BIOGAS KNOWLEDGE MANAGEMENT PLATFORM (BKMP)

TRAINING REPORT

User, Content Managers & System Administrators Training Programme

March 2026

Prepared by: Koxcloud Digital Limited

In collaboration with: Ministry of Energy and Petroleum (MoEP), GIZ, and Biogas Innovation Platform (BIP)

Ministry of Energy and Petroleum
State Department for Energy

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1. EXECUTIVE SUMMARY

The Biogas Knowledge Management Platform (BKMP) Training Programme was conducted in March 2026 as part of the platform deployment and capacity-building initiative aimed at strengthening knowledge management in the biogas sector in Kenya.

The training targeted key stakeholders including MoEP Content Managers, System Administrators, and BIP stakeholders, equipping them with the knowledge and skills required to effectively use, manage, and sustain the platform.

The Programme was delivered in three phases:

1. **Core User & Administrator Training** (16th – 18th March 2026)
2. **Extended System Administration, Security & Sustainability Training** (30th – 31st March 2026)
3. **BIP Content Creators Training** (25th – 27th March 2026)

The training combined theoretical knowledge, practical sessions, and real-life simulations, ensuring participants gained both conceptual understanding and hands-on experience.

Key outcomes:

- Enhanced knowledge management practices
- Improved platform utilization and navigation
- Strengthened content management and governance
- Enhanced system administration and security
- Laid foundation for platform adoption, sustainability, and sector-wide knowledge sharing

1. INTRODUCTION

The Biogas Knowledge Management Platform (BKMP) is a digital system designed to facilitate centralized knowledge sharing, collaboration, and access to information within the biogas sector.

The March 2026 training programme was implemented to ensure all stakeholders acquire competencies necessary to:

- Operate the platform independently
- Manage and govern content effectively
- Strengthen institutional capacity for sustainable knowledge management

Implemented by Koxcloud in partnership with:

- Ministry of Energy and Petroleum (MoEP) – Platform Owner
- GIZ - Development Partner
- Biogas Innovation Platform (BIP) – Stakeholder Network

2. PURPOSE OF THE TRAINING

The primary purpose was to ensure effective adoption, utilization, and sustainability of BKMP. Specific aims included:

- Build institutional capacity in knowledge management
- Promote structured documentation and sharing of sector knowledge
- Enable independent platform operation by local stakeholders
- Strengthen system administration and governance
- Support long-term sustainability through local ownership

3. TRAINING OBJECTIVES

3.1 Knowledge & Conceptual Understanding

Participants were expected to:

- Understand knowledge management principles
- Recognize the importance of knowledge sharing in the biogas sector
- Identify knowledge access challenges and how BKMP addresses them

3.2 Technical & Functional Skills

Participants were trained to:

- Navigate and use BKMP efficiently
- Search, filter, and retrieve knowledge resources
- Upload, edit, and manage content
- Apply metadata standards, tagging, and categorization

3.3 Administrative Competencies

Participants developed skills to:

- Manage user accounts, roles, and permissions
- Administer workflows and approval processes
- Monitor system usage and performance

3.4 System Security & Risk Management

Participants learned to:

- Implement data protection and security measures
- Conduct system backups and recovery
- Respond to simulated risks (data breaches, unauthorized access)

3.5 Governance & Strategic Capacity

Participants were enabled to:

- Define roles and responsibilities for platform management
- Establish governance structures
- Develop strategies for platform uptake and awareness

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4. TARGET PARTICIPANTS

The training adopted a multi-stakeholder approach involving:

4.1 MoEP Content Managers

Responsible for:

- Content creation and validation

- Ensuring quality and relevance of knowledge resources

4.2 System Administrators (ICT Staff)

Responsible for:

- System configuration and maintenance
- User management and access control
- Security and performance monitoring

4.3 BIP Stakeholders

Including:

- Policy makers
- Researchers
- Private sector actors
- Development partners

4.4 BIP Content Creators

Responsible for:

- Contributing sector knowledge
- Supporting knowledge exchange and collaboration

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5. TRAINING METHODOLOGY AND APPROACH

5.1 Delivery Methods

- Instructor-led presentations
- Live platform demonstrations
- Guided step-by-step walkthroughs
- Hands-on practical sessions
- Group discussions and peer learning

5.2 Experiential Learning

Participants engaged in:

- Real-life use cases from the biogas sector
- Simulated scenarios (data loss, system breaches)

- Practical exercises (content upload, tagging, search)

5.3 Training Materials

Participants received:

- User manuals
- System administrator guides
- Training presentations
- Practical exercise materials

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6. TRAINING IMPLEMENTATION

6.1 Phase 1: Core User & Administrator Training (16th – 18th March 2026)

Day 1: Introduction & Platform Orientation

- Knowledge management concepts and principles
- Importance of KM in biogas sector
- Platform overview: structure, features, modules
- User roles and responsibilities
- Account registration, login, and security practices
- Profile management
  Outcome: Strong foundation in platform understanding and user functionalities

Day 2: Navigation & Knowledge Access

- Searching and accessing knowledge resources
- Filtering using metadata
- Document categorization and tagging
- Document standards (naming conventions, formats)
- Collaboration tools (forums, commenting)
  Practical: Searching and retrieving documents, applying filters and metadata
  Outcome: Practical skills in accessing and organizing knowledge

Day 3: Content Management & Workflow

- Content submission process
- Metadata assignment and categorization
- Content editing and version control

- Approval and validation workflows
  Practical: Uploading and tagging content, testing approval workflows
  Outcome: Hands-on experience in content lifecycle management

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6.2 Phase 2: System Administration & Sustainability (30th – 31st March 2026)

Day 4: System Administration

- Platform architecture
- User management and permissions
- Audit trails and system monitoring

Day 5: Security & Performance

- System configuration and troubleshooting
- Performance monitoring and logs
- Data protection (Kenya Data Protection Act, 2019)
- Backup and recovery procedures
- Risk simulations

Day 6: Governance & Sustainability

- Platform analytics and reporting
- Governance structure and accountability
- Roles and responsibilities matrix
- Platform uptake strategy
- Final assessment and handover

Outcome: Administrators gained both technical and strategic capacity for system sustainability

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6.3 Phase 3: BIP Content Creators Training (25th – 27th March 2026)

Day 1: Access & Navigation

- Platform overview
- User roles (content creators focus)
- Searching and accessing content

Day 2: Content Creation & Collaboration

- Content submission and metadata

- Editing and updating content
- Approval workflows
- Knowledge sharing and collaboration

Outcome: BIP stakeholders empowered to actively contribute knowledge

7. KEY ACHIEVEMENTS

- Successful training of all target groups
- Improved knowledge management capacity
- Enhanced platform usability and adoption readiness
- Strengthened content quality and governance
- Increased collaboration among stakeholders

8. TRAINING DELIVERABLES

- Trained stakeholders (MoEP, BIP, Admins)
- User and System Administrator Manuals
- Training materials and presentations
- Practical exercises completed
- Governance framework documentation
- Platform uptake strategy

9. CHALLENGES ENCOUNTERED

- Limited computers reduced hands-on practice, slowing learning and affecting skill development.
- Variation in participants' ICT skill levels
- Need for additional user support

10. RECOMMENDATIONS

- Conduct refresher and advanced training sessions
- Provide continuous technical support
- Strengthen awareness and engagement strategies
- Monitor platform usage and improve continuously

11. POST-TRAINING SUPPORT

To ensure sustainability:

- Six (6) months of technical support
- Continuous user support and troubleshooting
- System updates and performance optimization

12. CONCLUSION

The BKMP training Programme successfully achieved its objectives of building technical and institutional capacity among stakeholders. Participants are now equipped to:

- Effectively use the platform
- Manage content and workflows
- Administer and sustain the system

The platform is expected to significantly enhance knowledge sharing, collaboration, and decision-making in the biogas sector.

13. ANNEXES

- Attendance Register
- Participant List
- Training Photos
- Training Agenda

SIGNATURES

Name	Organization	Signature & Date
_____	Ministry of Energy and Petroleum (MoEP)	_____
_____	GIZ	_____
_____	Koxcloud	_____