

AIDSTAR-Two Project Trip Report – Massachusetts August 17 – 21, 2009
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5 key words:

Cambridge
Tools
Programs
Strategies
Honduras

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

CLM Trip Report Template

Process for completing trip report

1. This **trip report** must be completed by the traveler and distributed to the supervisor, relevant team leader, project manager and AdCo within 10 business days of the traveler's return to their home office.
2. The traveler will schedule a **debriefing** with their project 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 a project manager, they will meet with the project team. The appropriate Team Leader can serve as a resource to determine who else should be present at the debriefing.
3. Trip reports and addenda should be saved 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. In the event a trip report needs to be filed with USAID mission, the traveler must have the report **reviewed by the appropriate Team Leader first**, when possible, and project manager before sending the report to USAID mission.
6. When the entire template is completed, email the report along with all relevant documents to the relevant Program Manager, Team Leader, and AdCo. AdCo will determine if trip report and which documents should be sent to **Institutional Memory**.
7. Save this report using the following naming protocol: sub-project name_ traveler's name_ destination_program year_departure month (i.e. Global Fund-Stash- Pakistan -2006-6).

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

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1. Scope of Work:

Destination and Client(s)/ Partner(s)	MSH Headquarters in Cambridge, MA.
Traveler(s) Name, Role	Yadira Almodovar-Diaz, Senior Program Officer Luis E. Suárez, Finance and Grants Director, AIDSTAR-Two Honduras Licida Bautista, Chief of Party, AIDSTAR-Two Honduras
Date of travel on Trip	August 17 to 21, 2009
Purpose of trip	MSH orientation
Objectives/Activities/ Deliverables	<ul style="list-style-type: none"> • To learn about MSH systems, tools, programs, and meet with key staff based in Cambridge. • To review the program structure and the strategies to be used in Honduras.
Background/Context, if appropriate.	N/A

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

- To learn about MSH operational systems.
- To meet with various departments and offices in MSH Cambridge that are providing direct contractual, financial and technical support to AIDSTAR-Two.

3. Trip activities/meeting list

Description of Meeting	Presenter	Date of Meeting
Human Resources Welcome Orientation	Kimberly Hirsh	August 17
Grants Management Orientation	Peter Mahoney	
AIDSTAR-Two Monitoring & Evaluation Orientation (Part 1)	La Rue Seims	
Meeting to discuss contractual & procurement procedures	Peter Mahoney	August 18
AIDSTAR-Two Communications and Branding Orientation	Becky Bennett	
Introduction to QuickStart	Betsy Sylvester	
Overview of LMS Honduras	Betsy Sylvester	
Human Resources Systems Orientation	Martha Rodriguez	
MSH Tool Orientation	Judy Seltzer, Liz Duncan	August 19
Finance & Operation Orientation	Elizabeth Cruz	
Overview of Country Operations Management Unit	Kate Onyejekwe	
Finance & Operations Processes	Elizabeth Cruz	
Financial, Contracts & Operational Management for AIDSTAR-Two	Tim Allen	
Introduction to the Leadership Development Program (LDP)	Meghann Lindholm, Joan Mansour	August 20
Introduction to the Virtual Leadership Development Program (VLDP)	Karen Chio	
Introduction to the Management & Organizational Sustainability Tool (MOST)	Liz Duncan	
Orientation about USAID Missions Operations	Alain Joyal	
AIDSTAR-Two Honduras meetings to: <ul style="list-style-type: none"> • Review proposed work plan including program results, strategies and timeline 	John Berman, Licida Bautista, Luis Suarez, Curtis	August 21 & 24

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<ul style="list-style-type: none"> • Analyze expenditures to-date and budget • Participate in an introductory training on the Social Mobilization Model • Discuss changes to the Monitoring and Evaluation Plan • Review the technical implementation of social mobilization and M&E activities • Discuss roles and responsibilities within the project • Plan upcoming activities, including an exercise to apply the social mobilization model to the project in Honduras 	Feather, John Soden, La Rue Seims, Lauren Bailey and Rebecca Bennett	
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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
See internal contacts named above			

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
N/A		