AIDSTAR-Two Project Trip Report

AIDSTAR-Two Project Trip Report – Armenia **March 25 – 30, 2013**

Printed April 2013

5 key words:

Armenia
Logistical
HIV
Outreach
Support

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

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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 (Yadira for field support), and ProCo 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 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 ProCo 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 COTR and appropriate mission.

6. When the entire template is completed, email the report along with all relevant documents to the relevant Activity Manager and ProCo. The ProCo 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: PY# LAST NAME, First Name – Destination Month, DD YYYY (i.e. PY3 JOHNSON, Sarah –Honduras Oct 22 2010).

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1. Scope of Work:

Destination and Client(s)/ Partner(s)	Erevan, Armenia
Traveler(s) Name, Role	Rabinova Vlada, Hub staff
Date of travel on Trip	25-30 March Erevan, Armenia
Purpose of trip	Provide logistical support during the training on Methods of Outreach Work and Referrals for the Personnel of the Organizations Providing HIV associated services for MSM and LGBT"
Objectives/Activities/ Deliverables	**Training's Objective:** to develop peer outreach with the aim of developing a referral system to supportive and trained health service providers. Try to build functioning peer outreach model with system of referrals.
Background/Context, if appropriate.	**Agenda** **March 26-30, 2013**

Day 1, March 26, 2013

Time	Topic
10.00 – 11.15	Introduction of the training's program. Greeting and participants' acquaintance (interactive).
11.15 – 11.30	**Coffee-break**
11.30 – 13.00	Outreach work as a form of work with the target groups hard to reach**.** The basis of outreach work. The theory of behavior change.
13.00 – 14.00	**Lunch time**
14.00 – 14.30	What does outreach work begin with? – planning, mapping and gathering working group. Activity "Planning of outreach work" Discussion of the results.
14.30 – 16. 00	Who and what is an outreach worker? Ethics issues. Outreach group. Security issues.
16.00 – 16.30	**Coffee-break**
16.00 – 16.30	Activity "The first contact" Discussion of the results.
17.45 – 18.00	Outreach in practice. The first and the next contacts with the beneficiaries.
18.00 – 19.00	**Dinner**

Day 2, March 27, 2013

Time	Topic
10.00 – 11.15	Summing up the results of the work during

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	the first day of the training. Activity "The dog of the neighbor" Discussion of the results
11.15 – 11.30	**Coffee-break**
11.30 – 13.00	Types/kinds and forms of counseling. Counseling and outreach work. What must a consultant know?
13.00 – 14.00	**Lunch time**
14.00 – 16.00	Activity "Counseling in the field" Discussion of the results
16.00 – 16.30	**Coffee-break**
16.30 – 18.00	The basis of communication
17.45 – 18.00	Activity "Tourist bureau" Discussion of the results
18.00 – 19.00	**Dinner**

Day 3, March 28, 2013

Time	Topic
10.00 – 11.15	Summing up the results of the work during the second day of the training. Activity "Library" Discussion of the results
11.15 – 11.30	**Coffee-break**
11.30 – 13.00	Discussion of the beneficiaries' needs. – **Work in small groups.**
13.00 – 14.00	**Lunch time**
14.00 – 16.00	What is it a partnership? Referral system – What is the basis for its development and establishment?
16.00 – 16.30	**Coffee-break**
16.30 – 18.00	Activity "Development of one's own referral system" Discussion of the results
18.00 – 19.00	**Dinner**

***Day 4, March* 29, 2013**

Working meeting: «Development of the effective referral system for the organizations providing services for MSM and LGBT»

Time	Topic
10.00 – 11.15	Greeting and acquaintance with the participants of the working meeting. Induction into the program of the training.
11.15 – 11.30	**Coffee-break**
11.30 – 13.00	Organizations' presentations of their services

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	and their main beneficiaries.
13.00 – 14.00	**Lunch time**
14.00 – 16.00	Discussion of the beneficiaries' needs. Referral system – fundamentals and forms.
16.00 – 16.30	**Coffee-break**
16.00 – 18.00	Development of the referral system (work in groups). Presentation and discussion.

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	Function	Home organization	Notes
Dr. Karen Badalyan	President	NGO "We For Civil Equality" wfce@wfce.am P.O. Box 67, Yerevan 0010, Armenia +37491416999	

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.

	Description of file	Location of file

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