



First Regional Conference on Knowledge Management for Change (KM4Change)

Dates: June 13 – 15, 2023

Venue: Lomé, Togo



PROGRAMME

A. PURPOSE OF THE CONTINENTAL CONFERENCE

The overall objective of the Conference is to climax the 2023 maiden edition of the KM4Change programme as another step in strengthening Knowledge Management in Caritas and improved production and productivity in the developing sector as a whole.

Participants will present their results, receive certificates as “Certified Knowledge Managers”, be inducted into the Africa KM4Change Community of Practice and network with the wider global KM Community.

B. SPECIFIC OBJECTIVES

The specific objectives of this assignment are to:

1. Afford participants in the 2023 KM4Change Challenge the opportunity to showcase the products/outputs from the challenge and others, and to disseminate via Caritas Africa’s Knowledge Hub knowledge to the public.
2. Present, validate, and launch the jointly developed Knowledge Management Strategy Caritas Africa.
3. Profile and award successful participants from the Challenge with certificates as Certified Knowledge Managers.
4. Outdoor initial steps in implementing the KM Strategy of Caritas Africa and in the National Caritas organisations.
5. Present the charter and activities of the KM4Change Community of Practice and invite additional participants to join.
6. Generate commitments and support of senior managers, donors, staff, and other relevant stakeholders to foster Knowledge Management as a development strategy.

C. EXPECTED OUTCOMES

1. National KM Concepts or recommendations developed by KM4Change participants presented and validated.
2. Participants at the KM4Change Challenge recognized and awarded with relevant certificates.
3. The Caritas Africa KM Strategy presented and validated.
4. The first batch of KM4Change Community of Practice in Africa inaugurated.
5. A joint communique prepared and validated for dissemination among relevant actors to seek international support for advancing KM for sustainable development.

D. APPROACH

- a. The Conference shall be hybrid in nature. About thirty (30) participants shall join physically at the Centre d’Accueil Marie & Marthe (C.A.2M) de l’OCDI Caritas in Lomé. The Conference shall be for 3 days from June 13 to 15, 2023 and will start at 9:00am GMT each day and close at 17:00 GMT.
- b. The Conference shall have four (4) key sessions including;
 - 1) **Section one: Opening**
 - a. Opening remarks by leaders in Caritas Africa
 - b. Keynote statements from thought leaders on development work and Knowledge Management

2) Section two: Technical discussion

- a. Presentations by the KM4Change participants of their draft KM concepts and knowledge products developed through the trainings
- b. Discussions by Conference participants on the KM concepts and knowledge products presented

3) Section Three: Communique Validation Process

- a. Validation processes of the countries' KM concepts and knowledge products
- b. Presentation and adoption of a joint communique

4) Section Four: Awards Ceremony

- a. Presentation of Certificates of Completion and special awards
- b. Caritas Africa will facilitate wide publicity for the Conference using its convening powers.
- c. Report of the Conference proceedings will be produced and disseminated widely.
- d. The countries' KM concepts and knowledge products will be packaged after the Conference for further engagements.
- e. The contents shall be produced as supporting documents to the joint communique and published widely by Caritas Africa.
- f. This Conference shall be the maiden edition of the Annual KM4Change Conference.

E. PROPOSED PROGRAMME AND AGENDA

Time	ACTIVITY	Responsible
12th of June	Arrival	ALL
DAY 1	13th June, 2023	
Moderators: Atsu Sename and Christian Étongo		
08:00 – 09:00	Registration	Caritas Africa
09:00 – 09:15	Introductions & protocols	Moderators
09:15 – 09:30	Welcome & Opening Remarks	Albert Mashika (Regional Coordinator)
09:30 – 10:00	Opening Prayer Goodwill statements from National Caritas Organisations and partners	A Reverend to be identified Samuel Omondi, Kenya Sister Regina, Ghana Rolland Agbessi, Caritas Africa Resource persons
10:00– 10:05	Purpose of the KM4CHANGE Challenge and Conference	Atsu Sename (KM Caritas Africa)
10:05 – 10:25	Keynote: Knowledge Management for Agricultural Development in Africa	Benjamin Abugri, FARA
10:25 - 10:30	Group Photographs & Networking	Christian Étongo
10:30 – 11:00	HEALTH BREAK	
11:00 – 12:00	Story Telling: How KM has made a difference: 3 cases from Africa Senegal Togo Uganda	Moderation: Atsu Sename M. Abbée Alphonse Seck Dr. Anani Combé K. Sélom Dr. Annet Nabatanzi Muyimba (online)
12:00 – 12:20	Knowledge Management: Key components and challenges. Any overview and summary	Andreas Brandner, KMA
12:20-12:30	Conclusion	Moderators
12:30 – 13:30	LUNCH BREAK	
13:30 – 14:30	Global KM opportunities and challenges: Caritas Africa Caritas Europe Misereor	Albert Mashika, Atsu Sename Miriam Pikar Katja Meyer and Anna Weigang
14:30 – 14:50	Knowledge Management at Caritas Africa: Assessment results and KM Strategy	Atsu Sename, Andreas Brandner
14:50 – 15:00	Q&A	Moderators
15:00 – 15:30	HEALTH BREAK	
15:30 – 16:45	Knowledge Café: How to make the CHANGE Collaboratively reviewing the KM strategy and and fostering its implementation	Facilitator: Andreas Brandner
16:45 – 17:00	End of Day Wrap-up Session	Christian Étongo

DAY 2	14th of March, 2023	
	National KM Strategies and recommendations Peer-consulting and mutual learning Moderator: TBD	
08:30 – 08:45	Networking, socializing	all
08:45 – 09:00	Recap	Day 1 Rapporteurs
09:00 – 09:05	Opening Prayer	Jointly
09:00 – 10:00	Presentations of KM Concepts and recommendations developed by participants through the 2023 KM4Change Challenge	4 presentations
10:00 – 10:30	Peer-consulting and mutual learning	Moderator
10:30 – 11:00	HEALTH BREAK	ALL
11:00 – 12:00	Presentations of KM Concepts and recommendations developed by participants through the 2023 KM4Change Challenge	4 presentations
12:00 – 12:30	Peer-consulting and mutual learning	Moderator
12:30 – 13:30	LUNCH BREAK	ALL
13:30 – 14:30	Presentations of KM Concepts and recommendations developed by participants through the 2023 KM4Change Challenge	4 participants
14:30 – 15:00	Peer-consulting and mutual learning	Moderator
15:00 – 15:30	HEALTH & NETWORKING BREAK	ALL
15:30 – 16:30	Presentations of KM Concepts and recommendations developed by participants through the 2023 KM4Change Challenge	3 participants
16:30 – 17:00	Peer-consulting and mutual learning	Moderator
17:00 – 17:15	Wrap-up of Day 2	Moderators
18:30 – 19:30	Knowledge Art Walk	Facilitator: Andreas Brandner
DAY 3	15th June 2023	
Moderator: N.N.		
Rapporteurs: N.N.		
08:30 – 08:45	Networking, socializing	all
08:45 – 09:00	Recap	Day 2 Rapporteurs
09:00-10:00	Presentation of knowledge products developed by the participants during the programme Feedback and discussion	Resource mobilisation
10:00 – 10:30	Presentation of knowledge products developed by the participants during the programme Feedback and discussion	Conflict prevention
10:30 – 11:00	HEALTH BREAK	ALL
11:00 – 11:30	Presentation of knowledge products developed by the participants during the programme Feedback and discussion	Advocacy
11:30 – 12:00	Presentation of knowledge products developed by the participants during the programme Feedback and discussion	Safeguarding

12:00 – 12:30	Presentation of knowledge products developed by the participants during the programme Feedback and discussion	Organisational Development
12:30 – 13:30	LUNCH BREAK	ALL
13:30 – 15:00	Presentation of the concluding Communique and coordinated action points. Group discussions and integration Signing of Conference Communique	All
15:00 – 15:30	LUNCH BREAK	ALL
15:30 – 16:30	KM4Change Awards Ceremony Inauguration of the KM4Change CoP	All
15:30 – 16:00	Presentation and signing of the KM4Change CoP Charter; Inauguration of KM4Change CoP	Key actors and stakeholders
16:00 – 16:30	Presentation of Certificates of Completion of 2023 KM4Change Challenge	Albert Mashika, Prof. Andreas Brandner
16:30 – 16:45	Farewell Messages	All
16:45 – 16:55	Closing remarks	Albert Mashika
16:55 – 17:00	Closing prayer	N.N.
END OF CONFERENCE & DEPARTURE		