

DHAPP Desk Officer/Consultant Trip Report

1. Country visited:*		2. Date(s) of in-country visit:	
3. Full name(s) and title(s) of travelers:			

*Note: A separate report is required for each country even if several countries were included on the same trip.

4. Purpose of visit (e.g., initial needs assessment, conference or other planned meeting, follow-up, etc.):	
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5. In-country points of contact:

Name	Rank/Title	Role in HIV Prevention	Telephone & Fax #	Email Address

6. Summarize <i>the nature of your technical assistance to the country during this visit</i>—preferably no more than 1-3 lines per bullet point:	
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7. Summarize <i>highlights & accomplishments</i>—preferably no more than 1-3 lines per bullet point:	
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8. Summarize <i>one or more success stories from the in-country HIV/AIDS prevention and treatment program</i>—preferably no more than 1-3 lines per bullet point:	
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9. Summarize <i>unresolved issues, travelers opinions, and impressions</i>—preferably no more than 1-3 lines per bullet point:	
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10. Summarize <i>action items taken, recommendations made, plans for follow-up visits</i>—preferably no more than 1-3 lines per bullet point:	
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Submit any additional documents (such as those listed below) as files attached to the email:

- a. Completed needs assessment for each country visited (see needs assessment link on the DHAPP Web site and submit separately)
- b. Digital photos depicting military-to-military themes (e.g., individual or group military training sessions, mass awareness events, CT/laboratory staff or facilities, equipment/supply donation ceremonies, etc.)
- c. Letters of program endorsement/appreciation from host nation government/military
- d. Media coverage (e.g., Program-related newspaper or magazine articles; synopsis of DHAPP- or PEPFAR-sponsored educational films, television, radio programs)
- e. Digital photos/scanned images/electronic (pdf) files, training materials, KABP surveys or related data collection forms; HIV/AIDS awareness and promotional items (e.g., posters, billboards, banners, leaflets, pins, tote bags)
- f. Expanded narrative for questions 5 through 9 above (optional)

IMPORTANT INFORMATION ABOUT SUBMITTING THIS FORM:

1. The email title should be as follows, "Trip Report: Name Country Travel Dates", for example
Trip Report: SmithAJ Namibia 23to29JUL2007
2. If you do not have Adobe Acrobat Professional, you cannot save the filled out trip report as a PDF file; however, you can save it as a Microsoft Office Document Image (MDI file) or a Microsoft XPS Document using your computer's print function.
3. If you would like a PDF copy of the completed report, you can request one from DHAPP at nhrc-dhappevents@med.navy.mil. To do so, you must specify the report that you would like by including all of the information in the title listed above.