

5 key words:

Vietnam
Orientation
Consultant
Stakeholders
HSS

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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)	Vietnam Usaid/pepfar misión vietnam
Traveler(s) Name, Role	Elden Chamberlain Most at Risk Populations Specialist Dan Kraushaar
Date of travel on Trip	11-21 Sept
Purpose of trip	Orientation of Consultant to HSS/MARPS project, initial project briefings with USAID/PEPFAR, initial briefings with key stakeholders
Objectives/Activities/ Deliverables	Finalized work plan for Vietnam consultant
Background/Context, if appropriate.	AS2 is implementing a project that aims to provide guidance/recommendations to the HSS technical working group on how to best address MARPS issues through HSS interventions, target countries are Vietnam, Cambodia and jamaica

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

Workplan developed
Introduction of HSS concepts presented to usaid/pepfar
Key stakeholders briefed, this included UNAIDS, WHO, FHI and ABT along with sex worker and drug user community groups

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

Description of task	Responsible staff	Due date
Follow up teleconference with consultant	E Chamberlain	Early October
Synthesis of documents for phase one of the project	E Chamberlain/D Kraushaar	Mid November
Preparation for phase one in country consensus meeting	E Chamberlain	Early december

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
David Jacka	jackad@wpro.who.int	Medical Officer HIV and drug Users	
Ted Hammett	Ted_hammett@abtassoc.com	ABT chief of party Vietnam	
Eamonn Murphy	murphy@unaids.org	UNAIDS country director vietnam	
Juanita Folmsbee	jfolmsbee@vn.pfscm.org	Chief of Party MSH vietnam	
Xerses Sidhwa	xsidhwa@usaid.gov	Deputy Director Office of Health USAID Vietnam	
Cameron Wolf	cwolf@usaid.gov	Regional HIV Technical Advisor.	

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		RDMA Bangkok	
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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
Vietnam workplan		attached
Vietnam TDY debrief ppt		attached

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