

AIDSTAR-Two Project Trip Report

AIDSTAR-Two Project Trip Report – Malawi

September 9-13, 2013

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5 key words:

Malawi
Inventory
Disposition
Projections
Expenditures

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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 AdCo 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 AdCo 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.
6. When the entire template is completed, email the report along with all relevant documents to the relevant Activity Manager and AdCo. AdCo 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: sub-project name_ traveler's name_ destination_program year_departure month (i.e. Honduras-Bautista- Honduras -2009-6).

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1. Scope of Work:

Destination and Client(s)/ Partner(s)	Malawi
Traveler(s) Name, Role	Michael Hammes, Finance Director for AIDSTAR-Two
Date of travel on Trip	9/9- 913
Purpose of trip	Assist with close out of AIDSTAR-Two Malawi
Objectives/Activities/ Deliverables	<ul style="list-style-type: none"> • Review current state of the activity budget as well as projections and final planned expenditures to project final budget • Discuss and finalize Malawi inventory log and asset disposition plan • Discuss final deliverables, including final report, success stories, technical brief, and plan for finalizing these deliverables • Discuss file management issues and record keeping needs related to final close-out
Background/Context, if appropriate.	AIDSTAR-Two has operated in Malawi since September 2011, with a Project Director and staff implementing activities over the past two years. The office has supported the development of a number of local Civil Society Organizations over the past two years, primarily through technical assistance and training to build capacity within these organizations. My role on this trip was to ensure the proper closing out of activities as the AIDSTAR-Two contract ends in the near future.

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

Finalized the Malawi disposition plan
Meet with the USAID mission to discuss disposition plan, and particularly the issue of transferring the AIDSTAR-Two vehicles to local CSOs
Identified various records and files that need to be available in the U.S. for audit purposes and for institutional memory, and brought a number of records back on a flash drive.

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

Description of task	Responsible staff	Due date
Continue to monitor the budget as final expenditures are incurred	Mike Hammes, Alyson Clark, Shalisa Mzungu, Leonard Nkosi, Josephine Banda	Ongoing through October
After disposition plan is approved by OAA, ensure the proper title transfers are made to transition inventory to designated recipients (primarily CSOs)	Leonard Nkosi, Maureen Komanga, Shalisa Mzungu, Mike Hammes	By early November
Ensure that all Trainet information is up to date, and that all files are stored and accessible	Alyson Clark, Leonard Nkosi, Mike Hammes	October

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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
Anteneh Worku	aworku@usaid.gov	USAID Malawi	Point person handling AIDSTAR-Two issues with Ndasowa out on leave. Met to discuss overall disposition plan, and disposal of vehicles in particular as USAID will need to take action to ensure that CSOs are exempt from paying tax on vehicles.

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