

Minutes

13th Project Team Meeting KNOW-HOW3000

Date and Time: 05.12.2016, 10:00-12:00

Written by: Kristina Kroyer (KK)

Participants: Jasmin Thomas (JT), Ulrike Bey (UB), Diego Santos (DS), Peter Pober-Lawatsch (PP), Elisabeth Moder (EM), Georg Pardo (GP), Petra Herout (KO), Martina Podeprel (MP), Kristina Kroyer (KK)

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



1) Country/ Region Flashlights KNOWHOW3000		Responsible person
Info	<ul style="list-style-type: none"> SEN: Kick-Off Event für CoP Klimawandel hat stattgefunden unter Einbindung nationaler Plattform für Klimawandel und Universität Dakar; Systematisierungsworkshops mit zwei Partnern ausständig MOZ: Event in Sofala zu Themenschwerpunkt Agenda 2030 hat im November stattgefunden unter Einbindung staatlicher Stellen -> Beitrag zu Etablierung von H3 auf Provinzebene PNG: Event zu Schulmanagement hat im September stattgefunden ZAM: 3 CoP Treffen haben stattgefunden: sehr unterschiedlich, verschiedene Interessen und Prioritäten, heterogene Gruppen → Analyse nötig über Gründe, über Zusammenarbeit mit dka/kfb (v.a. bzgl. Jugendtreffen), über Rollen der unterschiedlichen Partner ADA-Rahmen/ EU (v.a. bzgl. Mujeres), und darüber wie weitergeführt werden sollen // + Replanning der KH3000 Aktivitäten nötig bzgl. Baseline Daten: noch nicht abgeschlossen, eventuell Event im April: Zeit um Enddokumente zu erstellen + Möglichkeit Austausch zwischen Partnern zu Erfahrung zu fördern OA: MCFp Systematisierungsworkshop für Netzwerk zu Kinder - Frauenrechte hat stattgefunden; Systematisierung geplant, begleitet durch OA Facilitator 	
DECISION	<ul style="list-style-type: none"> PRO-SIT: Experience in Central America on Trainings for Baseline Data should be shared among PKs within a PRO-SIT meeting 	TV / DS
ACTION	<ul style="list-style-type: none"> Annual Planning for KNOWHOW3000 activities 2017 per region will be collected in the beginning of 2017 	KO / GP

2) Internet Platform:		Responsible person
Info	<ul style="list-style-type: none"> Vorstellen neue Struktur, Zielgruppen, Rollen und Verantwortlichkeiten Aufteilung zwischen H3 Seite und KH3000 Seite → fachspezifisches, inklusive Sektorinformationen auf KH3000 Plattform 	
DECISION	<ul style="list-style-type: none"> Entscheidung ob KM Unterpunkt von OD sein soll ausständig, (Beschreibung KM bei H3/ KH3000 auf Startseite abgedeckt) Berechtigungen für Zugriff auf TA Area mit PEZA Team abstimmen Entscheidung ob PP-User in neue Plattform überführt werden sollen, ausständig – mit Projektteam abstimmen Für Download Bereich – Explorer Maske anwenden / Entscheidung wie Experiences dargestellt werden ausständig Events nicht nach Sektoren anzeigen sondern immer alle Events 	KO/AN/GP AN/EU/ GP GP/PKs

	(ansonsten werden zu wenig Events angezeigt) <ul style="list-style-type: none"> • Discussions als Unterpunkt wegnehmen (Diskussionsraum für den Sektor kann bei CoP abgedeckt werden) • Querschnittsthemen als Unterpunkt von „About the Sector“ unterbringen • Members/ Experts/ Kompetenzmatrix neu – sollte weiterhin Möglichkeit einer Excell Liste beinhalten (um Überblick über TAs/Matrix zu behalten) • Öffentlicher Eventsbereich: Basic Information/Einladungen öffentlich abrufbar; Dokumentation eher in der Download-Sektion 	GP
ACTION	<ul style="list-style-type: none"> • Roles and Responsibilities together with open decisions will be discussed in the beginning of 2017 (open decisions concern: user management and authorization management) 	GP

3) Evaluierung/ Follow-Up von KNOW-HOW3000 Aktivitäten		Responsible person
Info		
DECISION		
ACTION	<ul style="list-style-type: none"> • Templates for the Follow-Up of KH3000 Events will be shared with PKs and Country Offices – as a document and in Survey Monkey 	KK

4) Systematisierungen /Questionnaires		Responsible person
Info		
DECISION		
ACTION	<ul style="list-style-type: none"> • Postponed to the first project team meeting 2017 	KO

5) Per diem Rates in KNOWHOW3000		Responsible person
Info		
DECISION		
ACTION	<ul style="list-style-type: none"> • Postponed to the first project team meeting 2017 	KO

Next Project Team Meeting: January 2017

Next Meeting of the Steering Committee: January 2017

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	Spring 2017
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 2017
Experience in Central America on Trainings for Baseline Data to be shared among PKs within a PRO-SIT meeting	Learning from the CA experience	TV	DS	PRO-SIT 2017
KNOWHOW3000 aspects will be introduced in future Terms of Reference for project evaluations	evaluation of KNOWHOW3000 within existing structures	KO	SK/PK	?
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		January 2017
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	KK	MP	Spring 2017
Discuss if the questionnaires for experience capitalization should be used for systematizations and sharing events	Sharing Insights from Systematization with others	KO		Next project team meeting
Discuss if systematizations should be published on the platform – elaborate criteria/process on publishing systematizations		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

Internet Platform: Roles and Responsibilities together with open decisions will be discussed in the beginning of 2017 (open decisions concern: user management and authorization management)	Re-design Internet Platform	GP	PK/SK	January 2017
Complement Documents for Experience Capitalization in all working languages (Process Description + Questionnaires) and share them	Promotion of Experience Capitalization in all regions	KK	MP	December 2016
Complement Templates for Sharing Event in all working languages (except POR: no priority in the moment) and share them	Supporting regional offices by facilitating templates for event documentation	KK	KO	December 2016
Complement Template for Follow-Up of Sharing Events in all working languages (except POR: no priority in the moment), facilitate templates also on surveymonkey	Supporting regional offices by facilitating templates for event evaluation	KK	KO	December 2016
Elaborate and upload remaining Experience in Detail/ At a Glance Documents + Identify experiences that should be translated in other languages (i.e. FRA)	Facilitating relevant experiences to other partners	KK /GP	MP / PK	December 2016
Draft a Blog-entry on KM4Dev	Visibility of the Event and H3 engagement	KO		December 2016
Elaborate a concept of how to assess the quality and how to integrate TA products (in Central America or in general) on the platform	Securing relevant products for knowledge/ tool sharing	GP		?
Concept and Implementation of Knowlympics 2017	Experience Capitalization	KK	MP	Mid-2017
Elaboration of Guidelines for the Planning of a Sharing Event/Learning Visit/ Trainings	Support for Country/Regional Offices and increased impact of the events	KK/MP	KO/GP and country Offices	IC 2017
Deciding on whether a visibility event for KNOWHOW3000 should be organized in Vienna	Greater Visibility	GP/KK	TV/PK/SK	Mid-2017
Deciding on whether and how to visualize Timeline/ Milestones of the KNOWHOW3000 Project	Greater Visibility	KO	GP	?