

4.2.3. Tools and techniques to use in a co-creation process

Name of the technique: **METAPLAN (for small teams)**



supera
 Supporting the Promotion of Equality
 in Research and Academia

Minimum number of participants: **8**

Maximum number of participants: **40**

Objective of the technique:

Collect opinions from a group of people interested in a specific topic in order to build a common understanding and a good cooperation on some strategic objectives and action plans. The aim is to reach a solution (which implies making a decision)

Specific context requirements:

- A high engagement level by all participants in that specific topic
- A common solution is desirable
- Trust in the benefits of the creative process

Instructions step by step:

1. Introduction: set the scene, give the rationale and rules, clarify the objective
2. Collect individual input on sticky notes and pre-prepared boards/posters
3. Divide into sub-groups by topic of interest
4. The sub-groups discuss topics and highlight the main discussion headlines
5. Share the results in plenary with short presentations by each sub-group
6. Vote to determine priorities using coloured sticky dots (within sub-groups)
7. Sub-groups focus on the prioritised issues in order to create a draft of an action plan
8. Plenary presentation and discussion
9. Conclusion, common action plan



Required materials:

- Cards or sticky notes of various colours
- Display boards
- Markers of different colours
- Pins
- Colored sticky dots for voting
- Sheets or slides containing the rules for voting and communicating in groups
- Rooms with projectors and large, empty walls to be used for showing the results

Advantages:

- Involvement of all the people playing a part in the implementation issues
- Avoidance of messy, long and inconclusive processes and discussions often linked to participative decision-making

Disadvantages:

- Success depends on the moderator's skills
- Some people may be afraid to speak in public
- Voting sessions are public
- Some people may be influenced by what others have already voted
- You have to pay for the license and copyright as well as pass the training

When to use:

- Before reaching a final decision about the action plan needed to deal with a specific problem that is common to all the stakeholders

When not to use:

- When people are not interested in that specific topic
- When the mediators are not expert enough
- When the initial conflict is too hard to gain the will to participate in a process of decision-making



*This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 787829. This document reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.