



# TAP-NETS

## **PRELIMINARY GUIDELINES**

*(Objectives, Activities, Output, Organization & Evaluation)*

**28 August 2002**

# ACBF TECHNICAL ADVISORY PANELS AND NETWORKS

---

## OBJECTIVES, ACTIVITIES, ORGANIZATION AND EVALUATION

### OBJECTIVES

The fundamental objective of a TAP-NET is to provide a pool of technical and professional expertise that will supplement existing skills in the Foundation in order to raise the quality of its operations. Thus, a TAP-NET is established and maintained to support the activities of the Secretariat in each core competence area and, where possible, provide the Executive Board and Board of Governors an idea management tool through which they can broaden consultation and review specific issues and questions relating to capacity building. A TAP-NET is expected to achieve other objectives. It has to serve as:

- an institutional support for reviewing aspects of the Foundation's activities and adding value to its operations;
- an idea management tool for the Secretariat to seek professional opinion on issues and discuss ideas in greater depth; and
- a professional arm of the relevant thematic network or community of practice that will be set up by the Foundation in the relevant core competence area.

### ACTIVITIES

Each TAP-NET will assist the Foundation's Secretariat on needs basis through the following, among others:

- Provision of technical and advisory support to the Foundation (the Secretariat and the Boards) and its stakeholders in the development and appraisal of projects and programs designed to build and strengthen capacity in the relevant core competence area.
- Contribution by means of technical and advisory services to the growth of the Foundation's knowledge generation and sharing programs. Support will be expected in the following areas, among others:

- Active participation as a member of the community of practice or relevant thematic network of which the TAP-NET would be a technical organ.
- Participation in the establishment and activities of knowledge sharing networks in one of the core competence areas.
- Participation in, leading and/or coordinating operations-related and thematic/development-oriented research and publications on capacity building and development management issues in the relevant core competence area.
- Contribution to best practice notes in capacity building and development policy management issues in the relevant core competence area.
- Contribution to notes to share lessons of experience in capacity building and development policy management.
- Participation in the provision of knowledge-related services – capacity profiling/needs assessment exercises, research to fill information and knowledge gaps, publications, etc.
- Organization of and participation in Network seminars and workshops
- Participation in the preparation of summaries of /or lessons notes from project performance review
- Participation in synthesizing abstracts from research/policy analysis work undertaken in the area of the TAP-NET's operation.

## **ORGANIZATION & MANAGEMENT**

Each TAP-NET will be organized as follows:

1. Its establishment will be guided by the KMPSD and managed by the Foundation's Knowledge Management Team (KMT) in the area in which the TAP-NET is set up. Initial coordination responsibility would be vested in the KMPSD.
2. As the TAP-NET firms up its operation, the KMT will, with guidance from the Foundation's management, designate a coordinator for its activities and guide its transition into a community of practice.
3. There will be an annual budget under KMPSD to support the activities of each TAP-NET and this will be managed by the responsible KMT. The budget will depend on the size of the TAP-NET and the scope and scale of its activities.

4. Each TAP-NET will have a web site and its members will be allocated passwords for access.
5. The web site for a TAP-NET will gradually evolve into a web site for a community of practice or thematic network for each core competence area. Thus, the starting point for the community of practice for each core competence area will be the relevant TAP-NET. The portal for the community of practice will be accessible without a password and will be devoted to generating and sharing knowledge and information. The web site (and subsequently web page following the emergence of the relevant community of practice or thematic network) for the TAP-NET will be accessible to members only by means of a password.
6. Each TAP-NET, though managed by a KMT, will be expected to provide technical support to project and program operations across the Foundation's operations zones.

## **PERFORMANCE EVALUATION**

The performance of each TAP-NET will be evaluated every year to ascertain the level of its effectiveness. The evaluation will examine overall performance and the contribution of each member of the Network.