

Minutes: 13th Meeting Steering Committee KNOW-HOW3000

- **Date and time: 03.10.2017, 13:00**
- Written by: ML/KK
- Participants: Clemens Koblbauer, Matthias Danninger , Sigrun Zwanzger, Thomas Vogel (TV), Kristina Kroyer (KK), Georg Pardo (GP), Marta López (ML)

Further Abbreviations: MO – Member Organization; PO – Partner Organization; KM – Knowledge Management; PK – Programme Coordinator; BSIN – Brother and Sister in Need Innsbruck; WHG – Welthaus Graz; CoP – Community of Practice; KM4Dev – Knowledge Management for Development;



1) Minutes Last Meeting		Responsible person
Info	<ul style="list-style-type: none"> • Guidelines for event organization (and other templates) are finished and available at the platform in English, Spanish and French: http://www.knowhow3000.org/en/km/files/#elf_I1_RXZlbnQgRG9jdW1lbnRhdGlvbg • Minutes (and other relevant documents) are now available at the platform: http://www.knowhow3000.org/en/km/cop/project-km/ • Process for KH3000 planning was discussed once more with Programme Coordinators East Africa in Vienna – Process description was elaborated → see Annex I 	
DECISION		
ACTION	<ul style="list-style-type: none"> • Clemens will discuss the experience in Central America with Diego, results will be presented in the steering committee meeting at the beginning of 2018 • Complemented part of the project proposals (risks and activities to minimize risks) still to be shared with MOs → see Annex II 	Clemens KK

2) Visibility Event		Responsible person
Info	<ul style="list-style-type: none"> • The project team agreed that the Visibility Event will not take place in 2018, as it is not wise have one before the evaluation of the KM-project (phase 2016-18). • Instead the planned budget will go to regions, who already expressed the need for more budget to implement local activities: 10.000EUR to East Africa, 10.000EUR to Central America, 7.000EUR to Senegal. 5.000EUR is reserved to increase the budget for the Evaluation of KNOWHOW3000. 2.500EUR is reserved to implement a small event on Knowledge Management • Visibility Event will be planned for 2019 – Evaluation will be finished and results can be presented. General interest in the topic KM in Austria. Other organisations would like (or are already trying) to implement KM. HORIZONT3000 is approached by many organizations for support. • Tiroler Entwicklungstag 2017 will be on topic food security, organised together with Südwind • Tiroler Entwicklungstag October 2018 – Possibility for H3 to participate in the event, either as collaborator or as partner: Financial resources are limited, but interest to contribute to its content is high. They look for interesting topics in the area of development cooperation. “KM” or “Knowledge-balance” or “Impact of dev. coop. in general” could be interesting topics for the next event in 2018. Around 100 participants; → TV: use connection of H3 with Land of Tyrol though existing projects 	
DECISION		
ACTION	<ul style="list-style-type: none"> • Tiroler Entwicklungstag: Matthias will ask if they would be interested to have H3 as a partner or at least as a collaborator 	Matthias

3) Experience Capitalization		Responsible person
Info	<ul style="list-style-type: none"> • KNOWLYMPICS <ul style="list-style-type: none"> ○ 2015: 9 participants, prizes for all of them depending on their needs (e.g. office material, exchange visit, etc.) ○ 2017: two different invitations, one for TAs and another for POs. If possible, all participants will receive a prize. Depending on the amount of participants, the prices of the prizes will vary. • Survey on the experience documents on the platform – see Annex III <ul style="list-style-type: none"> ○ 30 respondents: 13 in English, 17 in Spanish. Higher participation of Spanish speakers might be due to the presence of a TA for KM in Central America. ○ In general they are satisfied with the documents. The vast majority has shared the documents with other organizations and half of them have been contacted because of the documents. 	
DECISION	<ul style="list-style-type: none"> • Partner organizations of MOs can also participate in KNOWLYMPICS • MOs must have a person in charge of the communication with the KM-team of H3 (in this case ML) 	KK/ML
ACTION	<ul style="list-style-type: none"> • Send the invitation also to the MOs, so that they can invite also their partner organizations – see Annex IV • Include a description of benefits of experience capitalization, so that they can inform their partner organizations 	KK/ML

4) KH3000 and the ADA framework programme 19-21		Responsible person
Info	<ul style="list-style-type: none"> • There was an internal Intercambio session where we discussed KNOWHOW3000 in the new ADA framework programme 19-21. The idea is to formulate KNOWHOW3000 results per region/country and to transfer some KH3000 activities to the individual project budgets of partner organisations. This would enhance the ownership of KM activities at partner organizations • Discussion will be continued on Oct 9th with the project team (programme coordinators) and in the end of October/beginning of November with MOs (MO-Workshop, TV sent out doodle) 	
DECISION	Steering Committee will be informed on status quo of discussion in the next meeting	KK
ACTION		

5) Evaluation 2018		Responsible person
Info	<ul style="list-style-type: none"> • The focus of the evaluation 2018 should be the Impact that KNOWHOW3000 activities have on the partner organizations • Focus on three regions: Central America, East Africa and Senegal. Senegal could be covered in the country programme evaluation. Central America and East Africa: two local evaluation teams → results will be collected and put together in the Office in Vienna (more cost-effective than European team) • Also individual project evaluations should include KM points (has the organization participated in KH3000 activities? If so, what was the benefit for the partner organization and their target groups?) • Focus on partner organizations and focus regions would imply that the target groups in Austria are not included. In the last review a great focus was put on the target groups in Austria (Programme coordinators and MOs). Usage of Internet platform would this time only be assessed by the target group TAs. • TV: target groups in Austria could be covered in overall framework programme review • Budget: 15000€; Time period not specified yet • Sigrun: It could be a challenge to find qualified personnel for these tasks, which already have experiences with knowledge management issues – especially in East 	

	Africa → KK: must be discussed with Regional Office well in advance; Clemens: take advantage of TAs for evaluation → GP: unbiasedness is crucial for evaluation	
	<ul style="list-style-type: none"> • Time period not specified yet 	
DECISION	TOR for the evaluation are still not developed, planning is scheduled for next year; we will inform in the next meetings	KK
ACTION		

6) Austauschrunde		Responsible person
Info	<ul style="list-style-type: none"> • H3 (KK): <ul style="list-style-type: none"> ○ Petra is back from maternity leave with a few working hours in order to prepare and coordinate the knowledge balance for H3 ○ Toolbox – KM team will further promote this tool among TAs. KK coordinating OD toolbox during leave of Andrea Heiden; ML in charge of promotion tasks (+5h/week for this). ○ December: Workshop in Vienna on topic of Organizational Development and responsible persons in the long-term. Results will be shared with the Steering Committee in the next meeting ○ PEZA Team is developing E-learning elements / On-Boarding for new TAs at the platform. They are also writing a concept on the use of the platform for retournees (as determined in the strategy for 2020) • BSiN/Matthias: <ul style="list-style-type: none"> ○ New project management system; ○ GP is visiting BSIN on Oct 12th in order to present KNOWHOW3000 to the team → Matthias: there will also be room to discuss use of internet platform,... • DKA/Clemens: <ul style="list-style-type: none"> ○ AK Gender: One training per year: This year: Training on masculinities; ○ Personnel, thematic and structural changes in Advocacy Department 	
DECISION		
ACTION	Invite Petra to the next Steering Committee Meeting to present the status quo of the Knowledge Balance	KK

Next Meeting: 7. December 2017, 10:00-12:00

List of Activities (in red = new activities)

Activity	Responsible person?	Co-responsible persons?	Until when?
Capitalize the experience of the close cooperation between DKA and H3 in knowledge management through KH3000/PEL	Clemens	Diego	Steering Committee end 2017 and Intercambio 2018
Discuss possibilities of collaboration and contribution by H3 to the "Tiroler Entwicklungstage 2018"	Matthias	KK	Decmeber 2017
Coordination with Caritas in order to take advantage of synergies between KH3000 and the Caritas Knowledge Programme in Senegal, South Sudan and Ethiopia	Helene	PKs	On-going
Promote the platform to be used for the communication of CoPs: In every CoP protocols/minutes could be written and then saved at the KNOWHOW3000 Platform, so new CoP-members can update themselves.	GP	ML	End of 2017
Send the invitation also to the MOs, so that they can invite also their partner organizations, including a description of benefits of experience capitalization	KK	ML	October 2017
Invite Petra to the next Steering Committee Meeting to present the status quo of the Knowledge Balance	KK		December 2017