

BASELINE SURVEY - BEGIN

Who will help you? Key partners	How do you do it? Key activities	What do you do? Values	How do you interact? Relationships	Who do you reach? Target group
	What do you need? Key resources		How do you reach them? Distribution channels	
What will it cost? Costs		How much will you make? Revenues		

WHAT DO YOU DO?

1. Why do you organize a co-creation process?
 - Because society thinks it's important
 - Because my organization thinks it's important
 - Because the national government thinks it's important
 - Because I think it's important

In which is phase is the co-creation process?

	1. Now	2. In a year
<u>Co- defining:</u> we are discussing with stakeholders what the needs and possible solutions are	<input type="radio"/>	<input type="radio"/>
<u>Co-planning:</u> We are working on a joint agenda with local stakeholders	<input type="radio"/>	<input type="radio"/>
<u>Co-deciding:</u> Together with stakeholders we took the formal decision to implement the project	<input type="radio"/>	<input type="radio"/>
<u>Co-development:</u> Together with stakeholders we are developing the infrastructure and its services and programs	<input type="radio"/>	<input type="radio"/>
<u>Co-implementing:</u> We are running the infrastructure, services and programs together with stakeholders	<input type="radio"/>	<input type="radio"/>
<u>Co-Evaluation:</u> We are jointly evaluating the first term.	<input type="radio"/>	<input type="radio"/>

3. How can co-creation contribute to the organizational mission and vision?
[describe]

4. What are your **ambitions** in terms of co-creation?
[describe]

5. Which (side-) effects (+/-) do you expect?

WHAT IS THE CO-CREATION NETWORK? INTERNAL AND EXTERNAL PARTNERS: WHO ARE YOUR TARGET GROUPS AND KEY PARTNERS?

6. List your target groups and please elaborate on specifics (for instance, demographics, character, organizational status)
7. How important are they?

[5 – point scale – leads to a ranking]

Who would be interested in getting involved?
Why would they be interested in getting involved?
Who should we try to get interested by this project?
What would motivate people to participate in this project?
Who will be naturally excluded from this project?

[Table]

(Potential) internal partners

8. Who (or which unit) do you need within your own organization in which phase? Why?
[list of all phases with a box besides it]
9. How do you mobilize your organization?
10. Drivers and barriers within the own organization?
[+/- box]

(Potential) external partners

11. List your partners and please elaborate on specifics (for instance, demographics, character, organizational status)
[list of partners + box to describe them]
12. How important are they?
[5 – point scale – leads to a ranking]
13. Please indicate which competences each partner brings to the table
 - a. Knowledge
 - b. Craftsmanship
 - c. Money
 - d. Tools & instruments
 - e. Social support
 - f. Other[tick the box – multiple answers possible]
14. How do they contribute to:
 - a. the planning of the BEGIN project?
 - b. The design of the BEGIN project?
 - c. the implementation of the BEGIN project?
 - d. to the maintenance of the BEGIN project?
15. What do these partners need in:
 - a. the planning of the BEGIN project?
 - b. The design of the BEGIN project?
 - c. the implementation of the BEGIN project?
 - d. to the maintenance of the BEGIN project?

16. How do you reach them?
 - a. Describe your distribution channels in general
 - b. [list of partners + box next to it to describe distribution channels]
17. How easy are they to reach?
[5 – point scale – leads to a ranking]
18. Who is most willing?
[list of partners + frequency + willing]
19. Appreciation relation
[list of partners + scale]
20. Who is missing? Why?

HOW DO YOU DO IT? KEY CO-CREATION ACTIVITIES

21. What were your previous successes?
22. Why were they successful?
23. What do you want to monitor during the BEGIN project, in terms of co-creation?
24. What do you want to evaluate, in terms of co-creation?
25. What kind of efforts did you conduct in the co-creation processes so far?
[List your co-creation activities and describe them]
26. With whom?
[provide list of all activities, partners and target groups]
27. Please describe the expected time path of the co-creation project, with regards to activities and deadlines
[list of all phases, provide time path and activities with a box besides it]
28. What are critical decision moments and why?

WHAT DO YOU NEED?

29. From partners, please describe in terms of
 - a. Knowledge
 - b. Craftsmanship
 - c. Money
 - d. Tools & instruments
 - e. Social support
 - f. Other
- [+ box to describe specifics]

WHAT WILL IT COST?

List your costs

30. Financial costs
31. Time
[list phases]
32. Effort
[FTE]
[Energy]

HOW MUCH WILL YOU MAKE?

33. What products did the co-creation process deliver you so far?
[Describe]
34. Which societal benefits are generated?
[Describe]
35. Which organizational benefits are generated?

[Describe]

36. What did you learn about the site itself?

[Describe]

37. What did you learn in terms of your co-creation strategy?

[Describe]

38. What did you learn about the organizational process (internal in your organization)?

[Describe]

39. What did you learn about the process – with the different partners and stakeholders (external)?

[Describe]

Openness to participation

How open is the administration to integrate the ideas and knowledge gathered through the participative process?

Timeframe

What is the projected timeframe for the implementation of the project?

Impacted

Who will be impacted by this project?
What types of impact this project will cause?

Policy and institutional support

What policies related to BGI exist at city, regional or national level?
Is there clear objectives concerning this site in policies and programs?
Who are the elected officials supporting or involved in the project?
Which other elected official could be interested in this project?

Environment

What are the natural risk for the site?
What does the site look like now?