**KMTF MEETING**

**Participants:**

* Harley Stokes, Nutrition and Food Security Associate, International Medical Core
* Sarah Crass, Knowledge Management Advisor, WORLD Vision International (Health Team)
* Yejin Oh, Community of Practice and Evidence Coordinator, WORLD Vision International
* Mariela Rodriguez, Knowledge Manager, CARE
* John Nicholson, Knowledge Management Manager, Spring Project USAID Global Nutrition Project
* Patrick Coonan, Knowledge Management Specialist, TOPS/CORE Group
* Shelia Jackson, Senior Knowledge Management Specialist, TOPS/CORE Group
* Makie Habtemariam, Knowledge Management Coordinator, TOPS/CORE Group

**BRAINSTORM**

***What could the KM Task Force Work on in 2015***

* Q: How can we better collaborate to reach different audiences without oversaturating?
  1. Challenge: How to disseminate without overloading?
* Q: How do we best share our resources/documents to our communities across projects?
  1. Mapping audiences
  2. Reach: understand the reach of each particular audience to ultimately reach more communities
  3. Develop technical focus areas (i.e. health, food security, s/b change, nutrition…)
     1. Points from Sarah:
        1. What kind of cross- promoting messages can we do?
        2. Creating a criteria/indicators for technical development areas/technical focus areas 🡪 who is doing what community of practice?
  4. Indication of what KM area individuals works in
  5. Prioritize areas to recommend KM tools
     1. KM competencies matrix to develop skillset

**Q: Shelia** Are there common problems/gaps among organizations? Can we find existing tools that would help solve these common problems?

* Fostering commitment, engaging existing/new communities
* Researching individuals who don’t have a background in KM
* Knowledge of people working in other sectors (i.e. what are their expectations for KM
* Develop tangible tools that people can use towards KM

**Q: Patrick** Sounds like particular things we can come up with that we can address to identify tools? What would be the product we would work on?

* + 1. Mapping/ surveying/ assessing staff that are both in and out of KM
    2. Explaining to the “non-KM individuals” to show them how they would benefit
    3. Promotion of the Task Force
    4. Diversification of Task force Meeting
    5. Motivating non- KM individuals to join Task Force Meetings
    6. Understanding of how KM is structured in each organization
    7. Advertising KM phrase – creating a clear definition of KM
       1. Some people may be doing KM without being aware of it
    8. Clarification of the “base line” to further develop a culture of KM

**CONCLUSION**

* Focus on Internal and External
  + External: Reach out to organizations to find out what they are doing/what they think
  + Internal: grasp our internal cultures to come up with tools/methods/structures/procedures

* + Focus Area 1: Mapping across task force – who are they? What technical area do we work with?
    - What KM means at our org? What do people think? What areas of KM are we working in?
  1. Focus Area 2: Revisiting criteria of what makes a KM task force recommended tool
     1. Prioritizing a few target areas to help develop tools to help support our organizations
  2. Focus Area 3: Fostering commitment to KM
     1. Surveys
     2. Mapping the needs of KM at organizations
     3. Promotion

**NEXT STEPS…**

Form Future Committees to work on fostering KM:

* Mapping across task force (Focus Area 1)
  + Patrick
  + Sarah
  + Yejin
* Fostering commitment to KM (Focus Area 3)
  + Shelia
  + Harley
  + Mariela