

FSN Network – Knowledge Management Task Force (KMTF)

Wednesday, June 11, 2014

1. Round Robin: Introductions – Sheila Jackson (TOPS), Patrick Coonan (TOPS), Jessi Mann (TOPS), Harley Stokes (Tufts), Antonia Wolff (SPRING), Zachary Baquet (USAID/KDAD), Alyssa Lowe (CARE)

2. Who are we? Previsioning KMTF's vision statement
 - Does this still make sense for us? Considering we're in year 4 of the TF, are there things we want to work on that a more mature TF would partake in?
 - o Question: Did the TF ever give any concrete steps/actions/recommendations that FFP can take in regards to KM that could be incorporated into policy?
 - Creating a safe space for FFP to encourage knowledge sharing in practice
 - Based on our own experiences, discuss what would be useful
 - Pull in examples from other organizations and parts of USAID
 - o Comment: USAID KM Reference Group meeting today was related to CLA activities in the field, but to have that focus in DC as well would be helpful.
 - Questions raised during USAID KM meeting: What are we doing to incorporate CLA into BFS? If we are unsuccessful in creating these mechanisms in DC, how do/can we instruct the field to do this?
 - o Goal: We want to affect FFP policy in regards to incorporating KM into policy, as well as develop guidelines on how to implement this.
 - o Question: Has there been a collection of these practices and tools? How were these vetted? What's the status of this objective?
 - Answer: Tools have been collected, KM has commissioned some studies, and knowledge sharing events have occurred to help disseminate them. FSN Network endorses tools. KMTF has been very successful thus far with capturing and disseminating learning – this is something we definitely want to continue/encourage. We hope to build capacity/skills to address the gap between what USAID wants their partners to do, and actual successful application of these activities.
 - Answer: Joan Whelan led a survey of HQ-level KM management practices for Title II programs. From that, we lifted examples of how people are incorporating KM into their programs, and began to create a tool for others to use. Currently, the tool development is still in progress.
 - Question: Estimated date of completion?
 - o Answer: Unfortunately, we do not have one.
 - o Possible Goal: KMTF could provide a grant or develop tools ourselves to address a KM need.

- Comment: One of the major challenges is to identify the actual KM needs. Considering the array of activities, how do we create/modify/adapt tools to address specific needs of sectors (nutrition, commodity management, etc.)?
 - Goal: It would be great to encourage individuals of other sectors (M&E, etc.) to participate in the KMTF. We need to let people know that KM isn't just for "KM professionals"!
 - Be sure to promote the KMTF at the regular stakeholder meetings (FACG, KS Meeting, etc.)
 - Question: As a KM agriculture professional, how do we emulate what's already happening in the global health knowledge collaborative? What does KM look like in agriculture?
 - Possibility to reach out to someone at GHKC to discuss how this was developed?
 - Question: As a new priority, how do we encourage a "cultural shift" to have people share information and document what they're doing?
 - Consensus to promote bringing people in from across sectors so that we can allow people to understand what their role is as a participant in KM
 - Possible brainstorming session about how we can help encourage KM in our own organizations (so that it doesn't feel like we're adding to people's plates, but that we can truly make them see the value added)
 - Potential recommendation: If a piece of someone's job is evaluated on something KM-specific (in their job description), it's much more likely to happen.
 - Ex. When training people to use/add to a nutrition database. If in their job description is says "Once a month, check the database so ensure that all programs/activities are updated."
 - Question: Can we get at something broader, too, so that it's not just a "checking the box" exercise? How do we create an enthusiastic learning culture?
3. What do we want to accomplish? What activities should the KMTF undertake?
- a. Assist/provide input to the promising practices survey to expedite its completion
 - b. Make a decision about the tools (in Step 5) and then create a dissemination strategy.
 - c. Get someone from Global Health Knowledge Café to speak to the KMTF
 - d. In the newsletter: a knowledge management textbox to raise awareness about KM or the KMTF (as a regular reminder to the people that we want to draw in). E.g. "Did you know...?"
 - e. Develop a list of concrete steps for FFP to improve KS; investigate ways to make sure this is incorporated into FFP culture. Is there a connection between these steps and the USAID/ FFP/BFS discussions around the Learning Agenda?
 - f. Possibility to develop an evaluation criteria for KM tools (to help us decide whether or not to endorse/recommend)
4. TOPS/FSN Network Knowledge Sharing Meeting (<http://fsnnetwork.org/event/topsfsn-network-knowledge-sharing-meeting-learn-adapt-apply>) – PLEASE REGISTER!

- KMTF will have an open, face-to-face meeting Thursday, July 10 at lunch

5. Next Steps/Homework for KMTF members:

- a. Review tools in preparation for a tool endorsement discussion at the August meeting
 1. Designing Participatory Meetings and Brownbags: A TOPS Quick Guide to Linking Development Practitioners
 2. Supporting Communities of Practice: A TOPS Quick Guide to Linking Development Practitioners