

Minutes MO Committee Meeting KNOW-HOW3000

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Author: SF

Participants: Magdalena Wiesmüller, Clemens Koblbauer, Margareta Moser, Petra Herout, Sarah Fichtinger

Abbreviations: MO – Member Organisations; PO – Partner Organisations; KM – Knowledge Management; KH3000 – KNOW-HOW3000; 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 Neuguinea;

1. KH3000 Highlights		Responsible
Info	<p>Internet platform & KH3000 News:</p> <ul style="list-style-type: none"> - Moved News area on the platform to Knowledge Management Start Page for easier access (public & registered users) - Special news post on KM Webinar series and interview with Mary Gatitu from Rescue Dada Centre about the recent webinar series on Knowledge Management: https://knowhow3000.org/en/news/unlocking-potential-talking-about-knowledge-management-with-mary-gatitu-director-of-rescue-dada-centre/ <p>KM Webinar Series Were organised and held by Petra Herout and Annika Witte (Technical Advisor for KM in East Africa); got a lot of attention and positive resonance (> 100 participants) Contents:</p> <ul style="list-style-type: none"> - Basics of KM - Assessment (how to in the organisation) - Sharing, Exchanging Knowledge - Data Management (Securing Data) <p>As a result of the webinar Petra Herout and Annika Witte will launch a new CoP regarding Knowledge Transfer within organisations (i.e. in the context of staff fluctuation, debriefing processes etc.) -> they noticed high interest and need on partners' side final report attached</p>	
Decisions	<ul style="list-style-type: none"> - Magdalena, Clemens and Margareta will join one of the Knowledge Transfer CoP meetings, since it is a very relevant topic at BSIN, WHG and DKA as well; also it poses a great opportunity for them to get to know the CoP format better 	
Action	<ul style="list-style-type: none"> - Petra will send out a participant list of the webinar series - Petra will send out an invitation to Magdalena, Clemens and Margareta to one of the Knowledge Transfer CoP meetings 	Petra

2. Visibility Tour	Responsible
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Info	<p>Context: Since the last project phase there is a visibility event planned (budget: 28.000€), which has not been organised so far.</p> <p>OBJECTIVES: Visibility of KNOW-HOW3000 and its impact among MOs and their stakeholders, the Austrian Development Cooperation - above all ADA - as well as the Austrian and European/international Stakeholders. Additional focus: Lobbying for Central America and PEZA</p> <p>2 POSSIBLE OPTIONS</p> <p>Option 1: Visibility Tour in Austria „KH3000 & Climate“ (Vienna, Innsbruck, WHG,): Selected Project Partners (approx. 5) will be invited to Austria</p> <p>Kick-Off Event in Vienna with relevant representatives (ADA, BMeiA, Boku, BMK, etc.), (presentation KH3000, CA - Agroecology), visit selected MOs at their <i>locations</i> and run events there (Innsbruck, Graz, and probably one more place in coordination with DKA)</p> <p>Possible topics: - Learning: What does learning in projects work mean? - Impact/ Results: What has been reached until now? - Focus: climate/agroecology</p> <p>Option 2: Virtual World Tour Senegal, OA, ZAM etc.</p> <p>Ideas and Content:</p> <ul style="list-style-type: none"> • presentation of small products: short videos; testimonials of beneficiaries; change stories, success stories -> what kind of impact did KH3000 have on the partners projects etc.; 10 years of project experience KH3000; (Martina Luger's (Rural Development Sector Coordinator) idea: feature BMK-Project (NIC); visibility not in terms of H3 or KH3000 BUT in terms of learning and exchange • Translation/Interpretation: the event could be interpreted in different languages (Petra has had very positive experiences with interpretation via Zoom) • Organisation of several events over 1/2 weeks or even a month • Offers great opportunity to feature KH3000 in different regions • Webpage creation for the tour, where all infos are uploaded and easy management is enabled • Advantage: easy promotion and bigger reach 	
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Decisions	<ul style="list-style-type: none"> - all participants chose option 2: Virtual World Tour - core theme: LEARNING - What impact has learning in all different forms and sectors 	
Action	<ul style="list-style-type: none"> - Task force for the event will be organised: coordination and planning together with MOs - Define goals and audience clearer in terms of what might be useful for MOs as well to use for their stakeholders and donors -> MO & local stakeholders benefit - Coordination of partner invitation together with MOs -> connect interest of H3 and MOs 	Petra, Sarah

3. KNOW-HOW3000 bilateral MO-Meetings		Responsible
Info	<p>First meeting was organized and held with WHG:</p> <ul style="list-style-type: none"> - presentation + promotion of KH3000 programme with focus on internet platform; participants included project coordinators, public relations, etc. -> feedback was good 	
Decisions	<ul style="list-style-type: none"> - DKA: Clemens wants to invite public relations as well -> suggestion: February 15 at 1pm - BSIN: maybe in March with Marlene (coordinator Bolivia) and one other colleague -> decide on date at the end of February 	
Action	<ul style="list-style-type: none"> - Organize DKA meeting - Send out reminder to BSIN at the end of February 	Petra, Sarah

4. KNOW-HOW3000 at the Lindau Convention		Responsible
Info	<ul style="list-style-type: none"> • What is the Lindau Convention: Organisations from Germany, Swiss, Austria that work with personell programmes come together to discuss topic of DIGITALISATION in terms of their programmes • H3 will run two workshops: <ul style="list-style-type: none"> - „Knowledge Management served virtually“: on the Webinar Series on KM (mentioned above) - „Communities of Practice served virtually“: on the tool of CoPs between the poles of digitalisation, knowledge management and development cooperation 	

D ecisions		
A ction		

5. Report Period		Responsible
I nf	<ul style="list-style-type: none"> • inputs, information are being collected right now -> annual report will be presented in April and May -> KH3000 will be finished by April • regions and countries are invited to report what they are doing, achieving etc. -> also interesting to know how MOs benefit from the programme 	
D ecisions		
A ction	<ul style="list-style-type: none"> - MEAL Policy: MOs will be taken into account; assessing how KH3000 can be combined with the issue; - H3 <i>Preparation Course</i>: consider and inform if MOs can participate at certain sessions 	Petra, Sarah

6. AOB		Responsible
I nf	<ul style="list-style-type: none"> - Petra - CIDSE project: knowledge transfer, debriefing, staff fluctuation is a central topic right now -> seems like the right moment to start the CoP on Knowledge Transfer (mentioned above) - University Graz: won a climate project - alternative food; -> want to undertake a systematisation and contacted Petra to do that; nice that the method is used in Austria as well - 2021 we want to apply the systematisation method internally at H3 on the use of our questionnaires experience capitalisation, in order to improve and revise the questionnaires and its use; important to involve our colleagues - above all project coordinators - so that they can get more familiar with the methods and systematisations 	

D ecision		
A ction	- invite MOs to sessions on systematisation	Petra

List of activities

What?	Type of result?	Responsible	With whom	Until when	Status
Send out participant list of webinar series on KM		Petra			
Invite Magdalena, Clemens and Margareta to Knowledge Transfer CoP meeting		Petra			
Organise task force for Virtual World Tour Event					
Clear definition of goals and audience of the event					
Organise and hold bilateral meeting with DKA on KH3000					
Send out reminder for bilateral KH3000 meeting to BSIN				end of February	
MEAL Policy & MO consideration					
Invite MOs to certain H3 Preparation Course sessions					
Invite MOs to systematisation sessions					

Next meeting: April 14, 2021 9:30 am