Minutes
17th Project Team Meeting KNOW-HOW3000
Date and Time: 14.12.2017 10:00-12:00

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

Participants: Jasmin Thomas (JT), Diego Santos (DS), Elisabeth Moder (EM), Peter Pober-Lawatsch (PP), Georg Pardo (GP), Kristina Kroyer (KK), Elfriede Paller (EP), Ulrike Bey (UB), Marta López (ML)

Absent: Friedbert Ottacher (FO), Thomas Vogel (TV)

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, MO – Mitgliedsorganisationen

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1) Minutes from last Meeting		Resp. person
Info KK	Open ToDos: • Experience DKA + H3: Clemens and Diego will present their experience of cooperating in the area of knowledge management in Central America during the Intercambio 2017 (PEL - Programmatic Element covers knowledge management activities for DKA partners in Central America); the reflection on the experience will also include effects of PEL on the H3 local structure in terms of additional workload • The budget for an event in Austria was re-allocated to the regions and a small budget was used for a small event on KM which was held on 7. December; HELVETAS was presenting their Knowledge and Learning strategy together with H3 presenting our KM-System; • Reminder: 2018 should be used to produce visibility-products in the regions; the visibility event was rescheduled to 2019 • Travelling Costs for "Flying TAs": Central America and East Africa will calculate costs for KM TAs; the travelling costs should primarily covered in the "workers fund" of the TA programme, local KH3000 budgets should only be used if expenses are too high for the TA programme; • Per Diems: table will be continuously updated > not one rule for all countries, but every country/regions should have a clear per diem rule;	
DECISION		
ACTION	• Consider visibility products in the planning of KH3000 activities 2018	PKs

2) Evaluation		Resp. person
Info KK	• SEN: KM aspects included in ToRs of country-programme evaluation • KK presents time plan for evaluation of KH3000 in CA und EA; methods/ focus (e.g. specific organizations, etc.) still to be decided; indirect target groups will not be included (only direct target group: staff of partner organizations) € 7.500 per region/country • CA: does not include KM questions in individual project evaluation ToRs due to a lack of representativity (more Systematizations than evaluations) • EA: is including KM questions in individual project evaluation ToRs, as it won't be possible to include all partners in the assessment of the KH3000 evaluation • Programme evaluation may include questions for KH3000 "target groups" in Austria/Europe;	
DECISION		
ACTION	• Develop ToRs in coordination with PKs until end of March	KK

3) KH3000 19-21/22		Resp. person
Info KK	General: • Responsibility for ToCs for programme intervention lies with KK (KH3000) and PKS (regional programme intervention) supported by SKs > discussion on proceedings, responsibilities and training needs will continue in the next PRO-SIT • KH3000 Budget will stay centralised and not distributed to regions/countries • For PNG & MOZ the project idea sheets for KH3000 are still missing; inputs from the regions are used to develop the programme intervention KH3000, and also to develop a KM result in the regional programme interventions. • KH3000 activities continue to be focused on partner organisations as target group, not on final beneficiaries of the partner organisations! Focus Topics in the next KH3000-project phase in the project regions: • CA: Self-steered systematizations via call-system; CoPs shall continue and develop; regional meetings every 3-4 years; trainings/capacitaciones for partner organisations; in general greater priorization on specific topics and methods • SEN: CoP for Climate Change as most important activity; it includes workshops, conference participation, exchange visits, trainings for resilience, advocacy,…; also systematizations and other forms of experience capitalization will further be promoted; visibility through small movies; learning visits on topics of interest; • PNG: focus topic education/schools will continue, maybe with the creation of a CoP (although exchange on KH3000 platform will not be possible due to very high costs for internet access); other potential focus topic: ecological production and food security (to be decided in the beginning of 2018); • EA: CoPs shall be established; e.g. on ecological rehabilitation of hospitals (former partners, current dka partners > is it possible for DKA to finance a CoP on ecological rehabilitation?); e.g. on M&E by TAs; general focus on M&E and OD in trainings; Systematization in East Africa shall continue and be promoted; • MOZ: focus topics will be climate change / food security; TAs could participate in EA CoP, if a TA CoP is established	
DECISION		
ACTION	• Evaluate idea of bringing Toolbox Masters virtually together • Theory of Change for the KH3000 programme intervention in March/April; • Inputs for the proposal for the KH3000 programme intervention until Mid-April (template for inputs will be sent out in time)	KK KK PKs

4) Progress Report 17		Resp. person
Info KK	• EP already sent out deadlines • KK is going to send out reporting template for Inputs by PKs/Regional offices to the KH3000 progress report 2017 before Christmas	
DECISION		
ACTION	• Inputs for KH3000 Report 2017 from regions/countries until the end of February	PKs

5) Annual Plan 18		Resp. person
Info KK	• EP is going to send out templates for the annual budget plan in January (the same table is used as in previous years) • Timely and realistic planning is especially important in the last project year! • KK and EP are going to assess possibilities for budget redistribution once financial statements 2017 and budget plans 2018 have been received	
DECISION		
ACTION	• Annual Budget Plans for KH3000 activities 2018 until the end of February	PKs

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6) **Experience Capitalization**		**Resp. person**
Info ML	• Presentation and Discussion: Survey and KNOWLYMPICS 2017 – see attachments	
DECISION		
ACTION	• Inform partners and regional offices on the process for KNOWLYMPICS prizes for winners	KK/EP
	• Send new template for at a glance documents to DP for feedback	ML/DP

7) **News Platform KH3000**		**Resp. person**
Info GP/KK	• Website KH3000.org and Project Map were transferred to a new and faster server; updates were made and downloads are countable again • Backup from all data on the webserver is now automatically made to the H3 internal server • User-profiles have new functions like "Profile Completeness" and "Instant Messaging" • Search Function was added for FAQs for Technical Advisors • PEZA-Team is planning 2 new extensions: E-Learning for Technical Advisors before and during the Preperation Course; New Area for Returnees • A new Area is introduced called "Intranet of HORIZONT3000" which was designed for the internal use of H3 employees in regional and country offices, and H3 headquarter; TAs and other stakeholders do not have access to this area! • Instead of a workshop for MOs on the platform, individual took/take place; already held with BSIN and Caritas; others will follow (GP) • Event documentation and Systematization reports have been updated on the platform	
DECISION	• PKs place event documentation in the respective folders in: I:__F-Projekte\Überregional\P-16-201 KNOWHOW3000\06_Steuerung\Inhalt\Aktivitäten and inform SKs if a report is worth uploading. Alternatively documentation material can be sent to the Project Coordinator KH3000 (KK), so she is responsible for placing them into the right folder and for informing SK	PKs/SKs/KK
ACTION		

8) **Allfälliges**		**Resp. person**
Info KK	• OD-Workshop: there is still a need for OD-Coordination; assigned resources were not used for OD but for other activities; EE and TV are going to inform on further steps in January 2018 • Prioritisation and realistic planning of resources needs to be done; DS suggests more resources for Regional Offices in the new KH3000 phase, there is a strong need for that; • KH3000 Visibility products: design for KH3000 roll-ups could be developed in Vienna, while regional/country offices could order them locally, if they need it; bags for KH3000 are not necessary (rather confusing for partner organisations)	
DECISION	• No KH3000 bags produced in Vienna; locally regional/country offices can produce whatever visibility product they want (as with any other project) • Design for roll-up will be developed in English, if there is the need also in other regions, the design can be adapted to other contexts.	
ACTION		

Next Project Team Meeting: tba;

Next Meeting of the Steering Committee: tba

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

Project in general

WHAT	Result of Activity	WHO	With WHOM	Until WHEN	Priority
Fill out templates for the KH3000-Component	Allowing KK to build the KH3000 structure for the new framework	PKs (MOZ and PNG)	KK	10.11.17	High
Inform Partners and regional offices on process for KNOWLYMPICS prizes for winners		KK/EP	ML	20.12.17	High
Encourage regions/countries to develop visibility products within KH3000	Greater Visibility in Countries and Austria	KK	SKs/PKs	End 2017	Medium
Inputs for KH3000 Report 2017 and Annual Budget Plan 2018 sent to KK		PKs	KK	28. 2.18	High
Deciding on the design and the ToRs of the KNOWHOW3000 project evaluation	Impact- oriented evaluation of KNOWHOW3000	KK	SKs/PKs	Beginning 2018	High
Deciding on whether and how to visualize Timeline/ Milestones of the KNOWHOW3000 Project	Tool for Visibility and Project Evaluation (ToR)	GP	KK	Beginning 2018	Low
Evaluate idea of bringing Toolbox Masters virtually together	Greater commitment by Toolbox Masters	KK	ML	Beginning of 2018	Medium
Discuss voluntary and obligatory (if any) aspects of KH3000 activities at partners and bring it on paper	PPs know what we (don't) expect for them	KK	PKs	Beginning of 2018	High
Development of a Theory of Change for KH3000 and of the proposal for the programme intervention KH3000 19-22	Programme Intervention 19-22	KK	PKs	15.7.	High
Develop a forecast of budget needed for the KM- TAs (Arbeitsgeld)	Realistic estimation for KM TAs	Regional Offices/PKs	KK	2018	High
Discuss KH3000 in H3 job descriptions and Recruiting Processes (POs/ Country Directors/ PKs)	Clear Responsibilities in Vienna and County Offices	KK	TV	2018	High
Design for roll-up in English, assess needs in other regions	Greater visibility at KH3000 events	KK	WZ	2018	Low
Plan for and organize a KH3000 visibility event	Present products and results	KK/GP	PKs	2019	Medium
Store training and event documentation in the server[1]	Documentation can be found by everyone	PKs	KK	On-going	High
Upload good event documentation to the platform	Share good documents	SKs	GP	On-going	High
Update quotations or Most Significant Change Stories from benefitting communities/ people from reports or questionnaires[2]	Tool for greater Visibility	KK	Intern	On-going	Low

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[1] I:__F-Projekte\Überregional\P-16-201 KNOWHOW3000\06_Steuerung\Inhalt\Aktivitäten
[2] I:__F-Projekte\Überregional\P-16-201 KNOWHOW3000\08_Visibility\Quotations and References

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
Decision on per diem rated for KNOW-HOW3000 activities in EA	elaborating a clear proceeding per region/ country	ROEA	PKs EA	?	High
Promote the toolbox among TAs and find new Masters		KK	ML	On-going	High

Experience Capitalization / Systematizations etc.

WHAT	Result of Activity	WHO	With WHOM	Until WHEN	Priority
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 2018	Medium
Discuss in which cases systematizations should (not) be published on the platform	Elaboration of criteria/process on publishing systematizations	KK	SKs/PKs	Project team meetings 2018	High
Discuss if Questionnaires for Experience Capitalization should be attached 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	Project team meetings 2018	Medium
Systematisation documents: update list for an overview of all the systematisations in all countries and regions, sorted by sectors[3]	Overview of all the existing Systematisations	SKs	Intern	on-going	Medium

KH3000 Platform

WHAT	Result of Activity	WHO	With WHOM	Until WHEN	Priority
Refresh responsibility of SKs at the platform!	Share relevant documents via the platform	GP	SKs	Fall/Winter 2017	High
Improve the section of the Knowledge Products at the platform	Experiences and relevant information should be easy to find	GP	ML	Fall/Winter 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	2018	High

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[3] 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

Elaborate a concept of how to integrate TA products to the KH3000 platform, and how to assess the quality of those docs	Securing relevant products for knowledge/ tool sharing	GP	PKs	2018	Medium
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, SKs, intern	On-going	High
Further Update on Functionality and Design	Better User Experience	GP	ML	On-going	Medium