### SUCCESS FACTORS

of the ERASMI network in Saxony-Anhalt

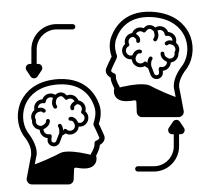
# Mix participants from different organizations and levels of hierarchy:

To be able to exchange knowledge successfully, as many relevant actors as possible should be involved and the design of the network meetings should appeal to all target groups attending the event.



# Knowledge exchange rather than just knowledge transfer:

Dissemination of knowledge is not intended to be a one-way transfer from one actor to another. Instead, opportunities for participation should be created that allows each participant to share their knowledge with all others on an equal footing.



### Every network meeting needs a thematic focus:

This helps to reflect on a specific practical problem in detail and keep the discussions lively, focused and solution-oriented. Participants are regularly asked to propose topics for upcoming events, thus workshops reflect current challenges in the field.



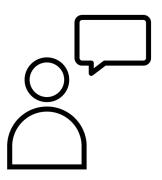
# Facilitate the discussion and find engaging activities:

The discussion should be facilitated with appropriate techniques to activate and motivate the participants to ultimately support the finding of solutions. Finding the right tasks for the right topic is a key factor for success.



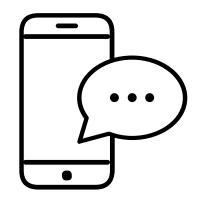
#### Each participant has a voice:

Every person's experience and opinion are equally valuable, regardless of expert status or hierarchical level.



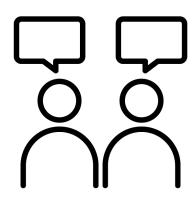
#### **Use of digital exchange formats:**

Due to the restrictions caused by the Covid-19 pandemic, online formats (e.g. via Zoom) were the only way to enable an appropriate exchange within the network. An online exchange has many advantages (e.g an easier organisation and time savings for participants) but also risks (e.g. lack of technical infrastructure and sufficient digital skills among participants).



## The participants need to get to know each other:

Many actors already knew each other before the first ERASMI network meeting, but there are always new participants entering the field (or the network meetings). Therefore, it is important that the actors introduce themselves or are introduced.



## The rhythm of the network meetings matters:

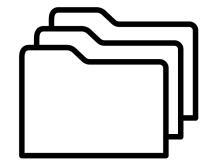
Network meetings should take place regularly, for people to plan their attendance. But too many events are not recommendable, since inclusion actors are busy with their daily work and the meetings are always intended to put the focus on a specific current challenge.



# Document the meeting as accurately as possible:

Insightful remarks are easily forgotten when not carefully documented.

Results of the discussions and all presentations should be recorded and forwarded to all participants as a follow-up to the event.



## Regular feedback loops and constant evaluation:

To (further) develop the network meetings, sustain the level of quality and adjust it to the needs of the target group. Regular feedback by participants (e.g. via questionnaires) and a constant evaluation are crucial factors for success.

