List of KM Services
The following list should be considered as an inventory of tasks that the KM Core Team has the collective skills and experience to undertake in support of individual GWF projects. Not all tasks can be undertaken for all projects – the KM Core Team has undertaken a needs assessment for each project that will inform our work, priorities and distribution of human resources.

Tasks	KM Team Role		
	Lead	Support	Advisory
PLANNING AND INITIATION			
Workplan development (for projects co-producing research with collaborators)			
Develop a workplan framework that integrates KM activities into the research program	X	✓	✓
Workplan gap analysis (focus on co-production planning) – do we have all the project information needed to develop a research plan with collaborators? (e.g. have we identified research end products and end users for all tasks?)	✓	✓	✓
Analysis of project resourcing and team structure (focus on co-production planning) – have we thought through everyone that needs to be part of the plan, and what their roles will be? (e.g. collaborator roles on a task-specific basis)	✓	✓	✓
Workplan packaging for execution of research/project plan agreements with key collaborators	X	✓	✓
Idea pitching/proposal writing to supplement underfunded portions of project	X	✓	✓
KM strategy development			
Analysis of existing KM strategy to identify areas needing improvement, flexibility and/or likely adjustment points	✓	✓	✓
Updates to KM strategy resulting from ongoing research team and collaborator feedback	✓	✓	✓
Development of new KM strategies	✓	✓	✓
Collaborator identification and onboarding			
Identify potential end users and other stakeholders (e.g. identifying additional end users and interested parties)	X	✓	✓

Define levels of effort for onboarding per collaborator group (e.g. existing strong relationships, relationships in development, cold calls)	X	✓	✓
Develop a collaborator onboarding strategy	X	✓	✓
Contact collaborators to confirm involvement and onboarding approach	X	✓	✓
Discussions with users to help clearly define research needs	X	✓	✓
Develop and maintain research team and collaborator contact lists	✓	✓	✓
KM ACTIVITIES			
Committees and meetings			
Define committee/meeting purpose and member representation	X	✓	✓
Invitations to participate	X	✓	✓
Preparation of guiding documents (e.g. Terms of Reference, Charter, agenda)	✓	✓	✓
Meeting scheduling and logistics	X	X	✓
Meeting planning (materials, format)	X	✓	✓
Presentations – review slide deck, offer language advice, practice runs with presenters	X	✓	✓
Attendance (monitor discussions, provide feedback on success/challenges, and impact on KM plan)	✓	✓	✓
Facilitation	✓	✓	✓
Minutes	X	✓	✓
Workshops and seminars			
Planning – scheduling and logistics	X	X	✓
Planning – materials, format, invitees	X	✓	✓
Presentations – review slide deck, offer language advice, practice runs with presenters	X	✓	✓
Facilitation	✓	✓	✓
Minutes	X	✓	✓
Translation materials (e.g. newsletters, policy briefs)			

Planning and coordination (format, timing, content plan)	X	✓	✓
Content – analysis and synthesis of research results to create product suitable for risk analysis, decision making or other purpose	✓	✓	✓
Review for appropriate messaging, language, methods, messengers - in collaboration with communications team	✓	✓	✓
Layout, production and dissemination (e.g. support communications team leading these tasks and/or overseeing subcontractors (e.g. graphic designers))	X	✓	✓
Websites, apps, and visual materials (e.g. videos)			
Planning - content and flow	X	✓	✓
Site setup and management	X	✓	✓
Content management (periodic review, recommendations, updates)	X	✓	✓
Knowledge dissemination			
Send project updates, translation materials, and research end products to collaborators and request/encourage feedback	X	✓	✓
Identifying strategies for transferring and communicating information to collaborators	X	✓	✓
NETWORKING AND RELATIONSHIP MANAGEMENT			
Engagement and communication with stakeholders to check-in on successes/challenges	✓	✓	✓
Problem-solving and intervention (if needed) to overcome differences in understanding and perspectives among researchers and collaborators.	✓	✓	✓
KM presentations for external audiences: collaborators, classes or interest groups	✓	✓	✓
Give project-level presentations at strategic conferences or meetings, events	X	✓	✓
Identify opportunities to connect project to other synergistic networks or initiatives	✓	✓	✓
PROGRESS TRACKING AND MONITORING			
Monitoring and progress tracking of KM plan implementation	✓	✓	✓
Team coordination and monitoring completion of key KM-related action items (e.g. reports, documents)	✓	✓	✓

Development of form for researcher use: tracking and documentation of collaborator engagement	✓	✓	✓
Collection, tracking, and filing of relevant supporting documentation (e.g. meeting minutes, key correspondence)	✓	✓	✓
Identification of KM successes and challenges, and of opportunities to overcome challenges and to improve on KM processes, practices and activities.	✓	✓	✓
REPORTING AND ADMINISTRATION			
Development of relevant performance indicators (project- and product-level)	✓	✓	✓
Documentation/reporting of KM plan progress and success measured against selected performance indicators	X	✓	✓
When requested, update the GWF Strategic Management Committee on project-specific KM progress, achievements and challenges	✓	✓	✓
Project annual reports (KM section)	X	✓	✓

KM Team Role

Lead – take ownership for completion of the task, with support from the research team.

Support – help the research team ensure success of task: contribute to discussions, help prepare materials, review materials.

Advisory – contribute to strategy planning, offer recommendations and best practice information, provide templates and resources.