



Terms of reference for the Team Defence Knowledge Management Community of Practice (KM COP)

A Community of Practice is a group of 'people who share a concern, a set of problems, or a passion about a topic, and who deepen their knowledge [, practice] and expertise in this area by interacting on an ongoing basis.' (Wenger et al)

Introduction & context

These TORs detail the context, objectives, membership, facilitation, ways of working and outputs of the KM COP.

Defence objectives are pursued and met through a close partnership between government and a complex mesh of suppliers and service providers. Whilst each entity in the partnership has its own information and knowledge management requirements, a responsive ecosystem is shaped by, and must adapt to, a wide range of political, technological, economic and social factors. Not least of these are the increased threat in Europe and elsewhere; the changing ways of warfare; and the rise of automation, autonomy and data driven processes. Moreover, never has there been so much data and information available, setting the scene for a challenging review of knowledge management practice.

Through engaging as individuals and representatives of our organisations, the KM COP seeks to develop knowledge management practice in the interests of our own organisations and thereby for the UK Defence ecosystem at large.

It is in this context that following objectives are established.

Objectives

1. To develop our knowledge management leadership and practice for the benefit of our organisations and the UK defence eco-system at large.
2. To champion knowledge management practice at a time of immense strategic and technological uncertainty, not least as a means of addressing that uncertainty.
3. To create a learning community amongst a network of knowledge management practitioners and stakeholders in government, industry, academia and elsewhere.
4. To share and create insight on the best possible (optimal):

- a. Approaches to generating, capturing and managing knowledge in the service of our people, and
 - b. Processes and technology that support and provide value.
5. To jointly benefit from the actionable ideas of members, their pilots, trials and feedback.

Membership and participation

Membership is open to the MOD KM community and industry members of Team Defence Information. Others who can contribute to the achievement of the above objectives can be invited to join through the Chairs.

Facilitation

The KM COP is facilitated by co-chairs from MOD and industry, supported by a Team Defence Information (TD-Info) facilitator and the wider TD-Info team. The direction of the KM COP is shaped by the involvement and engagement of its members, recognising that members may have diverse KM interests and needs, which nevertheless will be of interest to others within the learning network.

The KM COP will focus on supporting collaboration in all meetings, exemplifying participation and contribution for the mutual benefit of all members and aligned with Ways of Working and culture, to collectively evolve and mature ideas on maximising Knowledge within our organisations.

Ways of working

The KM COP will have five main modes of working:

1. Quarterly face to face meetings for the purpose of working towards outputs.
2. Monthly informal 45 minute online 'virtual coffee' for the purpose of show and tell, or updates on member activity.
3. Asynchronous activity on Kahootz.
4. Development and testing of ideas in the own workplace.
5. Stakeholder engagement and outreach by members of the COP.

In pursuit of the objectives these ways of working may entail, for example:

- Share best practice, ideas and expertise (what works well, what challenges exist) towards embedding Knowledge Management culture, processes, practices and enabling/emergent technologies;
- Sharing ideas on techniques to mitigate the strategic risk of knowledge loss due to staff departures/moves/retirement;
- Knowledge Networks as a source of tacit wisdom, how to exploit and grow;
- Discuss, capture and communicate Knowledge Management success stories
- Operate in a culture of learning, growth and continual improvement – inclusive, receptive to novel ideas, active listening, valuing richness of diversity

- Be custodian of the Knowledge Management Taxonomy to drive a common approach across Team Defence Info.

Outputs

Outputs are to be determined with a view to impact across the defence eco-system.

Administrative T&Cs

The KM COP is subject to the T&Cs relating to membership, which can be viewed at https://www.teamdefence.info/member_policies/

Review

The TORs are to be reviewed annually and amended as necessary.