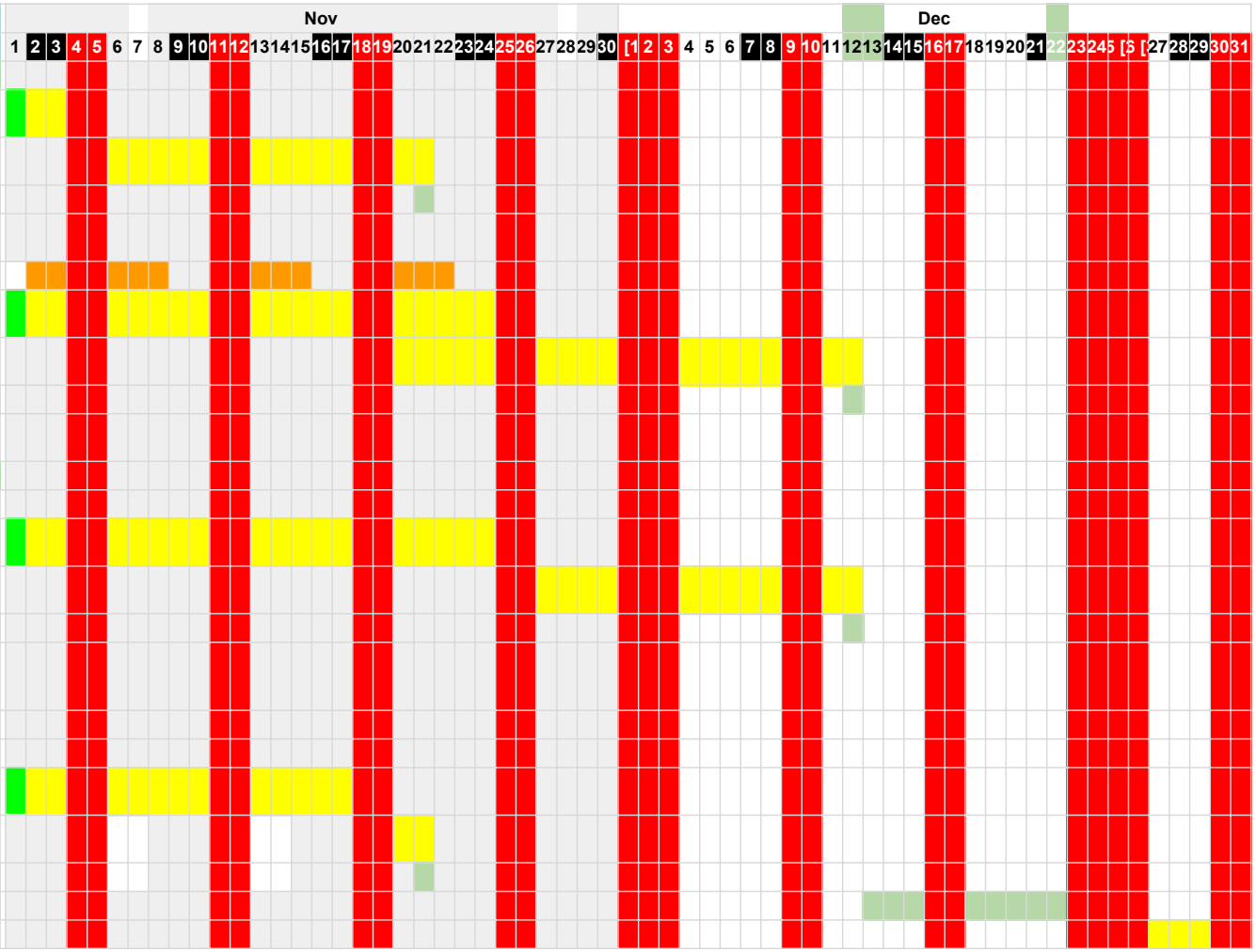
No	TOR & Activities
1	**Review and study data obtained from the MONEV, LEADCON, SOCMAR, to identify selected areas or topics to be featured into a series of policy brief, which could include good practices from POLY, policy advocacy supported by the project, drawing lesson from international practices, the role of POLY in vocational higher education sector and others.**
1.1.	Collect data related to policy brief (Pak Har forwarded my email to all PEDP Personel to draw some inputs)
1.2.	Collect lesson from international practices the role of POLY in vocational higher education sector and others (Meeting with ADB: Pak Sutarum & Ibu Anggie on 4 Sep). (Started communication with Ibu Nunung about RPL on 19 Sep).
1.3.	Review collected data
1.4.	Discuss/obtain input from Pak Syaifuddin
1.5.	Discuss/obtain input from Pak Kokok/Pak Harianto
1.6.	Develop standard format/template for capturing and publishing good practices, policy advocay, lesson from international practices and submit for review to PMU (Pak Kokok/Pak Harianto)
1.7.	Finalize the standard format/template and secure approval from PMU (Pak Kokok/Pak Harianto) to publish
1.8.	Submit to PEDP Web Support to publish the standard format/template
1.9.	Develop KM Menu & Navigation on PEDP Web and submit for review to PMU (Pak Kokok/Pak Harianto)
1.10.	Submit to PEDP Web Support for technical review.
1.11.	Finalize the KM Menu & Navigation on PEDP Web and secure approval from PMU (Pak Kokok/Pak Harianto) to publish
1.12.	Submit to PEDP Web Support to publish the KM Menu & Navigation on PEDP Web
2	**Identify policy briefs topics in coordination with the PMA**
2.1.	Discuss/obtain input from Pak Syaifuddin
2.2.	Discuss/obtain input from PMA (Pak Amril)
2.3.	Discuss/obtain input from Pak Kokok/Pak Harianto
2.4.	Develop list of policy brief topics and submit for review to PMU (Pak Kokok/Pak Harianto)
2.5.	Finalize the list of policy brief topics and secure approval from PMU (Pak Kokok/Pak Harianto) to publish
2.6.	Submit to PEDP Web Support to publish list of policy brief topics
2.7.	Draft the policy briefs docs using the standard format and submit for review to PMU (Pak Kokok/Pak Harianto)
2.8.	Finalize the policy briefs docs and secure approval from PMU (Pak Kokok/Pak Harianto) to publish
2.9.	Submit to PEDP Web Support to publish the policy briefs docs
3	**Explore and mapping the knowledge, expertise and experience owned by the POLY staff (tacit knowledge) from the minimum 3 selected or targeted POLY**
3.1.	Discuss/obtain input from Pak Syaifuddin
3.2.	Discuss/obtain input from Pak Kokok/Pak Harianto
3.3.	Draft letter to all Polys to inform about KM Program, the overall roadmap, and the pilot project target; submit for review to PMU (Pak Kokok/Pak Harianto)

No	TOR & Activities
	3.4. Finalize the letter and send to PEDP Admin (incl. all 4 attachments)
	3.5. Develop list of "Knowledge Brief" and submit for review to PMU (Pak Kokok/Pak Harianto)
	3.6. Finalize the list of "Knowledge Brief" and secure approval from PMU (Pak Kokok/Pak Harianto) to publish
	3.7. Submit to PEDP Web Support to publish the list of "Knowledge Brief"
	3.8. Visit preliminary recommended POLYs (in sync with MONEV POLYs visit) to explore "Knowledge Brief"
	3.9. Visit POLYs for selected "Knowledge Brief" to review further detail and confirm
	3.10. Draft the "Knowledge Brief" docs using the standard format and submit for review to PMU (Pak Kokok/Pak Harianto)
	3.11. Finalize the "Knowledge Brief" docs and secure approval from PMU (Pak Kokok/Pak Harianto) to publish
	3.12. Submit to PEDP Web Support to publish the tacit knowledge docs
4	**Develop methodology to formulate the knowledge, expertise and experience into the concept and systematics of KM docs**
	4.1. Discuss/obtain input from Pak Syaifuddin
	4.2. Discuss/obtain input from Pak Kokok/Pak Harianto
	4.3. Develop KM Concept, Methodology & Guideline and submit for review to PMU (Pak Kokok/Pak Harianto)
	4.4. Finalize the docs and secure approval from PMU (Pak Kokok/Pak Harianto) to publish
	4.5. Submit to PEDP Web Support to publish the 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**
	5.1. Discuss/obtain input from Pak Syaifuddin
	5.2. Discuss/obtain input from Pak Kokok/Pak Harianto
	5.3. Develop training materials and submit for review to PMU (Pak Kokok/Pak Harianto) the plan (training materials, schedules & venues, and list of participants)
	5.4. Finalize the training plan and secure approval from PMU (Pak Kokok/Pak Harianto) to publish
	5.5. Submit to PEDP Web Support to publish the training plan
	5.6. Condcut the trainings
6	**Accomplishment evaluation and final report to PMU and INACON.**



Legend:

- Deliverable
- Plan
- Visit
- Done