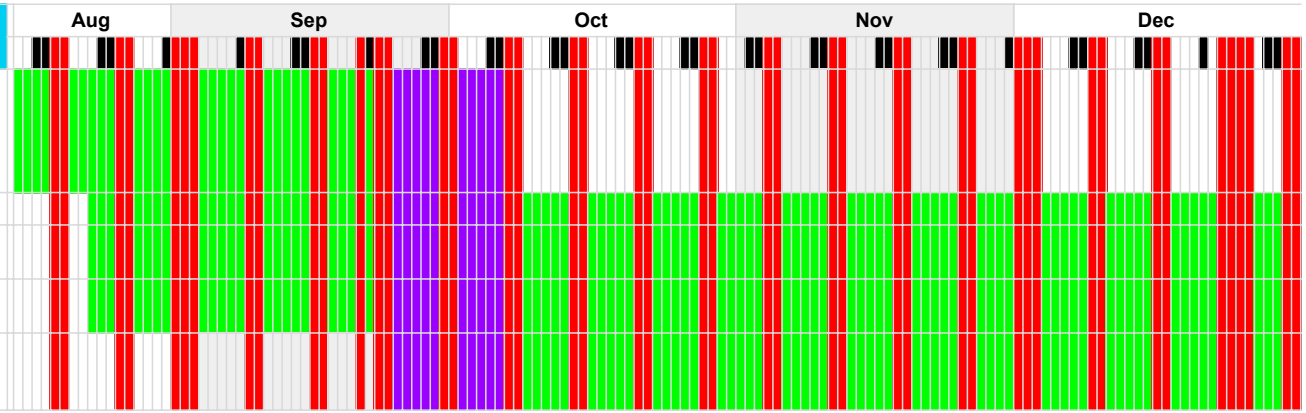
KM TOR Work Plan

No	TOR & Activities
1	**Review and study data obtained from the MONEV, LEADCON, SOCMAR, to identify selected areas or topics to be featured into a series of policy brief, which could include good practices from POLY, policy advocacy supported by the project, drawing lesson from international practices, the role of POLY in vocational higher education sector and others.**
2	**Identify policy briefs topics in coordination with the PMA**
3	**Explore and mapping the knowledge, expertise and experience owned by the POLY staff (tacit knowledge) from the minimum 3 selected or targeted POLY**
4	**Develop methodology to formulate the knowledge, expertise and experience into the concept and systematics of KM docs**
5	**Train lectures on the selected POLYs in formulating their knowledge, expertise and experience (tacit knowledge) in the form of standardized and codified writing concepts and documenting of KM**



Legend:

- Deliverable
- Plan
- Visit
- Done

- On Leave attending my son's graduation in Sweden
- Thursday & Friday (work from home)
- Saturday, Sunday & Public Holidays