

# REFLECTION ON COLLABORATION

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## What is the goal?

Working together with various partners from different organisations is often complicated. It is important that each partner can take something out and put something in the collaboration. This tool helps partners to reflect on their collaboration and to determine which parts of the collaboration require extra attention.

## Who is it for?

For anyone collaborating with multiple partners in a public private partnership.

## What does the tool entail?

The tool consists of a conversation starter and a follow-up sheet. The conversation starter helps to reflect on the collaboration. Different dimensions of working together are discussed. On the follow-up sheet you then summarize who will carry out which follow-up actions.

## How do you use the tool?

### 1. The first step

Schedule a meeting with the partners of the collaboration.

### 2. The second step

Complete the conversation starter and follow-up sheet together. This can also be done individually, in advance. In that case, discuss everyone's interpretation. Both the conversation starter and the follow-up sheet have extensive instructions.

### 3. The third step

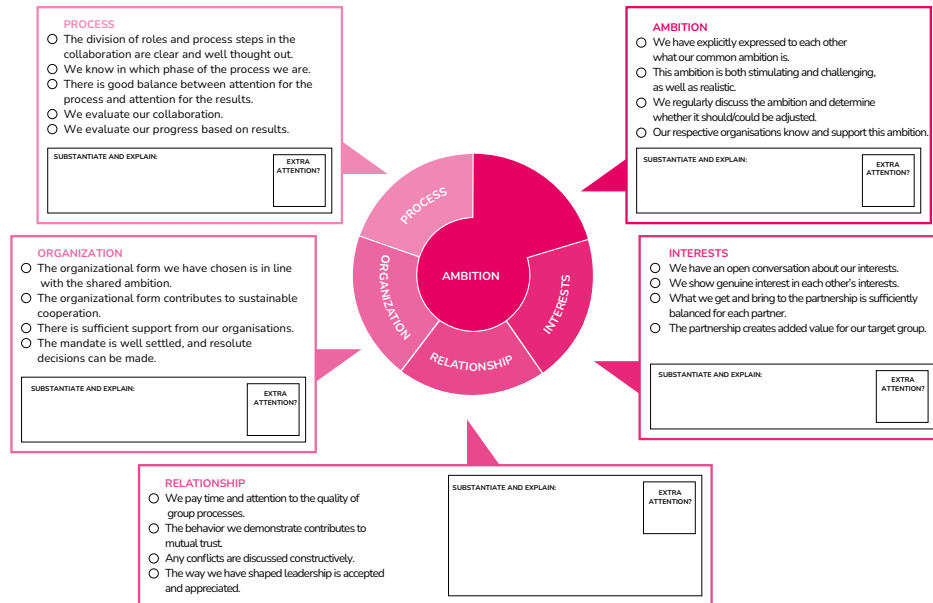
Conclude the meeting with a summary of the agreements on who is going to do what.

### 4. The fourth step

Keep both the conversation starter and the follow-up sheet and check them over time to see if the agreements made have been kept.

# The conversation starter

The conversation starter helps to reflect on the current situation. Collaboration partners can first map out their own perspective on the collaboration and then bring this vision together in a joint vision of the collaboration. Together the partners can then answer the question 'What themes deserve attention?' and take (as concrete as possible) the next step in the collaboration.



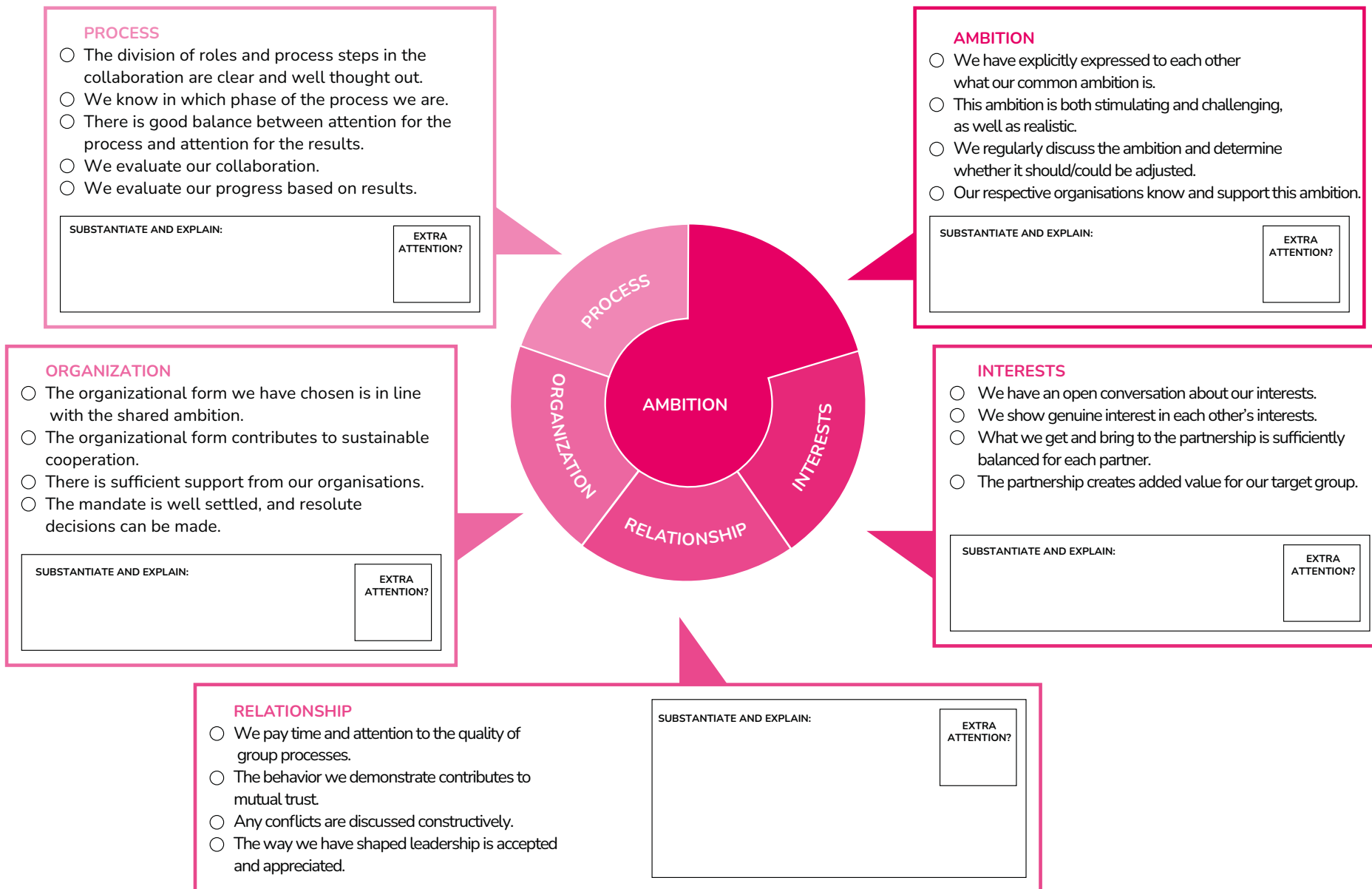
## A brief instruction

- The conversation starter can be filled in on the spot or in advance, digitally or on paper.
- The conversation starter can also be filled in together, for example by printing the sheet in a large format and marking it with post-its.
- It is important to reflect on each topic, take notes, and indicate if additional attention is needed.
- Take time to discuss the conversation starter. This will help the cooperating partners understand the different perspectives (45 minutes is recommended).
- During the discussion, the follow-up sheet can be used for reporting. This is useful for recording follow-up steps.

## Tips & tricks

There are several ways to use the conversation starter:

- Write down one response per statement.
- Tick only those statements that require additional attention and explain only these.
- Provide a score for each statement by noting, for example, a '+', '+/-' or '-' and providing an explanation.



# The follow-up sheet

To ensure that the conversation doesn't stop at reflection and that concrete improvement actions also result from it, it is wise to keep a record of what is discussed. Make sure, for example, that perspectives are translated into interventions/actions and that concrete follow-up agreements are made.

The follow-up sheet can help with this. This sheet provides an overview of the state of affairs, the themes that the cooperation partners need to work on and what actions are involved and who will work on them, at what time.

PARTICIPANTS \_\_\_\_\_

NAME OF THE PARTNERSHIP/PROJECT \_\_\_\_\_

DATE \_\_\_\_\_

	REFLECT	INTERVENE	AGREE UPON
	Where do we stand as partnership?	Which intervention are we going to use for this? What is a concrete follow-up action?	Who is going to do what? And when?
AMBITION	<input type="radio"/> YES <input type="radio"/> NO		
INTERESTS	<input type="radio"/> YES <input type="radio"/> NO		
RELATIONSHIP	<input type="radio"/> YES <input type="radio"/> NO		
ORGANIZATION	<input type="radio"/> YES <input type="radio"/> NO		
PROCESS	<input type="radio"/> YES <input type="radio"/> NO		
OTHER, NAMELY:	<input type="radio"/> YES <input type="radio"/> NO		
OVERALL PICTURE	<input type="radio"/> YES <input type="radio"/> NO		
WHEN DO WE WANT TO REFLECT ON OUR PARTNERSHIP AGAIN	_____		

## A brief instruction

- It may during the conversation be useful to keep track of:
  1. What is discussed;
  2. What actions result from this;
  3. Who is going to do what, and when.
 Like this, this way of reflection can more easily enter the mindset of those involved.
- Consider to assign someone during the reflection to fill out the follow-up sheet.
- Briefly note the major findings for each theme.
- Indicate whether attention is needed or not.
- Keep track of which interventions are considered most appropriate to the group.
- Finally, make agreements about the planning and who will do what.

## Tips & tricks

This sheet can be used in several ways:

- Print the outline in A3 format. One of the participants notes the findings, interventions and agreements during the conversation.
- Print the outline in A0 format. For each step, the group collectively formulates an answer for the blocks in the outline.

# The follow-up sheet

PARTICIPANTS

NAME OF THE PARTNERSHIP/PROJECT

DATE

	REFLECT	INTERVENE	AGREE UPON
	Where do we stand as partnership?	Is additional attention needed? Why?	Which intervention are we going to use for this? What is a concrete follow-up action?
AMBITION	<input type="radio"/> YES <input type="radio"/> NO		
INTERESTS	<input type="radio"/> YES <input type="radio"/> NO		
RELATIONSHIP	<input type="radio"/> YES <input type="radio"/> NO		
ORGANIZATION	<input type="radio"/> YES <input type="radio"/> NO		
PROCESS	<input type="radio"/> YES <input type="radio"/> NO		
OTHER, NAMELY:	<input type="radio"/> YES <input type="radio"/> NO		
OVERALL PICTURE	<input type="radio"/> YES <input type="radio"/> NO		

WHEN DO WE WANT TO REFLECT ON OUR PARTNERSHIP AGAIN

## Colophon

Developed by Common Eye in collaboration with PTvT and VSLS

## Any questions?

Please contact us via [hello@wearekatapult.eu](mailto:hello@wearekatapult.eu) or call +31 85 - 051 96 64.

**KATA  
PULT**

PROMOTING  
THE KNOWLEDGE  
OF TOMORROW