Class 2 – How is a co-creation session organised?  
(video transcription)

In the previous class, we introduced the general concepts of the co-creation process.

In practice, the process will be conducted by means of a series of sessions. Let's look in more detail at how to structure these sessions.

We will divide the work into three stages: preparing, conducting and systematising each of the co-creation sessions.

When we come to prepare the sessions, it is important that we organise and group together the ideas that emerged from the listening process.

To do this, we will use the co-creation general chart.

In the first column, we list the ideas that emerged during the community listening process.

Then we organise these ideas into groups according to thematic similarity, e.g. ideas related to water management, crops, tourism initiatives, etc.

The topics will vary according to the community.

For each topic group, a working group is set up. The same person can take part in several working groups.

When selecting participants, we need to take diversity into account and include men and women of different ages.

Invite experts according to the needs of the topic itself as well as geographical and cultural proximity.

Include representatives from companies, government institutions, councils, research centres, universities, etc.

We need to also assess whether it is possible to hold mixed meetings or if, for particular reasons, women are more comfortable addressing particular topics in non-mixed sessions; as well as holding exclusive meetings with specific groups.

As for the number of people to invite, we suggest a maximum of 30 per session.

The choice of venue is important so that we can achieve the highest possible turnout.

The meeting venue must be accessible, close and large enough to accommodate all the people invited.
It could be a school, a cultural centre, a neighbourhood club, etc.

It is important that the venues chosen are neutral in relation to political parties or figures, otherwise false expectations could be created as regards the scope of the ideas or solutions that may arise during the sessions, or be identified exclusively as belonging to a certain group.

Given the fact that “la Caixa” Foundation’s W4P programme is aimed at women and young people, the sessions should be held at times when they are able to take part.

As for the duration of the sessions, there is no particular recommended length of time and depending on the specific circumstances or the number of activities, it may change.

In any case, it is suggested that a session should not last longer than two hours.

How many sessions should be conducted?

There is no maximum number, but if no progress is made in three sessions, it may be necessary to discontinue that group or topic.

Some working groups will manage to make progress in their initiatives and others may be discontinued or reconfigured.

We also need to bear in mind that the facilitating team will always be able to propose alternatives or new ideas or approaches that have worked in other contexts.

In addition, we need to assign one or two people to draw up a report of the session, that is, to take notes in an orderly and systematic fashion of what happened and the impressions of the participants.

Lastly, we will need to choose what tools and dynamics we will use in the session.

We will talk in more detail about the tools and dynamics during Class 3, when we look at the second stage, i.e. conducting the co-creation sessions.

The third and final stage involves systematising the outcomes of each session.

The systematisation of the outcomes is essential so that we can:

- share them internally and externally
- organise the next meetings
- improve the dynamics
- continue the process of listening and comparison
- and even, if necessary, form new working groups

How do we document or report the session outcomes?
There are several ways to do this, for example:

- meeting minutes, which are a good way to keep a detailed record for the facilitating team
- infographics of ideas, connections and people
- storytelling with videos or photos so as to share outcomes with the community, as well as a play, puppet show, etc.

We have made a bit more progress at this point. In the next class, we will look in more detail at the tools and dynamics.

See you next class!