

# Multi-stakeholder Workshop

## Strategy and Planning of the Knowledge Management (KM) Framework for ATA

*'Towards Systematic Knowledge Management and Sharing for ATA  
and GES*

18-23 March 2015



## Conclusions and Recommendations

*Jointly organised by the Federal Ministry of Agriculture & Rural Development  
(FMARD, UNDP/BMGF and the World Bank*

## Summary

### Objectives

The workshop, jointly organized by FMARD, UNDP and the World Bank, was an important milestone to advance the KM/KS agenda for ATA and FMARD. Over four days (17- 23 March 2015) key stakeholders and champions on KM/KS in ATA including FMARD/ GES came together to:

1. Further detail and shape the critical components of the KM/KS agenda for ATA to feed into and validate the KM Framework document, including roles and responsibilities for governance and management support structures, incentive systems for knowledge sharing, budgeting, and capacity development
2. Advance and validate the Functional and Technical Design of a Knowledge Management System (KMS) to support critical work flows in ATA including GES
3. Agree on a schedule and timeline for priority actions and get senior management endorsement for proposed actions.

### Workshop approach

The workshop methodology used a combination of dynamic and interactive methods that include presentations, group work, panel discussions and interactive exchanges.

### Conclusions

Participation was wide and dialogues intensive and constructive during the workshop. Some 85-140 senior managers and staff from ATA stakeholder groups participated in the 4-day multi-stakeholder workshop. Various FMARD departments participated as well as representatives of state-level government, MDAs, Agri-business, Research, CBO's/ Farmers org. and Development Partners.

- *MBA's:*
  - *National Space agency*
  - *NPC*
  - *NBS*
  - *Min. Foreign Affairs,*
  - *Min. of Women*
  - *Min. of Water Resources*
- *Private sector (AMSCO)*
- *Development partners (USAID)*
- *FMARD incl NASC*
- *Research (IFPRI, ICRISAT, IITA, ARCN)*
- *State level repr. (SATA)*
- *Farmer org (Nigeria women farmers, YEAP)*

It was noted that adequate representation from state-level, private sector and farmer organizations needs to be ensured in the further steps to cater for needs of all ATA stakeholders. Expressions of interest were received from other MDAs notably Min. of Standards (for exports) and Min of Drought & Flood Control.

### Day 1 – KM FRAMEWORK

1. The **Permanent Secretary of FMARD** opened the meeting and underlined the importance of enhancing knowledge sharing to underpin achievement of ATA objectives.
2. An **overview of the KM Framework and Action Plan** was presented to senior management and staff members of key ATA stakeholders.
3. In the **Panel discussion stakeholders** from research (IFPRI), private sector (FMARD/A&I), women farmer's organisations, and development agencies (USAID) expressed the need for and importance of a KM Framework for ATA. Information is needed for framer as a trading platform. The latter indicated that solid proposals for KM efforts would be considered.
4. Participants discussed the importance of establishing a **knowledge sharing culture**, the principles for Knowledge management and the need for a governance and support mechanism for the KM Framework initiative.

## Day 2 – Knowledge sharing

1. **Guiding principles for knowledge management and sharing** were identified by participants in working groups, confirming the importance of Knowledge Management and Sharing for effective implementation of ATA.
2. The **need for documenting and sharing knowledge especially good practices** was confirmed. Knowledge needs to be accessible on smart phones, tablets.

## Day 3 – KM Action Plan on the 6 action areas (**Governance and Support mechanism, KMS, Information management, Policy Development and Programme Management, Online Collaboration and Knowledge sharing, learning and innovation**)

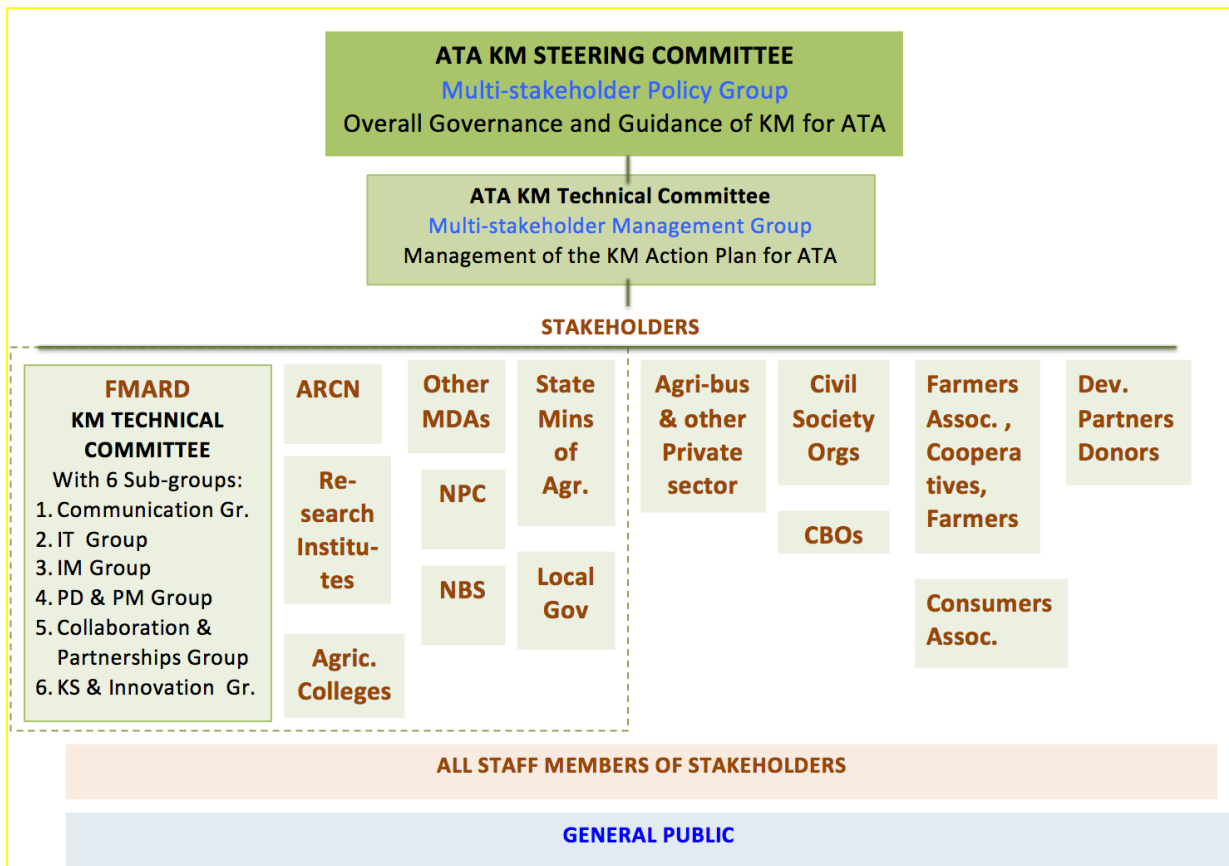
1. The KM Action Plan was discussed and validated by participants as well as the financing of activities.
2. The need for a **multi-stakeholder ATA KM-Steering Committee to guide** the process as well as a **ATA Technical Committee for** management of activities with subgroups as IT, Communication, Information Management etc. was underlined. Tasks include further development and management of the KMS.
3. **All stakeholder organizations are advised to have their own technical committee** to organize their own KM work as part of the wider ATA Framework.
4. Most activities have to be funded from **internal budgets of** the stakeholders, as far as activities can be carried out within the workflow of the organizations. **External funding** is needed for capacity development activities, KM system development and catalytic central activities. The responsibility for sourcing funds lie with Management of stakeholder organizations but they can engage projects like FADAMA, YEAP, FAFIN, ATSP-1 etc. which usually have a KM or KS component.
5. To move forward representatives of the **various stakeholders participating** in the workshop can start the follow-up whereas other stakeholders may come on board later in the process.

## Day 4 – KM System – design and development

1. The functionality of the proposed KM System was presented and discussed with the participants and suggestions made for functionality.
2. Suggestions on the he Initial KM activities for Information Management and online collaboration were discussed with the participants and the responsibilities for the KM activities planned identified and suggestions made. **These will be incorporated in the Final FD and TD**

## RECOMMENDATIONS

1. The following Governance and Support mechanism structure at the ATA and stakeholder level was proposed by the workshop.



2. The **FMARD Technical Committee** with representatives of stakeholders to schedule a meeting before mid April 2015 to discuss the results of the workshops. It should deal with outsourcing development and testing the KMS, ensuring information management procedures are in place and communication about the initiative is promoted.
3. **Each stakeholder organization** to discuss the KM Framework recommendations with Management and set up a KM Technical Committee. Background information can be downloaded or support requested from the FMARD KM Technical Committee.
4. The meeting to recommend **continuity of the KM Framework initiative** and review progress in 3/4-months time especially when the KMS is in place..
5. Specifications for the **KM System are confirmed** to:
  - a. Contain information on publications/ reports/ newsletters, organization, experts, and innovations.
  - b. Have spaces of people working together in a key area as a theme M&E , Pest control etc. or as an organization as e.g. FMARD, NPC.
  - c. Some space will be public whereas others are ‘private’ and members need to be invited or granted access.
  - d. Have a linkage to social media
  - e. Information to be sorted by commodity (even variety), stage of the value chain, state, agro-ecological zone, value chain stage as well as by the information assets
  - f. The system will need an overall administrator level, who can allow the creation of ne spaces and serve as a helpdesk.
6. All **members to be registered on the Teamworks KM for ATA** platform by email. Follow-up will be sent by email and space.

Next steps for the coming 3-months April- June:

*March- April*

1. Reporting back to organizations
2. Final versions of KMS
3. Communication

*April- May*

4. ATA KM Steering Committee to meet on follow-up incl. tender KMS
5. Tendering and contracting KMS
6. Stakeholder plans and activities on IM, collaboration, start documentation GES

*May--June*

7. Testing and adjusting KMS
8. Start of system / training of KM focal points etc.
9. ATA KM stakeholder meeting
10. KMS functional, upscaling etc.