

Minutes: 18th Meeting MO-Committee KNOW-HOW3000

Date and Time: October, 23rd of 2019, 09:30-12:30

Written by: Sarah F./ Kristina K.

Participants: Clemens Koblbauer, Sigrun Zwanzger, KO, KK, SF

<i>Minutes last Meeting/ Pending To-Dos</i>		Responsible(s)
Info	<p>KK gives a quick overview on what had been discussed during our last meeting in March 2019 (the June meeting had to be canceled) and what the remaining pending to-dos are (besides the ones dealt with in other agenda items):</p> <ul style="list-style-type: none"> • Invite other organisations to the Gender CoP at DKA → Clemens comments that the Gender CoP was not active due to personnel reasons and leaves. This year no activity was planned to which other Organisations could have been invited. → Under this point Gender Marker II is brought up. As this may concern only co-funded partners, a respective process would have to be initiated by H3 – H3 is still positive that Gender Marker II will not remain in the funding guidelines. The lobbying process, however, is still ongoing. Nevertheless, a decision has to be made in time, whether we are going to prepare for the marker or not. (note: TV stated that that lobbying will be done until the end of 2020, if unsuccessful, decision will be made by then – the same applies to Central America/ ADA focus region in funding guidelines) • Develop a Communication Strategy focusing on user centricity for KH3000 platform → done; Strategy concerning the Intranet Space is still pending. • Development of IT Strategy for H3 → initiated by Georg Pardo during his educational leave; this task was taken over by Stephan Walker, who is in charge of IT at HORIZONT3000, and therefore is not part of KNOW-HOW3000 to-dos anymore (nevertheless, KH3000 will participate in process due to synergies) • KH3000 (planning and coordination) processes in the regions and countries should be transparent and well documented – this will not be done by 1 document, but integrated in other processes → e.g. M&E policy being worked out in the moment • Promote Networking/CoP on Knowledge Management in the regions between H3 and other organisations: Talks with TAs and officers responsible for KH3000 have taken place in both regions (EA: shall be done mainly through Knowledge Cities (KM-A); CA: has to be discussed again with Marja); both TAs should become part of the global KM4Dev Community and check regularly if there is anything relevant on KM going on in their regions. • 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; (note: the topic does not pose a priority at the moment, since H3 is facing major challenges in terms of personnel costs, and a reallocation is being underway) 	
Action	<ul style="list-style-type: none"> • Further promote Networking/CoP regarding Knowledge Management in the regions • Further develop KH3000 (planning and coordination) processes in the regions and countries to be documented and transparent • Clarify personnel costs for KH3000 (no priority right now) 	<p>KK, KM-TAs/POs</p> <p>KK</p> <p>TV</p>

<i>Retrospection of last phase 16-18</i>		Responsible
Info	<ul style="list-style-type: none"> • The results of the final report have been summed up on the infographic attached • Remaining MO funds were transferred to the current project phase • Evaluation results: extracted and summarized aspects of the Management Responses (KH3000 Evaluations in EA and CA, as well as Evaluation of the Framework Programme, where KH3000 Evaluations were assessed and compared) can be found in the document attached: • KO comments that she really likes the presentation of the evaluations summed up on 4 pages (also attached) and finds that this could be included in all ToRs for Evaluations; Up till now evaluation reports have not been shared broadly, still posing 	

	a knowledge source that is not being used to its full potential.	
Action	<ul style="list-style-type: none"> Share full management responses with MO committee once final adaptations were made in tandem with regions Follow-up on Management Responses by Regions Include “one/two-pager” in MEAL Policy 	KK KK,KM-TAs/POs KK/KO

Update on Activities 2019		Responsible(s)
Info	<ul style="list-style-type: none"> We have designed new infographics that quickly and simply explain the KNOW-HOW3000 programme (its goals, strategy, purpose, its different tools) in order to facilitate a coherent representation of the programme (find them attached) → they were shared with the RLBs, and also MOs (especially the committee) is invited to share and use them! <p>Update on activities in the regions (annual planning – also see updated list attached):</p> <ul style="list-style-type: none"> MOZ is planning an input on urban waste management at the Annual General Meeting (AGM) and waiting for a KM TA who can take over KM tasks PNG has organised a CoP Meeting for School Management; they plan to run a KH3000 trainings session regarding “conservation (climate change, resilience), effects & challenges and ways to address these at community/organisational level.” CA: They had a KM Training in the middle of the year. In October/November the two CoP – Familias Campesinas and Promotoria de Derechos Humanos come together. The CoP meeting on familias campesinas is also combined with the presentation of the results of the gender analysis; another presentation will take place in Managua combined with a training on for Gender Monitoring for ORAC; Anton Luger is preparing a a Systematisation Course for 2020, where partners from all 3 countries will take part and graduate with a certificate. SEN: Activities are a bit delayed and treat topics as planned: there is a systematisation workshop coming up; their climate platform is still active and they focus on lobbying in this years’ activities EA: AGM has taken place: roles and challenges TAs face were addressed. The meeting was very positive and exchange and accordance with stakeholders was considered; PCM has been delayed until 2020; will address ADA-framework and PEZA Partners; KK discussed with Jana/Annika the follow-up on PCM training 2018 (gather information at partners how training was used and what kind of support they may still need on that topic) Ethiopia: training session on gender (based on analysis) during DKA Partner Meeting Due to the Gender Analysis there might be changes in all regions in KH3000 plans. In EA the anti-corruption project might also lead to changes (financial management topics covered there) <p>Further updates Austria/ Global:</p> <ul style="list-style-type: none"> KO installed a Systematisation CoP that has been created in September this year, involving Anton (TA-ELS), Marja (TA-ORAC), Annika (TA-ROEA), Ismael (SEN), Jana (ROEA) Quetachew (new colleague in Ethiopia) wants to join as well; the CoP meets every other month per skype, there is also a virtual CoP set up on the KH3000 internet platform and MOs are welcome to join; Link: https://knowhow3000.org/en/km/cop/cop-systematisation-method/ KNOWLYMPICS: The KM Team is organizing the fourth edition of KNOWLYMPICS with a thematic focus on Rainwater Management. As usual, there will be prizes and PO and TAs are invited to participate. KO asks if it should be promoted directly to country desks at MOs. Clemens agrees. Why the focus: Water plays a big role in our regions. There are very good experiences in Brazil about Rainwater Management. By gathering the experiences, we raise awareness about the knowledge that is already there about the topic. Also we assume that there are quite a lot of experiences regarding Rainwater Management; KK adds that this edition will be kind of a trial to see how the games and participation works out when applying a thematic focus. 	
Action	<ul style="list-style-type: none"> Promote and spread KH3000 infographics Promote KNOWLYMPICS (also directly to country desks at MO) Update MOs timely on annual plans 2020 	KK KO KK

Update Internet Platform					Responsible(s)							
Info	<p>The communication strategy and action plan on user centricity of the internet platform KNOW-HOW3000 has been further developed and kicked-off. A lot of measures on the platform have already been taken:</p> <ul style="list-style-type: none"> - The Multisite-Installation has been completed. There are 5 different sub-domains: a Sector site, a TA-Area, a News site, a H3 Friends site and the H3 Intranet site. - The main home page (Sector site) has been redesigned with a focus on clearly communicating the goals and the benefits for all the platform's target groups and highlighting the different KM tools the programme provides - The new page Partner Experiences features all the good practices and learnings from failure that PO have shared with us and facilitates looking for a specific experience by applying filter options. - The home page of the TA-Area has also been redesigned in order to make the most important tools for TAs a lot easier and quicker accessible. It has a new section that features documents that TAs have shared with us. And another one that outlines the TA Lifecycle and provides relevant documents and information for each phase. - KNOW-HOW3000 News have been introduced. The concept was elaborated by a group of TAs and the KM-Team. Its main goal is to make the platform a more personal space of exchanging experiences and to deconstruct barriers of sharing and getting in touch with other people. Also it is supposed to keep everybody in the loop on current activities and events. The news posts are written by TAs and the KM-Team, which leads back to the goal of involving TAs more. - There is also a new page that is called "Picture-of-the-Week" where TAs can directly upload pictures and impressions from their assignments. - All of our Newsletters can be consulted on the new Page: Newsletter Archive <p>The changes have resulted in positive feedback that we receive via mail, in person and analysing the platform's data:</p> <ul style="list-style-type: none"> - Compared to the previous year the platform counts 14,79% more people who use the platform. - The KNOW-HOW3000 Newsletter is quite successful as well: - English Newsletters 											
	Open rate average Nov-Dec 2018		Click Rate Average Nov-Dec 2018		Open Rate Average Jan-Aug 2019		Click Rate Average Jan-Aug 2019		Sector Average (Non-Profit) Open Rate		Sector Average (Non-Profit) Click Rate	
	37,52%		11,87%		42,3%		11,34%		21,3%		2,4%	
	Spanish Newsletters											
	Open rate Average Nov-Dec 2018		Click Rate Average Nov-Dec 2018		Open rate Average Jan-Aug 2019		Click rate average Jan-Aug 2019		Sector average (Non-Profit) Open Rate		Sector average (Non-Profit) Click Rate	
54,04%		19,68%		51,73%		18,3%		21,3%		2,4%		
<ul style="list-style-type: none"> • Clemens suggests involving MOs more and running "Promo-Info-Sessions" at the MO-Offices • Sigrun informs her team at project meetings about KH3000 												
Action	<ul style="list-style-type: none"> • Organise and run "Promo-Info-Sessions" on KH3000 Platform and KH3000 in general 									SF&KK		

Event Austria					Responsible(s)	
Info	Recap on the planned KH3000 Event/ Austria Tour:					
	<ul style="list-style-type: none"> - Event shall have a specific topic – "visibility KH3000" is too broad; as topic "agroecology" was suggested, as it is a crucial topic in most of our countries and especially in Central America, where partners have broad experience in the field, and East Africa, where it is becoming a greater topic in the moment 					

	<ul style="list-style-type: none"> - A "tour" through Austria is favored over a single event in Vienna, stops should be the major "MO localities": Innsbruck, Linz, Graz and Vienna (Salzburg?, Klagenfurt?), the tour should last not more than a week. <p>Discussion:</p> <ul style="list-style-type: none"> - As to time, KK suggests to wait until the EA agroecology project is finished and see what the learnings are; this is contested by the others, as the event could also be based on experiences by (CA and other) partners, and does not have to depend on the EA process - On the topic: Sigrun mentions that Agroecology is a relevant topic, however the topic of shrinking space is very present as well; an event on agroecology should also link to climate change in order to address various interest groups - On partners: Clemens highlights that linking the event with other partner visits would be a good idea. But this has to happen in strong cooperation with MOs. Therefore, the first step should be deciding whether the event gets combined with other partner visit activities in cooperation with MOs, or not; 	
Action	<ul style="list-style-type: none"> • Create document for event planning (KH3000 Tour): gather already planned MO partner visits for 2020 and 21, in order to get a clearer picture on time frames and topics 	KK

Miscellaneous		Responsible(s)
Info	<p>Updates H3</p> <ul style="list-style-type: none"> • There have been project stops in EA, leading to reallocations: to the KH3000 project for personnel costs in the frame of carrying out the "ADA strategische Prüfung"; an anti-corruption project in Uganda, and Uganda projects (the latter to be submitted in 2020); The reallocation to the KH3000 is also used to top-up the local Central America KH3000 budget, so Anton Luger can realize the Systematization Course • M&E Policy in the process; working group involving Thomas, Petra, Kristina, Jasmin and Ulrike; first version will be elaborated until February 2020 • Project partner files template finished and being applied by RLBs, IT tool in the course of 2020 (integrated in the KH3000 platform); Clemens and Sigrun mention that Welthaus Graz and DKA have also updated their partner files with the help of the template • KM4Dev Meeting in November on Digitalisation and Knowledge Management During the last meeting the steering team was handed over to Simone (Diakonie) and Eric (Caritas) who are planning the meeting, which should take place on Nov, 5th (note: did not take place, was postponed to 2020) • Lindau-Tagung 2020 on the topic "Digitalization and Knowledge Transfer" where KH3000 will take part in and probably present the platform and its tools • The Knowledge Management team has won a golden award for Knowledge Management. To get all the details, please refer to the blog post linked here. • KM in EU projects: there is a work group at HORIZONT3000 for KM in EU projects: how to include KM in EU project proposals, how to present and budget for KM in EU project proposals; note: H3 has won 2 EU projects recently where KM is playing a major part (1 in Colombia and 1 in Kenya) <p>Updates MOs</p> <ul style="list-style-type: none"> • Welthaus Graz: Tanzania country strategy focuses on agroecology and a common understanding of all POs; KO asks if KM/ Learning&Sharing is included in their country strategies? They are, but it is explicitly mentioned that these processes are strongly linked to KH3000 • DKA: Country strategies for CA and EA countries are finished; KM are included; child protection guidelines are a very present topic at DKA, as it is required that each organization has a child protection policy; Besides that, food sovereignty and natural resources remain central advocacy topics; Clemens also informs that the DKA Management board has visited <i>Fastenopfer</i> in Switzerland for exchanging experiences on internal processes including KM; 	

MO Committee's Future		Responsible(s)
Info	<p>The MO committee has shrunk since Matthias (BSIN) left. Also Elisabeth (SFL) could not participate actively. Both organizations continue to support the programme and show interest in the meetings, but did not have the possibility to engage in the last meeting(s). Due to potential knowledge gaps caused by personnel changes, it has become important again to raise awareness about the benefits of KH3000 for POs and its advantages as a program.</p> <p>Also we have to ask ourselves if the format of the committee still makes sense. Sigrun and Clemens see the benefit and relevance of having regular MO committee meetings, but the purpose of such meetings should be that all co-funding MOs are well informed on what is going on, participate in the decisions concerning the programme, and have the possibility to ask critical questions, clarify doubts, etc.</p> <p>As possible alternatives to the current format we discussed:</p> <ul style="list-style-type: none"> • One single event per year aiming at a full attendance by early and strategic date setting • KH3000 meetings individually at each MO to discuss the programme with MO teams, gather feedback, etc. 	
Decision	<p>We discuss that probably the best solution would be a combination of both mentioned options:</p> <ul style="list-style-type: none"> • One meeting per year involving all organizations will probably be enough (and can hopefully be combined with other Vienna meetings attended by MO representatives) • If needed/ required due to urgent decision to be made, additional meetings can be held via skype (such meetings should not last more than 1h) • In time to time a visit by KH3000 team members at the MO offices makes sense to inform whole teams, get feedback and gather ideas for further developing the programme (can be combined with the "promo session" – mentioned above) 	KK/ MO committee members

Next meeting: KK will send out a doodle to find a date for the next physical MO committee meeting

Attachments: infographics annual report 2018; summaries KH3000 evaluations extracts management responses KH3000; Infographic KH3000; updated annual planning sheet 2019; time plan MO partner visits

List of activities

Activity	Who?	Until
Further promote Networking/CoP regarding Knowledge Management in the regions	KK&KM-TAs/POs	On-going
Further develop KH3000 (planning and coordination) processes in the regions and countries to be documented and transparent (e.g. M&E policy and other documents)	KK	02-20 (M&E policy)
Share full management responses with MO committee once final adaptations were made in tandem with regions	KK	01-20
Follow-up on KH3000 Management Responses	KK&KM-TAs/POs	02-20 (annual plans)
Include "one/two-pager" in MEAL Policy	KK/KO	02-20 (M&E policy)
Promote and spread KH3000 infographics	KK	On-going
Promote KNOWLYMPICS (also directly to country desks at MO)	KO	Already done (reminder: 12-19)
Organise and run "Promo-Info-Sessions" on KH3000 Platform and KH3000 in general	KK&SF	First half of 2020
Fill in document for event planning: already planned or foreseen MO partner visits for 2020 and 21 and send to Kristina	MO committee	01-20
Decide in KH3000 Event	KK/ MO Committee	03-20
Invite other organizations to the Gender CoP at dka	Clemens	On-going
Find meeting date for the next meeting where all MOs can participate	KK	01-20