

AIDSTAR-Two Project Trip Report

AIDSTAR-Two Project Trip Report – Malawi

June 16-21, 2013

Printed April 2013

5 key words:

CSO
Malawi
Training
AIDs
HIV

This report was made possible through support provided by the US Agency for International Development, under the terms of Contract Number **GHH-1-00-07-00068-01**. The opinions expressed herein are those of the author(s) and do not necessarily reflect the views of the US Agency for International Development.

AIDSTAR-Two
Management Sciences for Health
4301 N. Fairfax Drive
Arlington, VA 22203
Telephone: (703) 524-6575
www.msh.org

The contents of this report are for the use of AIDSTAR-Two staff only and should not be shared without permission from the individual who completed the report.

AIDSTAR-Two Project Trip Report

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).

AIDSTAR-Two Project Trip Report

Brief Summary of Trip

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

The aim of this trip was to train representative from 14 CSOs in Malawi on policy advocacy skills. The planning for the activity took place on 17th and 18th June in Lilongwe MSH office. Subsequently the facilitation team Consisting James Watiti and Billy Molosoni travelled by road to Liwonde together with the MSH-AIDSTAR team (Shire Hippo Lodge) where the actual venue of the training was. The workshop was undertaken from 19-21 June. A highly interactive session, the workshop explored key themes in Policy and advocacy drawing heavily from participants' experiences. Sessions involved a mix of PowerPoint presentations, plenary discussion, group work, individual reflections, and role play. After the training participant develops draft action plans to take the learning forward in their individual institutions. A complete report of the workshop proceeding was prepared within three days after the workshop and submitted to MSH.

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: Policy Advocacy*
2. *Key Word: Civil Society*
3. *Key Word: Malawi AIDSTAR-Two*
4. *Key Word: Capacity Building*
5. *Key Word: HIV/AIDS response*

1. Scope of Work:

Destination and Client(s)/ Partner(s)	Lilongwe, 14 Civil Society Organizations, AIDSTAR-Two supported
Traveler(s) Name, Role	James Watiti Wafula, Facilitator
Date of travel on Trip	16-21 June 2013
Purpose of trip	Training in Policy Advocacy for Civil society organizations
Objectives/Activities/ Deliverables	To build capacity of 14 CSOs to contribute to strengthening national HIV/AIDS response in Malawi
Background/Context, if appropriate.	This is part of AIDSTAR capacity building activities targeting Civil Society organization s in Malawi

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

- 14 CSO representatives trained in effective Policy advocacy skills
- AIDSTAR capacity building activities successfully policy advocacy needs of Civil society
- Individual plans for organizational learning develop by CSO partners

AIDSTAR-Two Project Trip Report

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

Description of task	Responsible staff	Due date
Report Handover	James Watiti	5 July 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
MSH staff			

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
Policy Advocacy Workshop report		