

Printed April 2013

5 key words:

Armenia  
Synthesis  
MSM  
Eastern  
Europe

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.

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## AIDSTAR-Two Project Trip Report Template

### 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 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).

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### **1. Scope of Work:**

Destination and Client(s)/ Partner(s)	Armenia Alliance Ukraine
Traveler(s) Name, Role	Elden Chamberlain Most at Risk Populations Specialist
Date of travel on Trip	1 – 7 May 2010
Purpose of trip	
Objectives/Activities/ Deliverables	Conduct synthesis meeting for completion of the Eastern Europe MSM analysis project
Background/Context, if appropriate.	AS2 has conducted a 6 country analysis in eastern Europe to determine the status of msm programming and issues. This TDY is to bring those 6 country level analyses together to produce one project document with regional recommendations

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

Draft consolidated/ synthesized report developed
Recommendations for region developed and prioritised
Activities for phase 2 of project identified and agreed upon

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

Description of task	Responsible staff	Due date
Finalise draft report and share with usaid	E Chamberlain	Early june
<b>Finalise phase two proposal and budget</b>	<b>E Chamberlain</b>	<b>Mid June</b>
<b>Feedback from missions on draft report</b>	<b>usaid</b>	<b>Mid july</b>

**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
Internal meeting with consultants for project only			

**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
Eastern Europe MSM final report		AS2 eroom
Phase 2 proposal		AS2 not sure who has the final version!

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