**A KM Approach to High-level and Technical Meetings**

**Preparing your inputs for the OAS KM Working Session on April, Thursday 14th**

**[Please complete one form per High-level or Technical Meeting]**

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| --- |
|  |

1. Name of the High-level or Technical Meeting:
2. What type of meeting is it? (single choice)

|  |  |
| --- | --- |
| □ High-level | □ Technical |

1. Frequency with which this meeting is organized: (single choice)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| □ Quarterly | □ Semi-annual | □ Annual | □ Biannual | □ As needed |

1. Year of last meeting organized: 20\_ \_
2. Which standard documents/products are developed for this High-level or Technical Meeting?

|  |  |
| --- | --- |
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|  |  |
|  |  |
|  |  |
|  |  |

1. Where are the previous meeting documents stored?

|  |
| --- |
|  |

Link 1:

1. Are they stored in more than one place?

|  |  |
| --- | --- |
| □ Yes | □ No |

* 1. If Yes, could you provide the additional links?

|  |
| --- |
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|  |
|  |

1. How are these documents organized?

|  |  |  |
| --- | --- | --- |
| □ By date/meeting | □ By topic | □ Other: |

1. In what format are these documents available? (Multiple choice)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| □ PDF | □ PPT | □ Word | □ Database | □ Other: |

1. Are the documents available on the intranet for internal users, the internet for external users, or both?

|  |  |  |
| --- | --- | --- |
| □ Intranet only | □ Internet only | □ Both |

1. Are there checklists or templates that facilitate the organization of these meetings?

|  |  |
| --- | --- |
| □ Yes | □ No |

Please send the checklist or template to Denise Goolsarran: DGoolsarran@oas.org

1. Who has access? (single choice)

|  |
| --- |
| □ Some employees of the Department |
| □ All employees of the Department |
| □ Some employees of the Secretariat |
| □ All employees of the Secretariat |
| □ Other: |

1. Where are they located? (multiple choice)

|  |
| --- |
| □ Individual drives (C drive) |
| □ Shared OAS drives |
| □ Shared external drives (Google drive) |
| □ Other: |

1. Provide at least 3 recommendations to improve and take better advantage of this High-level or technical meeting from a knowledge management perspective:

|  |
| --- |
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|  |
|  |

|  |  |
| --- | --- |
| Completed by: (name) |  |
| Department: |  |
| Secretariat: |  |
| Date: |  |