

AIDSTAR-Two Project Trip Report – Zambia 05/21/10

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5 key words:

PEPFAR, Cervical Cancer, AIDSTAR – Two, Prevention and Screening Regional Workshop, Zambia

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AIDSTAR-Two Project Trip Report

1. Scope of Work:

Destination and Client(s)/ Partner(s)	Lusaka, Zambia
Traveler(s) Name, Role	Alyson Clark, Program Officer, Conference Organizer
Date of travel on Trip	5/21/10 – 5/31/10
Purpose of trip	To organize the PEPFAR Cervical Cancer Prevention and Screening Regional Workshop.
Objectives/Activities/ Deliverables	<ul style="list-style-type: none"> • Conduct the three-day PEPFAR Cervical Cancer Prevention and Screening Regional Workshop. <ul style="list-style-type: none"> ○ Hold meetings with conference facilitators and note takers prior to conference. ○ Greet participants at the airport and facilitate visa process. ○ Coordinate airport pick up/drop off times. ○ Coordinate check-in/check-out for participants. ○ Register participants on 25 May 2010 and distribute conference materials. ○ Host reception on 26 May 2010. ○ Coordinate site visit including transportation and travel logistics. ○ Coordinate with CIDRZ staff regarding their presentations and role in conference. ○ Meet daily with relevant hotel staff regarding conference venue, meals, accommodations, and payment.
Background/Context, if appropriate.	<p>The PEPFAR Care and Support Technical Working Group asked AIDSTAR-Two to organize the PEPFAR Cervical Cancer Prevention and Screening Regional Workshop. The workshop took place at the Taj Pamodzi hotel in Lusaka, Zambia from 26-28 May 2010. The workshop brought together US Government staff and Ministries of Health representatives from across sub-Saharan Africa. The aim of the workshop was to build participants' capacity to develop and implement cervical cancer screening and treatment programs for HIV-positive women in sub-Saharan Africa.</p>

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

Workshop outcomes: The 41 participants in attendance gained knowledge about recent scientific evidence, policy guidance based on WHO recommendations, and the implications for PEPFAR funding of cervical cancer programs; they learned the components of evaluating program gaps and capacity as well as how to implement a quality program for cervical cancer screening and treatment of both general populations and HIV-infected women.

Please see full workshop report and summary for additional details.

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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	Alyson	June 3, 2010
Debrief AIDSTAR-Two team on conference and outcomes	Alyson	June 3, 2010
Send participants contact information, conference certificates, country team presentations	Alyson	June 4, 2010
Write trip report	Alyson	June 14, 2010
Finalize payment for venue (Taj Pamodzi)	Alyson / Rose Malunga	June 16, 2010
Issue payment for note takers	Rose Malunga	June 17, 2010
Submit trip report to AIDSTAR-Two COTR and PEPFAR Care & Support TWG	Alyson	June 17, 2010

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
Dana Sandstrom	HR Partner, New Business Development	+260 -211-261-614	Conference facilitator
Rose Malunga	Office Manager, MSH/Zambia	+260 -211-261-614	Assisting with logistics
Dr. Sharon Kapambwe and Dr. Groesbeck Parham	Head, Cervical Cancer Prevention Program in Zambia; Co-director, CCPPZ	+260-965-437619	Assisting in organization of conference
Patricia Mweya	Sales and Marketing Director; Taj Pamodzi Hotel	+260-1-254455	Sales and Marketing Director at conference venue

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
PEPFAR Cervical Cancer Prevention and Screening Regional Workshop	Conference summary report	http://eroom.msh.org/eRoom/L/AIDSTAR-Two/0_63698