

5 key words:

Vienna
MSM
EE
Core
Package

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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).

AIDSTAR-Two Project Trip Report Template

1. Scope of Work:

Destination and Client(s)/ Partner(s)	Austria (Vienna)
Traveler(s) Name, Role	Elden Chamberlain Most at Risk Populations Specialist
Date of travel on Trip	15 – 23 July 2010
Purpose of trip	
Objectives/Activities/ Deliverables	Conduct consultations during the IAS conference on the development of core package of services for msm in eastern europe at both the pre conference msm global forum and during the conference proper
Background/Context, if appropriate.	Phase 2 of the EE project is to develop a core package of services for msm in eastern Europe, this project includes a number of regional and local consultation processes to support the development of the package. The Vienna conference was an ideal opportunity to begin the consultation process.

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

Initial consultation held at the pre conference global msm forum. There was approximately 60 people in attendance from across the EE region. There was general agreement that a core package of services was necessary, thus confirming the recommendations made by AS2. Key issues identified by the group to be followed up include stigma and discrimination, drug use including injecting drugs, policy and regulatory environment and married or hidden msm

2nd consultation held during the conference proper. This was a more indepth process that involved approximately 20 people from the EE region, including usaid representatives. Focus of the discussions was on issues of msm living with hiv and the double stigma/discrimination faced, need to develop an advisory group to support the development of the package of services, defining msm and the sub populations and determining specific needs and issues faced by each of the sub populations. This consultation ran over the time allotted and participants agreed to reconvene in the afternoon to finish the discussion.

Meetings held with UNDP who are organizing an EE and CA wide msm consultation/conference in November to harmonise our projects. UNDP agreed to allocating a day to this project during their meeting to present the core package of services and provide input to finalise its development.

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

Description of task	Responsible staff	Due date
Follow up consultation at ILGA Europe regional meeting	E Chamberlain	Late october
Prepare agenda for workshop to be held at UNDP meeting	Alliance Ukraine	Mid November
Incorporate feedback from consultations into development of package	Alliance Ukraine	On going
Convene advisory group	Alliance Ukraine	Mid August

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
Shombi Sharp	Shomb.sharp@undp.org	UNDP Eastern Europe Regional Mission, Moscow	Shombi is responsible for developing the EE/CA msm conference and has allocated a day of the conference to the AS2 EE Project, so we need to follow up with him regarding our

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			participation.

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!