at this stage</b>	
20 mins	<p><b>Storyboarding</b></p> <p><i>Aim: to create the full journey of cooperation from the eyes of one participant from first activity to moving to another stage.</i></p> <p>Activity: participants work in groups of 3 to 4 to create a storyboard of the journey of cooperation and membership from first activity to potentially coming a director (with the understanding that not everyone will want to go on every stage of the journey). One facilitator at least per group. Warn the team that one person will have to tell the story to the group.</p>	Ruth & Patricia Storyboard handout Pens Example storyboard
30 mins	<p><b>Present the stories to the larger group</b> – move tables to the side and set up a circle in the middle of the room</p> <p><i>Aim: to learn from each other and get feedback to then build one communal storyboard.</i></p> <p>Activity: Each team will present their story.</p> <p>The others listen and give feedback – what do they like, what could they build on?</p>	
2h25		
40 mins	Ask the small group and also the larger group, what do you like about the story – what should we add, where should we add it, what can we build on?	2 <sup>nd</sup> Big roll of paper with collective storyline.



	<p><b>Refine and generate a collective storyboard – a journey of cooperation</b></p> <p><i>Aim: to collect ideas together to create one single storyboard / diagram to represent the journey of cooperation building on previously presented ideas and feedback. To create the full journey of cooperation from the eyes of one participant from first activity to moving to another stage.</i></p> <p>Activity: Collectively generate 1 final storyboard telling the journey of cooperation</p> <p>On a table in the middle, participants and facilitators come together to create the journey of co-operation based on all the insights generated at the different tables. They use the long roll of paper to add post-its, text, drawings etc. Facilitators help making sure all conversations at their tables are reflected in the journey, and that the different steps become clear as we progress. Creative exercise: what metaphor will we use for the cooperation journey?</p>	
2h55	<p><b>Evaluation</b></p> <p>Payment - remember to warn about benefits and tax implications</p>	