

AIDSTAR-Two Project Trip Report – Juba Jan. 27 – Feb. 2, 2013

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5 key words:

HIV
Draft operational plan
Strategic plan
South Africa
Roadmap for costing

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Process for completing trip report

1. This **trip report** must be completed by the traveler and distributed to the supervisor, relevant activity manager, and Program Associate (PA) **within 5 business days** of the traveler's return to their home office.
2. The traveler will schedule a **debriefing** with their activity manager and, if appropriate, the project team within 10 business days of their return to their home office. This meeting will highlight content for the trip report. If the traveler is an activity manager, they will meet with the relevant members of the project team. The appropriate activity manager can serve as a resource to determine who else should be present at the debriefing.
3. Trip reports and addenda should be saved by the PA with the relevant TDY documents in sub-project eRoom.
4. Completion of the trip report and scheduling debriefings is the responsibility of the traveler.
5. The traveler must have the report **reviewed and approved by the activity manager**, who will submit to the COR and mission contact.
6. When the entire template is completed, email the report along with all relevant documents to the relevant Activity Manager and PA. The PA will determine if trip report and which documents should be sent to **Institutional Memory and will update trip report submission logs**.
7. Save this report using the following naming protocol: Project Year - LAST NAME. First Name (of traveler)- destination – departure MM YYYY (i.e. PY5 - BREZNER.Teri – Namibia –September 2012).

Brief Summary of Trip

Please include a 5-6 *summary of the overall trip*, including major accomplishments and deliverables:

Major accomplishments

- Facilitation of the strategic and operational planning workshop for technical working groups
- Facilitation of the HIV and AIDS response stakeholder meeting
- Presentation of the process to be followed in costing of the strategic plan

Deliverables of this visit include:

- Inputs and comments of Technical Working Groups on the strategic plan
- Draft operational plan developed by the Technical Working Groups
- Roadmap for costing of the strategic plan

Five Key Words

Please include the **five key words** that should be used to label this trip report in Institutional Memory and IM/DEC (*for example, common key words include: HIV/AIDS, AIDSTAR-Two, USAID, Country trip took place, TWG sponsoring activity*) :

1. *Key Word: Strategic plan*
2. *Key Word: Operational plan*
3. *Key Word: Costing*
4. *Key Word:*
5. *Key Word:*

1. Scope of Work:

Destination and Client(s)/ Partner(s)	Destination: Juba, South Sudan Client: South Sudan AIDS Commission
Traveler(s) Name, Role	Tom Mogeni: Lead consultant for Strategic Planning for HIV response William Kiarie: Costing Consultant
Date of travel on Trip	27 th January to 2 nd February 2013
Purpose of trip	Review of the draft South Sudan HIV and AIDS Strategic plan Development of draft operational plan Development of roadmap for costing of the strategic plan
Objectives/Activities/ Deliverables	<ul style="list-style-type: none">• To finalise the design of the strategic plan – impact, outcomes, outputs and interventions• To develop the roadmap for costing of the strategic plan
Background/Context, if appropriate.	South Sudan is developing its second HIV and AIDS strategic plan to succeed the current plan ending in 2012. A draft strategic plan for HIV and AIDS 2013-2017 has been developed and technical teams were expected to finalise this plan and commence the development of the operational plan.

2. Major Trip Accomplishments: Should include the major programmatic goals realized, relevant metrics, and stories of impact from the trip.

Review of the design of the strategic plan – expected results, targets, indicators and interventions

Draft proposals on the operational plan

Roadmap for the costing of the strategic plan

Consensus among stakeholders on the strategic plan design

3. Next steps: Key actions to continue and/or complete work from trip.

Description of task	Responsible staff	Due date
Development of revised strategic plan document	Tom Mogeni	20 th February 2013
Development of draft operational plan	Tom Mogeni	20 th February 2013
Preparations for costing of the strategic plan	William Kiarie	26 th February 2013

4. Contacts: List key individuals contacted during your trip, including the contacts' organization, all contact information, and brief notes on interactions with the person.

Name	Contact info	Home organization	Notes
Esterina Novello	enyilok@gmail.com	South Sudan AIDS Commission	Chairperson, SSAC and Chair of Strategic Planning Steering Committee
Gabriel Atillio	gabrielatillio@yahoo.com	South Sudan AIDS Commission	Chair, Technical Committee for Strategic Planning
Silvano Koribe	skoribe@yahoo.com	South Sudan AIDS Commission	Secretary, Technical Committee for Strategic Planning
Habib Marcus	habibmarcus@gmail.com	South Sudan AIDS Commission	Director General Programme Coordination

5. Description of Relevant Documents / Addendums: Give the document's file name, a brief description of the relevant document's value to other staff, as well as the document's location in eRooms or the MSH network. Examples could include finalized products and/or formal presentations, TraiNet Participant List, Participant Contact sheet, and Meeting/Workshop Participant Evaluation form are examples of relevant documents.

File name	Description of file	Location of file
South Sudan National Strategic Plan for HIV and AIDS 2013-2017 vs 3		