

AIDSTAR-Two Project Trip report: Alyson Clark; Lusaka, Zambia

May 18, 2010

5 key words:

Conference

Cervical Cancer

Zambia

Lusaka

Preparation

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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 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).

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1. Scope of Work:

Destination and Client(s)/ Partner(s)	Lusaka, Zambia Visited with MSH/Zambia, CDC, CIDRZ
Traveler(s) Name, Role	Alyson Clark, Program Officer, Conference Organizer
Date of travel on Trip	4/11/10 – 4/19/10
Purpose of trip	To prepare for the PEPFAR Cervical Cancer Prevention and Screening Regional Workshop.
Objectives/Activities/ Deliverables	<ul style="list-style-type: none"> • Meet with the hotel manager and conference coordinator at the Taj Pamodzi; conduct inventory (IT needs, room set-up, etc.) to ensure venue meets the needs of the workshop. • Conduct meetings with MSH/Zambia staff member who is assisting in logistical preparations for the workshop and review her scope of work. • Visit the CIDRZ facility (a site visit planned for the workshop), review the scope of work for CIDRZ staff, review expectations for workshop. • Conduct interviews and hire one rappateur for note-taking during the workshop. • Hire a bus/transportation company for their services during the workshop.
Background/Context, if appropriate.	The PEPFAR Care and Support Technical Working Group has asked AIDSTAR-Two to organize the PEPFAR Cervical Cancer Prevention and Screening Regional Workshop. The workshop will take place at the Taj Pamodzi hotel in Lusaka, Zambia from 26-28 May 2010. The workshop will bring together US Government staff and Ministries of Health representatives from across sub-Saharan Africa. The aim of the workshop will be to build participant capacity to develop and implement cervical cancer screening and treatment programs for HIV-positive women in sub-Saharan Africa.

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

<ul style="list-style-type: none"> • Met with MSH/Zambia Staff <ul style="list-style-type: none"> ○ While in Zambia, I had the opportunity to work with MSH staff Dana Sandstrom (HR Partner, BRD) and Rose Malunga (Office Manager). ○ Dana will be serving as facilitator for the PEPFAR Cervical Cancer Prevention and Screening Regional Workshop. During the week, we met to discuss the logistics of the conference, the agenda, and our roles in the conference. Dana accompanied me to the Taj Pamodzi, CDC, and CIDRZ-MOH clinic. ○ I have been working with Rose Malunga since January 2010 to prepare for the conference. During my stay, I talked with Rose about expectations for her role in assisting with logistics, securing supplies, and liaising with Zambia-based companies and the hotel/venue.
<ul style="list-style-type: none"> • Visited the Taj Pamodzi <ul style="list-style-type: none"> ○ The first day I arrived in Zambia I toured the Taj Pamodzi hotel (selected venue for the conference). I spoke with several staff members about conference logistics (use of conference hall,

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<p>AV equipment rental, meals, and the reception). I toured the venue and saw the conference hall and dining areas we would use throughout the conference. I will be working mainly with the Director of Sales and Marketing, Patricia Mweya, as well as banquet and reception staff.</p>
<ul style="list-style-type: none"> • Met with CIDRZ staff <ul style="list-style-type: none"> ○ The Center for Infectious Disease Research in Zambia (CIDRZ) has been a partner in organizing the conference program since December 2009. I visited Dr. Sharon Kapambwe at the CIDRZ-MOH facility to discuss site visits during the conference. Dr. Kapambwe identified four clinics in the greater Lusaka area that participants will visit. Participants will have an opportunity to speak with staff, tour the facility, and learn how to implement similar programs/establish clinics in their countries. Dr. Kapambwe and I also reviewed the sessions that CIDRZ will be leading during the conference.
<ul style="list-style-type: none"> • Met with CDC/Zambia staff <ul style="list-style-type: none"> ○ I spoke with Laurie Fuller and Isaac Zulu at CDC/Zambia on April 29th at their offices. I talked with them about the conference and requested their assistance in both identifying the Zambian delegation and determining the proper protocol to invite the Minister of Health to give opening remarks, etc. They informed me of the different steps needed to approach the MOH and what branches should be asked to send participants. CDC/Zambia will also assist in helping me secure visas for participants who need them.
<ul style="list-style-type: none"> • Interviewed and selected rappateurs <ul style="list-style-type: none"> ○ Prior to arriving in Zambia, I reviewed several CVs from medical students who were interested in the rappateur position I had advertised at their school. I met with three candidates and spoke with them about their experience in note-taking and familiarity with the technical topics of the conference (i.e. cervical cancer prevention and screening). I reviewed expectations for their role (which includes logistical support) and how payment will be issued upon receipt of final report. After meeting with them, I selected the two best candidates for the position.
<ul style="list-style-type: none"> • Identified bus company <ul style="list-style-type: none"> ○ The CIDRZ-MOH site visits are approximately a 20-30 minute drive and therefore require a bus service to bring participants to and from the hotel. Rose Malunga helped me identify a bus company (Taiwo Travel Car Hire) that MSH/Zambia has used in the past and we will be securing their services for Thursday, May 27 (Day 2 of the conference).

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

Description of task	Responsible staff	Due date
Send Taj Pamodzi final list of participants	Alyson	May 16, 2010
Give Taj Pamodzi down payment to secure venue	Alyson and Rose	May 6, 2010
Transfer funding from MSH HQ to MSH/Zambia	Alyson, Adam, Rose	May 3, 2010
Draft SOW for rappateurs	Alyson	May 6, 2010
Select two rappateurs from applicant pool	Alyson	April 30, 2010
Provide PO to MSH/Zambia for rappateurs	Alyson	May 18, 2010
Send letters of invitation to MOH, NAC, others via CDC	Alyson	April 29, 2010
Revise conference agenda based on conversation with CIDRZ staff member Dr. Kapambwe	Alyson and Sara (CDC)	May 18, 2010
Visa letters to be signed by Oliver Hazemba (Regional Technical Officer, MSH)	Rose	May 3, 2010

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Secure bus company services	Rose	May 15, 2010
Create SOW for Dana (conference facilitator)	Alyson	May 18, 2010
Order office supplies for conference (in Zambia)	Rose	May 18, 2010

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	Title and Institution	Contact information	Notes
Dana Sandstrom	HR Partner, New Business Development	+260 -211-261-614	Conference facilitator
Rose Malunga	Office Manager, MSH/Zambia	+260 -211-261-614	Assisting with logistics
Dr. Sharon Kapambwe	Head, Cervical Cancer Prevention Program in Zambia, CIDRZ	+260-965-437619	Assisting in organization of conference
Laurie Fuller	Senior Program Management Specialist; CDC Global AIDS Program, Zambia	+260-21-1257515	Contact at CDC, liaison to PEPFAR team, identifying Zambian delegation
Dr. Isaac Zulu	Branch Chief, Prevention, Care and Treatment; CDC Global AIDS Program, Zambia	+260-21-1257515	Contact at CDC, liaison to PEPFAR team, identifying Zambian delegation
Patricia Mweya	Sales and Marketing Director; Taj Pamodzi Hotel	+260-1-254455	Sales and Marketing Director at conference venue

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		