

**Minutes of the**

**Knowledge Management Project Board**

**Inaugural Meeting**

**12 March 2015**

1. **Attendees**

* Stan Nkwain (Chair for Inaugural meeting, on behalf of BPPS Director)
* Simona Marinescu (Chair, on behalf of BPPS Director)
* Mila Rosenthal (Senior User)
* Mitchell Toomey (Senior User)
* Pedro Conceicao (Senior User)
* Paola Pagliani (Senior User)
* Bernardo Cocco (Project Assurance)
* Johannes Schunter (Project Manager)
* Valentina Azzarello (Secretariat)
* Chitose Noguchi (Observer)
* Margaret Chi (Observer)
* Dionysia Rigatou (Observer)

(Linda Maguire (Senior User) and Patrick Tiefenbacher (Senior Supplier) sent apologies).

1. **Key decisions by the Board**
   1. Project team to field a KM survey in order to elicit user feedback on preferred options for re-alignment of knowledge networks as well as feedback on the options for a Lessons Learned database. The results of the KM survey will be shared with the KM Project Board. *Note: the KM Survey was circulated on 16 March 2015.*
   2. Project team to circulate to the Board the Lessons Learned concept note for feedback on proposed options and implementation approach.
   3. Expand board membership to BOM/OIST and OHR – project team to extend invitation accordingly.
   4. Frequency of board meeting: KM Project Board to meet on a quarterly basis, unless ad hoc meeting is as warranted.
2. **Summary of discussions and main recommendations:**
   1. Establishment of the KM Board

The Chair, Stan Nkwain, welcomed Members to the inaugural session of the Board and emphasized the importance of knowledge management for building learning and fostering innovation within the organization. In this regard, he stated that KM has the capacity and potential to create real change within the organization.

It was clarified that, going forward, Simona Marinescu, COP, DIG, will be chairing the KM Project Board on behalf of the BPPS Director. The Board members will be closely involved and engaged in the KM Project discussions.

The Chair noted that although the Development Impact Group (DIG) manages the day-to-day responsibilities of KM implementation, there is a collective responsibility for the entire organization to produce, capture, share knowledge for better development impact.

In her remarks, Simona focused on the supplier role of DIG and highlighted how KM cuts across all DIG deliverables. In particular, she referred to results measurement and reporting (ROAR), evaluation and lessons learned, and South-South cooperation.

* 1. Budget

In 2014, the KM Project received a total $425,000 from Global Programme, and delivered 64% of the budget. The unspent balance can not be rolled over to 2015, and thus the KM unit is currently awaiting to hear about the potential for GP funding in 2015, without which there is risk that planned activities (as per project results framework) may not be delivered. Feedback from the Board in this regard pointed to (a) the unlikelihood of fresh GP funding in 2015 in light of the tight overall financial situation and (b) the need to explore alternative means of resourcing the project – particularly the possibility of accessing TTF funds.

* 1. KM Gap

A recommendation was put forth by Pedro about KM activities needing to be anchored as much as possible to UNDP’s substantive areas. An example of this would be for the KM team to support the current research program involving UNDP’s Policy Centers, e.g. by acting as a convener to broker knowledge exchanges among the Centers.

* 1. Proposed 2015 work plan

Simona put forth a recommendation to keep the activities listed in the KM Project Board presentation (see Annex), originally put forth as activities to be dropped (knowledge mobilization, knowledge fairs and open UNDP-wide roster).

* 1. KM Measurement framework to report on KM activities.

Paola recommended revisiting the proposed sequence of activities, namely to complete the overhaul of knowledge production process and define a standard quality first, and then proceed to measure the impact of these knowledge products.

* 1. Task Team for Lessons Learned database

Mitchell suggested creating a Lessons Learned database task team, as this initiative goes beyond BPPS and requires corporate leadership.

* 1. Quality of Lessons Learned

Paola recommended identifying mechanisms to improve quality of lessons learned, without further burdening country office staff.

* 1. Seeking advice on decision points

Following the project team’s presentation on the 2015 key priority items “Lessons Learned Database” and “Re-alignment of knowledge networks”, the team will seek further guidance from the project board on overall strategic direction of these initiatives once the results from the survey are analyzed.

1. **Annexes**

The following documents guided the discussion and are provided for reference:

1. Meeting Agenda
2. KM Project Board Presentation
3. ToR for Programme and Project Management Roles
4. UNDP KM 2014-2017 under the Global Programme V project document
5. UNDP Global KM Project Progress Report 2014 to the Project Board