

## Minutes

### 15th Project Team Meeting KNOW-HOW3000

Date and Time: 26.08.2017 13:00-15:00

**Written by:** Georg Pardo (GP), Kristina Kroyer (KK)

**Participants:** Jasmin Thomas (JT), Diego Santos (DS), Friedbert Ottacher (FO), Elisabeth Moder (EM), Peter Pober-Lawatsch (PP), Georg Pardo (GP), Kristina Kroyer (KK), Elfriede Paller (EP), for certain agenda items: Thomas Vogel (TV), Andrea Heiden (AN), Martina Podeprel (MP)

**Absent:** Ulrike Bey (UB)

**Abbreviations:** KM – Knowledge Management, SK – Sector Coordinators, PK – Programme Coordinators, PO – Programme Officer, KH3000 – KNOWHOW3000, ROEA – Regional Office East Africa, ORAC – Oficina Regional América Central, SEN – Senegal, MOZ – Mozambique, PNG – Papua New Guinea, EA/OA – East Africa, CA/ZAM – Central America, ETH - Ethiopia



<b>1) Minutes from last meeting</b>		<b>Resp. person</b>
Info KK	<p>Ablage Protokolle</p> <ul style="list-style-type: none"> <li>• Protokolle der Projekt-Team-Sitzungen samt Aktivitätenlisten hier abgelegt: <a href="#">I:\_F-Projekte\Überregionale Projekte\P-16-201 KNOWHOW3000\06_Steuerung\Protokolle-Besprechungen\Projektteam</a></li> <li>• Protokolle der Steering Committee Sitzungen hier abgelegt: <a href="#">I:\_F-Projekte\Überregionale Projekte\P-16-201 KNOWHOW3000\06_Steuerung\Protokolle-Besprechungen\Steering Committee</a></li> <li>• Allgemein ad Ablage KNOWHOW3000 Projektsteuerung: <a href="#">I:\_F-Projekte\Überregionale Projekte\P-16-201 KNOWHOW3000</a> langfristige/ strategische Dokumente: <a href="#">J:\KNOW-HOW3000</a></li> </ul> <p>Following- up on per diems in KH3000 activities</p> <ul style="list-style-type: none"> <li>• Information per region/country on per diems paid to partner organizations in the context of KNOWHOW3000 activities was gathered after the last project team meeting; see document annexed to the minutes.</li> <li>• Definitions of per diems are similar in every region: they are only paid if no food and/or accommodation are provided by the event (mainly days of travel)</li> <li>• Rate/ amount in East Africa still to be decided; It is crucial that every region/country elaborates and follows clear proceedings on per diems</li> </ul> <p>Other ToDos</p> <ul style="list-style-type: none"> <li>• Some platform-related activities will be implemented in the 2<sup>nd</sup> half of 2017 due to budget reallocations within the TA-Programme; KM team in Vienna will be supported by an intern in order to promote platform and experience capitalization tasks</li> </ul>	
<b>DECISION</b>		
<b>ACTION</b>	<ul style="list-style-type: none"> <li>• Develop a per diem rule (amount/ proceeding) in East Africa</li> </ul>	FO, UB together with ROEA

<b>2) Intercambio &amp; Steering Committee Meeting</b>		<b>Resp. person</b>
Info KK	<p>Intercambio:</p> <ul style="list-style-type: none"> <li>• Minutes of KH3000 sessions at the Intercambio 2017 are attached to the minutes</li> <li>• One of the most important issues discussed at the IC was the design of KH3000 within the ADA framework programme 19-21: KH3000 objectives should be formulated per region/country, some KH3000 activities should be transferred to partner budgets → discussions will be continued in fall</li> <li>• Guidelines for event organizations were presented at the IC and sent out by MP to all PKs → last chance for feedback; Guidelines will be translated to Spanish, French translation still to be decided in coordination with SEN; No need for Portuguese translation at this point;</li> <li>• KH3000 session with MOs @ Intercambio focused on the internet platform → another workshop is planned to refine all the wishes from MOs</li> </ul>	

	<p>Steering Committee:</p> <ul style="list-style-type: none"> <li>• Minutes are always sent out to PKs and Regional/Country Offices</li> <li>• Open ToDo: Capitalization of the experience DKA/ H3 – KH3000 implementation in Central America (DS &amp; Clemens): Clemens will discuss the experience with DS in summer, results will be presented in the next steering committee meeting in October and at the next Intercambio 2018</li> <li>• Report 2016 was an important topic in the Steering Committee Meeting – see minutes and review document by KK;</li> <li>• Annual Plan 2017 was another important topic – Steering Committee receives Planning overview (see attachment to this e-mail), this year the overview was sent out very late due to delays from the regions/countries; MOs were not informed in time on activities taking place in regions/countries</li> </ul>	
<b>DECISION</b>	<ul style="list-style-type: none"> <li>• Guidelines for event organization: No need at this point for POR translation; once there is a need this will be communicated to the KH3000 team</li> <li>• Evaluation 2018 will focus on the impact of KH3000 activities at partner organizations – Discussions on the design of the Evaluation ToRs (and inclusion of KH3000 aspects in individual project evaluation ToRs) in fall 2017</li> <li>• MOs must be informed on planned activities before the activities take place → overview by KK/ Steering Committee; detailed information on individual events by PKs;</li> <li>• Planning for 2018 must take place in time (if possible, still in the year 2017)</li> </ul>	<p>PP</p> <p>KK</p> <p>KK/PKs</p> <p>PKs, Regional Offices</p>
<b>ACTION</b>	<ul style="list-style-type: none"> <li>• Guidelines for Event Organization will be sent out to all regions/ Countries → ESP translation will be ordered; → Need for FRA translation to be assessed</li> <li>• Organize MO workshop on KH3000 platform in autumn (see KH3000 session with MOs at the Intercambio)</li> <li>• Guide on KH3000 planning procedure in EA will be elaborated and shared with the RO and MOs for feedback</li> </ul>	<p>KK, JT</p> <p>GP</p> <p>KK/UB</p>

<b>3) Flashlight Countries/Programmes</b>		<b>Resp. person</b>
Info	<p>SEN:</p> <ul style="list-style-type: none"> <li>• 3-day-workshop on systematisation took place in mid Feb; refresher training will take place in the end of June; a workshop on other methods of experience capitalizations is also planned;</li> <li>• CoP on Climate Change met in May in Dakar; a very detailed structure for the CoP was defined with a Steering Committee planning and implementing related activities; networking with the existing national platform is intended, as local organisations are not connected well to national platform; CoP consists of 7 partner organisations + partner of partner organisations + University Dakar + Weko (Belgium);</li> <li>• International Exchange Visit is planned for December; destinations: Togo or Benin; topics: seeds or marketing of products (or both);</li> </ul> <p>EA:</p> <ul style="list-style-type: none"> <li>• Quickbooks training took place in Feb, TA-Meeting in May, partner workshop on governance and leadership will take place in august, Policy Dialogue training and counterpart trainings in the second half of 2017;</li> <li>• ETH: partner meeting including a training in 2017, exchange visit within ETH in 2018;</li> </ul> <p>BRA:</p> <ul style="list-style-type: none"> <li>• 2-day seminar on funding possibilities (funded by CPT project) was a success;</li> <li>• No KH3000 in Brazil; but maybe there is the possibility to include trainings in future projects, and invite other partners;</li> </ul> <p>CA:</p> <ul style="list-style-type: none"> <li>• Internal systematisations at partner organizations in 2017: CCDA and FUNDESYRAM; a third one was planned in NIC, but cannot be implemented;</li> <li>• Meetings of the CdPs: in July (CdP Women), August (CdP Youth) and October (CdP rural families); so far no other stakeholders involved - only partner organisations;</li> <li>• Feedback on the process and the outcome of baseline data generation is being</li> </ul>	

	<p>prepared now; DS will present the experience in CA in PRO-SIT;</p> <p>PNG:</p> <ul style="list-style-type: none"> <li>• Training at the AGM on impact orientation and the role as advisors is planned;</li> </ul> <p>MOZ:</p> <ul style="list-style-type: none"> <li>• Training on baseline studies and proposal writing, maybe also an English refresher training; and exchange visits in the area of water management are planned; Sharing event in the beginning of 2018;</li> </ul>
<b>DECISION</b>	
<b>ACTION</b>	

<b>4) KH3000 Visibility Event 2018</b>		<b>Resp. person</b>
Info all	<ul style="list-style-type: none"> <li>• An Advocacy Event was planned in the KH3000 project (budget: 34.500 EUR); discussions with MOs took place in 2016 and the decision was taken to not organize the event → the idea to organize a visibility event on KH3000 instead re-emerged</li> <li>• Either budget will be spent on event in Vienna or budget will be re-allocated to the regions/countries (ZAM could need an additional budget for the Sharing Event in 2018; EA and SEN could also need an additional budget for 2017/2018; PNG and MOZ are behind the annual forecasts of expenses and won't need additional budget)</li> <li>• PP: Partners should be in the focus of impact and visibility measures; DS: events in the south could focus on visibility → promote visibility in the partner countries;</li> <li>• FO: Visibility event needs a clear objective; critics to be expected if event's purpose is merely to present the work of H3; TV: event would combine presentation on what was done in countries/regions; and invitation of other stakeholders to exchange experiences in the field of Knowledge Management</li> <li>• DS: For the presentation of KH3000 the outcome of the evaluation would be crucial; KK: 2018 not the right time for a big event on KH3000; visibility event on KH3000 could be planned in 2019 within the new framework programme → results of evaluation and products from the regions could be presented; GP: need for a roadmap to the event in 2019</li> <li>• GP/EM: maybe a smaller event in the framework of the KM4Dev in the end of this year → TV: should not focus on H3 only (showing how good we are); FO: trainer or expert in the field could be invited to KM4Dev Group Meeting</li> </ul>	
<b>DECISION</b>	<ul style="list-style-type: none"> <li>• Budget for the advocacy event will be re-allocated to other KM activities (mainly as additional support for the regions/countries)</li> <li>• a smaller event in the end of 2017 will be planned (e.g. invite expert on KM from the development field)</li> <li>• a bigger event focussing on the visibility of KH3000 will be organized in 2019 (new framework programme)</li> </ul>	
<b>ACTION</b>	<ul style="list-style-type: none"> <li>• Discuss visibility measures with country/regions within KH3000 activities in 2018 (videos, photos, most significant change stories, experience documentation,...) → products will be shared at the event in 2019</li> <li>• Discuss/ organize small event/ expert visit within KM4Dev Group on Knowledge Management</li> </ul>	PKs  GP

<b>5) Survey on Experience Documents</b>		<b>Resp. person</b>
Info	<ul style="list-style-type: none"> <li>• MP together with the KM Team developed a survey on the benefit of the experience documents (at a Glance/ in Detail) for partner organizations</li> <li>• Time needed to fill out the survey is minimal; if organization has contributed an experience themselves, it takes a bit more but still only a few minutes</li> <li>• PKs and Country/Regional Offices decide which of the partner organizations are contacted to fill out the survey; also TAs are encouraged to fill out the survey</li> <li>• English version is ready on 'survey monkey'; EA, PNG/MOZ are informed and can send out survey, deadline is end of July</li> <li>• Spanish version is prepared in 'survey monkey'; ZAM and BRA will be informed once it is ready to be shared with partners</li> </ul>	
<b>DECISION</b>		

<b>ACTION</b>	<ul style="list-style-type: none"> <li>Conduct Survey in July/ August</li> <li>Provide ZAM and BRA with Spanish survey</li> </ul>	PKs KK
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<b>6) KNOWLYMPICS 2017</b>		<b>Resp. person</b>
<b>Info</b>	<ul style="list-style-type: none"> <li>The feedback from partner organizations on KNOWLYMPICS 2015 was very good and we would like to repeat this experience gathering initiative in 2017</li> <li>KNOWLYMPICS 2017 could focus on TAs as primary target group: TAs will be contacted and encouraged to fill out the experience questionnaire together with their partner organisations; the prizes will benefit their partner organisations</li> <li>Experiences will focus on RD-NRM and HR-CS; they will be gathered in Summer and prepared for sharing in September (with the support of an intern)</li> <li>PP: Experiences are hard to find at the KNOWHOW3000 Platform &gt; Titles of the Experiences at the Platform are not informative enough</li> </ul>	
<b>DECISION</b>		
<b>ACTION</b>	<ul style="list-style-type: none"> <li>Knowledge Management Team will meet to discuss how to improve the functionality of the Knowledge Products section at the platform</li> <li>Prepare and send out KNOWLYMPICS announcement</li> </ul>	KM Team (KK, GP, EM, PP)  KK

<b>7) KM TAs Arbeitsgeld</b>		<b>Resp. person</b>
<b>Info</b>	<ul style="list-style-type: none"> <li>KK: Should money from the KM project be assigned to fund working expenses of KM-TAs? (Arbeitsgeld)</li> <li>AN: Theoretically there should be enough money to fund working expenses of "flying TAs" in the new TA programme phase; If the KM- TA needs substantially more funds than other flying TAs, budget from the KM project could be used</li> <li>A budget forecast for flights and other necessities needs to be developed/planned;</li> </ul>	
<b>DECISION</b>		
<b>ACTION</b>	<ul style="list-style-type: none"> <li>Find out how much budget Verena Guggenberger-Senn needed as a flying TA</li> <li>Develop a forecast of budget needed for the KM- TAs (Arbeitsgeld)</li> </ul>	PKs EA  PKs EA and CA

**Next Project Team Meeting:** September 2017

**Next Meeting of the Steering Committee:** 2. October 2017, 13:00-15:00

**List of Activities** (in red = new activities from this session)

**Project in general**

WHAT	Result of Activity	WHO	With WHOM	Until WHEN	Priority
Decision on per diem rated for KNOW-HOW3000 activities in EA	elaborating a clear proceeding per region/ country	ROEA	PKs EA	?	High
Guidelines for the Planning of a Sharing Event/Learning Visit/ Trainings are translated and sent out to all regions	Support for Country/Regional Offices and increased impact of the events	KK		Summer 2017	High
Budget for the advocacy event will be re-allocated to other KM activities (mainly as additional support for the regions/countries)		KK/EP	PKs	Mid-2017 until 2018	High
Extract quotations or Most Significant Change Stories from benefitting communities/ people from reports or questionnaires > establish collection of quotations	Tool for greater Visibility	Intern	KK	Fall 2017	Low
Clarify if regional offices need any additional types of visibility-products to promote KH3000?	Greater Visibility in Countries	KK	PKs	Project Team Meetings End 2017	Medium
Encourage regions/countries to develop visibility products on KH3000	Greater Visibility in Countries and Austria	KK	SKs/PKs	Project Team Meetings End 2017	Medium
KNOWHOW3000 aspects will be introduced in future Terms of Reference for project evaluations	evaluation of KNOWHOW3000 within existing structures	KK	SKs/PKs	Project Team Meetings End 2017	High
Deciding on the design and the ToRs of the KNOWHOW3000 project evaluation	Impact- oriented evaluation of KNOWHOW3000	KK	SKs/PKs	Fall 2017	High
Deciding on whether and how to visualize Timeline/ Milestones of the KNOWHOW3000 Project	Tool for Visibility and Project Evaluation (ToR)	KK	GP	Fall 2017	Low
KNOWHOW3000 aspects will be introduced in future Job Descriptions and Recruiting Processes (POs/ Country Directors)	Clear Responsibilities in Vienna and County Offices	KO	TV	2018	High
Plan for and organize a KH3000 visibility event	Present products and results	KK/GP	PKs	2019	Medium
Finance Acquisition via Foundations: update Project Ideas with Knowledge Management Activities	Additional funds for KH3000 activities	KO	DP	On-going	Medium
Establish contact for future collaboration with FH-Eisenstadt Knowledge Management	Networking	KO		On-going	Low
Plan for and organize a KH3000 visibility event	Present products and results	KK/GP	PKs	2019	Medium
Discuss/ organize small event/ expert visit within KM4Dev Group on Knowledge Management		GP	KK	Fall 2017	Medium

## Experience Capitalization / Systematizations etc.

WHAT	Result of Activity	WHO	With WHOM	Until WHEN	Priority
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	PKs	Summer 2017	High
A better process for the administration of KNOWLYMPIC prizes will be defined	less effort for the financial management	EP	KK	Summer 2017	High
Concept and Implementation of KNOWLYMPICS 2017:	Experience Capitalization	KK	GP/SKs	Summer 2017	High
Systematisation documents: present list for an overview of all the systematisations in all countries and regions, sorted by sectors + update regularly! <sup>1</sup>	Overview of all the existing Systematisations	Intern	SKs	Fall 2017, on-going	High
Knowledge Management Team Meeting: improvement of the section of the Knowledge Products at the platform	Experiences and relevant information should be easy to find,...	GP	KK, EM, PP		
Discuss if the questionnaires for experience capitalization should be used for systematizations and sharing events	Sharing Insights from Systematization with others	KK	SKs/PKs	Project team meetings End 2017	Medium
Discuss if systematizations should be published on the platform	Elaboration of criteria/process on publishing systematizations	KK	SKs/PKs	Project team meetings End 2017	High
Attach Questionnaires for Experience Capitalization to yearly progress reports. Partners and TAs can fill in questionnaires voluntarily if they want to share a good practice or a learning from failure	Promotion of capitalization of good practices and learning from failure	KK	AN, PKs	December 2017	Medium

## KH3000 Platform

WHAT	Result of Activity	WHO	With WHOM	Until WHEN	Priority
Translation of Experiences and Sector Texts for the internet platform	Spanish version of the platform, experiences for Senegalese partners	KK	GP	Summer 2017	High
Complement and update all documents in the Knowledge Management Section including Experiences, Event documents, minutes from meetings etc. and share them	Promotion of platform and relevant documents in all regions	KK	Intern	Summer and Fall 2017	Medium

<sup>1</sup> Location of the list: <J:\KNOW-HOW3000\Experience Capitalization\Systematisierung> All the systematisations which were produced in one year can be found in the respective Archive on our Server (ADA-Berichtsordner des jeweiligen Jahres) e.g.: [I:\ADA\ADA-Rahmen\Abr+Berichte ADA-Rahmen\ADA-Abr+Bericht%20per%202015-12\4\\_Evaluierungen\\_Systematisierungen](I:\ADA\ADA-Rahmen\Abr+Berichte ADA-Rahmen\ADA-Abr+Bericht%20per%202015-12\4_Evaluierungen_Systematisierungen)

Organize MO workshop on KH3000 platform	Clear picture for further development of the platform	GP	KK	Fall 2017	High
Further Update on Functionality and Design	Better User Experience	GP		Fall 2017	Medium
Task Descriptions for Power-User will be elaborated per region reflecting the specific needs of the region as to tasks and time resources	Promotion of the Platform in regions reflecting the specific needs	GP	PKs, Country Offices	December 2017	High
Elaborate a concept of how to integrate TA products (in Central America or in general) to the KH3000 platform, and how to assess the quality of those docs	Securing relevant products for knowledge/tool sharing	GP	PKs	December 2017	Medium
Evaluation of the Platform via scientific papers / master thesis: what do we want/need to know?	greater effectiveness/impact of platform (informing the project evaluation 2018)	GP		End of 2017	Low
User-, Site- and Document-Management , Content Updates, Forum Moderation of, Platform Monitoring/ Statistics (1/month), Newsletter (4/year)	Promote and monitor use of platform	GP	KK, intern	On-going	High

#### TA Assignments in Central America and East Africa

TAs take up roles as Toolbox Master	MP und EA-TA	Fall 2017	Medium
CoP Experience in Central America: Experience Capitalization and Lessons Learned	MP	2017/2018	Medium
Develop a forecast of budget needed for the KM- TAs (Arbeitsgeld) (EA: ask Verena Guggenberger-Senn how much budget she needed as a flying TA)	PKs (DS, FO, UB) and Regional Offices (ROEA, ORAC)	July/August 2017	High