

USAID Knowledge Management Inventory

1. Describe your knowledge sharing activity - what did you do? – how did you do it?

EXONet Newsletter. The users are EXOs, their staffs and other USAID personnel interested in/involved in administrative management.

The EXONet Newsletter is an electronic newsletter. It is distributed monthly and contains articles, information and releases (e.g. AID/State policies) of particular interest to EXOs and overseas USAID mission. The EXONet covers, for example, Human Resources, Personal Property Management, ICASS, travel and transportation, security, facilities/real property, and other administrative management issues.

The EXO Toolbox is another medium for knowledge management that is maintained by M/OMS. It is a website that servers as a repository for essential policy guidance and links.

2. Describe your motivation / rationale / value proposition / business case for the initiative – why did you do it? – for whom?

The EXONet seeks to disseminate a wide range of administrative information from many sources (both within the Agency and from other sources) into one neat, monthly package, thus making it more readily available to managers in the field. It also provides EXOs with a medium for electronic discussions (not real time) of issues of concern (through our monthly Forum column).

3. Describe the results of the effort – who and/or what was impacted and how? – what are the benefits?

The EXONet has been successful in getting information out to EXOs and other managers. It has also been successful in stimulating discussion among EXOs on administrative issues of import to USAID.

4. Describe any future implications or issues related to the initiative, e.g., what plans are in place? What current constraints or challenges are you facing? How is the initiative being sustained / maintained? How can it be replicated or scaled up?

The EXONet newsletter is something M/OMS definitely plans to continue using. We are in the process of making web-enabled.

The EXO Toolbox is being redesigned and updated to make the information available more up-to-date and more useful to EXOs. One feature being added is an online welcome kit that will provide useful information resources to all USAID (not just EXOs) traveling to AID/W on TDY or on assignment.

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Electronic documentation link (if available):

<http://inside.usaid.gov/M/AS/OMS/>