

COMMUNITIES OF PRACTICE

7 STEPS TO SET UP KNOW-HOW3000 COMMUNITIES OF PRACTICE (CoP)

STEP 1: Define and clearly articulate the **PURPOSE (Domain)** of your CoP. Be clear, where you want to aim in terms of depth and breadth. Do this together with some HORIZONT3000 colleagues or Member Organisations representatives that have already articulated their interest in your CoP.

STEP 2: Determine if there are any existing communities that fill your need. Don't replicate. If there is an existing community, see if you can work/ collaborate with them. If not, continue setting up your CoP.

STEP 3: Identify the **PEOPLE (Community)** who you would want to participate. Who are the key members that should be in your CoP? Is it an internal CoP or also open to non-HORIZONT3000 staff? Not only focus on HORIZONT3000 and Member Organisations, also look beyond for expertise and interested people.

STEP 4: Plan a CoP KICK-OFF EVENT (virtually or physically) where you invite identified people and officially constitute the CoP. Find a Name for your CoP. Use this kick-off event to brainstorm on key topics and approaches/ spaces for learning within your CoP. Are physical meetings possible/ necessary? Are virtual meetings enough? Do you need online collaboration?

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Try to find out what knowledge and learnings CoP members need to improve their **PRACTICE!**

STEP 5: Identify and plan CoP activities for your CoP. If you need, a template for activity planning is attached! Activities could be CoP exchange meetings (virtual or physical), collective trainings on certain topics/methods, compile & share most relevant literature/ approaches for your topic, etc.

Always discuss how these activities can be financed. If you need budget from KNOW-HOW3000 for your activities, please contact your local KNOW-HOW3000 coordinator for guidance.

STEP 6: Send a short description of your CoP to the KM-Team (km@horizont3000.at) covering name, purpose, participants and facilitation.

STEP 7: Implement CoP activities. Remember that within a CoP, members should take on responsibilities for different learning activities – you as facilitator should not be responsible to implement all CoP activities! Motivate other members to take responsibilities!

Take time to reflect while sharing & learning: what is working (do more of that!), what is not working (stop that!).

Keep

LEARNING!



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