

## KNOWHOW3000 Annual Planning: Procedures and Responsibilities

When?	What?	Outcome	Who?
<b>Annual Planning</b>			
<b>October/ November</b>	Assess and gather needs and interests of partner organizations in the field of knowledge management and capacity development for the next 12 month-period	Description of partners' needs and interests, inclusive of: <ul style="list-style-type: none"> <li>proposals for activities</li> <li>assessment of feasibility and relevance</li> </ul>	PO FIN (ROEA)  <i>...by consulting partner organizations</i>
<b>October/ November</b>	Assess and gather needs and interests of MO partner organizations in the field of knowledge management and capacity development for the next 12 month-period	Description of MO partners' needs and interests, inclusive of: <ul style="list-style-type: none"> <li>proposals for activities</li> <li>assessment of feasibility and relevance</li> </ul>	Programme Coordinators EA (Vienna)  <i>...by consulting MOs</i>
<b>Beginning of December</b>	MO related proposals are communicated to PO FIN and Regional Director ROEA		
<b>First half of December</b>	<b>KNOWHOW3000 Meeting in the ROEA:</b> <ul style="list-style-type: none"> <li>ideas gathered among partners, within the ROEA and in Vienna are brought together and their relevance for partners and the EA programme in general is discussed</li> <li>decisions on the most important activities (high relevance for partners) are taken and needed budget roughly estimated; less important activities (low relevance for partners) are identified and alternative or less costly solutions proposed</li> </ul>	ROEA agrees on priorities for the upcoming year taking into account: <ul style="list-style-type: none"> <li>the current needs and demands of partner organizations</li> <li>the knowledge management objectives of the East African programme</li> </ul>	PO FIN (ROEA)  <i>...organizes and documents the ROEA meeting</i>
<b>Mid December</b>	Decisions taken in the ROEA are communicated to Programme Coordinators EA	Colleagues in Vienna are well-informed and able to inform MOs if necessary	PO FIN (ROEA)
<b>January</b>	Annual Plan of activities including detailed budget forecast (template provided by the KM team in Vienna) is worked out	Timely planning in the beginning of the year allows for: <ul style="list-style-type: none"> <li>timely coordination with KM team Vienna</li> <li>timely start of implementation of activities</li> <li>timely information flow with partners/MOs</li> </ul>	PO FIN (ROEA)
<b>End of January</b>	Annual Plan of activities including detailed budget forecast (approved by the Regional Director ROEA) is sent to the KM team in Vienna		
<b>February</b>	KM team in Vienna gives feedback and discusses unclarities with Programme Coordinator EA and PO FIN (ROEA)	KM team in Vienna monitors budget forecasts and project progress. They also ensure: <ul style="list-style-type: none"> <li>Accordance with the overall Knowledge Management Programme and its objectives</li> <li>Recommendations for a successful project implementation</li> </ul>	KM team in Vienna

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<b>Rest of the year</b>	<ul style="list-style-type: none"> <li>• Implementation of planned activities</li> <li>• If the PO FIN proposes a re-planning of activities in the course of the year, this must be communicated to and approved by the Regional Director ROEA as well as the KM team in Vienna</li> </ul>		
<b>Additional Step for the last project year</b>			
<b>First half of July</b>	Update budget: <ul style="list-style-type: none"> <li>• assess expenditures until June of the current year</li> <li>• realistic planning of expenditures until the end of the project</li> </ul>	This information is crucial for the KM team in Vienna in order to <ul style="list-style-type: none"> <li>• monitor the overall KNOWHOW3000 budget</li> <li>• plan and prepare reallocations</li> <li>• guarantee best possible budget consumption</li> </ul>	PO FIN (ROEA)
<b>Mid July</b>	Update is communicated to Programme Coordinators and Finance Manager EA as well as KM team in Vienna		PO FIN (ROEA)
<b>End of July</b>	KM team Vienna informs ROEA on further steps	ROEA knows how to proceed	KM team in Vienna

**Abbreviations:**

- PO FIN – Programme Officer Finance Projects  
 EA – East Africa  
 ROEA – Regional Office East Africa  
 MO – HORIZONT3000 Member Organizations  
 KM team – Project Coordinator and Finance Manager Knowledge Management