

KM SUBGROUP MEETING MINUTES

4 February 2008

**Ministry for Foreign Affairs, Department of Development Policy
Katajanokanlaituri 3, Helsinki**

Participants

1. Nathalie Degroote – Belgian Technical Cooperation
2. Thore Hem - The Norwegian Agency for Development Cooperation (NORAD)
3. Jyrki Pulkkinen - Ministry for Foreign Affairs of Finland
4. Giulio Groppi - EC
5. Stéphane Phuong – EC

1. Presentation of the Train4Dev and the KM Subgroup

Three representatives of the development training team of the M FA of Finland joined the beginning of our meeting.

(Jyrki, could you add their names and their position ? Thanks!)

Giulio Groppi introduced by explaining the context of the establishment of this Train4Dev network and the motivation to create this KM subgroup.

From the beginning since 2004, two of our colleagues, Thore and Stéphane, joined this subgroup initially called "Technology Based Learning group". They summarised all the works done so far:

The initial purposes of this subgroup were:

- Producing a guideline for e-learning in the joint donors' competence development network;
- Drafting joint Donor Training Approach to Knowledge Sharing.

Both working papers were discussed at the Train4Dev annual conference in Berlin (13th to 15th of June 2005).

From 2005 to 2006 (annual conference in Oegstgeest – Holland from 21st to 24th May), the subgroup has mainly worked on the following issues:

- Inventory of e-learning and traditional courses offered by network members;
- Development of e-learning courses;
- Exchange of e-learning modules or components;
- Preparation of a number of concrete success stories (case stories) related to knowledge sharing within its member organisations;
- Elaboration of recommendations to the Core Group on how the Train4Dev website could be further developed.

From 2006 to 2007 (annual conference in Paris from 4th to 6th of June), the main focus and priority of the subgroup was the development of the Train4Dev website, financed by EuropeAid and outsourced by ESN.

Since, the KM subgroup has decided to focus on the old and new objectives and to enlarge this subgroup of more donors.

2. Validation of the minutes meeting of 19th November in Brussels

Some comments regarding the minutes meeting:

2.1. Necessity and/or possibility of an enlargement of the KM subgroup.

Giulio recently wrote an email to Michael Engvold asking for an enlargement of new members.

Jyrki will contact SIDA to invite other swedish colleagues specialised in ICT to join us.

2.2. Identify knowledge sharing champions and prepare success case stories.

We finally agreed on the fact th at we should identify the following:

What sort of tools has been used by other members regarding the KM?

What kind of needs do we have for further development?

How can we assist each member of the network?

On this basis, Thore will prepare a sort of identification study (questionnaire or survey) in order to respond to their needs.

It is been decided to use "Google docs" to collaborate before sending to all the members of the network.

2.3. Create joint guidelines for E-learning

The current guideline was prepared in April 2005 for the annual conference in Berlin.

In order to respond to the new needs, it is important to identify what the network is expecting from us (guideline, assistance, practical advice etc.).

It is proposed to complete Thore's survey by E-learning issues.

2.4. Knowledge management and emerging technologies

Jyrki was introducing different approaches:

- Web 2.0.
- Semantic Web (also called Web 3.0)
- Ubiquitous technologies (mobile, wireless, pervasive, wearable, etc.)

In order to provide a real expertise regarding the emerging technologies, the questions are linked to the network's needs:

- What are the existing tools and the future needs?
- Which way they (members of the network) want us to go?

As a consequence, it is also proposed to complete Thore's survey by emerging technologies matters.

A unique survey should gather, identify and assess:

- Knowledge Management issue,
- E-Learning needs assessment;
- Emerging technologies identification needs.

2.5. Internships: exchange of experts, new experiences, human approach, "Gene".

The idea is to encourage and gather information (exchange programmes) in favour of the exchanges of staff or experts exchange.

Hence, we will therefore use the Train4Dev as a virtual Market Place to promote such initiative.

2.6. Good practice, exchange of training courses

How can we identify best practices or case studies?

Giulio will send a letter to all the members of the network and subgroups on sharing their best practices on all issues.

2.7. Exchange of information and analysis: ex post tsunami, lessons learned methodology and impact of training activities.

The idea is to use the Train4Dev as a virtual Market Place to promote such initiative. There will write an article in collaboration with ESN on demand to this emerging need.

3. Train4dev website and new organisation

The website is now on-line. Gabriella who was in charge of this website has already left our DG for another. The KM subgroup has agreed on the replacement of Gabriella by Stéphane who should be now the contact person until the annual conference in Washington. At the same, EuropeAid is looking for a new colleague specialised in webmaster.

Stéphane was preparing some gaps analysis to be completed:

- General information: we should have a contact person in this field. Giulio is inquiring whether the WBI is the appropriate entity.
- Contract with ESN. So far, the website must be filled up with appropriate contents. EuropeAid has contracted ESN to support us on this editing article. Among those 16 articles, only 2 of them have been put on the website (a portrait of Giulio Groppi and an article of Thore Hem (NORAD)). Stéphane and Giulio will come to those who have already shown their interests on editing an article

(Michael Engvold, Ian Ballantine, Ken King, Jean -Louis Piquemal and Jens Lorentzen).

The members of KM should have received a login and password together with the content management system, APLOS.

To do, we plan to organise a training session in Brussels on APLOS use for all the subgroup leaders. Proposed date: 14 April 2008

4. Preparation of the annual conference in Washington : what should be our focus?

All participants of the KM subgroup recommend the following:

The annual conference in Washington must be a great opportunity to promote our Train4Dev website. To do so, we would like to as the Core Group:

- Use the website as a communication to prepare and to promote the annual conference;
- Before the annual conference, all the information regarding the event (registration and so on) should be in the website;
- The Core Group should now use the website as a communication tool;
- All the meeting, workshops should be prepared using the website. The inputs and outcomes of all different workshops should be delivered through the website;

As a consequence, the organisation of the annual conference should facilitate the promotion of the website.

The KM subgroup suggests to include one of our member (Stéphane or Giulio) in all the future Core Group preparation meeting .

5. Next steps

Next meeting: 14th and 15th of April 2008 in Brussels

14th afternoon: ½ training session on Aplos for all subgroup leaders (EuropeAid)

15th April: Train4Dev subgroup meeting (BTC) including new members

6. Agreed action plans

Who	topics	To do	deadline
Thore	<p>Management of communities of interest/practice. Tools for exchanging and collaborating knowledge.</p> <p>1 a) what kind of tools are used by other members of the Train4Dev network, within a KM approach. Analysis of the tools.</p> <p>1 b) Availability for sharing tools.</p>	preparation of an needs assessment (identification study or survey)	Before 15/02/08
Stéphane	E-learning	Complete Thore's survey	Before end of February
Jyrki	New Technologies (web 2.0) such as chat, wikis, forums etc	Complete Thore 's survey	Before end of February
Nathalie	Internships: exchange of experts, new experiences, human approach, "Gene".	preparation of an needs assessment (identification study or survey)	Before 15th of February
Nathalie	Good practice, exchange of training courses	<p>Elaboration of an article in collaboration with ESN.</p> <p>Using the website as a virtual Market Place</p>	Before end of February
Thore	Exchange of information and analysis: ex post tsunami, lessons learned methodology and impact of training activities.	<p>Elaboration of an article in collaboration with ESN .</p> <p>Using the website as a virtual Market Place</p>	Before end of February
Giulio	<p>Enlargement of the KM subgroup (Hungary, Romania , French etc)</p> <p>Best practices to share by all members of our network</p>	Letter to the Core Group , all members of the network and all subgroup.	Before 15/02/08
ESN	Exchange of information and analysis: ex post tsunami, lessons learned methodology and impact of training activities.	Interview with Thore	Before end of February
Giulio	Train4Dev website	Contact Core Group regarding the general	Before end of February

		information	
Stéphane	Train4Dev website / article	Contact different donors	Before end of February
Stéphane	Training session ½ day in Brussels on Aplos	Organisation of the Training Session with ESN	14 th April afternoon