

AIDSTAR-Two Project Trip Report

AIDSTAR-Two Project Trip Report – Barbados and Guyana Sept 23 – Oct 2, 2012
Printed April 2013

5 key words:

AIDSTAR-Two
PEPFAR
Caribbean
Dashboard
PANCAP

This report was made possible through support provided by the US Agency for International Development, under the terms of Contract Number **GHH-1-00-07-00068-01**. The opinions expressed herein are those of the author(s) and do not necessarily reflect the views of the US Agency for International Development.

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

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

AIDSTAR-Two Project Trip Report

Brief Summary of Trip

Following two initial engagement and design TDYs in PY4, Curtis Feather traveled to Barbados and Guyana September 23 - October 2, 2012 to lead the launch of the PEPFAR Caribbean dashboard implementation phase by conducting alignment meetings and various trainings with key stakeholders, including the PEPFAR Caribbean Team other USG staff in Barbados, and PANCAP and CARICOM staff in Guyana. Curtis conducted meetings and general dashboard user and management training in Barbados with the PEPFAR Coordinator's Team as well as USAID/EC and DOD staff. Curtis then conducted a more detailed training for PANCAP/CARICOM in Guyana (who agreed to host and manage the dashboard files moving forward) covering the general information as well as more in depth training regarding the dashboard software and how to manage and modify dashboards in the future. Curtis then returned to Barbados for a final debrief meeting with the PEPFAR Caribbean team. Following this final TDY, Curtis incorporated several minor design revisions and finalized the dashboard files, standardized reporting formats, and a Dashboard User Manual. He provided the PEPFAR team and PANCAP a dashboard for each of the 12 countries in the region and an overall regional totals dashboard file.

Five Key Words

1. *Key Word: AIDSTAR-Two*
2. *Key Word: PEPFAR*
3. *Key Word: Caribbean*
4. *Key Word: Dashboard*
5. *Key Word: PANCAP*

1. Scope of Work:

Destination and Client(s)/ Partner(s)	Barbados and Guyana
Traveler(s) Name, Role	Curtis Feather, Senior Finance and Administration Officer
Date of travel on Trip	September 23 - October 2, 2012
Purpose of trip	Lead the launch of the PEPFAR Caribbean dashboard implementation phase by conducting alignment meetings and various trainings with key stakeholders, including the PEPFAR Caribbean Team other USG staff in Barbados, and PANCAP and CARICOM staff in Guyana.
Objectives/Activities/ Deliverables	<ul style="list-style-type: none"> • Dashboard general user and management training for the PEPFAR Caribbean team and other USG agency staff • Detailed dashboard user and management training for PANCAP and CARICOM staff • Dashboard User Manual • 12 country dashboard files and 1 regional totals dashboard
Background/Context, if appropriate.	The PEPFAR Regional Caribbean Program Coordination Team, based in Bridgetown, Barbados, manages a vast portfolio with programs in 12 countries, 2 regional partners, 6 USG Embassies, and 7 USG Agencies. Each of these Agencies has their own set of Implementing Mechanisms (IMs), adding to the wide array of programs to monitor and manage. Therefore, Throughout PY4, AIDSTAR-Two provided technical assistance and led the development and initial implementation launch phase of a regional PEPFAR program monitoring Dashboard system. The goal of the PEPFAR Caribbean Regional Program Dashboard is to provide a more streamlined process and system that facilitates information sharing and program monitoring and

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

AIDSTAR-Two Project Trip Report

	<p>management by the PEPFAR Caribbean Team, USG Agency staff, National AIDS Programs (NAPs), and other key stakeholders.</p> <p>The Dashboard offers users a visual presentation of the PEPFAR indicator targets and progress towards achieving them, as well as budget execution information, all presented from the level of individual IM to the overall regional program totals. Thus, the Dashboard allows program managers and other key stakeholders to more easily focus on the program's progress towards the achievement of PEPFAR indicators, consolidate information for review, and view that information at different levels of detail (such as by individual IM, country, Agency, or regional program total).</p>
--	--

2. Major Trip Accomplishments:

<p><u>Dashboard User and General Management Training:</u> Following initial review meetings in Barbados, Curtis led hands on Dashboard user training for the PEPFAR Coordinator and team as well as several staff from other USG agencies (DOD and USAID/EC). During this process, the team reviewed the draft of the Dashboard User Manual, and Curtis noted revisions to make following the TDY. In addition, Curtis noted several minor revisions to the dashboard files themselves, such as changing the labeling over some of the selection lists. The training focused on the first section of the User Manual (general users) as well as some of the management aspects, and Curtis also showed the team how the dashboards operate within the dashboard software.</p>
<p><u>Dashboard User and General Management Training:</u> Curtis then traveled to Guyana to work with PANCAP and CARICOM staff, who are hosting the dashboard files and are leading the future management and maintenance processes. Curtis and the PANCAP staff reviewed the same content as the team in Barbados, but they also then spent much more time working in the actual dashboard software, making changes, testing data uploads and different file formats, etc. Curtis also downloaded and installed a license of the software for PANCAP to use and test on their computer system throughout the training.</p>
<p><u>Debrief Meeting:</u> Following the training in Barbados and then Guyana, Curtis returned to Barbados for a final debrief meeting with the PEPFAR Coordinator and team. The debrief meeting focused on the results of the training with PANCAP, any final questions the PEPFAR team had, and the agreement of next steps to finalize the dashboards.</p>

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

Description of task	Responsible staff	Due date
Make final design adjustments to the 12 country and 1 regional totals dashboards and send them to the PEPFAR team and PANCAP.	Curtis	Complete
Make final adjustments to the Dashboard User Manual and send the edited copy to the PEPFAR team and PANCAP.	Curtis	Complete
Provide PANCAP with updated data in the consolidated Excel files every 6 months.	Lisa/Bill (PEPFAR)	Ongoing
Upload data to the dashboard files every 6 months, link data for the regional totals dashboard, and upload files on the PANCAP website.	Christopher (PANCAP)	Ongoing
Procure and provide the PEPFAR team copies of 11 user licenses for the basic dashboard software for possible use with the National AIDS Programs (NAPs) in the region	Curtis	Complete

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

AIDSTAR-Two Project Trip Report

Provide PANCAP with photos and text for the website introduction page.	Lisa/Bill (PEPFAR)	TBD (if desired)
Provide PANCAP with documents to link to the introduction page and/or to the dashboard files.	Lisa/Bill (PEPFAR)	TBD (if desired)

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
Bill Conn	US Embassy Barbados wconn@usaid.gov Tel: 246-227-4388 Mobile: 246-243-1498	PEPFAR Regional Coordinator	Primary client and point of contact before, during, and after the TDY
Lisa Thompson	US Embassy Barbados Lthompson@usaid.gov Tel: 246-227-4353 Mobile: 246-231-0368	PEPFAR Program Management Specialist	
Faithe Best	US Embassy Barbados fbest@usaid.gov Tel: 246-227-4248	PEPFAR Administrative Assistant	
Fay Clarke	US Embassy Barbados	Program Officer, DOD	
René Brathwaite	US Embassy Barbados	HIV/AIDS Specialist, USAID/Barbados & the Eastern Caribbean	
Angela Davis	US Embassy Barbados	Senior HIV/AIDS Specialist, USAID/Barbados & the Eastern Caribbean	
Christopher Lawrence	CARICOM/PANCAP Guyana clawrence@caricom.org Tel: 592-222-0001-75 (Ext. 3403)	Information Manager/ Webmaster, PANCAP Coordinating Unit, CARICOM Secretariat, Guyana	
PANCAP Coordinating Unit (PCU) and CARICOM	www.pancap.org www.caricom.org Guyana		Multiple staff from the PCU and CARICOM attended an intro presentation on the PEPFAR Caribbean dashboards and PANCAP's management role.

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.

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

AIDSTAR-Two Project Trip Report

File name	Description of file	Location of file
Dashboard User Manual	General user and management guide.	MSH AIDSTAR-Two P drive and with the PEPFAR and PANCAP teams.
Dashboard Files	12 country and 1 regional totals files.	MSH AIDSTAR-Two P drive, with the PEPFAR and PANCAP teams, and on the PANCAP website.