

5 key words:

Honduras  
Project  
Close out  
Pipeline  
Accruals

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## AIDSTAR-Two Project Trip Report

### Process for completing trip report

1. This **trip report** must be completed by the traveler and distributed to the supervisor, relevant activity manager, and Program Associate (PA) **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, 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 PA 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 COR and mission contact.
6. When the entire template is completed, email the report along with all relevant documents to the relevant Activity Manager and PA. The PA 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: Project Year - LAST NAME. First Name (of traveler)- destination – departure MM YYYY (i.e. PY5 - BREZNER.Teri –Namibia –September 2012).

## AIDSTAR-Two Project Trip Report

### Brief Summary of Trip

Please include a 5-6 *summary of the overall trip*, including major accomplishments and deliverables:

Curtis Feather traveled to Tegucigalpa, Honduras October 7-24 to assist with various aspects of closeout of the AIDSTAR-Two Honduras project and office. This included items such as grantee closeout, pipeline and accruals monitoring, file management and shipping, project bank account signatory revision and petty cash reconciliation, personnel files and outstanding HR issues review, asset and material disposition, liquidation of outstanding advances, review of reporting requirements, and internal and external planning and debrief meetings. The objectives of the TDY were met, and when Curtis left, the project team and USAID/Honduras were clear regarding next steps and pending items to finalize the closeout process.

### Five Key Words

Please include the **five key words** that should be used to label this trip report in Institutional Memory and IM/DEC (for example, common key words include: *HIV/AIDS, AIDSTAR-Two, USAID, Country trip took place, TWG sponsoring activity*) :

1. *Key Word: AIDSTAR-Two*
2. *Key Word: Honduras*
3. *Key Word: Closeout*
4. *Key Word: Operations*
5. *Key Word: Office*

### 1. Scope of Work:

Destination and Client(s)/ Partner(s)	Honduras
Traveler(s) Name, Role	Curtis Feather, Senior Finance and Administration Officer
Date of travel on Trip	October 7-24, 2012
Purpose of trip	Assist with various aspects of project closeout, such as grantee closeout, pipeline and accruals monitoring, file management and shipping, project bank account signatory revision and petty cash reconciliation, personnel files and outstanding HR issues review, asset and material disposition, liquidation of outstanding advances, review of reporting requirements, and attend internal and external debrief meetings.
Objectives/Activities/ Deliverables	Review files, status of processes, and provide training and management support in each of the areas mentioned above to ensure the project closeout is on track and all key stakeholders are aware of the status, roles and responsibilities, and next steps to complete the closeout.
Background/Context, if appropriate.	After multiple years of HIV/AIDS program and performance based grants program implementation in Honduras, the AIDSTAR-Two Project ceased most technical activities at the end of PY4 (September 2012), with the two offices closing in October 2012 (main office in Tegucigalpa and satellite office in San Pedro Sula). A small in-country staff remained in October to finalize activities and closeout, and the team coordinated support closely with the MSH ULAT Project, based in a separate office in Tegucigalpa, Honduras.

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

### **Grantee Closeout and Grant/Subcontract Files**

I helped ensure the timely closeout of grantees and assisted with the review of final monthly invoices and reports, liquidation of advances, and approvals for the issuance of final payments. We received signed memos from each grantee confirming that all payments were received and that there were no outstanding liabilities. I also conducted a detailed review of selected grant/subcontract files to ensure that all necessary materials were included in the files and followed up with the team and the NGOs for any missing information.

### **Pipeline and Accruals Monitoring**

Throughout and following the TDY, I worked with the Finance Manager and team to regularly update the accruals tracking matrix and pipeline. I also prepared a checklist of all pending accounts payable/receivable, anticipated timing, and person responsible for processing them, which I reviewed with the MSH ULAT staff (who continued to support the project and completed these items).

### **File Management and Shipping**

I conducted detailed training with the local team regarding MSH policies for file management and shipping, and I assisted with file review, labeling, and packaging. I also coordinated with MSH Accounting and MSH ULAT regarding certain shared bank files to confirm what should remain in country with ULAT vs. be shipped to the Cambridge HQ office. We procured a shipping vendor and most files were shipped to HQ shortly after I left Honduras, and several other files were later sent directly to me, as agreed upon with ULAT staff supporting the closeout. Following this TDY, I reviewed the files that arrived in Cambridge, verified the content logs, added final files, and had them moved to our secure storage site at Iron Mountain.

### **Bank Account and Petty Cash**

I coordinated with our staff and the ULAT team regarding the shared bank account. As our COP was still in country and signing checks, we waited to change the signatory on the bank account until after she left country. Also, we ensured that the AIDSTAR-Two petty cash was reconciled, deposited in the account, and correctly captured in the Quickbooks file.

### **Personnel Files and HR Issues**

I met with AIDSTAR-Two staff and helped review personnel files and updated them with any recent revisions in employee contracts, termination letters, etc. The team also calculated final benefits/severance payments and prepared payment receipt memos for each departing staff person to sign and add to the files. Per a debrief meeting with the Finance/HR Manager, there were no outstanding HR or other personnel issues pending.

### **Asset and Material Disposition**

I followed up with MSH Contracts, USAID/Honduras, and later OAA regarding the revisions to and approval of the non-expendable equipment disposition plan as well as the local disposition of other materials (under \$500) not captured in the plan. I also reviewed MSH disposition SOPs with the local team and ensured that all staff-assigned assets were collected and registered. Following the OAA approval (shortly after the TDY), assets were transferred per the disposition plan, and we collected and filed title transfer letters.

I also coordinated with the local staff to ensure the repair shop completed repairs to a damaged vehicle, and I agreed with the MSH ULAT team on next steps to finalize the necessary paperwork and transfer the vehicle to JSI, per the approved disposition plan.

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### Reporting Requirements

I worked closely with our staff, MSH ULAT, and USAID/Honduras regarding outstanding VAT exoneration processing with the Honduran government. Progress was made during the TDY, but the two submissions require follow up by MSH ULAT staff following closeout.

### Coordination with MSH ULAT

As noted throughout the prior areas, I communicated regularly with the MSH ULAT team (primarily Miriam Flores and Vilma Morales) along with key AS-Two staff to ensure plans were developed and in place for the support from ULAT staff that we would require post closeout for items such as issuing final payments, submitting Accounting expense files to MSH HQ, finalizing any asset disposition/transfer records, revising the bank signatory, verifying the petty cash deposit, and shipping final files to MSH HQ. I also prepared a checklist matrix of items that ULAT staff would assist our project with following the closure of our office.

### Inbrief/Debrief with USAID

Our COP and I met with Dr. Ritza Alvilez from USAID/Honduras for an inbrief meeting on October 9. We discussed the objectives of my TDY as well as various details regarding the disposition plan, final adjustments to the budget/pipeline, and the final dates for the submission of several final technical deliverables.

Throughout the TDY, our COP and I communicated regularly with USAID on various items, and we then had a final TDY debrief meeting on October 24. We discussed the achievements detailed in the previous sections and the few pending items for closeout (primarily finalizing the vehicle disposition, continuing to process the VAT exoneration, sending the final files to our HQ office, etc.). We had already notified USAID that we would have remaining pipeline funds after closeout, and we agreed to contact Dr. Alvilez in the coming months (after final expenses posted) to discuss how to best program the remaining funds. Following the TDY, on October 31 Yadira, Sarah Johnson and I also had a final closeout follow up call with Dr. Ritza Alvilez.

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

Description of task	Responsible staff	Due date
Review the pipeline and coordinate with USAID to program the remaining balance.	Curtis/Yadira	Complete
Ship the project files to MSH HQ and the post-office closeout files directly to Curtis.	Egla/Miriam	Complete
Review the files in Cambridge, add the final materials, and transfer the files to the secure storage site.	Curtis	Complete
Reconcile the petty cash, deposit it in the account, and verify the entry in Quickbooks.	Egla/Miriam	Complete
Pending OAA's final approval of the disposition plan, complete the title transfers and file the forms.	Miriam/Curtis	Complete
Continue to follow up with the Honduran government and coordinate with USAID regarding the VAT exoneration processing (two submissions)	Miriam/Curtis	Ongoing

**4. Contacts:** List key individuals contacted during your trip, including the contacts' organization, all contact information, and brief notes on interactions with the person.

## AIDSTAR-Two Project Trip Report

Name	Contact info	Home organization	Notes
Dr. Ritza Ávilez	USAID/Honduras HIV/AIDS Project Management Specialist	(504) 236-9320 X 4360 <a href="mailto:rvavilez@usaid.gov">rvavilez@usaid.gov</a>	USAID inbriefing meeting October 9 and debriefing meeting October 24.
Yadira Almodovar-Díaz	Former AS-Two COP	<a href="mailto:yalmodovardiaz@msh.org">yalmodovardiaz@msh.org</a>	AIDSTAR-Two Honduras COP and now based in US office
Egla Canales	Former AS-Two Finance Manager	<a href="mailto:ecanales@msh.org">ecanales@msh.org</a>	Coordinated all aspects of closeout, filing, accounting, etc. together
Miriam Flores	MSH Honduras Finance Director	<a href="mailto:mflores@msh.org">mflores@msh.org</a>	Coordinated closely on closeout and particularly items that required MSH ULAT support and follow up. Continue to coordinate on VAT processing and final vehicle disposition records.

**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
Honduras Closeout efiles	Internal folder with copies of key documents, closeout checklist, notes, etc.	P:\CLM\AIDSTAR-Two Shared\Countries\Honduras\Closeout
Honduras Project Files	Accounting records, grant/subcontract, consultant, personnel, and other key paper file archives	Iron Mountain Storage, Cambridge, MA