

Minutes: 15th Meeting Steering Committee KNOW-HOW3000

- **Date and time: 28.05.2018, 16:15 - 18:00**
- Written by: GP, KK
- Participants: Clemens Koblbauer, Matthias Danninger, Sigrun Zwanzger, Thomas Vogel (TV), Kristina Kroyer (KK), Georg Pardo (GP), until 17:00 together with the East Africa Group (Ulrike Bey, Stefanie Grosz, Herbert Kiennast, Verena Rassmann)

Further Abbreviations: MO – Member Organization; PO – Partner Organization; KM – Knowledge Management; KH3000 – KNOW-HOW3000; PK – Programme Coordinator; CoP – Community of Practice; KM4Dev – Knowledge Management for Development; IC – Intercambio; CA/CAM – Central America; EA/EAF - East Africa; MOZ – Mozambique; SEN – Senegal; PNG – Papua New Guinea;



1) Experience Exchange on synergies in the field Knowledge Management with Member Organisations	Responsible person
Info	<p>Clemens presents PEL – Knowledge Management Programme of the DKA in Central America and its linkages to KNOW-HOW3000</p> <ul style="list-style-type: none"> • PEL = Programmatisches Element in Central America is a 3-years-project, financed by DKA with € 50.000 and by kfb with € 12.500; Sum is € 62.500 for 3 years for activities of partner organisations of the DKA/kfb in Central America • Partly directly related to KH3000 activities: selected partner organisations from DKA and kfb are supported to participate in KH3000 activities, if activities are happening in the same country as the partner organisations are working in. • Additionally it funds “its own” instruments (often indirectly/ thematically related to KH3000 activities): <ul style="list-style-type: none"> ○ A fund for systematizations, that allow POs to systematize their experiences, e.g. for the regularly organized KH3000 conferences at the end of a 3 years phase ○ A pool of funds for ideas that emerge spontaneously e.g. pilot projects ○ Topic of Agroecology and exchange meetings for this topic, like a dialogue forum (by FUNDESYRAM) ○ Topic gender: another focus emerged called “masculinities” with a focus on men as a target group; “Self-Esteem” is another topic, especially for women ○ Bringing together POs working with children and youth has not been successful; also linking of ecclesiastical POs proved to be difficult • Success: <ul style="list-style-type: none"> ○ Exchange between POs from the cofinancing framework of H3 and those who are not part of this framework was a success → diversity of partners, networking,... ○ Some directly financed organizations (e.g. FEM, FUNARTE) moved closer to H3 through participation in KH3000 activities, promoting the possibilities of entering the cofinancing framework and their institutional strengthening in general • What was not achieved? <ul style="list-style-type: none"> ○ Documentation of the directly financed events is a challenge; it is hard for DKA to understand and reproduce how fruitful the events were for the participants; ○ Too much instruments are available for the POs; maybe focusing on a few would be beneficial ○ The effort for DKA in Austria is high and also programme officers of HORIZONT3000 and Partner Organisations need time resources to support instruments of PEL – time for the coordination of events has never been budgeted as a separate position in PEL, so it was an additional effort for everybody involved • The budget of PEL grew from 24.000 in the first 3 years to 62.500 in the second 3-years-phase from 2016-18; but 20.000 from this phase remains unused, this amount can be transferred to the next phase <p>Discussion on KNOW-HOW3000 and MO activities in East Africa</p> <ul style="list-style-type: none"> • DKA: to support the participation of directly financed partners in KH3000 activities would be better than introducing new elements in EAF; • BSIN: a similar concept as PEL would be interesting for BSIN, but does not have the capacity for the coordination work (would have to be done by H3) • WHG: previous experiences with trainings funded by MOs show that it would be

	<p>better to organise 2 events instead of only 1 for all partners, because partners have different levels and when trainings become too big, learning processes are worse.</p> <ul style="list-style-type: none"> • KK: topics of trainings in the upcoming project phase in EAF will be on M&E and organisational development; also there will be training series on crucial topics, instead of big trainings with a high amount of partners and many different topics. • DKA: Emphasis on the resources needed for the organization of trainings – especially in the partner countries and also at DKA itself if there are additional PEL activities. • KK: Caroline Ngunga (TA for KM in EAF) is advising the regional office on KM topics and activities; her assignment includes to act as a flying TA on KM within partner organisations; Jennifer remains with the responsibility for the KNOW-HOW3000 project;
ACTION	

2) Minutes last Meeting		Responsible person: KK
Info	<ul style="list-style-type: none"> • CoPs in Austria on Climate Change, KM4Dev, Gender > will be continued • Knowlympics 2018 is planned this year; can be sent out also to Partners of Member Organisations; KK will send out an invitation which can be forwarded to MO-Partners; Blog-Entry, Newsletter, etc. is in development to promote new Knowlympics 	
ACTION		

3) Annual Report 2017		Responsible person: KK
Info	<ul style="list-style-type: none"> • Is finished, and was sent to ADA in the beginning of May 2018 as planned • Narrative report was already shared with Steering Committee, Financial report for MOs will be shared by EP in June. • Budget consumption is at around 60%. Low consumption is expected to be compensated in the last project year – mainly by local activities in Mozambique, PNG, Senegal, Central America, and expenses for the Evaluations • Highlights: 	
	<p>The infographic 'Rückblick 2017' features several key elements: <ul style="list-style-type: none"> CoPs: Represented by a group of people icons, with country codes PNG, ZAH, and SEN listed to the right. Erfahrungskapitalisierung: Represented by a puzzle piece icon. Trainings & Sharing Events & Learning Visits: Represented by a circular flow of people icons, with a callout box stating '34% ♀ -P' and '515'. Knowledge Management TAs: Represented by two stick figures, with 'OAF' and 'ZAH' listed in circles to the right. Internet Plattform: Represented by a computer monitor icon, with a large yellow starburst labeled 'NEW' next to it. Other highlights: 'KNOWLYMPICS' in a pink starburst, 'Trainings: Systematisierungen' in a blue cloud, and 'Action Plans Follow-up Letters' with a checklist icon. </p>	
ACTION		

4) Evaluations 16-2018		Responsible person: KK
Info	<ul style="list-style-type: none"> For EAF we published the ToRs on reliefweb and received over 40 consultancy offers; in CAM we shared them with Diegos contacts and received very few but promising offers KK will decide together with programme coordinators and regional directors on which evaluators to contract; The two evaluations have to be finished until end of September; in October, the programme evaluation will start 	
ACTION		

5) Plannings for phase 2019-2022		Responsible person: KK
Info	<ul style="list-style-type: none"> KK presents structure of KH3000 Programme Intervention with 3 results and their parallel structure in the other 3 Programme Interventions in CAM, SEN, and EAF (in MOZ and PNG the KH3000 components are oriented towards the TA programme): So far only CAM and EAF (no final version yet) have sent their inputs to the overall programme proposal; the other inputs should arrive early June. A draft version of the narrative proposal will be shared with the Steering Committee by the end of June, provided that KK achieves to have a shareable version by then. If this is not the case, a version will be shared after her project trip to EAF in the end of July Members of the Steering Committee do not see the need to give comments on the overall proposal in a detail/ thoroughly, but appreciate to see a draft version before submission to ADA. Matthias/BSIN would like to have a process where they are included more in the regional planning of KH3000 (especially EAF) for the next 4 years, stating that the planning phase is not done participatory enough; Sigrun/WHG and Clemens/DKA are OK with how it is handled and do not support an extra feedback-loop on the regional inputs; they trust the process and that the planned activities reflect the need of the partner organizations; TV suggests a pragmatic approach: the ADA proposals will be submitted based on the inputs from the Regional Offices based on the partner's needs, feedback of the MOs will be included into the annual plans of activities. KK describes shortly what was decided for the ToCs: Theories of Change are planned to support the programme interventions KH3000 and Senegal; the Programme Interventions (EAF, CAM and MOZ) won't be supported by a ToC; Steps of the ToC for KH3000 taken so far: <ul style="list-style-type: none"> Project Team Meeting with ProKos: Vision and Contribution to Change were reformulated, Stakeholder Mapping was presented; Outcome-Mapping for the 3 Results was produced: some open questions and some new activities were formulated (e.g. close/continuous support, learning action plans, power user, communication on news on platform) 	<p>The image shows handwritten notes on a whiteboard or paper. At the top, it says 'Programmiintervention KNOW-HOW 3000'. Below this, there are three main results listed: R1 Learning & Storing, R2 Integration of Knowledge, and R3 Internet-Plattform. Each result has associated indicators: R1 has indicators 1.1 and 1.2; R2 has indicators 2.1 and 2.2; R3 has indicators 3.1 and 3.2. To the right, there are notes for 'Programmiintervention Ostl. Afrika' with indicators R: LE-HNR, R: HP-ZG, and R: KH/KH3000 (with sub-indicators 1.1, 1.2, 1.3, and 1.4). Below that is 'Programmiintervention Zentralamerika' and 'Programmiintervention Senegal'. At the bottom left, there are two boxes labeled 'PNG' and 'MOZ' with a '+' sign next to each. The notes are written in purple and green ink.</p>

	<ul style="list-style-type: none"> ○ Intercambio Session with Regional/Country directors: open questions and new activities were discussed and feedback from the regions gathered ○ The complexity of the programme was not easy to visualize → must still be simplified and the complementary text phrased as understandable as possible ● WHG applied the ToC method: Sigrun states that it was very interesting to think it through and a good learning experience for them 	
DECISION		
ACTION	<ul style="list-style-type: none"> ● Concept notes were shared already with DKA and will be shared in June with WHG, BSIN and SFL – see attachment ● The draft for the full proposal (incl. ToC) will be shared with the Steering Committee in the end of June (latest end of July) ● The final version will be shared with MOs in August 	KK/TV/EP KK KK/TV/EP

6) Knowledge Balance		Responsible person: TV
Info	<ul style="list-style-type: none"> ● TV explains that the knowledge balance is a tool to measure the three different forms of capital an organisation has, besides financial capital: structural capital, human capital and relationship capital ● Learnings from the Knowledge Balance Process are visible already: <ul style="list-style-type: none"> ○ It was good to see clearly where the strengths and weaknesses of H3 lie, and where H3 should develop itself further; ○ Information was gathered via interviews and questionnaires, assessments were done by H3 staff and representatives of MOs; the participants were asked to assess three dimensions of every variable analysed: quality, quantity and systematic development ○ The interdependency of all the variables guides the process of identifying priorities and measures to be taken. 	
ACTION		

7) Other topics		Responsible person
Info		
DECISION	<ul style="list-style-type: none"> ● Successor of Christina Lindorfer from SFL(KMB) will be invited to join the steering committee ● Other MOs are informed on the minutes 	TV/KK KK

Next Meeting: <https://doodle.com/poll/q3hmd5wqf9qxvnb9>

List of Activities

Activity	Responsible person?	Co-responsible persons?	Until when?
Promote the platform to be used for the communication of CoPs in Austria	GP	inten	On-going
Invite other organizations to the Gender CoP at dka	Clemens	EM	On-going
KNOWLYMPICS 2018 - Send invitation also to the MOs, so that they can invite also their partner organizations	KK	intern	KNOWLYMPICS18/ June 2018
Share concept notes, draft for the full proposal (incl. ToC) and final version with the Steering Committee	KK	TV	June-August
Invite successor of Christina Lindorfer from SFL(KMB to join the steering committee	TV	KK	June