

Dear KM Correspondent,

The KM Team in DEVCO.03 is delighted to welcome you on-board and we look very forward to working with you!

To help you understand and perform your role better, you can find below links to essential information and resources:

➔ On the network's main communication tool, our **Capacity4dev** group '[KM Correspondents Network](#)' (we therefore ask you to accept the membership invitation sent separately so that you can be kept informed about the latest news and events):

[How our C4D group works:](#) [Group's purpose, content, participation, and support.](#)

[Mission and organisation of the Network, and the role of the KM Correspondent](#) (including **practical examples** on the role and the **job description** to include in SYSPER)

[The KM Team in DEVCO.03 and The KM and Learning Steering Committee \(SC\)](#)

[The Learning and Knowledge Development Strategy \(LKDS\) and the Action Plan](#)

[Resources: KM Tools and Practices, communication material, Training, learning material, external resources.](#) (**Communication material** to use in your unit/Delegation)

[The 'Blog' section](#) : Our **interactive space!** Various blogs and comments posted/shared by the KM Team and by other KM Correspondents on various LKDS-related actions, activities, topics, practices, news, etc. of interest to you as KM Correspondent and to our work.

[The 'Events' section](#) : The **network meetings** and **workshops** organised by the KM Team for you and as well **external events** of interest to the group. All the events' related material is also posted here: minutes, agendas, presentations, links, etc.

➔ On **DEVCO's intranet** there are as well various KM and Learning pages for everyone's general information:

- [Strategy on Learning and KM](#) : The general page on the strategy under 'DEVCO & Management'.
- [KM and Learning Steering Committee](#) : The SC's ToRs together with the SC's meeting documentation (agendas, minutes, presentations, concept papers proposed, reports on LKDS actions, etc.).
- [The main KM pages](#) : DEVCO KM Strategy & Action Plan; The DEVCO KM Team; KM actions; KM events & DEVCO.03 Knowledge Sharing initiatives; KM tools and practices; KM networks; KM external resources.
- [The main Learning pages](#) : Learning news, Learning offers and paths.

➔ The KM Team is here to **support you** and to **guide you** in your role as a KM Correspondent – **do not hesitate to contact us** by email, phone, face-to-face or our C4D group! KM Correspondents in Delegations are very welcome to meet us for a coffee should you be in Brussels.

The KM Team
DEVCO.03