

**GROOVE Learning Network**  
**Kick-Off Meeting**  
**August 4-6, 2009**

**EXPECTATIONS DEVELOPED DURING DISCUSSIONS AT THE KICK-OFF MEETING  
ON HOW WE WORK TOGETHER AS A LEARNING NETWORK**

**How do we see ourselves engaging? How often? What media?**

- Widely distribute part of quarterly report that offers info useful to all (industry level)
- At key points, put forward what has happened at project level relevant to LN questions?  
Discuss in conference call
- Have group calendar that tracks who is going where
- Depends “how good the learning is”; if conversations are relevant and exciting there will be more engagement, but it will vary by excitement and subject matter
- Benefits to Face-to-face, need to capitalize on in-person meetings
- LN can be participatory, but facilitators gauging the mood and atmosphere will be imperative, organic process
- Easy access to informal communication is important (listserve, wiki, etc.)
- Need to get used to analyzing progress at a quarterly, semiannual level
  - Via webinar, online discussion, etc.
  - Regularity is important to keep contact and accountability
- Schedule in advance
- Monthly meetings - Regularity (once a month) and quick deadlines for 1<sup>st</sup> quarter

**Use of Technology**

- How do we use “tools” at the local/project level (i.e. field staff, private sector, govt)
- Leverage existing networks w/ VC (markets, info, etc.)
- Less control/direct service
- Test Breakfast seminar in Bangladesh

**Reporting method – Quarterly Updates**

- 4 questions to journal around; Add some kind of analysis.
  - Journals should be open to everyone
- Needs to be clearly communicated between QED and grantees
- **RESULT:** Blogging on 4 questions, serves as quarterly update
- **Jennifer will develop the 4 questions and get input from LN members**
- Journals (quarterly updates) should be open to everyone
- Performance Indicators: USAID measuring impact of LNs
  - Institution- Internal Learning (Project Level)

- Market- External Learning (Project Level)
  - USAID- Learning Network Learning
- Indicators- You decide project progress

### **Monthly Meetings**

- Explore possibility of video-conferencing
- Skype for those w/o accessibility

### **Documenting Learning in an Ongoing Fashion**

- Quarterly newsletter- enforced through “reputational risk”
- Jennifer will summarize monthly conversations

### **Rules for Sharing and Disseminating Info**

- Confidentiality of intellectual property (editing vs. read access)
- Contribute actively
- Be positive – focus on moving forward (supportive, constructive environment)
- Freely share challenges
- Skype – don’t cut and paste conversations without asking the person first
- Sign-off in a public place
- Contributors v. People who need to be informed
  - “informed” don’t necessarily need access
- Get group clearance (must receive consensus) before sharing publicly
- Sidebar Convos: synthesize on the wiki, be inclusive
- Respect one another
- Focus on moving forward
- Use good judgment and Introduce members you invite (7 Country team leaders -Practical Action; Alex Snelgrove - Care)
- Post your profile
- “What happens in Vegas stays in Vegas”
- Documents/Resources: What can be used/adopted
- Recognize “NFS” - Not For Sharing
- Credit when due (for tools AND knowledge)
- Branding for Final Learning Products