

**AIDSTAR-Two Project Trip Report – United Kingdom    Aug 31 – Sept 5, 2009**  
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5 key words:

Brighton  
Orientation  
Team  
Building  
Alliance

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Alliance Trip Report –

Section 1: Summary information

<b>Author(s)</b> Natasha Sakolsky	<b>Team/Organisation:</b> Alliance/US
<b>Trip destination:</b> Brighton, UK	<b>Date of visit:</b> 8/31/09-9/5/09
<b>Trip title:</b> Orientation for Elden Chamberlain, Alliance Network Capacity Building Specialist, AIDSTAR-Two	
<b>Distribution:</b> To: Jane Waterman, John Berman	
<b>Cc:</b> Kevin Orr, Elden Chamberlain, Kendal Garcia	

Summary of key points This travel allowed for an intensive orientation of the Alliance secondee, Elden Chamberlain, to the AIDSTAR Two project. Elden is serving as the Network Capacity Building Specialist on the AIDSTAR-Two project. The week also provided the opportunity for further progress on Alliance-led activities under AIDSTAR-Two and in team building with MSH staff.

Follow up

Action	By Whom	When
Continue joint supervision and support for Elden with MSH	Natasha	Ongoing
Ensure roles and responsibilities between Elden as NCBS and incoming Senior Capacity Development Advisor (MSH) are clear	Natasha, John	Late October

Section 2: Trip Narrative

Introduction and background to the trip

The Network Capacity Building Specialist (NCBS) is awaiting a work visa to enter the US and work as a member of the AIDSTAR-Two project team out of the MSH office in Arlington, VA. Until this visa is approved, the NCBS is unable to travel to the US. However, Elden Chamberlain assumed the position of NCBS on August 24, 2009, thus necessitating a proactive and fairly comprehensive orientation – particularly since he would be working virtually for awhile before arriving in the states. Elden is jointly supervised by the Alliance/US Director and the MSH Senior Capacity Building Advisor (SCBA). At the time of the trip, the SCBA was not on seat and Elden's direct project supervision was (and currently still is) provided by John Berman, Project Director. Thus Natasha and John planned the agenda and documents to be shared/used at the UK

orientation and travelled there together (as well as an MSH Senior Program Officer working on the project).

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**Trip aim and objectives**

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The purpose of this trip was to provide Elden to the following:

- Introduction to PEPFAR and USG
- Introduction to IQCs (general) and AIDSTAR II IQC (specific)
- Discussion of supervision and support and project specific roles and communication
- Review of US office role vs. Alliance Secretariat (both within and apart from AIDSTAR II)
- General orientation to AIDSTAR II core task order
- Specific orientation to Alliance role in AIDSTAR II core task order
- Support in handover of responsibilities from Kevin Orr, as appropriate

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**Outline of activities**

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<b>Date</b>	<b>Activities</b>	<b>People involved</b>	<b>Outputs</b>
9-1-05	Meetings held on: <ul style="list-style-type: none"> <li>• Bali insular meeting debrief</li> <li>• US Office vs. Secretariat Roles</li> <li>• IDU subactivity discussion with Susie McLean</li> </ul>	Kevin Orr, John Berman, Elden Chamberlain, Natasha Sakolsky, Yadira Almodavar-Diaz  Susie McLean	Support to further planning efforts, clarity on activity status, and clarity on roles between US office and Alliance Secretariat overall and with regard to AIDSTAR
9-2-05	Meetings held on: <ul style="list-style-type: none"> <li>• Introduction to PEPFAR and USG</li> <li>• Roles and responsibilities and job description discussion</li> <li>• AIDSTAR-Two overview for Alliance staff (open invitation)</li> </ul>	Kevin Orr, John Berman, Elden Chamberlain, Natasha Sakolsky, Yadira Almodavar-Diaz	Better understanding of working environment, roles and responsibilities, expectations, AIDSTAR-Two project overall and Alliance role in supporting Task 1

	<ul style="list-style-type: none"> <li>MSH-led AIDSTAR Two partners call held on Task 1</li> </ul>		
9-3-05	<p>Meetings held on:</p> <ul style="list-style-type: none"> <li>AIDSTAR-Two internal Alliance financial management roles and responsibilities clarified</li> <li>Meeting with Kate Iorpenda on OVCsupport.net</li> <li>Meeting with Director of Field Programmes to further discuss AIDSTAR-Two</li> </ul>	<p>Natasha Sakolsky, Kevin Orr, Elden Chamberlain, Sebastian Dunn</p> <p>Kate Iorpenda</p>	<p>Clarity of roles Clarity on next steps with regard to OVCsupport.net Additional understanding of AIDSTAR Two provided to Field Programmes</p>
9-4-05	<p>Meetings held: Courtesy visit by MSH with Alvaro Bermejo, Alliance Executive Director and Jane Waterman, Alliance Director of External Relations</p>	<p>Natasha Sakolsky, John Berman, Kevin Orr, Alvaro Bermejo, Jane Waterman</p>	<p>Update on AIDSTAR-Two and Alliance contributions provided</p>

## A. Organisational Issues

Elden is firmly established in his role as Network Capacity Building Specialist. Kevin is actively transitioning out of the larger coordinating role he has played on behalf of the Alliance in AIDSTAR Two and has transitioned Task 2 activities to Elden. The need to clearly separate out the role Kevin has been playing from that Elden has assumed was understood by all.

## B. Programming

After consultation with the MSH AIDSTAR-Two Project Director and tacit approval of the USAID COTR, recruitment has begun for a half-time Senior Program Officer (SPO) that will assume the overall coordination, communication, and quality oversight of the Alliance's role on the AIDSTAR-Two core task order beyond Task 2. The SPO will be available to provide support to Elden on Task 2 as needed. Elden will continue to coordinate and communicate Task 2 LAC activities with the Secretariat and Mexican/EI

Salvadoran CSOs as well as MSH and will share information as needed with MSH as it may impact Guatemala activities or vice versa.

I will continue to support Elden in this role as needed, but from an operational/administrative perspective, not from a project perspective and will continue to play a representational role for the Alliance on AIDSTAR Two as needed

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### Section 3: Budget and indicators

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Please list all budget codes used to pay for the trip

Budget code: STR01

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### Section 4: Annexes and hyperlinks

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<b>Annex or hyperlink</b> (Examples of documents linked here include, workshop reports, trip TOR, meeting notes)	<b>Location:</b>
People met ( <i>Add details of new contact to contact database if appropriate</i> )	See above
Relevant reading	N/A
Others [Please insert]:	N/A

