

2 Seas Mers Zeeën PARTICIPATION TOOLS FOR CO-CREATION

PART OF DELIVERABLE 3.2 OF THE CO-ADAPT PROJECT



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1. INTRODUCTION

The guide can be used in several ways. It can be used for inspiration or for finding the right tool for your process.

You want to involve more people in your project but how do you start? By browsing through this guide you will surely get some ideas. You can do very simple things, such as just sit down at the table in a 'face to face meeting' to talk about the project. Maybe your discussion partner is willing to contribute to the project. Or you can 'go big' and organize a 'landscape planning' in which you ask the whole neighborhood who wants to see happen what and where.

But this guide is mainly meant to be a resource for those who are especially looking for a tool to implement cocreation in their project.

It is therefore important to think in the first place about the objectives and conditions of your project.

- What do I want to achieve?
- How large is the group I want to involve?
- At what stage of the project am I?
- To what extent do I want to engage my partners?
- What are my possibilities (financial, equipment, staff)?

Once you have a view on this data, you can check which tools are suitable for your project.

Be creative! Combining different tools can also be a good idea.



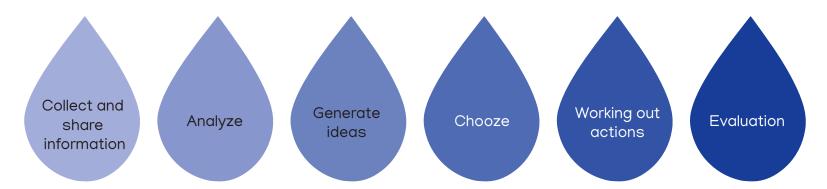
This guide brings you an overview of participation tools that can be used in spatial—and environmental projects and planning processes. Besides a short description, every tool is characterized by the following parameters which are explained below:

- Objective
- Stage in the process
- Level of participation

In the second part 'best practices', you will see which results can be achieved by using the right tools.



Objective



Collect and share information

In the beginning of the project it is important to collect and share information. You have to inform partners about the content, the purpose, etc....But stakeholders can also be an important source of information.

Analyse

Would you like to make an analysis of the existing situation? Sometimes you want to know more about the environmental quality, sometimes you want to know who your users are. What are the spatial and environmental challenges? Who are my stakeholders? What are the bottlenecks? What are the potentials?

Generating ideas

By looking at the area together with your partners, you will often come up with more ideas and/or solutions.

Choose, prioritize

At a certain point in time it will be necessary to choose or prioritize which measures should/can be taken

Working out actions

Ideas must be converted into an action plan. involving your partners in this is also part of the co-creation process.

Evaluation

It is important to evaluate the whole process at important milestones and at the end of the process.



Stages in a process

Within a planning— and participation process several stages can be defined. Below they are represented as a linear process. Be aware that in practice this will be a combination of linear and circular process, where you will have to go back to previous steps once in a while to adjust or elaborate previous stages.

Actor analysis Motivation Problem definition Project definition Co creative action plan Implementation **Evaluation** Problem defintion





Actor analysis

The first question you ask yourself when you want to start a co-creation process is: with whom does this process take place? Who are the stakeholders/the actors? In principle everyone who is influenced by or has an influence on the project is a stakeholder. Who are these people?

Motivation

The moment you have a view on the actors you want to involve, you still have to convince them to join the process.

Problem definition

Often there is a suspicion or a feeling that problems are occurring in a certain area. It is necessary that it is made very clear, what are the exact bottlenecks? Perhaps actors are struggling with different problems.

Project definition

Once the bottlenecks are known, it can be decided what needs to be worked on. A good project definition is a good guide throughout the project.

Co creative action plan

With a clear project definition in mind, an action plan can be drawn up. Agreements can be made who will do what, what is the timing and how will the financing be done.

Implementation

It is also important to maintain good contact for follow-up during execution. It is possible to make interim evaluations and, if necessary, make adjustments.

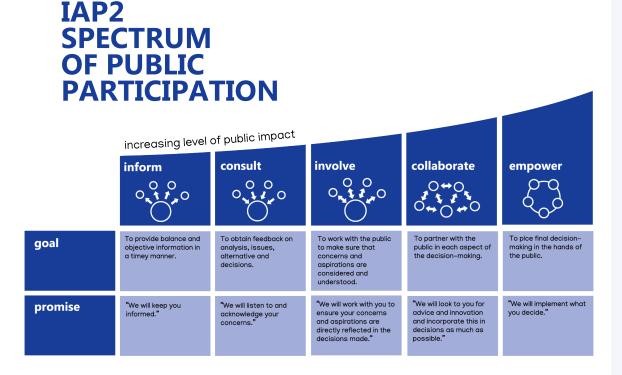
Evaluation

This phase is often forgotten, but it is important to evaluate the entire course of the project after completion. It can also be useful to evaluate your process at important milestones. Are we still working in line with the project definition? Is the project definition still valid? Should we involve other stakeholders for the next phase?

Level of participation

It is important to determine the level of participation. The more intensively you involve partners, the more you will co-create.

informing consulting involving collaborating empowering To decide which level of participation you want to reach you can use the figure below:



It can be useful to measure the level of participation, for example during an evaluation stage. Maybe it will be necessary to engage your partners more than you did till now.

Measuring the level of participation:

There are different ways to measure participation. First of all, everybody is keeping track how many participants were present in the events that are organised. However, it is also informational to make an assessment what the level of participation was.

For this the following questions can be used:

	Informing	Consulting	Involving	Collaborating	Empowering
Where participants provided with information?	yes				
Could participants bring in their perspectives and knowledge?		yes			
Was there a two-way interaction between participants and organisers of the activity?			yes		
Did participants have an influence on the decisions made of the project?				yes	
Where the participants the decision makers on the next steps in the project?					yes

Additionally you can incorporate a measurement of level of participation in a survey that you give to participants after the activity.

For example with statements on the attended activity:

(scoring scale: strongly agree/agree/neutral/not agree/strongly disagree)

- I received information
- I could bring in my perceptions and knowledge
- I felt involved in the project I could contribute to the decisions in the project
- I see myself as part of the decision-makers of the project



3. CO-CREATION TOOLS

Cocreation tool: 6-3-5

Description:

- · It consists on groups of 6 pers.
- 1 pencil and 1 paper per pers.
- The paper is divided into 3 columns and the participants write down 3 ideas in 5 minutes on the first line.
- · The papers are then passed to the right and each adds and develops the ideas of the
- precedent participant (and be original!).
- Keep doing this until everyone has participated.



Objective:

generate ideas

Stage in process:

motivation, problem definition, project definition

Level of participation:

consulting, involving, collaborating, empowering

Strengths & weaknesses:

Strengths:	Weaknesses:	
 Can produce innovative ideas Every individual gets a chance to express his idea 	Non-binding	

Suitable for which groups of stakeholders:

farmers/landowners/citizens/youth/policy makers

Max. number of paticipants:

Groups of 6 pers.

- Minimum number of meetings: once
- Time per meeting: 4 min-1h
- Preparation time: 1-2 months
- · Cost: low
- Equipment: Papers, Pens/pencils, Tables/Chairs
- · Staff: 1 facilitator
- Specific practical tips: -

Cocreation tool: Art and Creativity

Description:

- Photography: Encourage people to photograph areas they see as problems or where solutions have worked, or to contribute relevant historic images and email/text them to you. Create an exhibition to generate further discussion or to promote future events.
- Vox Pops: short, snappy interviews with people in problem locations/solution sites. Use to increase discussions, and to put on social media/website and use at public events.
- Songs, poems, artwork: invite people to submit (possibly for a prize) a song, poem or art piece which describes their area, its past, cultural heritage and what environmental changes they would like to see: their ideal environment.
- TV game shows: adopt/adapt TV game show to generate interest, test local knowledge and/or understanding of project plans and processes Humans of The Levels: Linking up with SWT's project; Humans of The Levels which builds a picture of the Somerset Levels, one story at a time;
- Take Art: Collaboration with local arts group. Various projects possible, including 'Hot Poets'

Objective:

analyse, generate ideas

Stage in process:

motivation, problem definition

Level of participation:

involving

Strengths & weaknesses:

Suitable for which groups of stakeholders:

farmers/landowners/citizens/youth

Max. number of participants:

various

Practical:

- · Minimum number of meetings: once
- Time per meeting: 1h30-2h
- Preparation time: 1month

Source:

https://www.wildlifetrusts.org/ news/humans-levels-picture-levels-one-story-time

- Cost: low to high
- Equipment: -
- Staff: -

 Specific practical tips: -

Strengths:

- Interactive and engaging
- Enables participants to express their creativity
- Can help develop a common vision
- Can be exhibited to generate further discussion
- Can give the community a way to express their connections with the land, and their history, as well as any trauma around past flooding events and anxiety around the future

Weaknesses:

- Participants need confidence in their creative skills
- Often a large space is required to exhibit or display results
- It may be difficult to interpret participant's ideas





Cocreation tool: Bistr'eau

Description:

- · Tables and chairs disposed like in a brewery or a pub.
- It is really inspired from the World café and takes place in a bistro to create a friendly atmosphere.
- It is a place to discuss about the culture, the memory and the future.

Objective:

collect and share information, analyse, generate ideas, evaluation

Stage in process:

motivation, problem definition, project definition, evaluation

Level of participation:

consulting, involving

Strengths & weaknesses:

Strengths:

- It allows the collective reflection on solutions.
- It allows to collect vernacular knowledge, to take note of the participant's concerns, to emerge solutions on the water management.

Weaknesses:

- Non-binding
- Can be dominated by the loud speakers

Suitable for which groups of stakeholders:

farmers/landowners/citizens/youth/policy ma-kers/politicians/experts/...

Max. number of paticipants:

5 to 30

- · Minimum number of meetings: once
- Time per meeting: 2h-2h30
- Preparation time: 1 week
- Cost: low to average
- Equipment: A place like a pub, great blank papers, Paperboard, Post-it, Pens and markers,
- video projector and screen
- Specific practical tips: -



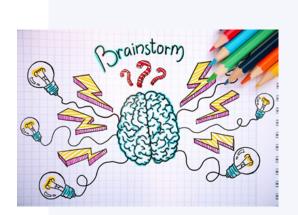
Cocreation tool: Brainstorm

Description:

Brainstorming is a great way to identify stakeholders. Ask someone to be the scribe and capture every name, organisation, type of stakeholder, or idea you can think of. Alternatively you could give everybody a pad of sticky notes and ask them to write as many stakeholders or ideas as they can think of using one note per stakeholder. After 10 – 15 minutes put up the sticky notes on the wall, flipchart paper or for example a power/interst grid for further analyses.

To avoid getting stuck and to keep the flow of ideas coming, there are a few rules to follow:

- No criticism
- No buts
- There is no bad or silly idea
- Freewheel
- Have fun



Objective:

analyse, generate ideas

Stage in process:

actor analysis, problem definition, project definition

Level of participation:

consulting, collaborating, empowering

Strengths & weaknesses:

Strengths: • Can produce innovative ideas • Can generate ideas which are not possible to implement

Suitable for which groups of stakeholders:

farmers/landowners/citizens/youth/policy makers/politicians/experts/...

Max. number of participants:

5-20

- · Minimum number of meetings: once
- Time per meeting: 1h30-2h
- Preparation time: 1month
- · Cost: low,
- Equipment: Tabels/chairs, Papers, Pens/pencils, paperboard
- Staff: 1 facilitator
- · Specific practical tips: -

Cocreation tool: Citizen Science

Description:

Recruitment of land managers and local residents to monitor, maintain and collect data from project equipment

- Volunteers can monitor investment infrastructure
- Simple citizen science for example, a mounted mobile phone
- · camera cradle which allows passers-by to take a photo of the landscape from a specific viewpoint and upload to a web link,
- · creating a visual record of the water

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analyse, evaluation

Stage in process:

problem definition, evaluation

Level of participation:

consulting, involving

Strengths & weaknesses:

Suitable for which groups of stakeholders:

farmers/landowners/citizens/youth

Max. number of participants:

large number

Practical:

- Minimum number of meetings: -
- Time per meeting:-
- Preparation time: 1month
- · Cost: low to average,
- Equipment: -
- Staff: IT support
- Specific practical tips: -

Strengths:

- Allows participants a meaningful level of engagement
- Creates resources for the project
- Increases level of scientific understanding in the community
- Monitoring can be tailored to suit those able to offer different time commitments
- Can be tailored for different school ages and adults
- Can offer local students research opportunities

Weaknesses:

- In-depth monitoring can require a significant commitment from participants
- Only likely to appeal to a certain section of society

Cocreation tool: Community Mapping

Description:

Maps and photographs are used to explore how people view their area:

- What is significant
- What do they like/dislike
- Improvements they would like to see
- The limits of changes which are acceptable

Ideas are generated in small group discussions and recorded on 'post-its'.

Discussions should be facilitated to help people explore issues, build consensus or identify areas of conflict.

Map could include; land use, community and nature assets, areas of concern for flood and drought, key infrastructure at risk

Be creative with materials, from chalk to sand, depending on the situation.



Picture: Community mapping Groenhove Vrijgeweid (VLM)

Objective:

analyse, generate ideas, choose

Stage in process:

problem definition, project definition, action plan

Level of participation:

consulting, involving, collaborating,

Strengths & weaknesses:

Strengths:

- Engages people of all levels of capability
- Stimulates discussion
- Build a sense of community ownership
- Can help people see and understand their community in different ways

Practical:

- Minimum number of meetings: once
- Time per meeting: 1h30-2h
- Preparation time: 1month
- Cost: low
- Equipment: Maps, photographs, Great blank papers, chalk, sand...
 ,Post-its, Pens and markers
- Staff: 1 facilitator/group
- · Specific practical tips: -

Weaknesses:

- Can generate ideas which are not possible to implement
- It may be difficult to interpret participants' ideas
- Participants need to be familiar with the local area

Suitable for which groups of stakeholders:

farmers/landowners/citizens/youth/policy makers/politicians/experts/...

Max. number of participants: 6/group

Cocreation tool: contributions to public events

Description:

Presentations or engagement to activities at community events like country fairs, village events, festivals and special interest events



Picture: poster Green-Blue infrastructure Flanders

Objective:

collect and share Information, generate ideas

Stage in process:

motivation

Level of participation:

informing, consulting,

Practical:

- Minimum number of meetings: once
- Time per meeting: 1h30-2h
- Preparation time: 1week
- · Cost: low to average
- Equipment: posters/presentation
- Staff: representative
- Specific practical tips: -

Strengths & weaknesses:

Strengths:

 Reaches people who wouldn't normally engage with the project

Weaknesses:

- Audience may not be interested in the subject matter and might not engage
- Might be little time for meaningful engagement

Suitable for which groups of stakeholders:

farmers/landowners/citizens/youth/policy makers

Max. number of participants: large number

Cocreation tool: Face to-face meetings

Description:

Prearranged or spontaneous meetings, either 1–1 or with a group.

Individual concerns can be addressed in a prearranged meeting, and agendas can be mutually agreed

Scope for informal use: an invitation for a private talk can help contain controversy at a public event.



Objective:

collect and share information, analyse, generate ideas, choose, , working out actions, evaluation

Stage in process:

actor analysis, motivation, problem definition, project definition, action plan, implementation, evaluation

Level of participation:

informing, consulting, involving, collaborating, empowering

Strengths & weaknesses:

Strengths:

- Allows targeted discussion which is directly relevant to interested parties
- People who wouldn't engage with a public meeting can engage through face-to-face contact
- Can be tagged onto the end of a bigger meeting, allowing people to express controversial concerns

Weaknesses:

- Time intensive
- Opinions and ideas are not directly shared with a wider audience

Suitable for which groups of stakeholders:

farmers/landowners/policy makers/politicians/experts/...

Max. number of participants:

1

- · Minimum number of meetings: once
- Time per meeting: 1h30-2h
- Preparation time: 1h
- Cost: low
- Equipment:-
- Staff: -
- Specific practical tips: -

Cocreation tool: Forums

Description:

A forum is a regular meeting of people who represent groups or organizations. Typically; members of civic, political, professional, economic or social groups from a local area. Forums can be a useful way of involving groups who are traditionally excluded from decision—making processes, for example young people. However, it is often the 'usual suspects' or those who are already involved in local groups who will participate.

Objective:

analyse, generate ideas, choose, , working out actions, evaluation

Stage in process:

actor analysis, motivation, problem definition, project definition, action plan, implementation, evaluation

Level of participation:

informing, consulting, involving, collaborating, empowering

Strengths & weaknesses:

Suitable for which groups of stakeholders:

farmers/landowners/citizens/youth/policy makers/politicians/experts/...

Max. number of participants:

5-50

Practical:

- Minimum number of meetings: regular
- Time per meeting: 1h30-2h
- Preparation time: 1month
- Cost: low
- Equipment: presentation, beamer

- Staff: 1 facilitator, 1 reporter
- Specific practical tips: -

Strengths:

- Regular events: maintain momentum, commitment and enthusiasm
- Encourages wider participation as the activities of the forum develop
- Can involve excluded or hard to reach groups by creating an arena directed towards the concerns of specific groups
- Can address specific local concerns

Weaknesses:

- Often comprise representatives from existing groups rather than individuals from the community
- May become 'talking shops' rather than action-oriented
- Potential for them to become rule-bound and bureaucratic
- Potential for confusion or conflict over the respective roles and responsibilities of local representatives

Cocreation tool: Hostship

Description:

Civilians and restaurant-, b&b-, hostel-,... owners are trained as hosts of the region. They have to follow a course lasting several days. During this course they get to know the different facets (nature, history, agriculture...) of the region better. They can now be hosts in their region, they can guide tourists, they are ambassadors of the region. The hosts can also take initiatives together that benefit the region.

Also farmers or landowners who are keen and in favor of your project can be asked to be an ambassador of the project, informing other farmers/landonwers and collecting concerns or ideas on further implementation. They can for example be given a role at demonstration projects.



Objective:

collect and share information, analyse, generate ideas,

Stage in process:

action plan, implementation, evaluation

Level of participation:

involving, collaborating, empowering

Strengths & weaknesses:

People get attached to their region

Strengths:

Weaknesses:

• The course takes time and is expensive

Suitable for which groups of stakeholders:

farmers/landowners/citizens/youth/hospitality industry and committed citizens

Max. number of participants:

5-20

Practical:

- Minimum number of meetings: 3 days course
- Time per meeting: -
- Preparation time: –
- · Cost: high
- · Equipment: training center
- Staff: training staff
- Specific practical tips: -

Source:

https://www.zwinstreek.eu/nieuws/nieuws-2011/316-word-jij-een-echte-gastheer-van-de-zwinstreek

Cocreation tool: Landscape planning

Description:

At the centre of this method is the construction of a model or map of the area in question. Where possible the model/map should be made by local people to build a sense of ownership and to ensure engagement from the outset.

Cards with ideas or proposals, along with blank cards, are made available. People can select or write their own cards and place them in the landscape where they think these ideas would be well placed.

For example, a card may say community pond - people who want a pond select this card and place it where they want it.

Planners, designers and officials are present to answer questions but only if asked- 'on tap, not on top'.

During the event a picture emerges of the changes the participants would like to see. The cards are counted and their locations on the model noted. These details are then fed back to people, discussed further and prioritised at public meetings or small group discussions.

After prioritisation, additional technical information (on feasibility, cost, policies etc.) can be provided and used to develop an action plan.

Objective:

analyse, generate ideas, choose,, working out actions, evaluation

Stage in process:

problem definition, project definition, action plan, evaluation

Level of participation:

involving, collaborating, empowering

Strengths & weaknesses:

Strengths:

- and can engage people who
- It is accessible to people of all abilities and backgrounds
- Can build a sense of
- Can help people see and

Practical:

- Minimum number of meetings: one start meeting and several follow-up meetings
- Time per meeting: 1h30-2h
- Preparation time: 1month
- Cost: low to average
- Equipment: Map, cards with ideas, blank cards, tables/chairs, papers, pens/pencils,paperboard
- Staff: facilitator, planners, designers and officials
- Specific practical tips: -

Weaknesses:

- Can generate ideas which are not possible to implement
- Preparing for the event can be time consuming
- The card count can be seen as voting rather than true consensus

Suitable for which groups of stakeholders:

farmers/landowners/citizens/youth/ policy makers/politicians/experts/...

Max. number of participants: 10-30

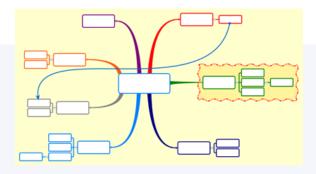


Picture: Landscape planning in Zwankendamme (VLM)

Cocreation tool: Mind mapping

Description:

Mind mapping is a useful way of unlocking your creativity and helping the ideas to flow. Your scribe can draw a mind map on a whiteboard or flipchart or you can use 'mind-mapping' software. See an example stakeholder mindmap for a software implementation project. There are many online and desktop providers of mindmapping software, offering free and paid options. A web search for 'mindmapping software' will find plenty of suggestions.





Objective:

analyse, generate ideas

Stage in process:

actor analysis, problem definition

Level of participation:

consulting, involving, collaborating, empowering

Practical:

- Minimum number of meetings: once
- Time per meeting: 1h30-2h
- Preparation time: 1 week
- · Cost: low,
- Equipment: paper, pencils, whiteboard
- Staff:1 facilitator
- · Specific practical tips: -

Strengths & weaknesses:

Strengths:	Weaknesses:
Can produce innovative ideas	

Suitable for which groups of stakeholders:

policy makers/politicians/experts/...

Max. number of participants: 5-10

Source:

https://stakeholdermap.com/stakeholder-definition.html

Cocreation tool: Landscape planning

Description:

This is a tool which tries to overcome the difficulties of conventional approaches to decision—making.

Stages:

- Opening circle: everyone sits informally in a circle with a facilitator opening proceedings
- Choosing the program: people are asked to suggest and agree themes for workshop discussions
 - ➤ The market place: participants choose the workshop they wish to attend and can move between workshops any time they want
 - ► Having your say: members participate in discussions and comments are recorded
- Closing circle: this is the plenary or feedback session where issues and points raised during the discussions are reported
- Report of the proceedings: all feedback comments are collated into a report for distribution to participants



Objective:

analyse, generate ideas

Stage in process:

problem definition, project definition, action plan

Level of participation:

informing, consulting, involving

Strengths & weaknesses:

Strengths:

- Quick and low cost to organize
- Can address difficult issues, involving large numbers of people with conflicting views
- Creates shared space
- Event 'moulded' by participants - ownership of process
- Motivation and commitment can emerge naturally
- Leadership can emerge from those not viewed as community leaders

Practical:

- Minimum number of meetings: once
- Time per meeting: 1h30-2h
- Preparation time: 1 week
- Cost: low
- Equipment: a place big enough, paper, pens/pencils
- Staff: multiple facilitators and reporters
- · Specific practical tips: -

Weaknesses:

- Still not fully representative
- Unlikely to attract people who traditionally avoid open meetings
- One-off so some participants will miss out
- Can be viewed as the end not the beginning

Suitable for which groups of stakeholders:

farmers/landowners/citizens/youth/policy makers,...

Max. number of participants: large number

Cocreation tool: Public meeting/Citizen's meeting

Description:

Provide an opportunity to consult large numbers of people and is way of sharing information and demonstrating openness and transparency.

However, some will be unable or unwilling to get involved, so best used as part of a series of events.

Can be organised to allow oral feedback for small group discussions, small groups are an essential element of public meeting to engage people effectively.

Or several sessions can be organized, the first will be information on the subject. The last one is an interview of experts chosen by the citizens.



Picture: public meeting Vloethemveld (VLM)

Objective:

analyse, generate ideas

Stage in process:

problem definition, project definition, action plan

Level of participation: informing, consulting, involving

Strengths & weaknesses:

Strengths:

- It allows many forms of expertise: technical, politic and experiences.
- This method can be used for projects under development and complex ones.
- Enables large numbers of people to have their say
- Provides an opportunity to explain processes, give information and gather feedback
- Demonstrates openness and transparency
- Can attract publicity or be used as a launch event
- Enables participants to develop networks

Practical:

- · Minimum number of meetings: more sessions
- Time per meeting: 1h30-2h
- Preparation time: 1month
- Cost: average to high
- Equipment: A place big enough, Blank paper, Pens and markers, Video projector and screen, Paperboard
- Staff: 1 facilitator, Some experts (last session)
- Specific practical tips: –

Suitable for which groups of stakeholders:

farmers/landowners/citizens/youth

Weaknesses:

- Unlikely to be representative not everyone has the time or inclination to attend
- Attendance is often low unless people feel personally or deeply concerned
- Some people are likely to be inhibited from speaking in a large group
- Traditional formats can limit audience contribution and lead to conflict
- If confrontation occurs, it may lead to poor media publicity

Max. number of participants: 50+

Cocreation tool: Brainstorm

Description:

Clearly define the topic and present it in an interrogative form. Then reverse the question. For example: If the question is: How do we solve this problem? Then the reverse question is: How do we make this problem worse?

Participants then suggest ideas and solutions on the reverse problematic. They select 3 or 4 ideas and re-reverse each idea to answer the original question.



Objective:

generate ideas

Stage in process:

problem definition, project definition, action plan

Level of participation:

involving, collaborating, empowering

Strengths & weaknesses:

Strengths:

- Think about problems in a playful way
- Can produce innovative solutions
- Stimulates discussion

Weaknesses:

 Can generate ideas which are not possible to implement

Suitable for which groups of stakeholders:

farmers/landowners/citizens/youth/policy makers

Max. number of participants:

10

Practical:

- Minimum number of meetings: once
- Time per meeting: 30 min
- Preparation time: 1month
- · Cost: low
- Equipment: Tabels/chairs, Papers, Pens/pencils, paperboard
- Staff: 1 facilitator
- Specific practical tips: -

Source:

https://stakeholdermap.com/stakeholder-definition.html

Cocreation tool: Round table

Description:

Roundtable discussions are small group discussions where everybody has an equal right to participate. This method can in reality encompass a number of different formats.

Roundtables are generally not open to the wider public, but involve a relatively small number of participants who discuss or deliberate on a topic that is usually identified beforehand. The key principle underpinning a roundtable is that all participants are on equal footing

Used to build consensus between multiple stakeholder groups.

Long-term social benefit is at the heart so all participants are equal

Key Factors to consider:

- $\hbox{-} \hbox{Identification of sectors and how to represent them } \\$
- ·Selection and duties of members



Objective:

analyse, generate ideas, choose, working out actions, evaluation

Stage in process:

problem definition, project definition, action plan

Level of participation:

consulting, involving, collaborating, empowering

Strengths & weaknesses:

Strengths:

- People are brought together as equals
- Encourages open discussion, helps break down barriers
- Confronts issues rather than people
- Can produce innovative solutions
- Aims to create 'win-win' situations

Max. number of participants: 16-24

Practical:

- Minimum number of meetings: once
- Time per meeting: 1h30-2h
- Preparation time: 1 week
- Cost: low
- Equipment: paper, pencils
- Staff: 1, facilitator, 1 reporter
- · Specific practical tips: -

Weaknesses:

- Sectors can exclude wider participation e.g. academics and professionals
- Requires highly-skilled facilitators
- Can be dominated by powerful elites or social groups

Suitable for which groups of stakeholders:

farmers/landowners/citizens/youth/policy makers/politicians/experts/...

Cocreation tool: To sell and buy

Description:

This is a tool that can be used with children but can also deliver a good result with adults.

You give your participants an amount of fictitious money with which they can buy measures. Each measure has a certain value. The budget is limited, so they have to consider what they will spend it on. This game can be played individually or in a group. In the latter case it is necessary to consult with each other before deciding why certain decisions are made.

This tool can be used to decide which measures are the most valuable.







Pictures: workshop with children in Oostkamp (VLM)

Objective:

generate ideas, choose

Stage in process: action plan

Level of participation: consulting, involving, collaborating

Strengths & weaknesses:

Practical:

- Minimum number of meetings: once
- Time per meeting: 1h30-2h
- Preparation time: 1 week
- Cost: low
- Equipment: fictional money, cards with possible measures
- Staff: 1 facilitator /group
- Specific practical tips: -

Strengths:

- participants should consider what measures will be taken
- participants become aware of budget

Weaknesses:

it can be seen too much as a game

Suitable for which groups of stakeholders:

farmers/landowners/citizens/youth/...

Max. number of participants: 5 to 20 or 5/group

Source:

https://stakeholdermap.com/stakeholder-definition.html

Cocreation tool: Serious games

Description:

Virtual or physical 'games' which enable complex concepts to be explored in an interactive and fun way. Games can take the form of Apps, Online group games or physical board games.

Objective:

analyse, generate ideas, choose, evaluation

Stage in process:

motivation, problem definition

Level of participation:

informing, consulting, involving



Picture: https://www.ecogamer.org/natural-disasters/ stop-disasters-game/

Strengths & weaknesses:

Strengths:

- Can create a demand for action due to the information and ways of thinking developed in the game
- Create real simulations providing the user with the opportunity to gain experience.
- Theoretical knowledge can be shared during the game
- Attractive for youngsters

Weaknesses:

- Distrust: Can be persuasive when developed with that intention, often used by advertisers, policy makers, news organizations and cultural institutions.
- Costly to produce
- SL&M is a highly complex
- hydrological system which may make these games unrealistic

Suitable for which groups of stakeholders:

citizens/youth/policy makers/politicians/...

Max. number of participants: various

- Minimum number of meetings: once or more
- Time per meeting: 1h30-2h
- Preparation time: depends on the complexity of the game
- Equipment: depends on the complexity of the game
- Staff: depends on the complexity of the game
- · Specific practical tips: -

Cocreation tool: Site Visits / farm walks

Description:

Invitation to a specific group or an open invitation to the public. A group can gather to talk and hear about a particular farm, a working practice or water management.

- Farm visit in a relevant area, can be extended to a wide section of community
- The group tours the farm and the landscape then gathers for conversation, food and drinks.
- Useful for sharing knowledge and best practice within farming community
- Can include on farm demonstrations of NFM techniques

Objective:

collect and share information, analyse, generate ideas

Stage in process:

motivation, problem definition, project definition, action plan

Level of participation:

informing, consulting, involving

Strengths & weaknesses:

Strengths:

- Direct engagement with the landscape
- attend other events
- contact with

Weaknesses:

- No disability access
- Attendees might remain within their own 'groups'

Suitable for which groups of stakeholders:

farmers/landowners/citizens/youth/policy makers/ politicians/experts/...

Max. number of participants:

27 large number (15/ group)

- Minimum number of meetings: once
- Time per meeting: 1h30-2h
- Preparation time: 1month
- Cost: low to average,
- Equipment:

- Staff: people to guide the visitors
- Specific practical tips: -

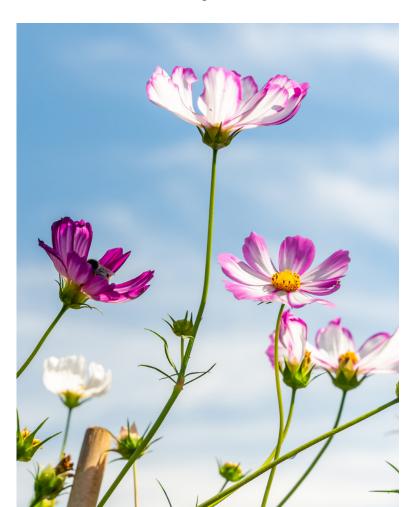
Cocreation tool: Stalls

Description:

Outdoor/event displays which can capture comments and ideas from large numbers of people

Display maps/plans and ask for feedback or ideas via;

- Comment boxes
- Idea or graffiti walls
- Landscape planning



Objective:

analyse, generate ideas

Stage in process:

actor analysis, motivation, problem definition

Level of participation:

informing, consulting, involving

Strengths & weaknesses:

Strengths:

- Collect views of large numbers of people
- Interactive- engages and generates interest
- Reach people who would not come to specific events
- Attend other community events

Practical:

- Minimum number of meetings: once
- Time per meeting: -
- Preparation time: 1 week
- Cost: low to average
- Equipment: posters/displays, comment boxes, paper, pencils
- · Staff: enough people to explain
- Specific practical tips: -

Weaknesses:

- Requires several facilitators to engage with people
- Event may be affected by weather conditions

Suitable for which groups of stakeholders:

farmers/landowners/citizens/youth/...

Max. number of participants:

50+, large number

Cocreation tool: Surveys

Description:

Used to gain overview of the needs and views of many people in a standard format.

Useful when used alongside other methods. Online, text or paper version

Key Points:

- Defining the sample size- deep dive areas
- Type of information required- keep it short
- Pilot the survey
- Carry out survey
- How to share results

Objective:

analyse, generate ideas

Stage in process:

problem definition, project definition

Level of participation:

consulting

Strengths & weaknesses:

Strengths:

- Gain views of a large number of people
- Gain quantitative date
- Could be repeated and compared over time
- Can be a way for stakeholders who would not attend a public meeting to engage

Weaknesses:

- Questions need to be well thought out
- Time consuming and labour intensive
- Information may be limited
- Do not offer any real sense of community
- No opportunity for exchange of views
- Typical response rates are between 10-20%

Suitable for which groups of stakeholders:

farmers/landowners/citizens/youth/policy makers/politicians/experts/...

Max. number of participants:

large number

- Minimum number of meetings: -
- Time per meeting: -
- · Preparation time: 1month
- Cost: average to high
- · Equipment:-
- Staff: survey author, IT processor
- Specific practical tips: -

Cocreation tool: Talking with friends

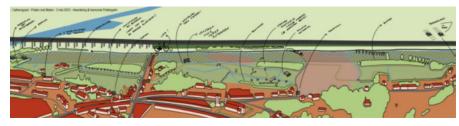
Description:

Talking to Friends' preferably takes place at private homes. Volunteers invite' friends' to their homes to think together about the layout of the project area. The organiser will provide a discussion leader, an illustrator and all the necessary material. And of course also a snack and a drink!



illustrator makes a 2d or a 3d presentation of the existing state of the project area in advance.

- The moderator overruns the project and asks the participants which facilities they consider possible and desirable.
- The illustrator draws the proposed elements on the sketch with
- After the whole area has been crossed, one can immediately see the result of what one has set out to do.
- If desired, the illustrator can adjust the drawing.



Pictures: talking with friends in Dudzele (VLM)

These conversations are organised with different groups: young people, neighbours, seniors,... Subsequently, the project team makes a synthesis sketch based on the different results.

After feedback with everyone during a plenary session, this synthesis sketch serves as a basis for the design for furnishing.





Objective:

generate ideas, working out actions

Stage in process:

action plan

Level of participation:

involving, collaborating, empowering

Strengths & weaknesses:

Strengths:

- People feel comfortable
- It's very visual

Weaknesses:

- Requires a lot of preparation and time
- Not everyone is reached

Suitable for which groups of stakeholders:

farmers/landowners/citizens/youth/...

Max. number of participants: max 10/ group

- Minimum number of meetings: once/ group, once plenary before and once with the results
- Time per meeting: 1h30-2h
- Preparation time: 1month
- Cost: high
- Equipment: map off the environment (2d or 3d)
- Staff: 1 facilitator, I illustrator
- Specific practical tips: -



Cocreation tool: Vision Conference

Description:

This explores the past, present and future of a community with the aim of producing an Adaptation Pathway.

A key element of this approach is to establish some common ground on which participants can build and then develop plans.

The crucial stages in the process are:

- · Phase One examine the current situation; personal, community and global issues
- Phase Two explore current events, trends and developments; local flood and drought
- Phase Three look at present 'proud' and 'sorry' events; what work has been done, how effective has it been and what plans have

Objective:

analyse, generate ideas, choose, working out actions, evaluation

Stage in process:

problem definition, project definition, action plan, implementation, evaluation

Level of participation:

consulting, involving, collaborating, empowering

Strengths & weaknesses:

Suitable for which groups of stakeholders:

farmers/landowners/citizens/youth/policy makers/politicians/experts/... participants with a high level of knowledge and skills in engagement

Max. number of participants:

6/ group

Practical:

- · Minimum number of meetings: once
- Time per meeting: 2h- 2h30
- Preparation time: 1month
- · Cost: average to high

- Equipment: presentation about different phases, paper, pens/pencils
- Staff: 1 facilitator/group, 1 reporter/ group
- Specific practical tips: -

Strengths:

- Meetings can accommodate large numbers of diverse people
- Participants take ownership of the process
- Power issues are reduced
- A lot can be achieved at one meeting that would otherwis take several meetings between different interest groups
- Traditionally under-represented minority groupings can be specifically targeted

Weaknesses:

- Can be seen as an end in itself rather than the beginning of a process
- Can be expensive to hold and require considerable organising
- Requires time and commitment from both participants and co-ordinators
- Assumes that participants have a high level of knowledge and skills in engagement

Cocreation tool: Web based

Description:

There are a variety of web-based engagement processes to choose from. Best when in conjunction with other forms.

- Website
- · Discussion forums and blogs
- Social Media- Facebook, Twitter, Instagram
 & Snapchat
- Online surveys

Objective:

collect and share information, analyse, generate ideas

Stage in process:

motivation, problem definition, project definition, evaluation

Level of participation:

informing, consulting, involving

Strengths & weaknesses:

Strengths:

- Enable people to choose where, when and for how long they want to participate
- Choose a convenient time and place to participate
- Particularly useful for those who may be homebound e.g. carers, elderly people, parents with young children
- Can create debate and exchange of views
- Cost effective
- Can reach large numbers of people
- Less time consuming than attending a workshop or public meeting

Weaknesses:

- People can be mean online! Escalating conflicts out of sight and our control.
- Moderation of comments is neededtime consuming
- Excludes those without access to the internet
- Needs to be publicized to generate interest
- Some people may feel intimidated

Suitable for which groups of stakeholders:

farmers/landowners/citizens/youth/policy makers/politicians/experts/...

Max. number of participants:

_

- Minimum number of meetings: -
- Time per meeting: -
- Preparation time: 1month
- · Cost: low- average
- Equipment:
- Staff: daily monitoring of social media, it support
- Specific practical tips: -

Cocreation tool: Workshops and Focus groups

Description:

Workshops allow people to discuss a range of ideas in an open and relaxed atmosphere Hold workshops to develop the Adaptation Pathways.

Aiming to:

- Gather ideas and innovative thinking for a way forward
- Discuss the threats faced and the strengths, weaknesses and opportunities of different ideas or options.
- · Prioritise actions

Focus Groups are designed to deal with one issue/area of conflict. Can help those less confident voice opinions, or expose minority views

Hold focus groups to:

- Target hard to reach groups
- Find solutions to issues/conflicts as they arise
- Encourage less confident stakeholders to engage

Objective:

analyse, generate ideas, choose, working out actions, evaluation

Stage in process:

problem definition, project definition, action plan, implementation, evaluation

Level of participation:

consulting, involving, collaborating, empowering

Strengths & weaknesses:

Strengths:

- Encourages active discussion in a welcoming environment
- Time and resource efficient way of identifying and clarifying key issues
- Conflict can be more easily handled in a small group
- Can be directly targeted at excluded or 'hard to reach groups'

Max. number of participants:

6-10 /group

Practical:

- · Minimum number of meetings: once
- Time per meeting: 1h30-2h
- Preparation time: 1 day
- · Cost: low
- Equipment: presentation, beamer, paper, pens/pencils
- Staff: 1 facilitator
- · Specific practical tips: -

Weaknesses:

- With small groups, it is difficult to be sure all stakeholders are represented
- Workshops can be dominated by articulate and confident individuals
- Requires good facilitators

Suitable for which groups of stakeholders:

farmers/landowners/citizens/youth/policy makers/politicians/experts/...

Cocreation tool: World coffee

Description:

5–8 pers. Per table. Explain the problematic/the theme and nominate a referent per table.

The participants are free to discuss about the subject, ask questions and suggest solutions.

After a certain period of time:

- the participants move to an other table, except the referent
- · new participants come from an other table
- · the referent summarizes the previous discussion
- the new participants elaborate the results of the previous group (additions, remarks, next steps....)



Picture: World Coffee Vrijgeweid (VLM)

Objective:

collect and share information, analyse, generate ideas

Stage in process:

actor analysis, motivation, problem definition

Level of participation:

consulting, involving, collaborating

Strengths & weaknesses:

Practical:

- Minimum number of meetings: once
- Time per meeting: 1h30-2h
- Preparation time: 1month
- Cost: low
- Equipment: Tables/Chairs, Papers, Pens/pencils, Paperboard
- Staff: 1 facilitator, 1 referent per table
- Specific practical tips: -

Strengths:

- Encourages open discussion
- Can produce innovative solutions
- Aims to create 'win-win' situations

Weaknesses:

- Non-binding
- Can be dominated by the loud speakers

Suitable for which groups of stakeholders:

farmers/landowners/citizens/ youth

Max. number of participants: 15-20

Source:

https://stakeholdermap.com/stakeholder-definition.html

4. OVERVIEW

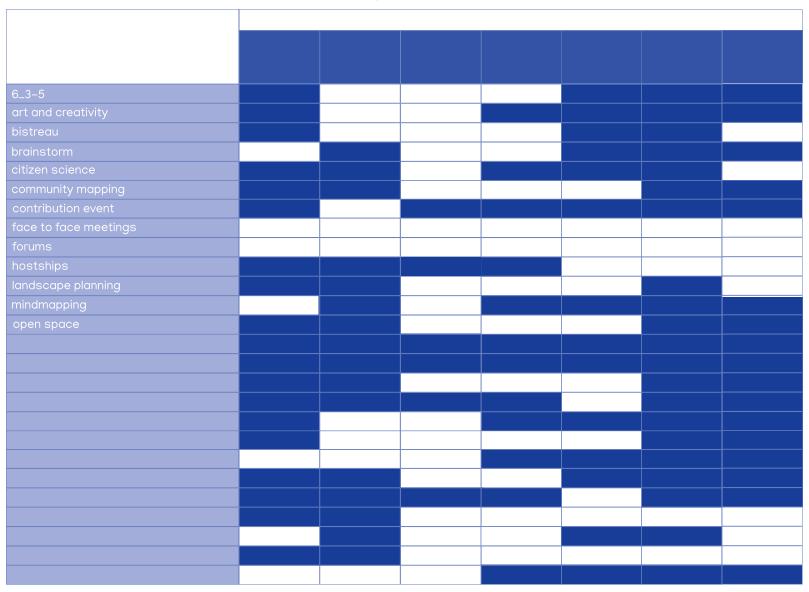
Cocreation tool: overview (objective)



Select the appropiate tools for your proces by filtering on the goal you want to achive, phase you are in and/or level of participation you would like to achive.

Note: the indication of objective, stage and level of participation for each tool is only indicative!!!

Cocreation tool: overview (stage in a process)



Select the appropiate tools for your proces by filtering on the goal you want to achive, phase you are in and/or level of participation you would like to achive.

Note: the indication of objective, stage and level of participation for each tool is only indicative!!!

Cocreation tool: overview (level of participation)

	informing	Consulting	Involving	Collabora- ting	Empowering
Name of the tool					
6_3-5		У	у	У	у
art and creativity			У		
bistreau		У	у		
brainstorm		У		У	У
citizen science		У			
community mapping		У	у	У	
contribution event	у	У			
face to face meetings	У	У	у	У	У
forums	У	У	у	У	У
hostships			у	У	У
landscape planning			У	У	У
mindmapping		У	У	У	У
open space	У	У	у		
public citizen meeting					
reverse brainstorm					
round table					
sell and buy		У	у	У	
serious games	У	У	у		
site visit	У	У	У		
stalls	У	у	у		
survey		У			
talking with friends			У	У	У
vision conference		У	у	У	У
web based	у	У	у		
workshops and focus groups		У	У	У	У
world cafe		У	у	У	

Select the appropiate tools for your proces by filtering on the goal you want to achive, phase you are in and/or level of participation you would like to achive.

Note: the indication of objective, stage and level of participation for each tool is only indicative!!!

5. BEST PRACTICES

Antwerpen: Beerse: Laakbeek:

Name tool: Landscape planning and Sell and Buy

Objective: Generate ideas – chooze/prioritize–

working out actions

Stage: Project definition–Action plan

Aimed level of participation: Collaborating

Landscape planning (and sell and buy) tool was used to design the area with the different stakeholders. Stakeholders were divided in small groups to have a discussion. Participants were given a limited virtual budget, as such they had to make tough choices on how they wanted to design the area. There was a lot of discussion and interaction.

The external designer and local politiciants were present at the participation meetings. So they could understand better the different ideas and concerning's of the stakeholders. This made the participants feel more confident about the process and they understood that there was not just designed by an 'engineering firm'.

Producing a video on what we have done so far to explain our process and making it transparant to other stakeholders, organisations,...who did not participated, gives a good summary and is useful to spread within a broader network.

https://www.youtube.com/watch?v=gl9RfRikpy4&feature=emb_logo





Porlock Vale

Name tool: citizen's meeting with film introduction

Objective: collect and share information,

Generate ideas

Stage: motivation, problem definition, project

definition

Aimed level of participation: Involving

We were running a series of film nights with the local community. The format is that we have shown a relevant film and an update on the project and then have an open debate and Q & A afterwards with food and drink.

This has been a lovely informal way of engaging the local community and obtaining their input on the project.

Because it is very informal and relaxed people feel they can share their views and opinions more openly. It has been an excellent way of engaging and obtaining input from the local community.

Each event has been sold out and we will continue to hold the film nights throughout the project.



The Beaver Belivers Eco Film Night





About

a screening of the eco film 'The Beaver Believers' 6pm Friday 15th November. The evening will include local food and refreshments and a questions and answer session with the National Trust's Porlock Vale project team. Book your ticket: https://www.eventbrite.co.uk/e/the-beaver-believers-film-and-qa-evening-tickets-79195304287

Somerset

Name tool: Public Event and Sandbox
Objective: Collect and share information

Stage: Motivation, problem definite, project definition

Aimed level of participation: Involving

In Somerset public events were organized. Over 330 attended the first two public events.

One of the points of attraction was our homebuilt Augmented Reality sandbox. People could shape their environment themselves in sand.

A careful design of events is very important and an opportunity to park emotional responses at the outset, followed by information. This is a way to achieve contribution







The Culm

Name tool: Web based tool: website

Objective: Collect and share information, generate ideas, working out actions

Stage: Motivation, problem definition, project definition, action plan

Aimed level of participation: Collaborating

Since Covid struck we have been developing really engaging and interactive materials to go online and to use within online workshops via MURAL/MIRO and MS Teams and Zoom. These include a Maptionnaire survey, a StoryMap and lots of videos and blogs via the website.

https://connectingtheculm.com/



We have also co-developed a unique set of tools through the use of interactive original artwork that has been embedded with 'clickable' vignettes (using Thinglink). We have been able to bring the catchment to life in interactive 'before' and 'after' illustrations, which we have termed the 'interactive virtual spatial solutions investigation tools' (iViSSITs). The before iViSSITs take audiences to the catchment as it is now with its challenges and problems, whilst the after iViSSITs take audiences to a transformed catchment in the future with opportunities and solutions. The audience can select solutions and see how they enhance the river and catchment for all, as well as providing comments on them through feedback questionnaire surveys and through polls during online workshops (see image).



The iViSSITs have also been used as conversation starters and engagement tools during schools education sessions and at face—to—face events such as county shows, when Covid allowed, enabling us to reach offline audiences and begin further co—creation conversations.

Source pages:

Before - https://connectingtheculm.com/discover-the-culm/ (scroll right down)

example:



After - https://connectingtheculm.com/blueprint-2/

example:



Interactive virtual spatial solutions investigation tools (iViSSITs) pages direct links:

- Before, catchment view 1
 - https://www.thinglink.com/card/1383823595272142851
- Before, catchment view 2
 - https://www.thinglink.com/card/1383822249756196867
- After, catchment view winter
 - https://www.thinglink.com/scene/1479047909994397698
- After, catchment view summer
 - https://www.thinglink.com/scene/1475093817404162051

Boulonais

Name tool: Web based tool: website

Objective: Collect and share information, generate ideas, working out actions

Stage: Motivation, problem definition, project definition, action plan

Aimed level of participation: Collaborating

A site visit was organised with the inhabitants and elected representatives. The purpose was to collect historical data of flooding in town as we were walking across the city. They could explain the type of issue: flooding, runoff, mudflow... and try to understand the origin of the phenomenon. Pictures and notes were taken by a technician and a map was created relating all the observations.

This type of exercise is relevant to understand the way the resident and elected people perceive their environment.



Noord Brabant

Name tool: Web based tool: website: storrytelling

Objective: Collect and share information Stage: Motivation, problem definition

Aimed level of participation: Informing, involving

The province of Noord-Brabant has a website where you can find climatestories These stories provide an insight into the consequences of climate change and some of them also offer possible solutions



https://www.klimaatadaptatiebrabant.nl/klimaatverhalen/

Vlissingen

Name tool: Site visits

Objective: Collect and share information, generate ideas

Stage: Motivation, problem definition, project definition, action plan

Aimed level of participation: Consulting, involving

Before Covid

Meetings were organised on location and different topics (for example: climate adaptation, Coadapt, housing plans and playgrounds for children) were combined to have the greatest possible reach. Drinks and snacks were served during the meeting to promote a pleasant session.

The municipality has organized guided tours on location to give more expression to the tasks. The project leader went into the area with the foreman to explain. During the tour people could give suggestions and talk to each other.





Partial elaborations of the pilot have been considered in smaller groups led by an external designer. The municipality was responsible for the organization and implementation, but did not participate in the co-creation meetings itself. The external designer and the municipality discussed the meetings and outcomes beforehand and afterwards.

Learned lessons:

- an informal setting gives people the confidence to participate:
- small-scale sessions are valuable in retrieving direct input:
- governments do not have to be present everywhere to achieve a good policy result:
- on-site tours are valuable to make people aware of the challenges and solutions.

After Covid

Field visits on site in open air in smaller groups (more effort and less people, but higher level of involvement) were valuable in maintaining involvement. During these site visits, an explanation was given about the progress at an appropriate distance. Because it was in smaller groups, a positive discussion arises more quickly. However, the number of participants was much lower because the subject was more specific than in the broader sessions.

Information panels have been placed in the plan area to point people to the website and the design of the pilot. Interested parties could see for themselves what the results of the co-creation sessions were.





An extra shed has been placed on location to create an meeting room. Interested citizens could come in here, in an easily accessible way, to ask questions to the project leader and designer of the pilot, during the execution of the work. Continuity of the contact points creates trust and tranquility.

Learned lessons:

- small scale works to get more discussion about the content
- specific sessions attract a specific target group (difficult to involve new target groups)
- frequent presence of the project leader and designer on locati– on during the implementation is positive
- · continuity in contact persons

Flanders

Name tool: Call for Local coalition groups

Objective: Collect and share information, Generate ideas, Working out actions

Stage: Project definition, action plan

Aimed level of participation: empowerment

A call for action was launched towards local groups to co-create on nature based solutions and natural processes for climate adaptation in agricultural regions.

From 30 propositions of local groups, a jury, formed by different services within the Flemish government (water, agricultural and environmental departments and agencies) did select 14 regions.

These 14 regions are led by a local coalition group.



Inrichting en beheer open ruimte

The local coalition groups are local groups of stakeholders with different expertise on the themes that play a role in climate adaptation. Their goal is to define form the beginning of the process the goals and measures that are needed within the water system to buffer the system towards climate change.

By forming these local groups, the process of co-creation and empowerment has already started. The locale coalition groups worked out together a global action plan for 'Water-Land-Schap'. By bringing together their region-specific goals, some learning points could be defined.

The local coalition groups can, with support of the Flemish government, formulate demonstration measures in their region, providing a set of nature based solutions that can be tested in Flanders. They will also make local land consolidation plans, to provide the nature based solutions needed for their specific water system.

A study does support the local coalition groups in their work. The ecosystem services, the impact on climate adaptation and the way to create empowerment (co-creation) is surveyed in this study.







Learning points:

- Local coalition groups can create a region-specific support for climate adaptation measures, also with farmers, when they are involved from the beginning of the project.
- There is a wide range of possible local coalition groups, depending on the local situation and the network of people that are present before the call.
- Local coalition groups use different approaches and tools to create co-creation in their regions.
- Local groups can learn from each other how they co-create.

Water-Land-Schap | Vlaamse Landmaatschappij (vlm.be)







































