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 (listserv, 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 1st 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
  o Indicators- You decide project progress

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

Documenting Learning in an Ongoing Fashion
  o Quarterly newsletter- enforced through “reputational risk”
  o Jennifer will summarize monthly conversations

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