

AIDSTAR-Two Project Trip Report – Juba Oct. 30 – Nov. 11, 2012

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5 key words:

HIV
South Sudan
Establish priorities
Facilitate technical working groups
Draft zero

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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:

Purpose of the trip was to commence the process for development of the South Sudan HIV and AIDS Strategic Plan 2013-2017. Major accomplishments of the trip included:

- Development of the roadmap for strategic planning
- Agreement on the methodology for developing the strategic plan
- Analysis of the HIV epidemic and the national response to HIV in South Sudan
- Facilitating the planning sessions for the technical working groups

The deliverables of this trip included:

- The South Sudan HIV and AIDS situational analysis
- Draft Zero of the South Sudan HIV and AIDS 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: South Sudan HIV and AIDS situational analysis
2. Key Word: South Sudan HIV and AIDS strategic plan
3. Key Word: South Sudan HIV and AIDS strategic planning road map
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
Date of travel on Trip	30 th October to 10 th November 2012
Purpose of trip	Commencement of development of South Sudan HIV and AIDS Strategic plan
Objectives/Activities/ Deliverables	To review the HIV epidemic in South Sudan To review the national response to HIV in South Sudan To establish priorities for the strategic plan To facilitate technical working groups to develop initial results and strategies
Background/Context, if appropriate.	South Sudan is developing its second HIV and AIDS strategic plan to succeed the current plan ending in 2012.

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

1. HIV epidemic analysis completed: the epidemic analysis involved review of existing data on the HIV prevalence, incidence and impact of the epidemic among key populations and identifying the HIV vulnerability factors driving the epidemic

2. HIV response analysis completed: the response analysis was undertaken by review the achievements, challenges and gaps in providing HIV services in South Sudan

3. Priorities for the strategic plan set: Priority populations, regions and programmes were identified based on the findings of the HIV epidemic and response analysis

4. Initial results and strategies identified: Technical working groups identified the key results and strategies for HIV prevention, treatment, care and support and socio-economic impact mitigation

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

Description of task	Responsible staff	Due date
Draft zero of the South Sudan National Strategic plan for HIV and AIDS 2013-2017	Lead consultant	30 November 2012
Review draft zero of the strategic plan and provide comments	SSAC – TWGs	15 th December 2012
Draft 1 of the South Sudan National Strategic Plan for HIV and AIDS 2013-2017 – incorporating comments from SSAC and TWGs	Lead consultant	Date to be agreed on with SSAC

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

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
Draft Zero – South Sudan National Strategic Plan for HIV and AIDS 2013-2017		