

Appendix 1 – Co-production Planning Guide

Use the following checklist to ensure you have considered everything when planning a co-production exercise.

Before you start

- We are clear about the parameters of the decisions participants can make in this project.
- We are clear about who we'd like to be involved in this co-production project – see Appendix 2.
- We are clear about what we want to achieve from the project, and ready to listen to what others might want to achieve.
- We are clear about how we think people can contribute but ready to be flexible and work with their ideas.
- We have the budget / resources in place to support meaningful involvement.

Getting started

- We have developed our recruitment materials using plain language – see Appendix 2.
- We have a clear plan to communicate the invitation to people we want to work with us – see Appendix 2.
- We have thought about the terms of reference and identified existing parameters – see Appendix 3.

Working through

- We have the skills and materials to make the co-production workshops accessible, engaging and interactive.
- We have thought about how we will keep a record of our activities and decisions, and get people's consent for using them.
- We know how we will measure and record the impact of the work and provide regular updates to the group on the effect this is having.
- We continually reflect on what is going well, what we have learned and what we could improve – see Appendix 4.



Better for everyone