

## **AIDSTAR-Two Project Trip Report – Azrbajan Feb. 24 – Feb. 26, 2013**

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Printed April 2013

5 key words:

HIV  
Logistics support  
Azrbajan  
Fundraising  
Grants

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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 (Yadira for field support), and ProCo 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 ProCo 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 COTR and appropriate mission.
6. When the entire template is completed, email the report along with all relevant documents to the relevant Activity Manager and ProCo. The ProCo 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: PY# LAST NAME, First Name – Destination Month, DD YYYY (i.e. PY3 JOHNSON, Sarah –Honduras Oct 22 2010).

## 1. Scope of Work:

Destination and Client(s)/ Partner(s)	Baku, Azrbajan																																																			
Traveler(s) Name, Role	Vlada Rabinova, Manager of the Regional technical support hub																																																			
Date of travel on Trip	24.02.2013 – 26.02.2013 Baku, Azrbajan																																																			
Purpose of trip	Provide logistic support in organization training “Financial sustainability for implementation of Package of Services”, NGO that will get technical support under the AIDSTAR II project																																																			
Objectives/Activities/ Deliverables	Increased skills in fundraising, increasing the scope of work in the sphere of HIV/AIDS prevention																																																			
Background/Context, if appropriate.	<p>Training Agenda</p> <p>24 February 2013</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">12:00 – 20:00</td> <td>Meeting of the participants from the regions (10).</td> </tr> <tr> <td>20:00</td> <td>Supper for these ten participants of the training.</td> </tr> </table> <p>Day 1 – 25 February 2013</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">9:00-9:30</td> <td>Participants’ registration.</td> </tr> <tr> <td>9:30-10:00</td> <td>Greeting and acquaintance.</td> </tr> <tr> <td>10:00-11:30</td> <td>Card of the donor’s activity: institutions and tendencies. Economic context of fundraising.</td> </tr> <tr> <td>11:30-11:45</td> <td>Coffee-break.</td> </tr> <tr> <td>11:45-13:00</td> <td>Each word’s power: the communication dynamic with donor.</td> </tr> <tr> <td>13:00-14:00</td> <td>Dinner.</td> </tr> <tr> <td>14:00-15:30</td> <td>Fundraising through the social network and in the Internet: effective advice and tools.</td> </tr> <tr> <td>15:30-16:00</td> <td>Coffee-break.</td> </tr> <tr> <td>16:00-18:00</td> <td>Work in small groups: fundraising’s search through the social network and in the Internet. Result’s presentation.</td> </tr> <tr> <td>18:00</td> <td>Summing up.</td> </tr> <tr> <td>20:00</td> <td>Supper for the representatives from the regions.</td> </tr> </table> <p>Day 2 - 26 February 2013</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">9:00-9:30</td> <td>Participants’ registration.</td> </tr> <tr> <td>9:30-11:00</td> <td>Grant – the full cycle from the idea to the bidding.</td> </tr> <tr> <td>11:00-11:30</td> <td>Coffee-break.</td> </tr> <tr> <td>11:30-13:00</td> <td>Fundraising in a successful government-financed organization: advantages and difficulties.</td> </tr> <tr> <td>13:00-14:00</td> <td>Dinner.</td> </tr> <tr> <td>14:00-15:30</td> <td>Work in small groups.</td> </tr> <tr> <td>15:30-16:00</td> <td>Coffee-break.</td> </tr> <tr> <td>16:00-17:30</td> <td>Discussion and works’ presentation.</td> </tr> <tr> <td>18:00</td> <td>Summing up/closing.</td> </tr> <tr> <td>20:00</td> <td>Supper for the representatives from the regions.</td> </tr> </table> <p>Day 3 – 27 February 2013</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">9:00-9:30</td> <td>Participants’ registration.</td> </tr> <tr> <td>9:30-11:00</td> <td>Organization’s website as the tool of fundraising: general principles</td> </tr> </table>		12:00 – 20:00	Meeting of the participants from the regions (10).	20:00	Supper for these ten participants of the training.	9:00-9:30	Participants’ registration.	9:30-10:00	Greeting and acquaintance.	10:00-11:30	Card of the donor’s activity: institutions and tendencies. Economic context of fundraising.	11:30-11:45	Coffee-break.	11:45-13:00	Each word’s power: the communication dynamic with donor.	13:00-14:00	Dinner.	14:00-15:30	Fundraising through the social network and in the Internet: effective advice and tools.	15:30-16:00	Coffee-break.	16:00-18:00	Work in small groups: fundraising’s search through the social network and in the Internet. Result’s presentation.	18:00	Summing up.	20:00	Supper for the representatives from the regions.	9:00-9:30	Participants’ registration.	9:30-11:00	Grant – the full cycle from the idea to the bidding.	11:00-11:30	Coffee-break.	11:30-13:00	Fundraising in a successful government-financed organization: advantages and difficulties.	13:00-14:00	Dinner.	14:00-15:30	Work in small groups.	15:30-16:00	Coffee-break.	16:00-17:30	Discussion and works’ presentation.	18:00	Summing up/closing.	20:00	Supper for the representatives from the regions.	9:00-9:30	Participants’ registration.	9:30-11:00	Organization’s website as the tool of fundraising: general principles
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	and participants examples' analysis.
11:00-11:30	Coffee-break.
11:30-13:00	Payment mechanisms: 101 ways to help donor part with the money.
13:00-14:00	Dinner.
14:00-15:30	The necessary and important information for a fundraiser about taxes and finance.
15:30-16:00	Coffee-break.
16:00-18:00	Work with large private donors.
18:00	Summing up/closing.
20:00	Supper for the representatives from the regions.
Day 4 – 28 February 2013	
9:00-9:30	Participants' registration.
9:30-11:00	Discussion and practical skills.
11:00-11:30	Coffee-break.
11:30-13:00	Conduct of fundraising negotiations.
13:00-14:00	Dinner.
14:00-15:30	Practising biddings' writing and sending it to donors. (work in small groups).
15:30-16:00	Coffee-break.
16:00-17:30	Discussion and works' presentation in small groups.
17:30-18:00	Summing up. Participants and experts presentations.
18:00	Closing of the work.
19:00	Dinner for the participants from the regions.
	Participants' departure.

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

During the training were trained 16 employees of the partner organization. Participants wrote and presented fundraising application. In the future, they will use these skills in their work and searching a new funding.

Description of task	Responsible staff	Due date
Closure of financial issues	Rabinova V.	1, March

**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	Function	Home organization	Notes
Elkhan Baghirov, Kamran Rzayev	Executive Director	Gender Tereqqi maariflendirme ictimai birliyi (Gender & Development) Baku, Azerbaijan, Dilala Alieva str.,60	Mr. Baghirov and Mr. Rzayev provided all relevant

		+994506202078 <a href="mailto:kamran.gender.and.development.az@gmail.com">kamran.gender.and.development.az@gmail.com</a>	information on NGO projects and activities aimed at HIV prevention among MSM
Shirin Kazimov	Health Project Management Specialist	USAID <a href="mailto:skazimov@usaid.gov">skazimov@usaid.gov</a> + 99450 214 5727	Unfortunately, we did not have meeting just a call.

**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