

## NPOKI

*The Non Profit Knowledge Initiative*

2<sup>nd</sup> Round Table: Taking the NPOKI idea into reality

Baltimore, MD. December 15-16/ 2005

Hosted by JHPIEGO

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<http://www.jhpiego.com/contact/directions.htm>

### Day 1 – Thursday Dec 15/ 2005

|               | Item   | methodology/<br>presenter      | Notes   |
|---------------|--|--------------------------------|---|
| 09:00 – 13:00 | Participants self-introduction   |                                |   |
|               | NPOKI: Brief history/<br>background information  | Presentation                   |   |
|               | Competition vs. Collaboration<br>Intellectual Property and Collaboration<br>Risks and Benefits   | Presentation and<br>Discussion |   |
|               | NPOKI's Mission and Vision<br>The need of a strategic plan: Goals and Objectives   | Discussion                     | Expected results:<br>- a draft Mission<br>- a workgroup to develop strategic plan |
|               | Reports from our informal working group <ul style="list-style-type: none"><li>• Taxonomy</li><li>• Common Applications</li><li>• Standard Operating Procedures</li><li>• Document management</li></ul> | Presentation and<br>Discussion |   |
| 13:00 – 14:00 | Lunch  |                                |   |
| 14:00 – 17:30 | Cont working groups reports  |                                |   |
|               | Best Practices and Lessons Learned on building a management system<br>for a NPO sector<br>Jack Rubin/ Tessitura  | Presentation<br>Q & A          |   |
| 19:30 -       | Dinner   |                                |   |

**Day 2 – Friday Dec 16/ 2005**

|               | <b>Item</b>   | <b>methodology/<br/>presenter</b>   | <b>Notes</b>   |
|---------------|---|---|--|
| 09:00 – 13:00 | The Big Project – NPO Manager <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Demos</li> <li>• Bridge Funding</li> </ul>   | Presentation<br>Q & A   |  |
| 13:00 – 14:00 | Lunch   |   |  |
| 14:00 – 17:30 | Governance and Fiduciary responsibilities (day 2) <ul style="list-style-type: none"> <li>- Temporal (2006)               <ul style="list-style-type: none"> <li>o Criteria for membership</li> <li>o Bridge funding arrangements</li> </ul> </li> <li>- Long Term (late 2006 →)</li> <li>- NPOKI structure: Secretariat + projects (?)</li> <li>- Steering Committee + Chair</li> </ul> Next Steps <ul style="list-style-type: none"> <li>- Other project</li> <li>- NPO Management Tool - IMS project/ (Bridge funding):               <ul style="list-style-type: none"> <li>- case 1: No external funding: 100k cash + 100K in-kind</li> <li>- case 2: full funding: 300k cash + 100k in-kind</li> </ul> </li> <li>- Issues:               <ul style="list-style-type: none"> <li>- Hiring</li> <li>- Supervision/ Reporting</li> <li>- Custody and Administration of Funds</li> </ul> </li> </ul> | Discussion<br><br>Decisions by representative voting (1 per organization) | <ul style="list-style-type: none"> <li>- steering Committee</li> <li>- clear commitment</li> </ul> |
|               | <ul style="list-style-type: none"> <li>• Questions &amp; Answer + Concerns</li> <li>• Next meeting: Dates/ Locations</li> </ul>   |   |  |

Facilitator: unknown (TBC)