

## Minutes

### 12th Project Team Meeting KNOW-HOW3000

Date and Time: 27.9.2016, 10:00-12:00

Written by: Petra Herout (KO)

Participants: Jasmin Thomas (JT), Friedbert Ottacher (FO), Diego Santos (DS), Peter Pober-Lawatsch (PP), Elisabeth Moder (EM), Georg Pardo (GP), Petra Herout (KO), Martina Podeprel (MP),

Other Abbreviations: SK – Sector Coordinators, PK – Programme Coordinators, PO – Programme Officer



| <b>1) Operational Plan 2016</b> |   | <b>Responsible person</b> |
|---------------------------------|---|---------------------------|
| Info                            | The operational Plan (POA) 2016 was updated according to actual planning/ implementation. The current version can be found here or attached to this document<br><a href="\\Sbs-srv\f-projekte\Überregionale Projekte\P-16-201_KNOWHOW3000\06_Steuerung\Inhalt\Planung\P-16-201_KNOW-HOW3000_Operational Plan 2016_Vers.2016-10-04_KO.xlsx">\\Sbs-srv\f-projekte\Überregionale Projekte\P-16-201_KNOWHOW3000\06_Steuerung\Inhalt\Planung\P-16-201_KNOW-HOW3000_Operational Plan 2016_Vers.2016-10-04_KO.xlsx</a> |                           |
| <b>DECISION</b>                 | <ul style="list-style-type: none"><li>• Next KNOWLYMPICS will be held 2017</li><li>• No international event in cooperation with MOs for advocacy will be held 2017</li><li>• Until the latest May 2017 it will be decided, if a small KNOW-HOW3000 visibility event where KNOW-HOW3000 results are presented will be organized in Vienna in 2018</li><li>• If funds are reallocated from international event, they will be given to regions/ countries.</li></ul>   | KO                        |
| <b>ACTION</b>                   | <ul style="list-style-type: none"><li>•</li></ul>   | KK                        |

| <b>2) Exp.Capitalization Process</b> |  | <b>Responsible person</b> |
|--------------------------------------|--|---------------------------|
| Info                                 | <ul style="list-style-type: none"><li>• The revised and updated version of KNOW-HOW3000 experience capitalization process is available: <a href="http://www.knowhow3000.org/en/?wpfb_dl=255387">http://www.knowhow3000.org/en/?wpfb_dl=255387</a><br/>Adapted French, Spanish and Portuguese versions will be available soon.</li><li>• Questionnaires for experience capitalization have been slightly adapted as well, newest versions can be found here:<br/><a href="http://www.knowhow3000.org/en/files/questionnaires-experience-capitalization-ra/">http://www.knowhow3000.org/en/files/questionnaires-experience-capitalization-ra/</a> (you need to be logged in to access these files)</li></ul> |                           |
| <b>DECISION</b>                      | <ul style="list-style-type: none"><li>•</li></ul>  |                           |
| <b>ACTION</b>                        | <ul style="list-style-type: none"><li>• Attach Questionnaires for Experience Capitalization to yearly progress reports. Partners and TAs can fill in questionnaires voluntarily if they have want to share a good practice or a learning from failure.</li></ul>   | KO, A                     |

| <b>3) Per Diem Rates</b> |   | <b>Responsible person</b> |
|--------------------------|---|---------------------------|
| Info                     | Questions arose in East Africa, if we should harmonize per diem rates for KNOW-HOW3000 activities.<br>So far, different per diem rates are applied in KNOW-HOW3000 countries. |                           |
| <b>DECISION</b>          |   |                           |

|               |   |    |
|---------------|---|----|
| <b>ACTION</b> | <ul style="list-style-type: none"> <li>Until next meeting, definition, rates and decision making process for per diems for KNOW-HOW3000 activities are collected</li> </ul> | PK |
|---------------|---|----|

| <b>4) <i>Miscellaneous</i></b> |   | <b>Responsible person</b> |
|--------------------------------|---|---------------------------|
| Info                           | <ul style="list-style-type: none"> <li>KO: Knowledge4Development Conference in der Vienna Knowledge Week am 14.10.2016<br/><a href="http://www.k4dev.knowledge.city/">http://www.k4dev.knowledge.city/</a></li> <li>davor findet der Knowledge Cities World Summit statt<br/><a href="http://www.kcws2016.knowledge.city/">http://www.kcws2016.knowledge.city/</a></li> <li>Jahrestreffen der internationalen km4dev community wird am Samstag, 15.10.2016 angehängt<br/><a href="http://wiki.km4dev.org/KM4Dev_2016_Vienna_meetings">http://wiki.km4dev.org/KM4Dev_2016_Vienna_meetings</a></li> </ul> |                           |
| <b>DECISION</b>                |   |                           |
| <b>ACTION</b>                  | <ul style="list-style-type: none"> <li></li> </ul>  |                           |

## List of Activities

| WHAT  | Result of Activity  | WHO | With WHOM | Until WHEN                |
|---|---|-----|-----------|---------------------------|
| A better process for the administration of KNOWLYMPIC prizes will be defined  | less effort for the financial management  | EP  | KO        | Fall 2016                 |
| Further proceeding as to baseline data and impact-orientation to be discussed within the revision of PCM processes  | increased impact-orientation in project management  | TV  | SK/PK     | PRO-SIT 2016/17           |
| KNOWHOW3000 aspects will be introduced in future Terms of Reference for project evaluations   | evaluation of KNOWHOW3000 within existing structures  | KO  | SK/PK     |                           |
| A survey on the relevance of/ interest for the documented experiences for/by TAs, Project Partners and POs will be conducted  | assessment if documented experiences can help other partner organizations to address their own challenges | KO  | KK        | December 2016             |
| Discuss if the questionnaires for experience capitalization should be used for systematizations and sharing events  |   | KO  |           | Next project team meeting |
| The KNOWHOW3000 project proposal complemented with risks and activities to minimize risks will be sent to HORIZONT3000, Member Organisations and ADA  | The new version will be used to monitor the project   | KO  |           | December 2016             |
| Attach Questionnaires for Experience Capitalization to yearly progress reports. Partners and TAs can fill in questionnaires voluntarily if they have want to share a good practice or a learning from failure | Promotion of capitalization of good practices and learning from failure                                   | KO  | KK        | December 2016             |
| Until next meeting, definition, rates and decision making process for per diems for KNOW-HOW3000 activities are collected   | Basic information for further discussion on per diems is available  | PK  |           | November 2016             |

**Nächster Termin: 21.11.2016**