



ASM Knowledge Hub Secretariat

As a day-to-day management of the KH, the Secretariat plays a crucial role for effectiveness, efficiency, relevance and sustainability of the KH. Its main roles are:

- *Coordination and management:* manage the ASM KH web-platform on day-to-day basis, implement and follow-up the ASM KH strategic plan, develop the annual workplan and budget for approval of the Board, and report to the Board on a quarterly basis
- *Knowledge sharing, communication and networking:* conduct communication activities including promotion and awareness raising, facilitate interaction amongst ASM KH users, and create and maintain collaboration with other knowledge hubs

The Secretariat will be hosted by the MMHI to facilitate more efficient and timely collaboration with other stakeholders, and includes two staff from the Ministry. During the implementation of SAM project, the Secretariat will work with the project and Datacom company to develop and manage web-based platform for the Knowledge Hub. In collaboration with SAM project, the Secretariat will support each thematic group to support and coordinate for meetings, workshops and events.

SDC and SAM Project support

The SAM project has developed the KH web-platform through a service contract with Mongolian IT company Datacom. The platform was launched and handed over to MMHI on March 1, 2018. The technical support of Datacom will continue for one year to train the Secretariat staff in technical matters, develop a KH mobile application, e-commerce tools, survey and analysis tools, and more ASM e-learning products.

The SAM Knowledge Hub and Communications Expert will play a significant role in supporting and building the capacity of the Secretariat. The Expert will be seconded to the Secretariat once a week to strengthen the KH staff and provide support to the management of ASM KH platform. The KH and Communications Expert will regularly review, monitor and evaluate the development and management of the ASM KH.