

Minutes: 17th Meeting MO-Committee KNOW-HOW3000

Date and Time: March, 20th of 2019, 13:30 – 16:00

Written by: Sarah F./ Kristina K.

Participants: Clemens Koblbauer, Sigrun Zwanzger, Matthias Danninger, KK, SF

Excused: TV

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; KO – Petra Herout; EF – Elfriede Paller

1. Minutes last Meeting/ Pending To-Dos		Responsible(s)
Info	<p>KK gives a quick overview on what had been discussed during our last meeting in October 2018 and what the pending to-dos regarding the Knowledge Balance are:</p> <p>Open from last meetings:</p> <ul style="list-style-type: none"> Promote the platform to be used for the communication of CoPs in Austria → Is used for the CoP “KM4Dev”; and also for local H3 teams (e.g. TA team EA) → This is an activity that is continuously carried out, which is why we are going take it from our To-Do list Invite other organizations to the Gender CoP at DKA → Clemens comments that the Gender CoP was not very active recently due to personnel reasons; but that for future activities other organizations shall be invited again Check if other MOs, e.g. Archdiocese Vienna want to be informed on the minutes of the meetings → still pending, since the responsible contact person still needs to be clarified Develop a Communication Strategy for KH3000 platform → integrated in the planning sheet attached, Concerning the Intranet Space a strategy is still pending Development of IT Strategy for H3 → initiated by Georg Pardo during hir educational leave <p>To dos for KH3000 from the Knowledge Balance</p> <ol style="list-style-type: none"> KH3000 (planning and coordination) processes in the regions and countries should be transparent and well documented – this will not be done through 1 document, but step by step: <ul style="list-style-type: none"> has been done through the process description H3-PP-MOs (only EA) as well as the administrative sheet and official release of 4 years budget (all regions); is in the process of being done through the integration of KH3000 in the M&E policy and other general documents is still to be done through a description of responsibilities in the bigger local offices (Regional Offices EA and CA) - to be defined and written down in coordination with KH3000 responsible persons Promote Networking on Knowledge Management in the regions between H3 and other organisations: easiest to achieve where TAs are working for KH3000; has been discussed bilaterally with colleagues in EA and CA: <ul style="list-style-type: none"> EA – networking best done via Knowledge Cities – KM consultancy firm set up by Austrian KM-A (H3 as stakeholder in the project (Wirtschaftspartnerschaft) – who established a local KM4Dev Group CA – screening needed if there are other institutions with whom networking makes sense (and if there is a local KM4Dev Group) Compare budgeted personnel costs for KH3000 to what is actually used and needed -> this task has been handed over from KK to TV, since the argumentation of personnel costs within the ADA framework programme reaches beyond KH3000 issues 	
Decision		
Action	<ul style="list-style-type: none"> Promote Networking/ CoP regarding Knowledge Management in 	KK

	<p>the regions</p> <ul style="list-style-type: none"> • KH3000 (planning and coordination) processes in the regions and countries to be documented and transparent • Clarify personnel costs for KH3000 	<p>KK</p> <p>TV</p>
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2. News about KH3000 committees and teams		Responsible
Info	<p>Project Team Meetings: The last project team meeting, with all programme coordinators took place last December; before that there has been no meeting during an entire year, as KH3000 issues were always discussed during Framework Programme meetings; → That's the reason why the decision has been taken to not have separate project team meetings for KH3000 anymore, but to include KH3000 issues in the PRO-SIT (Programmsitzung) meetings instead → this also strengthens the approach of KH3000 being part of the programme as a whole (Additional meetings will take place occasion-related)</p> <p>Steering Committee Meetings: The label of the committee, composed of representatives of the MOs who contribute financially to KH3000, has caused some misunderstandings in the regions, since the term „steering“ could imply a management and implementing function, although none of the regions and countries are represented in the committee; in order to avoid this kind of misunderstanding, the committee will be called MO-committee from now on. Its nature is more of a supervisory board to the project.</p>	
Decision	Change the name of Steering Committee to MO-Committee (all members agree)	all
Action		

3. Conclusion Phase 16-18 & Final Report		Responsible(s)
Info	<ul style="list-style-type: none"> • Budget exhaustion: in many regions some budgets remained although planning foresaw its exhaustion (CA, EA, SEN and MOZ); this is unfortunate as it was already too late to use budget otherwise (e.g. IT solution for PP-files) • Remaining ADA funds go back to ADA, remaining MO funds are transferred to the current project phase (will be deducted from the upcoming rate) by EP • Note: IT solution for PP-files and its funding is being assessed now. • Sigrun asks whether we can expect objections from ADA, as many regions didn't use the entire budget → KK doesn't think so, since the reports give easily traceable reasons for that (situation in Nicaragua, etc.) – also the overall exhaustion of the global budget is still quite high. • Regarding the final reports, EA, ETH, PNG, SEN, CA have sent their narrative reports (MOZ is still pending; information will be "recovered" by KK and Daniela Pfeffer); Kristina is compiling the report and will share it with the MO as soon as it is completed. 	
Decision		
Action	<ul style="list-style-type: none"> • Kristina will send out the compiled report by the end of April • Elfi Paller is going to share the financial report with MOs 	<p>KK</p> <p>EP</p>

4. Evaluation Results 16-18		Responsible(s)
Info	<ul style="list-style-type: none"> • 15.000€ were dedicated per region – CA and EA – for evaluating KH3000, same ToRs, very different reports • Consultant team in CA: two women from Guatemala: team leader: Dagny Skarwan (Austrian origins, worked with H3 before) – good understanding of H3, very detailed and long report (almost 20.000 words – first draft longer) • Consultant team in EA: three men – two from Kenya, 1 from Switzerland: team leader: Obando Ekesa – needed a lot of effort to understand the project (its target groups, etc.), not as detailed and rather short report (less than 10.000 words – first draft shorter) <p>Summary of Results, Conclusions and Recommendations attached.</p>	

	<p>Discussion points:</p> <ul style="list-style-type: none"> • Matthias asks why CoPs predominate in CA, while in EA trainings outweigh all the other KM tools. KK states that CA decided in 2016 to try out the method, while EA did not find itself “fit” enough for that “experiment” - in EA the strong focus on trainings has to be rethought in the current phase based on the evaluation results. • Kristina informs that the CoPs in CA have been rethought together with partner organizations based on the reflection workshops of the evaluation; there were 3 CoPs on youth, rural families and women; it was decided in the end of 2018 to have only 2 from now on: 1 in the sector Rural development: rural families, focus agroecology; 1 in the sector Human rights, focus social communication • Clemens wants to know whether in EA too there were kick-off workshops held in order to tailor a programme that meets the needs of the organisations, since this was done in CA. KK mentions that in EA the number of partners is a big challenge; also the Kick-Off sessions in CA treated the ADA framework programme in CA as a whole, not only KH3000, in EA this is no practice so far. • After members of the committee emphasize the evaluation finding that partners do not know what KH3000 is, KK raises the question whether it is really necessary for partners to understand the concept/objective of the global KH3000 programme in order to benefit from the programme → All the attendees find a consensus that it is more important for partners to develop an understanding on KM in general, and not on KH3000 as a project in specific. <p>Way forward:</p> <ul style="list-style-type: none"> • Comparative study of the two reports: part of the framework programme evaluation • Management Response in collaboration with the regions: in progress • Overview of the results: in progress 	
Decision		
Action	<ul style="list-style-type: none"> • The recommendations raised in the evaluation reports are being discussed with the responsible colleagues in the Regional Offices (Jana and Marja); a Management Response will be elaborated (which will then be shared also with the MO committee) 	KK

5. Annual Planning 19	Responsible(s)
<p>Info</p>	<ul style="list-style-type: none"> • Agreement prepared by EP and KK between Regional/Country Offices and Vienna (similar to partner agreement, but simpler): official release of local budget + description of audit process, responsibilities, reports, fund requests, visibility guidelines, deadlines, etc.; • Annual Planning like usual but new format – incl. time overview <p>Planning of local activities + aut & platform activities attached.</p> <p>Points raised on the annual planning in East Africa:</p> <ul style="list-style-type: none"> • Sigrun and Matthias comment that it may be reconsidered what the partners need. For instance: There is a training planned on PCM in EA, although there was one last year. On the other side there is a great lack on KM basics at partners’ side, and the training that was carried out lack follow-up measures → KK explains that the planned training on PCM this year is meant to address other partners than the ones who benefitted last year – last year it was mainly MO directly-financed partners, this year it shall address framework and TA partners. But it is true that a greater focus shall be led on follow-up activities (e.g. coaching after trainings etc.), and also on other instruments than trainings (very clear recommendation from the evaluation) – the current planning does not yet reflect the evaluation results/ recommendations. • Sigrun and Matthias also state that many important topics for the partners are missing in the EA planning. → Kristina explains that the ROEA decided to concentrate on PCM related topics and on OD related topics as a strategy in KH3000 of the current phase, as these were identified as the greatest needs – Sigrun and Matthias agree that this makes sense.

	<p>Note on gender topic:</p> <ul style="list-style-type: none"> • CA has decided to treat gender in a KH3000 activity this year, this is linked to the gender analyses which are carried out this year in all regions • Also in other regions this topic may have to be addressed more explicitly based on the outcomes of the analyses. • KH3000 relevant questions were included in all ToRs for the gender analyses. 	
Decision		
Action	Discuss with ROEA annual planning and follow-up of past training (see above)	KK

6. Austria Event		Responsible(s)
Info	<ul style="list-style-type: none"> • Budget: 28.353€; possibilities of inviting partners • Context: the initial idea in the previous phase of an advocacy event was not realized due to various reasons, so a new idea of a visibility event came up, where the idea is to have a joint retrospection on the programme and a presentation of products and successes • The event was discussed with the project team and it was decided that it should take place in 2020 instead of 2019 <p>Kristina presents proposals from the project team to the group:</p> <ul style="list-style-type: none"> • Why an Austria Event? → Visibility and profile raising for H3, which will have positive effects on other areas as well; presentation of success stories • For whom? → focus should be primarily on MO-boards in order to have them on board for the project; secondly, also other development cooperation stakeholders should be addressed (academic institutions, donors etc.) • How? → either the event shall take place in Vienna or in several Austrian cities in the course of an Austria Tour (or both) • What? → either combining the partner selection with MO- advocacy topics; or present “greatest hits” that go beyond KH3000 and address sector relevant topics; or specific topic within the sectors that may have a great relevance for our work globally – e.g. agroecology • With whom? → Possibilities to cooperate with/ combine it with: SDG project; Intercambio 2020; Universities (Appear, BOKU, etc.); Erasmus+ Project (submitted by an Italian Organisation, who wants to cooperate with H3) <p>Discussion:</p> <ul style="list-style-type: none"> • Clemens mentions that he is not sure whether the target group of MO-boards would work, as they have their own timelines and a full schedule in those meetings; it will be difficult to adjust. • Clemens points out that Salzburg could be a nice in-between solution for an event, since it is located centrally in Austria. KK thinks it could make sense to stop in Vienna, Innsbruck, Graz and Linz as part of the Austria Tour and as we have MOs in those cities. • Sigrun points out that it makes more sense if there is a subject focus and a training character, the “visibility” purpose will not be enough in order to attract MOs; • As a topic “tools for KM” is suggested – Kristina points out that such a training/event could be done without the need to invite partners (could be provided by the KM staff of H3); the group agrees that the possibility for inviting partners should be used to address a topic that is relevant for the partners and us (e.g. agroecology) <p>Option of combining KH3000 Event with the Erasmus+ project:</p> <ul style="list-style-type: none"> • KO in her position as sector coordinator is in contact with CEFA Onlus – an Italian Organisation, which is submitted the Erasmus+ project • If it is approved, an event will take place in December 2020 in Austria → KH3000 could be used to bring partners to the event who can exchange on relevant topics for their work and afterwards organize an “Austria Tour” with them. 	
Decision	<ul style="list-style-type: none"> • Event shall have a specific topic - “visibility KH3000” is too broad • A “tour” through Austria is favoured over single event in Vienna. 	
Action	In the course of this year the „How? What? When?“ have to be	KK

	defined and decided on (in coordination with developments of the Erasmus+ Project)	
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7. Miscellaneous		Responsible(s)
Info	<ul style="list-style-type: none"> Project partner files: KO will meet the MOs individually in order to clarify synergies Processes for M&E policy are in progress and will be discussed with regional/country directors at the Intercambio (TV) Processes for Partnership/ Life cycle are in progress and will be discussed with regional/country directors at the Intercambio (TV) The KM4Dev CoP has a meeting on the 3rd of April – Sigun will attend; dka is represented in the KM4Dev by Agnes Gruber (see attachment) 	
Decision		
Action		

Next meeting:

Initially planned for the 27.5. As Matthias is not available, new tentative date: 12.6. (before board meeting 9:00-11:00) Clemens to confirm availability by the end of April

List of activities

Activity	Who?	With?	Until
Invite other organizations to the Gender CoP at dka	Clemens	EM	On-going
Decide on visibility event in Austria 2020 (set purpose, target group, date, topics,...)	KK	Project team + MO Committee	12-2019
Check if other MOs, e.g. Archdiocese Vienna want to be informed on the minutes	KK		05-2019
Develop and kick-off a Communication Strategy, user centricity of KH3000 platform (+define how to/who should use the H3 Intranet space on the platform)	SF	KK	05-2019
Share Management Response to Evaluation Results with Steering Committee	KK	ORAC/RO EA	05-2019
Share annual report with Steering Committee	KK		04-2019
Development of IT Strategy for H3	GP	SG	Still open
Share updated on the annual planning (esp. EA and CA) with MO committee	KK		On-going
Promote Networking/ CoP regarding Knowledge Management in the regions	KK	ORAC/RO EA	On-going
KH3000 (planning and coordination) processes in the regions and countries to be documented and transparent	KK	ORAC/RO EA	On-going
Clarify/Compare personnel costs for KH3000	TV		?