

## **Minutes of Second meeting of M&E Knowledge sharing network (M&E-KSN) held on 21 January, 2013**

The Second meeting of the M&E knowledge sharing network was held at the conference room of SCA (Seed Certification Agency) on 21.01.2013 at 10.00 am to 5.00 pm IAPP (TA) component officials, The participants who were attended on Result Based M&E training at RDA, Bogra and officials of SCA were present in the meeting(annexure-1-list of participants). The chairperson of the Second meeting was senior member of M&E Knowledge Sharing Network (M&E-KSN) Md. Abu Yousuf Miah, Principal Field Control Officer, SCA, Gazipur.

Meeting begins with flowery reception by Seed Certification Agency (SCA). All the SCA officials were present at the beginning of the meeting. Meeting started with self introduction including job description and explanation how each one can contribute in KN from his/her present position. Md. Abdul Malek, Principle Seed Certification Officer described activities of its different wings of SCA. Md Abu Yousuf Miah, Principal Field Control Officer, explained his Cambodia's experience and presented a power point presentation about knowledge Management Sharing Network. He discussed the history behind the beginning of M&E-KSN in Bangladesh. He also explained types of knowledge, what is explicit knowledge? What is tacit knowledge and how it works. Md. Mahmud Hossain, National team Leader, IAPP-TA, FAO, explained how IAPP developed, how it have come through CIP (country Investment Plan), how IAPP-TA working for capacity building of govt. officials, how M&E-KSN started, philosophy behind knowledge management sharing network. He invited the audience to share their knowledge with others because knowledge is power, if someone shares his/her knowledge with others, it will increase, and it will gets power. He also described the importance of KSN and explains how it works globally, institutionally and even we use it among ourselves. Dr. F.I.M Golam Wahed Sarker, Senior Agriculture Economist explained advantages of knowledge management sharing network. Asna Zareen, Program and M&E officer, FAO explained about role of knowledge management sharing network of an organization. Bilkish Begum, Production Economist of DAE, asked to IAPP- TA to arrange a workshop or seminar for senior officials, who are related with policy making because it is necessary to inform them about M&E for development of RBM&E in an organization. Masuma Younus, Production Economist, DAE expressed her Cambodia's experience and presented how knowledge sharing network improve a project management cycle, she explained about useful KM resources (KM4DevCommunity site, KM4DevWiki, KSToolkit etc), Use of ICT and Social Media for KM. SM Saiful Islam, Deputy Chief of BADC requested to Masuma to share her Cambodia's training materials by e-mail. Asna Zareen informed the audience, she will develop a Wiki for M&E-KSN group to share something each other. Md. Sadequr Rahman, Monitoring & Evaluation Officer asked to IAPP- TA to arrange more training batch of RBM&E. Dr. Shariful Islam, Field Officer of SCA asked, other than M&E, is it possible to include any other person to M&E-KSN group? Md. Mahmud Hossain, National Team Leader, IAPP-TA, FAO informed to the audience about the criteria to be a member of M & E-KSN. Maksuma Akter, Senior Assistant Secretary of MoA wishes the success of meeting of M & E-KSN group but she was missing the meeting very much. Dr. M.A Sabur, ULO, P&E cell of DLS told that it is necessary to finalize the group's name, he also asked to M&E-KSN group, next

meeting want to arrange at DLS. Md. Mahmud Hossain, National Team Leader, IAPP (TAC) requested to participants to prepare a concept paper before third meeting. All group members opined that it is necessary to develop a logo for the M&E group.

Mr. A. H. Iqbal Ahmed, Director of SCA joined with group members in the second half of the meeting. It was an inspiring event for M&E-KSN members. He welcomes the idea of knowledge sharing network and expressed his confidence of success.

After threadbare discussion, the meeting ended up with the following decisions:

1. Name of the Network will be M&E knowledge sharing Network (M&E-KSN).
2. Third meeting will be held at DLS, Farmgate, Dhaka on 2nd week of March, 2013.
3. Network will exclusively for M&E trainees in Bogra, but may include those who have tested knowledge and experience on M&E field.
4. Concept paper will be finalized within second week of February 2013.
5. ToR finalized.
6. All members of M&E-KSN will check their e-mail regularly.
7. IAPP-TA will check the possibility of developing WiKi for the network.
8. Membership list, Cambodia training materials should be posted in the e-mail address of all the members.
9. Logo of M&E-KSN will be developed within the period of next meeting.
10. M&E Group appreciated Mr. Nick to be the critic of the M&E knowledge sharing network.

The chair concluded the meeting thanking all concerned specially Director SCA for his sincere support and cooperation.

Date: 21 January 2013

  
(Md. Abu Yousuf Miah)  
Chairperson 2<sup>nd</sup> M&E-KSN Meeting &  
Principal Field Control Officer  
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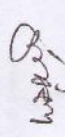

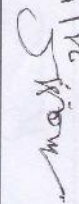
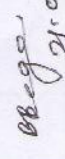

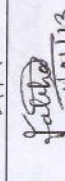
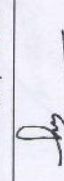
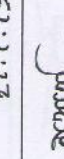
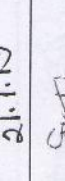
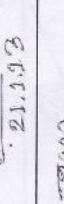
**Copy for kind information and necessary action:**

1. Director, Seed Certification Agency (SCA), Gazipur-1701.
2. Project Director, IAPP, Shech Bhaban, Farmgate, Dhaka.
3. Mr. Nick, Lead Consultant, IMA International, Drummond House, High Street, Hurstpierpoint , BN6 9RE , UK
4. Principal Seed Certification Officer, Seed Certification Agency (SCA), Gazipur-1701.
5. Chief Seed Technologist, National Seed Testing Laboratory, SCA, Gazipur-1701.
6. Mr. Mahmud Hossain, National Team Leader, IAPP (TAC), FAO, Dhaka.
7. Dr. F.I.M Golam Wahed Sarker, Senior Agril. Economist, BRRI, Gazipur.
8. Dr. M.A. Sabur, ULO, Planning & Evaluation Cell, DLS, Dhaka.
9. Bilkish Begum, Production Economist, P&E Wing, DAE, Dhaka.
10. Masuma Yousus, Production Economist, DAE, Dhaka.
11. Asna Zareen, Program and M&E Offier, FAO, Dhaka.
12. Sheikh Mohammed Saiful Islam, Deputy Chief, BADC, Dhaka.
13. Md. Sadequr Rahman, Monitoring & Evaluation Officer, DAE, Dhaka
14. ...., Senior Training Officer/Quality Control Officer, SCA, Gazipur-1701.
14. ...., Sample Collection Officer, SCA, Gazipur-1701.
17. ...., Seed Analyst, Gazipur-1701.
21. Office Copy.

## Bangladesh M&E Knowledge Sharing Network Participants List (2<sup>nd</sup> Meeting)

Venue: Seed Certification Agency, Gazipur

Date: 21.01.2013

| SL  | Name and Designation                                       | Organization | Phone Number | E-mail address            | Signature   |
|-----|--|--------------|--------------|---------------------------|---|
| 01  | Md. Abou Yousuf Hossain<br>Principal field contact officer | SCA          | 01711-183963 | yousuf19@yahoo.com        |    |
| 02  | Dr. F. I. M. Golam Wahed Sabur<br>Senior Agril. Economist  | BRR          | 01715077893  | gwsanker@yahoo.com        |    |
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| 05  | Masunga Younus<br>Production Economist                     | DAE          | 01552038016  | masungayounus@yahoo.com   |    |
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| 07  | MAHMUDA HUR<br>Seed Analyst                                | SCA, Gazipur | 01718425311  | hugmahmud@yahoo.com       |  |
| 08  | Nadira Khanam<br>Seed analyst                              | SCA, Gazipur | 01195207894  | madina_khanam81@yahoo.com |  |
| 09  | Sharmin Akhter<br>(Seed Analyst)                           | SCA, Gazipur | 01711736571  | Sharmin_sca25@yahoo.com   |  |
| 10. | Hafsa Khatun<br>(Sample collection officer)                | SCA, Gazipur | 01721670789  | Hafsa_happy@yahoo.com     |  |

**Bangladesh M&E Knowledge Sharing Network**  
**Participants List (2<sup>nd</sup> Meeting)**

Venue: Seed Certification Agency, Gazipur  
 Date: 21.01.2013

| SL | Name and Designation                                    | Organization   | Phone Number                     | E-mail address           | Signature       |
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| 11 | ROUSON AAA BEGUM<br>Sample Collection Officer           | SCA            | 01711160259                      | naibegum2008@yahoo.com   | RA Begum        |
| 12 | KHABIRUN NAHAR<br>Sample Collection Officer             | SCA            | 01733995286                      | nahar.khabirun@yahoo.com | NAHAR           |
| 13 | Asna Zareen<br>Programmer and MIZ officer               | FAD            | 01715019341                      | Asna.Zareen@geo.org      | Zareen          |
| 14 | Dr. Md. Zakir Hossain<br>DCO                            | SCA            | 01199182324                      | z.hossain50@gmail.com    | Zakir           |
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| 16 | Sheikh Mohammed Saiful Islam<br>Deputy Chief            | BADC           | 066: 9552724<br>No - 01556379839 | Saiful_bade@yahoo.com    | Sheikh Mohammed |
| 17 | Md. Saadequr Rahman<br>Monitoring & Eva. officer        | DAE            | 01821787658                      | saahman_1972@yahoo.com   | Saadequr Rahman |
| 18 | Md. Mahmud Hossain<br>National Team Leader              | IAPP-TA<br>FAD | 01818415912                      | Mahmud.Hossain@fa.org    | Mahmud Hossain  |
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| 20 | S M Rashid<br>CST                                       | SCA            | 01678054999                      | smrashid5@yahoo.com      | S M Rashid      |