



ASM Knowledge Hub Secretariat

Role of KH Secretariat

The main role of the Secretariat is to ensure effective coordination among stakeholders and to disseminate knowledge to others.

- Effectively running the ASM Knowledge Hub web-based platform
- Convening stakeholders to strengthen the ASM network through coordination and cooperation
- Promoting knowledge sharing, learning and capacity building initiatives of stakeholders
- Ensuring the collection and documentation of relevant information and data on ASM
- Supporting evidence creation initiatives of members
- Leveraging member s' promotion and advocacy initiatives

During the implementation of SAM project, the Secretariat will work with the SAM KH and Communications Expert and Datacom company to develop and manage web-based platform for the Knowledge Hub. Through an open tender process, Mongolian software development company, Datacom, has been selected as the developer for the web-based platform. In collaboration with SAM Project experts, the Secretariat will support each thematic group to support and coordinate for meetings, workshops and events with SAM project collaboration.

The ASM KH has email and social media group to conduct regular stakeholder meetings to promote the network. The ASM KH's main tools for knowledge dissemination will be platform, database, resources and knowledge-exchange events such as in country study tours, workshops, on-site training and meetings.

Coordination and management

- develop the Strategy of the ASM KH
- manage the ASM KH
- define the working plan and budget for the two years to be approved by the ASM KH Board
- report to ASM KH Board on a quarterly basis

Knowledge sharing, communication and networking

- internal communication activities of the ASM KH
- external communication, promotion and ASM advocacy and awareness raising
- facilitation of the interaction among ASM KH members at different levels
- facilitation of collaboration with ASM International Knowledge Hub

Fundraising and Advocacy

- engage and advocate with stakeholders at policy-level for ASM
- define the business plan for the ASM KH
- find the possible opportunities to engage with private sector and LSM

- find synergies with relevant projects like Merit and others
- work with thematic leaders on lobbying and advocating ASM issues at National level

KH Secretariat structure

In order to effectively and efficiently manage the Knowledge Hub and to ensure its sustainability, two full-time staff of MMHI will be worked at the Secretariat.

- The ASM Knowledge Hub have own users and members. Users and members received up to dated information on ASM sector.
- The Secretariat managerial and institutional capacity improved and developed strong relationships and networks with organizations on each thematic group. Also built relationship with government organizations at all levels.
- Through ASM Knowledge Hub, there will be increased, improved and positive understanding on ASM.
- Best practices and lesson learnt of ASM sector will be promoted to international arena.