

5 key words:

Dushanbe

HIV

Stakeholders

Training

Research

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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 (Yadira for field support), and AdCo 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 AdCo 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.
6. When the entire template is completed, email the report along with all relevant documents to the relevant Activity Manager and AdCo. AdCo 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: sub-project name_ traveler's name_ destination_program year_departure month (i.e. Honduras-Bautista- Honduras -2009-6).

AIDSTAR-Two Project Trip Report

1. Scope of Work:

Destination and Client(s)/ Partner(s)	Dushanbe, Tajikistan
Traveler(s) Name, Role	Vyacheslav Kushakov, Regional Representative, International HIV/AIDS Alliance Volodymyr Chura, Head of Team: South, ICF “International HIV/AIDS Alliance in Ukraine”
Date of travel on Trip	October 3, 2010 – October 7, 2010
Purpose of trip	Supervision of AIDSTAR-Two project in Tajikistan
Objectives/Activities/ Deliverables	<ol style="list-style-type: none"> 1. Meeting with USAID Mission in Tajikistan to inform about AIDSTAR-two 2. Conducting Stakeholders meeting with the representatives of governmental, non-governmental and international organizations about AIDSTAR-Two 3. Providing training on research tools and methodology to the local research team 4. Conducting focus-group with injecting drug users 5. Conducting interview with a local AIDS-service NGO
Background/Context, if appropriate.	

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

Meeting with USAID Mission in Tajikistan to inform about AIDSTAR-two: Research goals discussed and agreed with the Tajikistan mission
Conducting Stakeholders meeting with the representatives of governmental, non-governmental and international organizations about AIDSTAR-Two: Research goals discussed and agreed with the Tajikistan stakeholders (please see the meeting agenda attached)
Providing training on research tools and methodology to the local research team: Local research team instructed on the use of the research tools, timeline of the research agreed (please see research timeline attached)
Focus-group with injecting drug users conducted together with the local research team
Interview with a local AIDS-service NGO conducted together with the local research team

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

Description of task	Responsible staff	Due date
Data collection according to the agreed timeline	Zarina Musaeva Pulod Djamolov Dilorom Abbasova Vyacheslav Kushakov Volodymyr Chura	November 18, 2010

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AIDSTAR-Two Project Trip Report

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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
Kevin Dean, Deputy Country Director, USAID/CAR/Tajikistan	C/O U.S. Embassy Building, 109 "A" Ismoili Somoni Avenue, Dushanbe, Tajikistan, 734019 Tel. +992 (37) 229-2612	USAID/CAR/Tajikistan	AIDSTAR-Two goals and objectives discussed. Approval received.
Dilorom Kosimova, Project Management Specialist/Health and Education, USAID/CAR/Tajikistan	C/O U.S. Embassy Building, 109 "A" Ismoili Somoni Avenue, Dushanbe, Tajikistan, 734019 Tel. +992 (37) 229-2612	USAID/CAR/Tajikistan	AIDSTAR-Two goals and objectives discussed. Approval received.

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
StakeholderMeetingAgendaTJ5Oct10Ev2	Stakeholders Meeting Agenda	Attached
Timeline Tajikistan AIDSTAR-Two	Timeline of Tajikistan research	Attached