

Minutes: 16th Meeting Steering Committee KNOW-HOW3000

Date and time: October, 11th 2018, 15:30 – 17:15

Written by: SF/KK

Participants: Clemens Koblbauer (had to leave early), Sigrun Zwanzger, Matthias Danninger, Kristina Kroyer (KK), Jana Ersfeld (JE), Sarah Fichtinger (SF)

Further Abbreviations: MO – Member Organization; PO – Partner Organization; KM – Knowledge Management; KH3000 – KNOW-HOW3000; PK – Program 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. Minutes last Meeting		Responsible
Info	Sigrun shares the information that it was quite difficult for her to get the KM-Program approved by the WHG committee deciding on the project, as she had to present it as an individual program due to delays at H3	
Decision	It is important to draw learnings from this year's submission process for the ADA framework programme – all MOs must receive the information on their projects as soon as they need them for their internal approval procedures	TV/KK
Action		

2. News Regarding the KNOW-HOW3000 Program		Responsible
Info	<p>KK presents the outcomes of this year's Knowlympics. They were held a little later than initially planned (that is to say in summer), due to better timely availability on PO side.</p> <p>9 organizations from 5 different countries shared 10 experiences (4 from CAM, 4 EA, 2 Brazil): 2 negative experiences (so called Learning from Failure Experiences) and 8 positive experiences (so called Good Practice Experiences) [Side Note: Last year H3 received a total number of 12 experiences]</p> <ul style="list-style-type: none"> ○ 1 winner among the Learning from Failure Experiences and 2 winners among the Good Practice Experiences (Winners: In the category <i>Learning from Failure</i>: Fundación Segundo Montes – El Salvador; In the category <i>Good Practice</i>: Caritas Kiyinda – Mityana – Uganda and BlueEnergy/BICU – Nicaragua) ○ Jana is promoting Knowlympics and its results via the KH3000 platform, the H3 blog as well as the newsletter. ○ The prize money is supposed to be spent by the PO for KM related topics and/or activities, even though this is not mandatory. <p>Overview – News on the Platform:</p> <ul style="list-style-type: none"> ○ Jana introduces eCampus; for now it consists of 6 interactive videos (on H3 in general, H3 as an employer, how to create TA profile, fist steps, contracts and financial benefits TA, experience capitalization) ○ Jana presents Members & Experts Search Function (useful especially for Borrow-a-TA) – TAs <i>must</i> fill out their profile, all other users are invited to fill out their profile. ○ Sarah introduces H3 Intranet und H3 Friends – still under development; H3 Intranet only visible for H3 staff 	

	<ul style="list-style-type: none"> ○ Kristina reminds on the virtual space for the steering committee (CoP area: project folder), where all minutes and other relevant documents are stored: https://www.knowhow3000.org/en/km/cop/project-km/#elf_l1_Lw 	
Decision		
Action	<ul style="list-style-type: none"> ○ Development of IT Strategy for H3 (Starting point: beginning 2019) ○ Development of Communication Strategy and user centricity of KH3000 platform (SF) ○ Define how to/who should use the H3 Intranet space on the platform 	<p>GP-SG SF</p> <p>project team + SF</p>

3. KH3000 16-18		Responsible
Info	<p>Open local activities 2018</p> <ul style="list-style-type: none"> ○ EA: Training Financial Management for all EA-POs within the ADA Framework programme (funds mostly from ERI budget/reallocation + a small part from KH3000) ○ EA: Training for UCMB (TA Partner) hospitals – on request from UCMB; topics: ecol. rehabilitation, constructed wetland etc. ○ CA: Final Sharing Event will not take place due to the political situation in Nicaragua, instead smaller trainings will take place ○ MOZ: Training on Fundraising, AGM with TAs; ○ PNG: CoP School Management Meeting, AGM with TAs; ○ SEN: Workshops of the Climate change platform <p>Project conclusion 2018</p> <ul style="list-style-type: none"> ○ Until the end of February 2019 Regions/Countries send their narrative inputs for the annual report, which is going to be finished in March/April 2019 by KK; ○ Financial report is going to be shared by Elfi – remaining MO funds 16-18 are going to be transferred to the new project phase (deducted from the second rare 2019) <p>Evaluation Reports</p> <ul style="list-style-type: none"> ○ We have already received draft reports from both EA and CEM ○ EA report: Strong focus on trainings is criticized, since KM offers a variety of tools not only trainings; KH3000 is functioning as a knowledge provider, NOT a knowledge broker; missing foundation for measurable achievements - because of that, examples/ anecdotes for change are even more crucial but still missing in the report; KM needs and capacity needs should be part of the partner assessment; little understanding of POs on KH3000/KM; report focuses on survey results - not so much on insights from interviews; final draft still pending ○ CA report: The draft differs substantially from EA in many ways; It covers 60 pages; in CA there were only few trainings, focus rather on exchange through CdPs; many insights on the benefits/challenges of these exchanges; final draft still pending ○ Discussion EA: Importance of follow-up process after trainings (-> Is the knowledge used, applied, shared? Did it improve project processes?) - different methods were tested (After Learning Action Plans, Letter to oneself,...) but not systematically and not followed up 	

	by ROEA due to lack of time/resources; sometimes fundamental knowledge like working with Excel, financial management, reporting etc. is missing at POs and has to be strengthened;	
Decision		
Action	Annual report is going to be shared with Steering Committee (April19) Evaluation reports will be shared with Steering Committee (Nov18)	KK

4. KH3000 19-22		Responsible
Info	<p>Proposal 19-22</p> <ul style="list-style-type: none"> ○ Sigrun confirms that the proposal was well structured with the activities not only listed generally but also per region, making it easy to explain how the programme supports the other projects. Additionally there is a KH3000 result included in the narrative parts of the various regional/country program interventions (logframes and proposals) ○ KH3000 supports the program intervention in regions/countries, but it remains its own intervention with its own budget in order to enable an easy handling of the budget without having to request reallocations from ADA for redistributing budgets among regions/countries. ○ ADA had barley any questions on KM intervention apart from 2 minor questions on rather administrative issues <p>Budget Planning</p> <ul style="list-style-type: none"> ○ 4 years budgets for local activities are planned on a regional and country level. As soon as they are fixed (which should be by November), EP and KK are going to call for the annual planning19 – annual plans are supposed to be fixed by the end of the year in order to avoid delays ○ Annual budget plans will be complemented by a timeline in order to better inform MOs on the planned activities per region/country – substituting the overview used in the current project phase 	
Decision		
Action	<ul style="list-style-type: none"> ● Finalize the budget planning per region and share annual budget plans and timelines with MOs ● Consider evaluation results in regional planning and promote follow-up process after trainings+ activities 	KK/EP ORAC/ROEA + KK

5. Austria Event 2019		Responsible
Info	<p>For 2019 “Visibility Event” planned</p> <ul style="list-style-type: none"> ○ Initial idea from the current project phase: advocacy event; changed to visibility event: space to present what has happened and been achieved (similar to events held in CA „encuentros regionales“) ○ The target group has not been defined yet. In the beginning of December there is a project team meeting, where questions like the 	

	<p>following will be discussed: What is the purpose of the event? Who do we want to benefit from it? Who should be invited?</p> <ul style="list-style-type: none"> ○ Combining the funds with advocacy purposes of MOs is still an option <p>Discussion on ideas, opinions and possibilities whether activities should/could be combined with MO activities?</p> <ul style="list-style-type: none"> ○ Sigrun states that regarding an advocacy event the value depends on the partners and topics (WHG topics: agricultural policy, trade agreements etc.) – but it also depends on which topics will be trending at that point in time (even though this is hard to plan in advance); an idea could be to link the event to “world days” – as for instance World Environment Day, Children’s Day etc. ; timing is an issue, WHG has already planned their partner visits for 2019 ○ The target of the event has to be clearly identified (Visibility? What for? Towards whom?), Sigrun reminds that at the last conference ADA did not show up → Kristina explains, that ADA would not be the primary target group; target group could be the public with interest in development cooperation/ knowledge management, or MOs and their committees, dioceses, etc. ○ Matthias thinks that there is already a big offer when it comes to events on development cooperation in Vienna. In other Austrian regions this is different ○ KK mentions that an event (of 1 day) could be held right after the IC, since regional directors would already be here, so it would be a great opportunity to come together → but the IC is already quite full! 	
Decision		
Action	Discuss purpose and target group of visibility event in Austria and take decisions with the project team	project team + KK

6. Flashlights from the Organizations		Responsible
Info	<p>Steering Committee:</p> <ul style="list-style-type: none"> ● Elisabeth Tanzer , new colleague at Sei so frei Linz is going to be informed about the meetings and might attend future meetings. ● Huem Otero, new colleague at kfb, will be copied in sending out minutes (kfb is represented in the group by Clemens) ● Plan:g, BSIN Kärnten and Caritas are informed on minutes ● With the beginning of next year Clemens is going to take up new responsibilities as deputy head of programmes at dka; dka will evaluate internally who is going to represent the dka in the steering committee in the future; <p>H3</p> <ul style="list-style-type: none"> ● Petra is back from maternity leave – sector coordination rural development + engaged with quality and internal knowledge management ● Sarah presented herself to the group during the meeting – engaged with the platform during Georg’s leave ● Georg is engaged with 5 hours/week during his leave; one of his 	

	<p>ToDos is to keep engaged with the H3 IT-strategy (related process will start in the beginning of 2019)</p> <p>KM4Dev</p> <ul style="list-style-type: none"> • Next meeting December, 10th 2018 on Learning in M&E • During the last meeting attendees decided to set up a rotating steering group (responsible for keeping mailing lists up to date, upload minutes on platform, send out invitations etc.) • For the current period the steering group is composed of KK and Silvia Wieser from Caritas; After a period of 1/2 year or 2 meetings, a new steering group will be assigned. <p>WH Graz - Sigrun:</p> <ul style="list-style-type: none"> • Developed a new vision and strategic plans that are still being worked on; The new strategy will focus on three main topics: food sovereignty, freedom of religion, world church (requests coming from diocesan side that weren't documented, but still take a certain effort - like project trips and the like). • Individual country strategies are now being carried out in collaboration with DKA. <p>BSIN – Matthias:</p> <ul style="list-style-type: none"> • BSIN is implementing a web-based tool for project management (same tool is being used by various organizations); it handles all the documents relevant for projects and creates all different sorts of reports using the information provided. It allows users to assign responsibilities (legal as well as content wise) etc. 	
D ecision		
A ction	Check if other MOs, e.g. Archdiocese Vienna want to be informed on the minutes	KK

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
Discuss purpose and target group of visibility event in Austria and decide on timing	KK	Project team	12-2018
Check if other MOs, e.g. Archdiocese Vienna want to be informed on the minutes	KK		12-2018
Develop a Communication Strategy, user centricity of KH3000 platform (+define how to/who should use the H3 Intranet space on the platform)	SF	KK	12-2018
Share evaluation reports with Steering Committee	KK		12-2018
Share annual budget plans and timelines with MOs	KK		01-2019
Share Management Response to Evaluation Results with Steering Committee	KK	ORAC/ROEA	02-2019
Share annual report with Steering Committee	KK		04-2019
Development of IT Strategy for H3	GP	SG	Still open

Nächster Termin: 20. März 13:30-16:00