

AIDSTAR-Two Project Trip Report

AIDSTAR-Two Project Trip Report – Thailand

March 25-31, 2013

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5 key words:

Thailand

HIV

AIDS

Procurement

Supply chain

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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, and Program Associate (PA) **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 PA 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 COR and mission contact.
6. When the entire template is completed, email the report along with all relevant documents to the relevant Activity Manager and PA. The PA 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: Project Year - LAST NAME. First Name (of traveler)- destination – departure MM YYYY (i.e. PY5 - BREZNER.Teri –Namibia –September 2012).

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Brief Summary of Trip

Empower School of Health in collaboration with WHO-Collaborating Centre for Advocacy@Training in Pharmacovigilance – Accra, Ghana, has successfully completed a training program in Procurement and Supply Chain Management. Seven days course was dedicated to quantification, development of specifications, procurement process, supply management and inventory control. Every day a new topic was considered. During the training information was provided very clearly and in detail. The participants were divided into groups that allowed them to be deeply involved in the discussion of practical case. We've got new experience and we will implement this knowledge on practice in future work. Also we've got answers on all our relevant questions regarding issues mentioned above.

Five Key Words

Please include the **five key words** that should be used to label this trip report in Institutional Memory and IM/DEC (for example, common key words include: HIV/AIDS, AIDSTAR-Two, USAID, Country trip took place, TWG sponsoring activity) :

1. Key Word: International Procurement and Supply Chain Management
2. Key Word: HIV/AIDS
3. Key Word: Empower School of Health
4. Key Word: Pharmacovigilance
5. Key Word: AIDSTAR-Two

1. Scope of Work:

| | |
|---------------------------------------|--|
| Destination and Client(s)/ Partner(s) | Thailand, Pattaya, Empower School of Health |
| Traveler(s) Name, Role | Artem Kremen, Procurement Manager; Iryna Donets, Legal Counsel |
| Date of travel on Trip | 25-31 of March 2013 |
| Purpose of trip | Participation in Certificate Course in International Procurement and Supply Chain Management |
| Objectives/Activities/ Deliverables | Better understanding of the fundamentals of procurement and supply chain activities. |
| Background/Context, if appropriate. | Empower School of Health in collaboration with WHO-Collaborating Centre for Advocacy@Training in Pharmacovigilance – Accra, Ghana, has successfully completed a training program in Procurement and Supply Chain Management. |

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

Procurement and Supply Chain Management topics included: Introduction to procurement and supply chain, product selection, disease specific procurement – HIV, TB, forecasting, management information system, procurement policies, quality assurance system.

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

| Description of task | Responsible staff | Due date |
|---|-----------------------|-------------|
| To work-out the detailed gap-analysis on UCDC PSM capacity | International experts | 01/06/2013 |
| To create PSM Department including Quality Assurance Unit | UCDC Management | 01/06/2013 |
| To work-out PSM Plan | PSM Department | end of 2013 |
| To find out the opportunities for Management Information Systems installing | UCDC Management | end of 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 | Contact info | Home organization | Notes |
|-----------------------|---|------------------------------|---------------------------------------|
| Prof. Paul S. Lalvani | admin@empower.net.in info@empower.net.in | Empower school of Health | Consultation on PSM capacity building |
| Soltan Mammadov | smammadov@ccm.az | Azerbaijan Republic MoH, CCM | Sharing experience |
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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 |
|-----------|---------------------|------------------|
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