



The IKM Toolkit

The MEA and UNEP Information and Knowledge
Management Initiative

*1st Steering Committee Meeting
22-24 June 2010, Glion, Switzerland*

The IKM Toolkit

Background

At the 2nd IKM WG Meeting (February 2010) it was decided to draft a **Toolkit** or **Guidance Document** for consideration by the IKM Steering Committee

The IKM Toolkit

Background

The target audience was identified was MEAs and partners working on the proof of concept project:

- Senior managers
- ICT Managers and developers
- Web developers, etc

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Background

The objective was to document:

- Vision statement and agreed upon definition of KM, including goals and objectives
- Lessons learned
- Recommendations on a specific activity (*for ICT, such recommendations would focus on formats, protocols and standards, security, web services, etc.*)



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Background

The objective was to document:

- Contact points (Steering Committee and WG members)
- Communication mechanisms
- References, glossary/definitions
- Other complimentary guides or toolkits

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Complimentary toolkits and guidance documents

- The CITES E-permitting toolkit
- The Stockholm Convention CHM implementation guidelines (draft)
- The CBD CHM Toolkit

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Possible formats of the IKM Toolkit

- Web-based
- WIKI (Hawaiian word for "fast" and **W**hat **I** **K**now **I**s)
- PDF

Arguably, a WIKI would foster collaboration, participation, sharing of expertise, the basic elements in a KM strategy.

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Possible outline for the IKM Toolkit

- Introduction (background and mandates)
- Vision and purpose
- How to contribute to this document
- Knowledge management
 - Definition
 - Strategy
 - Application

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Possible outline for the IKM Toolkit

1. Semantic level (agreement on content description standards)
 - The controlled vocabulary
 - » Purpose
 - » Established controlled vocabularies
 - The IKM controlled vocabulary
 - Establishing Authority Control (UF, NT, BT, RT)
 - Boolean searching

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Possible outline for the IKM Toolkit

1. Semantic level

- Metadata: importance, use with controlled vocabulary, role in interoperability of data
- Agreement on metadata standard (Dublin Core, ISO 15836:2009)

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Possible outline for the IKM Toolkit

2. Structural level (agreement on XML schemas)

- Why syntax encoding languages like XML
- The IKM schemas (Decisions, events, etc.)
- Resource Description Framework (RDF, if used)
- SOAP and REST (Representational State Transfer)



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Possible outline for the IKM Toolkit

3. Syntactic level (agreement on how to tag and mark data)

- Why syntax encoding languages like XML
- The IKM schemas (Decisions, events, etc.)

The 3 levels, semantic, structural and syntactic offers an integrated architectural overview of the project

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The IKM Toolkit as a capacity building resource

Inclusion of course, links to information and expertise

The IKM Toolkit should establish a community of peers willing to share expertise and assist one another

Possible development of online courses or links to and collaboration with existing courses

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Evolution of the IKM Toolkit

As new IKM projects are initiated, the Toolkit will evolve accordingly. At the current time, it deals with the Physical dimension only.



INFORMEA



Thank you!

Mr. Marcos Regis Silva (CITES)

Mr. Richard Wood (Stockholm Convention)