

## Minutes: 14<sup>th</sup> Meeting Steering Committee KNOW-HOW3000

- **Date and time: 15.03.2017, 13:00-15:00**
- Written by: GP, KK
- Participants: Clemens Koblbauer, Matthias Danninger, Sigrun Zwanzger (per Skype), Thomas Vogel (TV), Kristina Kroyer (KK), Georg Pardo (GP)

Further Abbreviations: MO – Member Organization; PO – Partner Organization; KM – Knowledge Management; K-H3000 – KNOW-HOW3000; PK – Programme Coordinator; CoP – Community of Practice; KM4Dev – Knowledge Management for Development; IC – Intercambio; CA – Central America; EA- East Africa; MOZ – Mozambique; SEN – Senegal; PNG – Papua New Guinea;



<b>1) Minutes Last Meeting</b>		<b>Responsible person</b>
<b>Info</b>	<ul style="list-style-type: none"> <li>• Experiences with KM in Central America: it was concluded that the IC is the right format to present the experiences with K-H3000 and PEL as it will be interesting for the other regions and countries; KK will see where to fit KM at the IC. DS and Clemens will capitalize their experience and prepare a presentation</li> <li>• Tiroler Entwicklungstag: it is still open if H3 could contribute to the Tiroler Entwicklungstag with an input; Matthias brought up the offer of H3; this would rather fit in 2019, the topic is not decided yet;</li> </ul>	
<b>ACTION</b>	<ul style="list-style-type: none"> <li>• Experiences with KM in Central America will be presented at Intercambio 2018</li> </ul>	Clemens, DS, KK

<b>2) Annual Report 2017</b>		<b>Responsible person</b>
<b>Info</b>	<ul style="list-style-type: none"> <li>• Deadline for Inputs for the KM Report was end of Feb, Input from East Africa still not arrived</li> <li>• Deadline to compile the overall KM report is 13<sup>th</sup> of April</li> </ul>	
<b>ACTION</b>	<ul style="list-style-type: none"> <li>• send the draft version of the annual report 2017 to the steering committee before the 13<sup>th</sup> April</li> </ul>	KK

<b>3) Annual Plannings for 2018</b>		<b>Responsible person</b>
<b>Info</b>	<ul style="list-style-type: none"> <li>• Budget planning for the remaining funds for the last year of the 3-years programme: only Central America sent a final version to Vienna, PNG, SEN, EAF sent draft versions, MOZ is pending</li> <li>• Activity plan was presented by KK and is sent with the minutes (attached file constitutes status quo, can still be subject to change)</li> </ul> <p>Discussion on planned activities</p> <ul style="list-style-type: none"> <li>• Central America: the 3 CoPs will meet this year once, and then in the end of the year at the Encuentro Regional</li> <li>• SEN: CoP for Climate Change was registered officially and is now an association;</li> <li>• PNG: CoPs on school management and vocational training which will be strengthened 2018</li> <li>• Sigrun was in Brussels and met TCOE (South Africa) who had met with the Partner Organisations in Senegal; problem for the exchange was the language; Exchange visit was a spin off impact from the RD-NRM-conference from 2011; the meeting between TCEO and SEN was initiated by H3 and DKA; Exchange visits with organizations in Mali and Burkina are easier as to language issues.</li> <li>• MOZ: Sigrun saw a good practice on land grabbing in MOZ on lobbying with the Mozambican Bishops conference and ending in an official statement; Sigrun will send information on the good practice to the steering group</li> <li>• Central America: KM TA Martina Podeprel was very helpful for implementing KM activities this year; in East Africa the new TA will begin her work in April/May</li> </ul>	

	<ul style="list-style-type: none"> <li>• There will be another internship this year 2018 to support the KM Team in Vienna</li> <li>• CoPs in Austria: Gender at DKA still exists – meets at least once per year and implements common capacity development activity – Clemens will check if other organizations of the H3 network are invited; Climate Change is currently not active; KM4Dev is very active and meeting regularly: 3-4 times per year</li> </ul>	
<b>ACTION</b>	<ul style="list-style-type: none"> <li>• CoPs Austria – invite other organizations within our MO network to the Gender CoP at DKA</li> </ul>	Clemens

<b>4) Evaluation of KH3000 for phase 2016-2018</b>		<b>Responsible person</b>
<b>Info</b>	<ul style="list-style-type: none"> <li>• Budget was previously € 10.000 → too little for 2 evaluations and will be increased to € 30.000; the additional money is reallocated from other positions of the K-H3000 Budget: 5.000 from MOZ (reserved in the beginning of the project, as there were very few TAs in MOZ); 5.000 from the event which did not take place; 7.000 from the budget line for OD (OD and toolbox will be a topic at the next meeting among TAs, but no additional expenses are foreseen); 3.000 EUR still open (could be taken from budget foreseen for programme review);</li> <li>• Budget will be split between the regions: 15.000 EA, 15.000 CA;</li> <li>• ADA recommends to spend 3-5 % from the total budget for evaluations; evaluations in Central America at one partner organizations cost approx. 7.000; foreseen budget for the K-H3000 evaluations is therefore not too high, but rather still a challenge;</li> <li>• ToRs are drafted by KK and will be shared with Steering Committee</li> <li>• The planned period for the evaluations is between July until mid-September; Programme Review is conducted in autumn and will include an analysis of the two K-H3000-evaluations</li> <li>• In East Africa 1 question on K-H3000 was included in the ToRs of each project evaluation, as it will not be possible for K-H3000 evaluators to include all partners in their survey.</li> <li>• In Central America, the individual project evaluations did not include K-H3000 questions, as the majority of partners will do a systematization instead of an evaluation.</li> <li>• Synergies with the KM programme of Member Organisations in Central America (PEL) should also be a component of the evaluation in CA;</li> </ul>	
<b>DECISION</b>		
<b>ACTION</b>	<ul style="list-style-type: none"> <li>• ToRs will be sent to Steering Committee in order to support with finding a consultant (esp. for EA)</li> </ul>	KK, all

<b>5) Planning for new Phase KH3000 from 2019-2022</b>		<b>Responsible person</b>
<b>Info</b>	<ul style="list-style-type: none"> <li>• KNOWHOW3000 will be one of the 5 programme interventions of the new programme phase: 1 CA, 1 EA, 1 SEN, 1 MOZ, 1 K-H3000</li> <li>• Again there will be 3 Results, slightly different from previous phases: <ol style="list-style-type: none"> <li>1. Learning from experiences</li> <li>2. Knowledge is accessed and integrated</li> <li>3. Internet Platform</li> </ol> + 1 Result in each programme intervention of CA, EA, SEN concerning KM (see annexes) </li> <li>• Programme looks big with lots of activities - programme intervention will be for 4 years and regions/countries are asked to plan strategically; enough resources in the Regional Offices is a precondition for the good implementation of the project.</li> <li>• Next step: Inputs from the regions/countries for the proposal are gathered by KK</li> <li>• ToC Workshop on K-H3000 will be held in April; Steering Committee does not see the necessity to participate in the workshop (will be held within the project team – programme coordinators)</li> </ul>	
<b>DECISION</b>		
<b>ACTION</b>	Steering Committee will be informed on the ToC workshop KH3000	KK

<b>6) Knowlympics 2017</b>		Responsible person
Info	<ul style="list-style-type: none"> <li>• See ppt attached</li> </ul>	
<b>ACTION</b>	KNOWLYMPICS 2018 will be held with the support of a new intern	KK

<b>7) News on the Internet Platform</b>		Responsible person
Info	3 new developments: <ul style="list-style-type: none"> <li>• Intranet for exchange of files exclusively between Programme Coordinators in Vienna and Regional and Country-Offices</li> <li>• H3 friends is a new platform for all Returnees of HORIZONT3000</li> <li>• eCampus for Technical Advisors in the preparation course to give them some information upfront before they start the preparation course</li> </ul>	
<b>ACTION</b>	• News will also be presented at the Intercambio 2018	GP

<b>8) Other topics</b>		Responsible person
Info	<ul style="list-style-type: none"> <li>• Next meeting during IC – see below</li> </ul>	
<b>DECISION</b>		
<b>ACTION</b>	• “Wissensbilanz” will be presented at the Intercambio	KO

**Next Meeting:** Intercambio – 28. May 16:00-18:00 (nach dem OA meeting 13:00- 16:00)

## List of Activities (in red = new activities)

Activity	Responsible person?	Co-responsible persons?	Until when?
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	GP	inten	On-going
KNOWLYMPICS 2018 - Send invitation also to the MOs, so that they can invite also their partner organizations	KK	intern	KNOWLYMPICS18
Send ToRs for the KH3000 Evaluation to Steering Committee	KK		April 2018
Send Draft of KH3000 Report to Steering Committee	KK		April 2018
Inform Steering Committee on the outcome of the ToC Workshop K-H3000	KK		Next meeting
Capitalizing the experience of the close cooperation between DKA and H3 in knowledge management through KH3000/PEL	Clemens, Diego	KK	Intercambio 2018
Presentation of New developments at Internet Platform	GP		Intercambio 2018
Presentation of Knowledge Balance	KO		
Invite other organizations to the Gender CoP at dka	Clemens	EM	On-going