

**FINAL**  
**GLOBAL HEALTH KNOWLEDGE COLLABORATIVE (GHKC) OPERATING GUIDELINES**  
**Structure, Roles, and Responsibilities**  
**LAST UPDATED: FEBRUARY 2013**

## **1. Introduction**

The GHKC, which began in 2010, is comprised of knowledge management (KM) professionals that come together in a collaborative forum. The goals of this community of practice are to: serve as a platform to share ideas and KM research findings, collect case studies documenting KM experiences in global health, get feedback on KM-related products and services, promote the use of KM-related products and services, and advocate for the importance of KM for organizations and projects.

The GHKC is currently chaired by Johns Hopkins Center for Communication Programs' Knowledge for Health (K4Health) Project. Over 240 members from more than 60 organizations representing 27 countries participate in the GHKC. About 140 members are from the US; the rest come from Colombia, Ecuador, Ethiopia, France, India, Ireland, Italy, Kenya, Malaysia, Nepal, Nigeria, Portugal, Swaziland, Switzerland, the UK, and Zambia. Participating organizations include: CAMRIS International, CARE, Communication for Change (C-Change) Project, ChildFund International, CORE Group, Elizabeth Glaser Pediatric AIDS Foundation, EngenderHealth, FHI 360, Health Policy Project, Institute for Reproductive Health, Georgetown University, IntraHealth International, Ipas, Jhpiego, John Snow, Inc., Jura Editorial, Management Sciences for Health (MSH), The Manoff Group, MEASURE Evaluation, Public Health Institute/Global Health Fellows Program (PHI/GHFP), Social & Scientific Systems, Inc., University Research Co., LLC, U.S. Agency for International Development (USAID), and WHO Department of Reproductive Health (RHR).

This group holds quarterly face-to-face meetings to discuss progress made towards achieving deliverables identified as important tasks of the GHKC and to learn about and explore new KM approaches introduced to the group by members or invited guest experts in the field. Minutes and presentations from past meetings are posted to the GHKC library within the IBP Knowledge Gateway and to the KM for Health and Development Toolkit.

The GHKC also has a moderated listserv for members to share announcements and discussions. This is moderated by the chair; see responsibilities of the GHKC Chair under Section 3: Communication for more information.

Roles and responsibilities are defined below in order to facilitate good governance, promote accountability, and clarify the contribution of GHKC members.

## 2. Member Organizations

GHKC members are those organizations and institutions agreeing to support the operating guidelines and principles outlined in this document.

### **GHKC Member Organizations will:**

- Participate in and contribute to GHKC meetings, strategies, activities, and resources.
- Strengthen commitment and support for the GHKC within their own organizations, projects, and activities by incorporating the vision, goals, activities, and deliverables of the GHKC into their strategies and work plans.
- Support the development of IBP Knowledge Gateway systems that enhance the knowledge management and knowledge sharing activities of the GHKC.
- Support ***Task Team*** activities according to their technical expertise and the working priorities of their own organizations.
- Designate technical staff, as needed, to work with the GHKC Advisory Committee and Task Teams to participate in global, regional, or country activities undertaken to promote or launch GHKC activities.
- Promote knowledge sharing and the use of KM products and services within their organization and in the countries in which they work.
- Agree to share both the credit and responsibility for developing GHKC materials and publications; see GHKC Acknowledgment Guidelines.
- Post relevant communications and documentation to the GHKC listserv (GHKC@knowledge-gateway.org).
- Recruit new members.

### **3. GHKC Chair**

The Chair of the GHKC will be a member of the GHKC Advisory Committee and will rotate in alphabetical order (among members of the GHKC Advisory Committee) every two years, unless otherwise agreed to by the GHKC Advisory Committee. The handover of the Chair will be undertaken during September and the new Chair will assume responsibilities on October 1<sup>st</sup>. If an Advisory Committee member elects not to participate as Chair, then they must give at least three months notice to the GHKC Chair that they wish to decline the Chair. The next member on the list will be approached to accept the Chair. GHKC Chair eligibility will be revisited by members of the GHKC Advisory Committee. See section 4 for more on the responsibilities of the GHKC Advisory Committee. The next chair will assume responsibility on October 1<sup>st</sup>, 2013.

#### **The GHKC Chair will:**

##### ***Leadership***

- Work proactively to provide strategic direction and active leadership to Task Teams and activities, and facilitate efforts to move the GHKC toward its vision and goals.
- Support member organizations in their commitment to and integration of GHKC strategies, vision, and activities into their organization's philosophy and work.
- Act as a model GHKC member in the level of participation and involvement in GHKC activities.
- Serve as a GHKC advocate and champion to USAID and other donors.
- Work with the Advisory Committee to identify an overarching theme for their term that helps to set the agenda for the GHKB meetings (for example, "Learning and Evaluating").

##### ***Management***

- Allocate funds for the purpose of fulfilling Chair duties including organizing and running Advisory Committee meetings and GHKC meetings, writing meeting minutes and reports, and facilitating general communication among the GHKC.
- Work toward ongoing clarification of GHKC Operating Guidelines to facilitate efficient and effective conduct of GHKC business.
- Compile and post relevant events to the GHKC listserv and identify opportunities to link with and/or expand the GHKC portfolio and activities.

##### ***Communication***

- Encourage active collaboration among all partner organizations on GHKC-related activities at the global, regional, and local levels.

- Facilitate communication among members in between meetings and events; serve as the moderator of the GHKC listserv.
- Post relevant communications, meeting notes, and documentation to the GHKC listserv, the KM toolkit and the GHKC library within the IBP Knowledge Gateway.

### ***Meetings***

- Convene and chair meetings of the GHKC Advisory Committee and collaborate with them to prepare the agenda and associated documentation for the GHKC face-to-face meetings of the membership, and provide meeting minutes to all members following these meetings.
- Arrange a transition meeting with the incoming Chair at the end of the term, to pass on advice and lessons learned and to appraise the incoming Chair of impending responsibilities and upcoming activities.

### ***Reports***

- The chair will provide a final report on milestones/achievements during their term, due at handover in October 2013.

## **4. The Chair's GHKC Advisory Committee**

The GHKC Advisory Committee consists of representatives from member organizations; each member should consistently attend GHKC Advisory Committee meetings in order to facilitate greater continuity, productivity, and progress.

Advisory Committee representatives are either self-selected or nominated by other GHKC members. Once a new chair is selected, one of the first orders of business will be a call for Advisory Committee nominations from the larger GHKC. Each organization participating in the GHKC should have no more than two members on the Advisory Committee, with the exception of the chair organization, which may have additional members to help with logistics. The term for AC members will be two years (same as the GHKC chair organization).

### **The Chair's GHKC Advisory Committee will:**

#### ***Leadership***

- Provide strategic direction and counsel to the GHKC Chair; coordinate the development of GHKC activities in collaboration with the GHKC Chair.
- Work electronically as a team and meet as necessary to discuss progress with implementing the GHKC strategies and activities.

- Act as advocates for the GHKC in the international arena, both at the global and country level; act as representatives for the GHKC at conferences and other events, as appropriate.
- Serve as champions for the GHKC within their own organizations and at the international, regional, and country levels; serve as champions for the GHKC within their own organizations and at the international, regional, and country levels; identify cost-sharing opportunities within their own organizations to support GHKC-related activities.
- Lead or support GHKC Task Teams to undertake specific time-bound activities agreed to in GHKC meetings.
- Investigate avenues where the GHKC could expand to reach new audiences.
- Function as ombudsman for concerns raised on the part of any individual or organization in the GHKC and assist in the resolution of any disagreements among GHKC members.
- Work proactively to identify important challenges and opportunities for the GHKC and facilitate efforts to move the group toward its vision and goals.
- Identify opportunities for providing technical leadership through GHKC members on issues of high priority and emerging issues in KM and global health.
- Assist partners and member organizations with the identification and sharing of evidence-based and proven effective KM practices, materials, and tools.

### ***Communication***

- Facilitate communication among GHKC members and partners, and assist with the dissemination and exchange of information.
- Support the further development and expanded use of the GHKC listserv.

### ***Meetings***

- Work with the GHKC Chair to organize and prepare the agenda and associated documentation for GHKC and Advisory Committee meetings, and assist with the preparation and distribution of meeting minutes following these meetings.

## **5. Task Teams**

A Task Team is formed to undertake a specific time-bound activity and/or act as a "think tank."

Task Teams are expected to formulate their own scope of work and complete their assignment within a specified timeframe. Each Sub-Community will be led by a member of the GHKC (not limited to members of the Advisory Committee) who has experience and expertise in that specific area of work.

**GHKC Task Teams will:**

- Nominate a team leader who will communicate with members of the Task Team on a regular basis electronically. If necessary and feasible, a team will organize a face-to-face meeting when appropriate.
- Undertake specific time-bound assignments that contribute to achieving the activities identified by the GHKC and commit to completing the assignments within a specified timeframe.
- Formulate in collaboration with team members and GHKC a scope of work that specifies the activities the team will undertake, expected outcome, and estimate the resources (human, time, and financial) required to complete the activity.
- Report on the progress of Task Team activities to the GHKC Chair and Advisory Committee on a regular basis, through their team leader.