

AIDSTAR-Two Project Trip Report – South Africa 11/09/10

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5 key words:

Social Welfare Workforce Strengthening Conference, OVC TWG, HIV/AIDS,
Social welfare, AIDSTAR - Two

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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)	Organized and participated in the Social Welfare Workforce Strengthening Conference in Cape Town, South Africa.
Traveler(s) Name, Role	Alyson Clark, Program Officer, AIDSTAR-Two Ummuro Adano, Senior Technical Advisor, Capacity Building, AIDSTAR-Two Sarah Johnson, Project Director, AIDSTAR-Two
Date of travel on Trip	11/09/10– 11/20/10
Purpose of trip	To convene the Social Welfare Workforce Strengthening Conference.
Objectives/Activities/ Deliverables	<ul style="list-style-type: none"> • Conduct the four-day Social Welfare Workforce Strengthening Conference. <ul style="list-style-type: none"> ○ Co-organized and participated in Pre-Conference Meeting for facilitators, moderators, and note takers – November 14, 2010. ○ Registered participants on November 14, 2010 and distribute conference materials. ○ Coordinated reception on November 15, 2010. ○ Coordinated with speakers, facilitators, moderators, country team liaisons, country team leads, and rappateurs daily. ○ Met daily with relevant hotel staff regarding conference venue, meals, accommodations, and payment. ○ Sarah led country team planning activities with support from Ummuro. ○ Sarah and Ummuro led skills labs during the conference and served as presenters various times during the conference. ○ Met daily with Steering Committee to review the day’s accomplishments and challenges, prepare for following day.
Background/Context, if appropriate.	AIDSTAR-Two, in conjunction with the PEPFAR Orphans and Vulnerable Children Technical Working Group and other key stakeholders, hosted a conference focusing on strategies to strengthen the social welfare workforce in Africa in an effort to improve social welfare systems and ultimately the well-being and welfare of children orphaned and made vulnerable by HIV/AIDS. 160 participants from Africa working in the context of social welfare will attend the conference.

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

Workshop outcomes:

By attending the Social Welfare Workforce Strengthening Conference, the 160 participants contributed to the growing body of knowledge regarding components of a functioning social welfare system and social welfare workforce; identified specific promising practices for strengthening the social welfare workforce; strengthened relationships and technical exchange between members of the social welfare workforce within individual countries and across regions; and outlined opportunities for improving existing plans or developing new plans for strengthening the social welfare workforce within countries.

Please see trip report for full workshop summary, due in early January 2011.

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

Description of task	Responsible staff	Due date
Compile workshop evaluations, learning leaves, and poster information	Alyson	December 4, 2010
Debrief AIDSTAR-Two team on conference and outcomes	Sarah, Ummuro, Alyson	TBD
Send participants contact information and country team presentations	Alyson	December 10, 2010
Finalize payments (AV supplies, venue)	Alyson / Carole Evans	December 6, 2010
Issue payment for facilitator	Carole Evans	December 6, 2010
Post all conference material on OVCsupport.net	Alyson to give material to Erin	December 6, 2010
Submit trip report to AIDSTAR-Two COTR and PEPFAR OVC TWG	Alyson	January 31, 2011

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
Theresa Willis	Banqueting Coordinator, Southern Sun Cape Sun	+27 21 488 5100	
Audine Nsudokwu	Reservations Supervisor, Southern Sun Cape Sun	+27 21 488 5100	
Monica Cleves	Business Manager, Township Patterns	+27 21 488 4828	
Raymond Carelse	Driver	+27 0836229186	

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
Social Welfare Workforce Strengthening Conference Participant Contact List	Contact list for all conference participants	e-room and distributed to conference participants
Social Welfare Workforce Strengthening Conference Brief	Two-page brief on conference outcomes	e-room and on OVCsupport.net
Social Welfare Workforce Strengthening Conference Agenda	Conference agenda	e-room and part of conference booklet given to participants
Social Welfare Workforce Strengthening Conference Report	Final conference report (to be compiled by NASW in January)	Will be posted in e-room and submitted to COTR and OVC TWG.