SUPPORTING SMALLHOLDER FARMERS IN ASIA AND PACIFIC ISLANDS REGION THROUGH STRENGTHENED AGRICULTURAL
ADVISORY SERVICES (SSF-APIR-SAAS)

Memo No. BAEN/ICT&KMWG/04   Date: 04.11.2017

Minute of the 4thMeeting of ICT & Knowledge Management Working Group of BAEN

Fourthmeeting of theICT &Knowledge Management Working Group of Bangladesh Agricultural Extension Network (BAEN)was held in Administrative Building, Sher-e-Bangla Agricultural University, Dhaka-1207 on 4 November, 2017 at 10:00 pm. Prof. Dr. Md. RoshidulHasan, BSMRAU and Team Leader of ICT & Knowledge Management Working Grouppresided over the meeting.Prof. Dr. Md. Sekender Ali, Pro-VC, Sher-e-Bangla Agricultural University and Secretary General of BAEN and Mr. Afzal Hossain from IDE werepresent as the Chief and Special Guest, respectively in the meeting. List of the participants of the meeting is enclosed (Annexure-1).

Agenda on discussion:

- Discussion and approval of the minutes of the 3rdmeeting of ICT & Knowledge Management working group,
- Discussion and preparation of ICT and Knowledge Management Training Module.

Chairperson of the meeting and Team leader of ICT & Knowledge management working group welcomed the participants and opened the meeting. He addressed the key issues discussed in the past meetings and introduced the agenda of the 4th meeting. He requested the members to take part in the meeting and discuss on the agendas. All the members were openly participated in the discussion and come into at the end of the meeting with following decisions:

1. The meeting decided to approve the minutes of the 3rdmeeting after discussion.
2. The meeting decided to prepare a draft training module for front-line agricultural extension workers. The module will be entitled as "**Training on ICT Management**". The module will be consisted of seven (7) key topics. These are:
    i. Fundamentals of ICT (handout will be prepared by Prof. Dr. Md. RoshidulHasan, BSMRAU),
    ii. Data Management and Information Sharing (handout will be prepared by Prof. Dr. Md. RoshidulHasan, BSMRAU),
    iii. Using Social Media for Accessing Agricultural Information (handout will be prepared by Md. MahbubulAlam, PhD, SAU),
    iv. Using Mobile Application for Agricultural Extension Service (handout will be prepared by Mr. Azom Uddin, Programmer, DAE),
    v. eGovernance in Agriculture (handout will be prepared by Dr. Md. Nurul Islam, DAE),
    vi. Knowledge Design and Management (handout will be prepared by Md. MahbubulAlam, PhD, SAU),
    vii. ICT Policy and Ethics (handout will be prepared by Mr. SiddikSadik, DU).

3. Prof. Dr. Md. RoshidulHasan, BSMRAU and Team Leader of ICT & Knowledge Management Working Group and Mr. SiddikSadik, DU and the Web Developer, were assigned to prepare the draft module.
4. The draft module is expected to prepare by third week of November, 2017 and will be shared to all the members of the working group for comments and suggestions.

5. The meeting also decided to prepare detail handouts on each topic of the module. Thereby, the meeting requested to the concerned experts[1]to prepare a draft handout on each topic and submit to the Working Group by 10th December, 2017 for approval.

6. "Training on ICT Management" will be piloted with agricultural extension workers followed by a policy dialogue on 'ICT and Knowledge Management in Agriculture' will be held in January, 2018.

7. Next meeting of ICT and Knowledge Management Working Group will be held in the final week of December, 2017.

As there was no more issue to discuss Chairperson ended the meeting with vote of thanks.

(Prof. Md. RoshidulHasan)
Team Leader
ICT and Knowledge Management Working Group
BAEN

Copy to:
1. All the Members of ICT and Knowledge Management Working Group
2. --
3. General Secretary, BAEN
4. Office file

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[1] Please see, decision no. 2 for details.

Members' Attendance
(ICT and Knowledge Management Working Group, BAEN)

Name & organization	Designation
Prof. Dr. Md. RoshidulHasan, BSMRAU	Team Leader
Prof. Dr. Sekender Ali, SAU	General Secretary, BAEN & Chief guest
Mr. Afzal Hossain, IDE	Special guest
Mr. SiddikSadik, DU	Web Developer
Dr. Md. Nurul Islam, DAE	Member
Dr. Md. MahbubulAlam, SAU	Member
Dr. K.B.M Saiful Islam, SAU	Member