

Our focus



Expectations



Key stakeholders and teams



Communication channels



What expectations exist for this work?

Who is involved? How much? When?

Where can you reach specific groups?

Locations, spaces



Participant mix



Consent and privacy



What spaces could be used that are safe, accessible and welcoming? How can you adapt spaces?

What types of people do you need to involve?
What skills, interests of perspectives do they bring?

How will you collect and store personal information? What are your policies?

Times and key dates

No. people with lived experience

Subject matter Support staff experts

Do you need
Group facilitators
Interpreters
Support workers
Technology aids
Counsellors?

Recognition



How will you share value with participants? Payment - Honoraria, authorship, something else?

What is it we want to partner on? What questions do we want answered?

Are there any dates, deadlines or holidays to be mindful of?

Setup to-do list

Lead

Support team

Key outcomes



Safety



What is you will make together?
How will you know you are successful?

Should you offer a contact person for de-briefing, access to EAP counsellors for people involved in this work?

Shared- decision making



What happens next



When? How will decisions be made?
Who decides on the final design?

How could you ensure this work has a future? What happens after this work?