

## AIDSTAR-Two Project Trip Report

**AIDSTAR-Two Project Trip Report – Washington, DC**

**June 2-5, 2013**

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5 key words:

GBV  
KP  
Technical  
Meeting  
PEPFAR

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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, 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)	Washington, DC, US AIDSTAR Two, USAID
Traveler(s) Name, Role	Christine Stegling, Senior Advisor/IHAA and Sarah Middleton Lee, Consultant/IHAA
Date of travel on Trip	June 2, 2013 – June 5, 2013
Purpose of trip	Present GBV and KP research at USAID TWG Technical Meeting
Objectives/Activities/ Deliverables	<ol style="list-style-type: none"> <li>1) Meet with Diana Prieto to prepare for Technical Meeting</li> <li>2) Convene technical meeting, present annotated bibliography and initial recommendations</li> <li>3) Consolidate feedback into revised bibliography and technical paper</li> </ol>
Background/Context, if appropriate.	<p>The PEPFAR Gender Strategy calls for programs to identify and address the unique needs of women, and to ensure equity in access to HIV programs and services. The GHI Women, Girls and Gender Equality (WGGE) Principle reaffirms that commitment and explicitly calls for attention to the marginalized populations, most vulnerable to negative health outcomes, including HIV. Further, the Gender Strategy and the WGGE highlight the need to support programming for the prevention and response to gender-based violence (GBV), including among key populations. This activity will respond to these priorities and will contribute to PEPFAR’s ability to effectively reduce HIV risk among sex workers (SW), transgender (TG) women and men, men who have sex with men (MSM), and people who inject drugs (PWID)</p> <p>Specifically, the PEPFAR TWG is interested in building the capacity of community and service –providing groups working with key populations to integrate gender into their work with an emphasis on addressing GBV. Through the AIDSTAR-Two project, USAID will support a review of existing GBV training curricula, programming materials and/or protocols, for each sub population, i.e. MSM, TG, SW and PWID, produce an annotated bibliography and a technical paper summarizing findings and gaps, disseminate these products and encourage discussion and conclusions on the subject among experts in this area. In addition to an in-person technical review meeting to discuss existing tools and resources, and gaps, AIDSTAR-Two and USAID will virtually engage people on the field for feedback on recommendations, e.g. “input” webinars.</p>

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

Ms. Middleton Lee and Ms. Stegling held productive meetings with USAID Gender TWG staff, AIDSTAR Two and Alliance staff on June 3. The group reviewed Ms. Middleton Lee’s presentation, discussed how the meeting would be facilitated and reviewed the outline for the technical report. On June 4, AIDSTAR Two welcomed approximately 15 participants to a meeting to review the annotated bibliography and discuss recommendations for the technical paper. Ms. Middleton Lee presented her work as did KP Network reps (virtually). The group held a rich discussion and several recommendations came out of the meeting. Ms. Middleton Lee will incorporate the

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recommendations into the final version of the annotated bibliography and the next draft of the technical paper.

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

Description of task	Responsible staff	Due date
Incorporate feedback into revised bibliography	Sarah Middleton Lee	June 12, 2013
Submit first draft of technical paper	Sarah Middleton Lee	July 12, 2013

**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
Please see participant list			

**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.

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File name	Description of file	Location of file