



## One Planet Network Coordination Desk Meeting

**22 May 2019**

*UN Environment offices*

*1 rue Miollis, 75015 Paris*

### **AGENDA - DRAFT (13.05.2019)**

#### **Meeting objectives:**

- Understand the fundamentals of knowledge management as a targeted, systematic and integrated approach
- Integrate knowledge management strategies into your own programmes
- Identify concrete actions to be taken forward

**Facilitator:** Dr. Andreas Brandner, Founder, Knowledge Management Austria

<b>Agenda</b>	
08:30-09:00	Arrival and registration
09:00-09:30	<p><b>Opening Remarks</b> – <i>Charles Arden-Clarke, Head, 10YFP secretariat</i></p> <p><b>Introduction</b> – <i>Andreas Brandner, Founder, Knowledge Management Austria</i></p> <ul style="list-style-type: none"> <li>• Background to this training – importance of KM to the One Planet network</li> <li>• Views of the KM expert then versus now.</li> </ul> <p><b>Expectations from the room on knowledge management</b></p>
<p><b>Session 1: Knowledge management – a targeted, systematic, and integrated approach</b> <i>Expected outcome: Shared understanding of the fundamentals of knowledge management</i></p>	
09:30-10:15	<p><b>Fundamentals of knowledge management</b> <i>Andreas Brandner – Knowledge Management Austria</i></p>
10:15-10:50	<p><b>Overview of Knowledge management methods and tools:</b> Selected KM tools relevant to the One Planet network - <i>Andreas Brandner, Knowledge Management Austria</i></p>
10:50-11:10	<i>Coffee break</i>
<p><b>Session 2: Knowledge management for the One Planet programmes</b> <i>Expected outcome: Knowledge needs and gaps identified through the knowledge management tools.</i></p>	
11:10-11:30	<p><b>Results of the One Planet network knowledge assessments</b></p> <ul style="list-style-type: none"> <li>• Key feedback messages (positive/negative)</li> <li>• Key recommendations from the process</li> </ul> <p><i>Andreas Brandner, Knowledge Management Austria &amp; Andrew Schmidt, 10YFP Secretariat</i></p>
11:30-11:50	<p><b>Existing tools of the One Planet network that support knowledge management processes</b></p> <ul style="list-style-type: none"> <li>• Portfolios and reporting: from providing data to exploiting it</li> </ul>



	<ul style="list-style-type: none"> <li>Applying these tools to the steps of knowledge management <i>Sofie Clausen and Gina Torregroza, 10YFP secretariat</i></li> </ul>
11:50-12:30	<p><b>Group Exercise: Knowledge maps: knowing what we know, and what we don't</b></p> <ul style="list-style-type: none"> <li>Introduction to knowledge map concept, <i>Andreas Brandner</i></li> <li>Group Exercise per programmes: identifying the 'steps column' of the knowledge map</li> </ul>
12:30-12:40	<p><b>Data visualisation: Asking the questions that you want the data to answer</b> <i>Sofie Clausen, 10YFP secretariat</i></p>
12:40-14:00	<i>Lunch</i>
14:00-14:40	<p><b>Group Exercise: Knowledge maps</b></p> <ul style="list-style-type: none"> <li>Quick recap &amp; what are we doing next – <i>Andrew Schmidt, 10YFP secretariat</i></li> <li>Group Exercise: completing the knowledge map</li> </ul>
14:40–15:20	<p><b>Reporting back on your knowledge map</b></p> <ul style="list-style-type: none"> <li>Each programme presents its knowledge map</li> <li>Discussion: How does data visualisation help to find the right knowledge? Does your data highlight any gaps in knowledge?</li> </ul>
15:20-15:40	<i>Coffee break</i>
<p><b>Session 3: Community facilitation: the best &amp; the worst</b> <i>Expected outcome: Shared understanding of our role as community facilitators</i></p>	
15:40 - 17:00	<p><b>The importance of community facilitation for the One Planet network</b></p> <ul style="list-style-type: none"> <li>What is community facilitation –introduction, <i>Andreas Brandner, Knowledge Management Austria</i></li> <li>Group Exercise: Coming up with the best and worst ways to facilitate a community</li> <li>Discussion</li> </ul>
<p><b>Outlook to the Executive Meeting and Conclusions</b></p>	
17:00 - 17:40	<p><b>The knowledge café at the Executive Meeting</b></p> <ul style="list-style-type: none"> <li><b>Introduction</b> - <i>Andreas Brandner, Knowledge Management Austria</i></li> <li><b>Preparing the facilitation of the knowledge café:</b> Finalising the four questions that will be asked, Table hosts for the knowledge café and other aspects.</li> </ul>
17:40– 18:00	<p><b>Insights from today's meeting for a strengthened knowledge management approach in the One Planet network</b> - <i>Andreas Brandner, Knowledge Management Austria</i></p> <p><b>Wrap up and conclusion of the Coordination Desk meeting</b> – <i>Charles Arden-Clarke &amp; Andrew Schmidt, 10YFP Secretariat</i></p>