Workshop Activities: Basic Shape of Co-Design Process

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.

Time	Activity	Material
	Welcome & icebreaker	
	Aim- to make everyone feel at ease, to build safety	
	and connection	
	Explain purpose of co-design (brief) and constraints	
	Aim – to introduce project & build shared	
	understanding	
	Develop values and norms for co-design	
	Aim – to build shared understanding – values and	
1	norms which enable brave conversations	

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.

Pre-workshop prep: Synthesise: What do we already know about the issue?

Time	Activity	Material
	Immerse co-designers in insights	
	Aim: to allow co-designers to learn from the research	
	we have already done	
	Add any additional insights from co-designers	
	Aim: to bring in their lived experience to add to our	
	research	
	Work together to prioritise insights & create how	
	might we statements	
	Aim: to synthesis the research, allowing everyone a	
	voice and highlight key insights on which we will base	
	the design	
	Create design criteria – what criteria should a good	
	design meet?	
	Aim: to have a clear set of criteria for judging ideas	

Stage 3: Design

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

Time	Activity	Material
	Discover inspiration	
	Aim: to find things that work that we can build on	
	Design	
	Aim: to design solutions	
	Feedback	
	Aim: to give feedback on ideas so they can be refined	
	Refine ideas	
	Aim: to improve ideas based on feedback	

Stage 4: Test and Refine

Need to test ideas to see what might work. Testing and experimentation is core to the design process.

Time	Activity	Material
	Learn about testing and prototyping	
	Aim: for people to understand how to test and	
	prototype to be able to build a test	
	Build a test & prototype	
	Aim: to be able to test ideas	
	Test the prototype	
	Aim: to learn from experimentation and get feedback	
	Review feedback & refine ideas	
	Aim: to improve the ideas	

Stage 5: implement and learn

Time	Activity	Material
	Decide	
	Aim: to use design criteria to decide collectively	
	which idea to take forward	
	Endings	
	Saying goodbye, considering how to continue the	
	collaboration	

Co-design Workshops Plan

Co-operative membership research project, North Kensington

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.

Time	Activity	Materials &
		Facilitator
10'	People arrive – talk about consent – give co-design brief	Co-design brief
	and get consent forms signed	Consent forms
15'	Welcome, introductions & icebreaker	
	Aim- to make everyone feel at ease, to build safety and	
	connection	Nasri, Eva
		facilitating
	Introductions – what is your favourite place to hang out?	
	What's your name and what does it mean/ where does it	
	come from?	
5'	Explain purpose of co-design (brief) and constraints	Eva presenting
	Aim- to introduce project & build shared understanding	
	Co-design brief: introduction of co-ops, research project	
	and co-design, criteria for our design	
10'	Develop values and norms for co-design	

Aim – to build shared understanding – values and norms which enable brave conversations		
Activity: ground rules for how we can work together? Finding different ways to participate	Nasri, Eva facilitating	
Start with some basic rules – Repowering values, rules – we start with 2 or 3 essential ones and they can add to this. What makes helps you work together in a group? What should we avoid?		
BREAK (10 minutes)		
1 hour into workshop		

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
	Insights gathering	Tacintator
	Step 1 - Break people down into groups of 2 or 3 with a facilitator	
	Group discussion to warm up: Think of ways you feel a part of in your community?	Nasri, Eva with one group each
5'	This could be a sports club, faith group, supporting neighbours, participating in a social media group,	taking notes
	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.	Anna, Nayim moving around
	Talk about these different roles. Get everyone to choose one role – one most involved in now or in the past.	
	Step 2 - We come together on one big table,	
	background music, people have a big sheet with the prompts and post-its.	Eva facilitating
	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	A3 sheets with prompts
	a group.	
	Prompts: • Getting Involved	
	 What gave you the idea to do this? How did you get involved?	

	 What motivated you at first to 	
	participate?	
	p and a second	
	Being involved	
	 What did you do? How much time did you spend? How long did you stay involved? What made it meaningful, rewarding, valuable? Did your role evolve and change over time? If so, how? 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? What does taking on more responsibility mean or make you think of? 	
	 Challenges & Support What made it challenging? At what 	
	stage(s) in your journey?	
	Did you get any support?Would you have liked more support?	
	 Would you have liked more support; What do you think you can bring to 	
	your community?	
	BREAK (10 minutes)	
	2 hours 10 into workshop	
	Immerse co-designers in insights	Eva, Nasri
	Aim: to allow co-designers to learn from the research we have already done	facilitating, Anna taking notes
	Group discussion	
	Group discussion	Flipchart paper
20 mins	Need to group insights from group discussions	on wall:
	• What are the motivations to participate?	1) Barriers
	 What are the enablers of participation? 	2) Enablers
	 What are the barriers to participation? 	
		Post it notes
	How do these change over the standard journey	Long roll of
15 min	below?	paper
	• First time you heard of it?	
	• First time you did an activity?	On the roll of
	Regularly participating? First time you took on reap and hility?	paper, write
	• First time you took on responsibility?	'awareness' 'first activity'
		inst activity

5 mins	Wrap up — summary and recap of findings	'regular participant in activities' 'first organisational responsibility'
	Evaluation	
10 mins	Ask participants to fill out evaluation survey	

Second workshop - Saturday 4 May

Stage 3: Design Should build on inspiration, not start from scratch. Need advance preparation about what works or not.

works or Time		Matarial
	Activity	Material
15 mins	People arrive, learn about co-ops and find out what they will be designing	Coops handouts
	Activity: people arrive - Anna greets them, reminds	Copy of Scouts volunteer
	them about ethics, tells them about the purpose of the workshop.	journey as an example
	 Hands out coops flyer (explaining one form of organisation, duties, functions, powers) Quick explanation and can ask questions. We hand out volunteer journey to show what we'll be producing today We have a table with a big roll of paper and post its, pens, stickers around it where we will be co-creating the journey of cooperation 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. They can use their notebook and a blank storyboard to help them start thinking about what they will add to the journey 	Storyboards
1 hour	Discover & design tables	4 tables

_		<u>, </u>
	Aim: to discover insights from the last session and use	4 table names with stages
	them to provide design ideas for the journey of	of the journey
	cooperation	4 table clothes different
		colours
	Activity: 4 tables are set up themed around the stages	Activity cards
	of the journey of being involved in a coop - the	A3 sheets with questions
	journey of cooperation. These stages are: first	Insights from research
	activity; regular participant; taking responsibility;	relating to questions in
	taking a formal management and leadership role.	forms of "how might we"
	ocking a formal management and loadership fore-	questions.
	Each table is facilitated by a Repowering team member.	-
		Copy of investor offers
	Participants work in pairs or 3s and go around each	copy of investor offers
	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 post-its to the journey of	
	co-operation, a long roll of paper stuck on the wall.	
	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: 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)	
	gam a quamication; (misignis from previous session)	
	Nayim & Anna keep time. Ensure that everyone moves	
	every 10 minutes.	
20	Feedback ideas to the group	
mins	Aim: for everyone to hear about the different ideas	
шшѕ	1	
	that have been generated	
	Each table facilitator feeds back ideas that have been	
	developed at their station.	
	É va re-introduces idea of membership, what are	
	rights and responsibilities and poses the question	
	about where does membership fit in this process?	
15 .	DDELY 1105 1 1 111 1	
15 mins	BREAK 1h35 minutes at this stage	
1h25	Generate a collective storyboard, a journey of	0, 1, 1, 1, 1
	cooperation	Storyboard handout

	Aim: to create the full journey of cooperation from the Pens
	eyes of one participant from first activity to moving to Example storyboard
	another stage.
	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 Big Post-its
	tables are reflected in the journey, and that the
	different steps become clear as we progress.
	Once we have enough post-its on the roll of paper, the
	lead facilitator sits everyone in a circle and we
	consolidate the ideas into one journey as a whole
	group. Conversation can be facilitated by doing
	rounds, and we finish when there is a consensus about
	the journey.
	Creative exercise: what metaphor will we use for the
	cooperation journey?
2h20	Evaluation
	Payment - remember to warn about benefits and tax
	implications

Co-design Workshops Plan

Co-operative membership research project, Newham

Before the workshops:

<u>Email</u>: 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	Co-design brief
	and get consent forms signed	Consent forms
15'	Welcome, introductions & icebreaker	

	Aim- to make everyone feel at ease, to build safety and	Ruth, Patricia	
	connection	facilitating	
	Introductions – what is your favourite place to hang out?		
	What's your name and what does it mean/ where does it		
r,	come from?	D .1 0 D	
5'	Explain purpose of co-design (brief) and constraints	Ruth & Patricia	
	Aim- to introduce project & build shared understanding	presenting	
	Co-design brief: introduction of co-ops, research project		
	and co-design, criteria for our design		
10'	Develop values and norms for co-design		
	Aim – to build shared understanding – values and norms		
	which enable brave conversations		
	Activity: ground rules for how we can work together?	Ruth & Patricia	
	Finding different ways to participate	facilitating	
	Start with some basic rules – Repowering values, rules – we start with 2 or 3 essential ones and they can add to this.	Sheet with 2 or 3 initial rules	
	ŕ	Slide with RL	
	What makes helps you work together in a group?		
	What should we avoid?	values	
	BREAK (10 minutes)		
	1 hour into workshop		

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
	Insights gathering	
	Step 1 – Break people down into groups of 2 or 3 with a facilitator	

Patricia, Ruth Group discussion to warm up: Think of ways you feel a 5' part of in your community? All the different ways, Nasri, Anna with from big things to little things. one group each This could be a sports club, faith group, supporting taking notes 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 Anna, Nayim money for Red Nose Day or some other charity. timekeeping, moving around Don't ask the person who seems the most involved in Valeria, join and their community to speak first. support a group Then get everyone to choose one role from their own experience – one most involved in now or in the past. Step 2 – We come together on one big table, background music, people have a big sheet with the prompts and post-its. Brainstorm: Think about the role you chose as an 1 set of A3 example. What was your journey in this role? We sheets of paper alternate between individual notetaking and sharing as for each group with the 3 a group. Facilitator makes post-it notes on shared themes. columns sets of prompts stuck Prompts: 5' individually Getting Involved on top. Rows for • What gave you the idea to do this? each individual o How did you get involved? to write about their own What motivated you at first to participate? experiences Being involved 10' o What did you do? How much time did individually you spend? How long did you stay involved? What made it meaningful, rewarding, valuable?

	o Did your role evolve and change over	
	time? If so, how?	
	o 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?	
	 What does taking on more responsibility 	
	mean or make you think of?	
	Challenges & Support	
	What made it challenging? At what	
10'	stage(s) in your journey?	
individually	o Did you get any support?	
-	o Would you have liked more support?	
	What do you think you can bring to your	
	community?	
	What are the enables of participation from your	
	experiences?	
	What are the barriers?	
10' small	What are similarities and differences across	
group	experiences?	
0 1		
	BREAK (10 minutes)	
	1 hour 50 into workshop	
	Immerse co-designers in insights	Patricia and
	Aim: to allow co-designers to learn from the research	Ruth facilitating,
	we have already done	Anna taking
		notes, Nayim
	Group discussion	timekeeping.
20 mins	Need to group insights from group discussions	How can we
	What are the motivations to participate?	questions from
	What are the enablers of participation?	NK
	• What are the barriers to participation?	Themes from
	1 1	

	How do the motivations, enablers and barriers change	volunteers'
	over the journey below?	workshop
	Getting Involved	
	First time you heard of it?	Flipchart paper
	First time you did an activity?	on wall:
	Being Involved	1) Barriers
15 mins	Regularly participating?	2) Enablers
	First time you took on responsibility?	
		Post it notes
		Long roll of
		paper, On the
		roll of paper,
		write 'awareness'
		'first activity'
		ʻregular
	Thinking about it as a journey – introduce the Scout	participant in
	map. Introduce the different stages.	activities'
		'first
	Introduce coops here.	organisational
5 mins	Let us know if there is anything more you want to know	responsibility'
	about energy coops or if you have any questions. We	
	will go deeper into this next time.	
		Bring 'what is a
	Wrap up – summary and recap of findings	co-op' cards for
		each participant
	Evaluation	
10 mins	Ask participants to fill out evaluation survey	

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	People arrive and learn about coops	
	Aim: Discover inspiration to find things that work that	Patricia talks about
	we can build on – what is a coop and how it works	coops.
	Activity: people arrive – Anna greets them, reminds	Coops Handout
	them about ethics, tells them about the purpose of the	
	workshop.	
	- Hands out coops flyer (explaining one form of	
	organisation, duties, functions, powers)	
	- Quick reminder and can ask questions.	
10 mins	People find out what they will be designing	Copy of Scouts
10 1111113	- We hand out volunteer journey to show what	volunteer journey as
	we'll be producing today	an example
	 We have a table with a big roll of paper and post 	an example
	its, pens, stickers around it where we will be co-	Ruth & Patricia to
	creating the journey of co-operation	explain
	- Before creating the journey, participants will	explain
	have to discover what being involved in a co-	
	operative currently looks like, working in pairs	
	and moving around the room tables.	
	 Explain about what is on the tables and what 	
	they should expect	
	- Talk through How can we questions	
	- They will create storyboard to help them start	
	thinking about what they will add to the journey	
4.1		4 11
1 hour	Discover & design tables	4 tables
	Aim: to discover insights from the last session and use	4 table names with
	them to provide design ideas for the journey of cooperation	stages of the journey

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:

First activity; Nasri

Regular participant; Ruth Taking responsibility; Eva

Taking a formal management and leadership role.

Patricia

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 **journey of cooperation**.

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:

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)

Nayim & Anna keep time. Ensure that everyone moves every 10 minutes, but extra time for the first table.

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

Feedback ideas/highlights to the group

Roll of paper

mins	Aim: for everyone to hear about the different ideas that	Put post-it notes on it.
	have been generated	
	Each table facilitator feeds back ideas that have been	
	developed at their station.	
	Éva re-introduces idea of membership, what are rights	
	and responsibilities and poses the question about where	
	does membership fit in this process?	
	Move sheets to wall – hang in order (first hear, - taking	
	responsibility) for the journey to visualise the journey	
	and clear tables for next activity	
15 mins	BREAK 1h35 minutes at this stage	
	Storyboarding	
20 mins	Aim: to create the full journey of cooperation from the	Ruth & Patricia
	eyes of one participant from first activity to moving to	Storyboard handout
	another stage.	Pens
	Activity: participants work in groups of 3 to 4 to create	Example storyboard
	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.	
	Present the stories to the larger group – move tables to	
30 mins	the side and set up a circle in the middle of the room	
	Aim: to learn from each other and get feedback to then	
	build one communal storyboard.	
	Activity: Each team will present their story.	
	The others listen and give feedback – what do they like,	
	what could they build on?	
2h25		
40 mins	Ask the small group and also the larger group, what do	
	you like about the story – what should we add, where	2 nd Big roll of paper
	should we add it, what can we build on?	with collective
		storyline.

Refine and generate a collective storyboard – a journey of cooperation

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.

Activity: Collectively generate 1 final storyboard telling the journey of cooperation

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?

2h55 **Evaluation**

Payment - remember to warn about benefits and tax implications



Co-design brief

For our co-operative membership research project

Who are we?

We are a small team of **community organisers** and **researchers.** We work for energy co-operatives in North Kensington and Newham through <u>Repowering London</u>, and on topics relating to social entrepreneurship and renewable energy.

Energy co-operatives are created by people coming together to invest time and money to develop renewable energy projects (e.g. installing solar panels on a school). The people involved are members of the co-operative, making decisions on how the business is run and its profits distributed. It's a way of taking back control of our energy system, currently in the hands of energy companies. It's about building a new system based on community and co-operation.

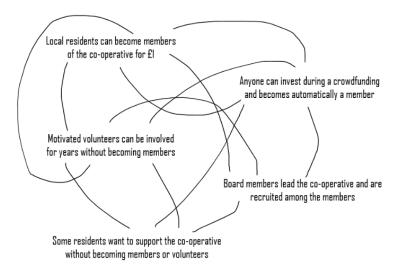
What is the research about?

We started this project because we noticed that some of London's diverse communities aren't currently well represented in energy cooperatives. A co-operative is owned and driven by its members, and so we want more people to join energy co-operatives as members.

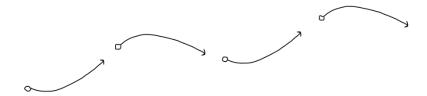
With this research, we're exploring new ways to make joining energy cooperatives more appealing and accessible to a wider range of Londoners. To this purpose, we need to better define how people can get involved in our energy co-operatives, and what our membership offer is.

What are we designing?

A membership journey. Currently the way people get involved in our energy co-operatives is a bit messy:



We want to change this and create a clear, compelling, attractive journey – with different roles and benefits. Something that would look a bit more like this:



This journey and the offer could be communicated in the form of a poster, a map, a drawing and more. We can take inspiration from other cultural or commercial memberships around us, such as Nike or the Tate museum.

There are some constraints for our design. Co-operatives are operating within a legal framework and have some duties as organisations. We must also consider the resources that co-ops such as North Kensington Community Energy and Community Energy Newham have available for community and member engagement.

What is co-design?

In co-design, people with the relevant skills and experience **come together to create** a product, like training materials, information booklets, a new service, organisational policies, or service specifications.

Co-design brings together lived experience, lived expertise and professional experience to learn from each other and make things better - by design. Co-design involves centering care, working with the people closest to the solutions, sharing power, prioritising relationships, being honest, being welcoming, using creative tools, balancing idealism and realism, building and sharing skills.

Timeline

We will be running **four co-design workshops** in person, two in North Kensington and two in Newham, in the first half of May 2024. We expect around 5-10 participants in each area, who will be attending both workshops as they will be complimentary. Participants will be compensated for their time and be invited to get involved in their local energy co-operative. The designs we produce will be used by the local energy co-operatives from summer 2024. We will also be sharing our designs and our research process with the wider co-operative sector.

How are we going to work together?

We'll be agreeing values to guide our collective work. We can borrow from such as collaboration, care, ingenuity, inclusion and integrity. We want to create a safe atmosphere where people feel free to speak their minds and be heard without fear of judgment. We value all contributions— of energy, enthusiasm, knowledge, time, vision, humour, skill and care.

We will be discussing as a group on how to do this best when we start the workshops.

If you have any questions, don't hesitate to get in touch with Eva at eva-goudouneix@repowering.org.uk or on 07 549 874 906.