AIDSTAR-Two Project Trip Report – Massachusetts & Virginia Jan 23-30, 2010
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5 key words:

Cambridge
Arlington
Training
Meetings
Guatemala

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AIDSTAR-Two Project Trip Report Template

1. Scope of Work:

Destination and Client(s)/ Partner(s)	Management Sciences for Health – Cambridge, MA & Arlington, VA office
Traveler(s) Name, Role	Lilian L. Rodas, Financial & Human Resources Manager
Date of travel on Trip	January 23 – January 30, 2010
Purpose of trip	MSH Orientation sessions in Cambridge, MA and Arlington, VA
Objectives/Activities/ Deliverables	Training and meetings on MSH policies and procedures to support performance of AIDSTAR-Two Guatemala project activities
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.

Meet key contacts and supporting staff for the AIDSTAR-Two Guatemala project.
Obtain additional and complementary information about specific MSH policies and procedures to operate the project.
Finalize a revised version of the project budget to be able to support the participation of 4 members of the staff and 4 members of the communities in CONCASIDA, Costa Rica March 2010.

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

Description of task	Responsible staff	Due date
Logistic activities and funding CONCASIDA participation	ADM & LOGS, FIN & HHRR	February 26, 2010
Support ongoing project activities in accordance with MSH policies and procedures	FIN & HHRR	On-going

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
Sarah Johnson	sjohnson@msh.org	MSH – Cambridge, MA	Meeting to update project achievements and pending support from home office
Kimberly Hirsch, HR Partnet	khirsh@msh.org	MSH – Cambridge, MA	Training received on Human Resources information, guidelines, policies and processes
Peter Mahoney	pmahoney@msh.org	MSH – Cambridge, MA	Training on contracts and grants procedures, information regarding tools and formats accessible through MSH Intranet
Tim Allen and Larry Michel	tallen@msh.org lmichel@msh.org	MSH – Cambridge, MA	Meeting to update project activities
Susan Brinkert	sbrinkert@msh.org	MSH – Cambridge, MA	Meeting to make project budget adjustments to be able to participate in CONCASIDA, Costa Rica March 2010

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Finance & Operations Officers		MSH – Cambridge, MA	Training on financial and travel procedures, information regarding tools and formats accessible through MSH Intranet
Yadira Almodovar-Diaz	yalmodovardiaz@msh.org	MSH – Arlington, VA	Several meetings to update information and project activities
Becky Bennet	rbennet@msh.org	MSH – Arlington, VA	General information on AIDSTAR-Two branding and marking
Christian Fung, COTR	cfung@usaid.gov	USAID / Washington	Introduction meeting to AS2 Staff, presentation and update of the project activities and pending approvals
Curtis Feather, Erin Rains, Adam Mbundure	cfeather@msh.org erains@msh.org ambundure@msh.org	MSH – Arlington, VA	General information on operative and financial procedures and reports

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
MSH Intranet	Tools, information, forms, policies, procedures, contacts	MSH web page
Local Human Resource Manager Manual	Printed manual	
Staff Recruitment Policy	Printed manual	
FY09 PPRD instructions and forms	Printed manual	
International Travel Approval	Printed manual	
MSH Finance & Operations Orientation	Printed manual	
Using the Challenge Model – LDP	Printed manual	

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AIDSTAR-Two Orientation Schedule
Cambridge

Attendees:
Eugenia Monterosso – Chief of Party Guatemala
Maria Elena Ramirez – Director of Finance & Administration Honduras
Lilian Rodas – Director of Finance & Administration Guatemala
Dr. William Sambisa – M&E Advisor – Arlington
Mario Lacayo, Chief of Party, LMS Nicaragua will attend some sessions

January 25-27, 2010

All sessions in Cambridge will take place in the Smith Conference Room, Room #411

Monday, January 25th

Time	Subject	Personnel	Attendees
8:30-9:30	**Welcome Breakfast**	CLM Staff @ Second Floor Library	All AIDSTAR-Two guests and Mario Lacayo, Chief of Party, LMS Nicaragua
9:30-10:30	**Honduras meeting**	Sarah Johnson	Maria Elena Ramírez
9:30-10:30	**Free Time**		Eugenia, Lilian, William
10:30-12:00	**Human Resources**	Kimberly Hirsh, HR Partner	All AIDSTAR-Two
12:00-1:00	**Lunch**	Sarah Johnson	All AIDSTAR-Two
1:00 – 3:00	**Contract and Procurement**	Peter Mahoney, Senior Contract Officer	All AIDSTAR-Two
3:00-4:00	**Guatemala team meeting**	Sarah Johnson	Eugenia Monterroso and Lilian Rodas
3:00-4:00	**Free Time**		Maria Elena, William
4:00-5:00	**PPRD Process**	Marcia Herrera, Director, Talent Management	All AIDSTAR-Two

Tuesday, January 26th

Time	Subject	Personnel	Attendees
8:30 – 11:30	**Grants Management**	Peter Mahoney, Senior Contract Officer	All AIDSTAR-Two
11:30 – 1:00	**Lunch**	Tim Allen, Senior Director, CLM and Larry Michael, Vice President, CLM	All AIDSTAR-Two and Mario
1:00 – 2:00	**MSH/CLM Tool Orientation**	Liz McLean, Sr. Program Officer and Eliana Monteforte	All AIDSTAR-Two and Mario
2:00 – 3:00	**LDP**	Meghann Lindholm, Senior Program Officer	All AIDSTAR-Two
3:00 – 3:30	**Free Time**		All AIDSTAR-Two
3:30 – 4:00	**January Birthday Celebrations**	All	Kitchen
4:00 – 5:00	**Results Management System**	Sallie Craig Huber, Global Lead for Results Management	All AIDSTAR-Two
5:30	**Dinner with MSH-ers**	All MSH-ers	All AIDSTAR-Two and Mario

Wednesday, January 27th

Time	Subject	Personnel	Attendees
8:00 – 9:00	**VSPP**	Karen Sherk Chio, Senior Program Officer	All AIDSTAR-Two
9:00 – 9:30	**Break**		
9:30 – 11:30	**Finance and Operations**	Elisabeth Cruz, Senior Finance & Operations Officer	All AIDSTAR-Two and Mario
11:30 – 1:00	**Discuss AIDSTAR-Two Objectives Over Lunch**	Discuss AIDSTAR-Two objectives and opportunities in Nicaragua	Eugenia, Mario & Ana Diaz, Senior Program Officer
11:30 – 1:00	**Lunch**		Lilian, Maria Elena, William, Adam
1:00 – 3:00	**Finance and Operations**	Jon North	All AIDSTAR-Two and Mario
3:00	**Depart for Airport**		All AIDSTAR-Two

AIDSTAR-Two Orientation Schedule
Arlington

Attendees:
Eugenia Monterroso, Chief of Party, Guatemala
Lilian Rodas, Director of Finance & Human Resources, Guatemala
Maria Elena Ramirez, Director of Finance & Administration, Honduras

Virtual Attendees:
Fernando Arevalo, Social Mobilization Advisor, Guatemala
Licida Bautista, Chief of Party, Honduras
Marisela Bustillo, Communications Manager, Honduras

January 28-29, 2010

Thursday, January 28th
AIDSTAR-Two Project Specific Orientation

Time	Subject	Personnel	Attendees	Notes
8:30-10:30	**Breakfast and Team Meeting** Mediterranean Conference Room	AS2 Team	Maria Elena R., Eugenia M., Lilian R.	8:30-8:45 Welcome breakfast 8:45-9:00 Introductions 9:00-9:10 Overview of AS2 (Becky) 9:10-9:40 Task 1 (Sarah & Becky) 9:40-9:50 Task 2 (Elden) 9:50-10:05 Task 3: Honduras (Maria Elena) 10:05-10:20 Task 3: Guatemala (Eugenia) 10:20-10:30 Q&A and Wrap-up
10:30-11:30	**Finance and Operations** Room 100	Adam M., Curtis F., Yadira A.	All	• Overview of AS2 Financial System • Financial Processes for Field Programs • Reports and Pipelines
11:30-12:30	**Communications/Knowledge Management** Room 100	Becky B.	All Via skype: Fernando A.	• Branding and Marking Plan • Product quality control • Reporting process (quarterly, semi and annual reports) • AS2 Communication Products • Intranet and Institutional Memory
12:30-1:30	**Lunch**	TBD		
1:30-3:00	**Social Mobilization** Atlantic B Room	John B., Sarah F., Sarah J., Yadira A., Alyson C.	Eugenia M. Via skype: Fernando A., Licida B., Marisela B.	• Progress to-date • Q&A session
3:00	**Departure to USAID**			
3:30-5:00	**Meeting w/ Christian Fung, COTR**	Sarah J., Yadira A.	Maria Elena R., Eugenia M., Lilian R.	• Introductions • Project updates

Friday, January 29th
AIDSTAR-Two Project Specific Orientation

Time	Subject	Personnel	Attendees	Purpose
8:30-9:30	**M&E Overview, Guatemala and Honduras PMPs** Room 100	William S., La Rue S., Yadira A.	Eugenia M. Via skype: Ana Maria R., Francisco A.	• Overview of AS2 Global PMP • M&E System and reporting process • Country-specific PMPs
9:30-10:30	**Capacity Building and Network Support** Room 100	Elden C., Sarah F., William S.	All	• CB framework, Network CB and CB website • CB work in Guatemala and Honduras • Strategy to strengthen networks in Guatemala • Id. areas for technical support • CB indicators, consensus building
10:30-11:30	**Honduras Finances** Office 75	Adam M., Curtis F., Yadira A.	Maria Elena R. Via skype: Licida B.	• Review Honduras budget, ACF, Grants • Make adjustments as needed • Review deliverables
12:00-2:00	**Working Lunch:** **MSP Training**	Curtis F., Yadira A.	All	• Brief training on MSP • Review of MSP plans and reporting process • Q&A
2:00-3:00	**Guatemala Finances** Office 75	Adam M., Curtis F., Yadira A.	Eugenia M., Lilian R.	• Review Guatemala budget, ACF • Make adjustments as needed • Review deliverables
3:00-4:30	**One-on-one** Office 75		Eugenia and Yadira	• PPRD, etc.
3:00-4:30	**Administrative Procedures** Room 100	Curtis F., Lauren B, Erin R., Adam M.	Lilian R., Maria Elena R.	• International Travel Approval and Travel Logistics • TEFs, Travel Advances, Consultant Payments • Consultant Agreements • Inventory and Procurement • Institutional Memory
4:30 – 5:30	**Wrap-up and next steps** Room 100	Yadira A.	All	• Review of what worked and what can be improved • Action items