

EVALUATION REPORT

State Resource Centre Orissa

Submitted by

NTSU

On August 2, 2009

Executive Summary

The Xavier Institute of Management, Bhubaneswar (XIMB) owes its origin to a Social Contract between the Government of Orissa and the OJS (Orissa Jesuit Society). The Management of the institute consists of representatives from the Jesuit Society, Government of India, Government of Orissa and eminent industrialists and educationists. Since its inception in 1987, Institute has been offering quality management education.

Two staff of STRC Dr Soosai Peppin and Mr M N Tripathi are senior faculty of XIMB and are deputed from the institute while Ms Niharika Sahu and Ms Perapadan Sandra were contract employees hired by the Institute for the STRC activities. All staff are based in the premises of XIMB. There has been no staff turnover in the STRC. The Project Director of the STRC is also the Director of the Institute. The Institute has many consultancy projects funded by the government, international organizations and runs a series of development management programmes besides its own fulltime teaching in management.

In the past the institute has conducted a series of six week Certificate Programme in leadership and Managerial proficiency “ LAMP” for people living with HIV in partnership with the Indian Network for people living with HIV/AIDS (INP+) supported by UND. Besides this activity the institute had no experience of working in the field of HIV AIDS.

The XIMB STRC has conducted 18 training programs for a total of 406 personnel from 41 NGOs over the 8-month period from December 08 to July 09.

The new TOR was given to the STRC on 16 February 09. As per the TOR, the STRC was not able to conduct many activities due to absence of clarity from NACO and OSACS. The relationship between TSU and STRC has not developed fully. STRC had experience and capacity of conducting training need assessments, but no training need assessment was done.

Annual work plan was developed in consultation with OSACS and NACO. On verbal instructions from NACO the training of trainers and outreach training programs were postponed between January and March. Field visits to the TI were not conducted in absence of clarity on the travel guideline/entitlement. Letter was written to NACO but no response was received. No capacity building been done for NGOs in proposal writing. Operational Research topics needs to be identified.

The financial management system of the organization is as per the system followed in XIMB, proper and up to date. XIMB STRC does not have a separate bank account for the project as XIMB runs many programs with different organizations. The money goes to the Institute general account where a separate ledger on STRC is maintain by the finance division of the Institute.

The Institute recognizes the importance HIV prevention, but the costs paid to the Institute by NACO and SACS are not considered competitive in comparison to the other programs run by the Institute. Till date only one installment of 35% fund of the contract has been released to the STRC by NACO.

STRC needs to strengthen the following areas:

- Further build the understanding of all STRC Staff in core TIs activities and the challenges faced by the TI functionaries in outreach and at various levels.
- Build a resource pool of faculty members and conduct a training of trainers (TOT) as till date they have been only using the faculty provided by OSACS.
- Develop experience sharing mechanism between STRC, TSU and OSACS and NGO functionaries
- Build the resource and documentation centre on HIV AIDS
- Develop relationship with TSU to learn their experiences of field activities

During the debriefing discussion with STRC, additional issues and suggestions emerged for NACO and OSACS.

1. NACO should conduct regular meetings for STRC teams to share the new strategies and guidelines decided at the national level
2. STRC can be given some freedom to innovate and incorporate the state specific needs besides maintaining the requirements at the national level
3. Training of Trainers for the STRC staff and faculty members shall be conducted at the state level
4. Follow up visits of trainings are very difficult since there are only 3 people and 62 TIs. This activity has to be coordinated with the TSU staff and a feedback mechanism needs to be designed
5. Role clarity between STRC and TSU needs to be further developed.
6. The evaluation reports of TIs may be shared with the STRC to develop more insights on the performance and needs of the TIs
7. The communication between the STRC and NACO needs to be improved as response time from NACO was not appropriate
8. OSACS and TSU support in selection of trainees to form training batches from the TIs was limited as profiles of trainees were not available
9. Trained staff turnover among TIs is very high in the state of Orissa as new projects are launched by government and international agencies

1. Background

National AIDS Control Programme Phase III (NACP III) which runs from 2007-2012 is focused on saturating the coverage of core and bridge population affected and infected by HIV & AIDS, namely Men having Sex with Men (MSM), Female Sex Workers (FSW), Injecting Drug Users (IDU), Migrants and Truckers. This it seeks to achieve through a targeted intervention (TI) programme aimed at risk reduction (in addition to awareness and prevention). As part of the overall strategy to achieve this goal, NACO, through its various State AIDS Control Societies, have identified one State Training and Resource Centre (STRC) in each of 14 states.

In order to ensure standardised and quality trainings to different categories of staff working with NGOs/CBOs on TI's with a mandate to develop a sustainable and institutionalised centre for the capacity building of partner organizations for TI's, gather learning through additional research and develop pedagogy of learning for TI scale up, National AIDS Control Organization has decided to institutionalize the training and capacity building process with the State Training and Resource Centres (STRC).

Two Day Evaluation Schedule - 29-30 July 2009

Table 1: Evaluation Schedule

Dates	Activities
29 July 2009	Discussion with STRC team, Desk study of documents, Meeting with PD OSACS
30 July 2009	Review of Accounts of STRC, Meeting with Trainees from NGOs who have undergone STRC training, final review meeting with STRC team.

3.1 STRC Fact Sheet

3.1.1 Basic Details

Name of the STRC	STRC Orissa
Name of the Implementing Partner	Xavier Institute of Management, Bhubaneswar (XIMB)
States/ UTs Covered	Orissa
Number of Districts covered	28 out of 30 districts
Date of Contract with NACO	July 08
Date on which started	September 2008

functioning	
Number of TI partners covered	62 projects
Location of STRC:	Bhubneshwar(Orissa)

3.1.2 Organization Structure and Composition

The present team constitutes of:

- 1 training training coordinator, Dr Soosai Peppin, who looks into the overall supervision and quality of the programme;
- 2 training officers, Mr M N Tripathi and Ms Niharika Sahu who coordinate the training programme and provide input to the training coordinator for the development of the annual plan of activities;
- 1 accounts and administrative staff Ms Perapadan Sandra

Designation	Number
Training Coordinator	1
Training Officers	2
Admin and finance	1
Faculty Members	34
Total	38

3.1.3 Details of the Academic Committees formed by STRC

#	Name of the committee members	Representation	When joined
1	Prof.Andrew Dutta, Faculty, XIMB	Acamedician	27 April 09
2	Dr.Mamata Dash, Lecturer, School of Women Studies, Utkal University, Bhubaneswar	Academician	27 April 09
3	Dr.Ashish Das, Public Health Specialist	Trainer	27 April 09
4	Pravu Dutt Patel, Sambhav ,Drug de addiction centre	Trainer	27 April 09
5	Ranjit Kr Sahoo ,Anweshan	NGO Representative	27 April 09
6	Mr. P.K. Sahoo, Chairman, CYSD	NGO Representative	27 April 09
7	Basant Mohanty, Director, CARE, Orissa	NGO Representative	27 April 09
8	Mr.Haris Singh, Regional Director ,LEPRA Society, , Bhubaneswar	NGO Representative	27 April 09
9	Sister Vilma Norohna, Loyola Hospital	NGO Representative	27 April 09
10	Mr.Ranjit Ray, Project Director, PURVASHA, Bhubaneswar •	Community Representative	27 April 09
11	Mr.Basant Mishra, Purvasha	Community Representative	27 April 09
12	Ms. Annapurna	Community Representative	27 April 09
13	Mr.SM Farooque, Project Director, Fellowship, Bhadrak	TI Partner	27 April 09
14	Mr.Lokanath Mishra, Project Director, ARUNA, Berhampur	TI partner	27 April 09
15	Ms.Smita Jagdev,JD(TI),OSACS	Orissa SACS	27 April 09
16	Nandita Nayak- PL-TI,TSU,Orissa	Orissa TSU	27 April 09

3.2 Programme Delivery

a) Identification and Capacity Building of Faculty

The faculty members are chosen from the resource pool of 64 people formed through the empanelment process by OSACS. The criterion for selection of the faculty was the person's expertise in the topics for the training. STRC has used the services of 34 faculty members who covered all the training topics included in the training plan of the past year. Only 12 CVs of the faculty members were available for review out of the total faculty list.

Some of the faculty members are master trainers trained by NACO for the state. Moreover, they are well versed with NACP III and TIs. No orientation/training to the faculty members was provided as they were identified and used by OSACS

Before the training, faculties for that particular training are provided with reference materials and other resources like power point presentations etc.

Through the review of 8 CVs from the faculty list, it emerges that four professionals selected have many years of working experience in the HIV/AIDS sector as well as TI programmes and are very familiar with the NACO systems and guidelines. The STRC needs to identify more faculty members and train them. One of the concern raised by the STRC staff was the amount of resource fees paid to the faculty members. While the institute pays Rs 2500/- for a session of 90 minutes, the SACS pays Rs 500/- per session.

b) Trainings conducted by STRC

Between December 2008- to 09 STRC has conducted 18 trainings to total 407 people.

- Induction trainings for staff of 41 new TIs (15)
- STI/RTI Management for Doctors (2)
- Training on Program Management (1)

In the Induction training program was provided to 360 people which included 19 chief functionary/ project directors of TIs, 37 project coordinators, 20 accountants, 110 outreach workers, 116 peer educators, 41 counsellors, 14 doctors and 3 nurses from 41 new TIs.

In the STI/ RTI management training of doctors 22 doctors have participated.

In the training on program management 25 project managers have participated.

Training conducted by STRC ,XIMB from Dec'08-July'09

Sl. No	Topic of the training	Date of Training	Type of participant	FS W	MS M	IDU	COP M	Migr ant	Achieved No. of participants	Planned No. of participants	Batch	Duration in days
1	Induction training	8 -9 Dec 2008	<i>Project Managers</i>	3	2	2	7	5	19	42	1	2
			<i>Accountants</i>	3	2	2	8	5	20			
2	Induction training	19 -20 Dec 2008	<i>Doctors</i>	3	1	1	9		17	15	1	2
			<i>Staff Nurse</i>			3						
3	Induction training	22 -23 Dec 2008	<i>Counselors</i>	3	2	2	9	6	22	21	1	2
4	Induction training	26 - 27 Dec 2008	<i>ORW</i>	1	3		8	18	30	54	1	2
5	Induction training	29 -30 Dec 2008	<i>ORW</i>	4		2	6		12		1	2
6	Induction training	5 - 6 Jan 2009	<i>ORW</i>	3			7	10	20		1	2
7	Induction training	9 - 10 Jan 2009	<i>PE</i>	4	5	3	12		24	82	1	2
8	Induction training	15 - 16 Jan 2009	<i>PE</i>	9			14		23		1	2
9	Induction training	19 - 20 Jan 2009	<i>PE</i>		4		18		22		1	2
10	STI/RTI Management	4 - 6 March 2009	<i>Doctors</i>	3	1	2	7		13	20	1	3
11	STI/RTI Management	17 - 19 March 2009	<i>Doctors</i>	2	2	2	3		9	20	1	3

12	Induction Training	13 - 14 May 2009	<i>Project Directors</i>	3	1		8	7	19	20		
12	Induction Training / Need Assessment	13 - 16 May 2009	<i>Program Managers</i>	3	1		7	6	17	20	1	4
13	Induction Training / Need Assessment	18 - 20 May 2009	<i>Counselors</i>	3	1		7	8	19	20	1	3
14	Induction Training	28 - 29 May 2009	<i>ORW</i>	3	1		12		16	24	2	2
15	Induction Training	3 - 4 June 2009	<i>ORW</i>					32	32	40		2
16	Induction Training	8 - 9 June 2009	<i>PE</i>		5		15		20	26	2	2
17	Induction Training	29 - 30 June 2009	<i>PE</i>	10			17		27	24		2
18	Training on Programme Management	20 - 24 July 2009	<i>Program Managers</i>	4	2	1	11	7	25	32	1	5
Total				64	33	20	185	104	406	460	18	44
* Doctors & Nurses inducted are from both New & Old TI's												

The STRC training team strongly felt that before conducting any training program the profile of each participant and training need assessment of the participants should have been done by the STRC and thereafter the trainings must have been designed to address the needs of the different groups of the participants. The training need assessment was not done as STRC was directed by NACO and OSACS to focus more on conducting the induction training of the new TIs in 2008-09. No profile of participant was available with the TSU or OSACS which led to difficulties in some training batches as some of the participants were very new and other having experience of working in the TIs

The Institute recognizes the importance HIV prevention, but costs paid to the Institute by NACO and SACS are not considered competitive in comparison to the other programs run by the Institute. The overall cost to company for each faculty is estimated around 150,000 thousand, while the contribution made by NACO is one third of the total cost.

Similarly the Institute charges Rs 7000/- day for the Training hall the project gave only Rs 2500/- day. The Institute rate for resource person is Rs 2500/- for 90 minutes while the SACS provided Rs 500/- per session. Because of these difference in costs the other programs run by the institute is given more priority sometimes and the staff of the STRC have to struggle for space and logistics.

Sites for training field visit were selected in Bhubneshwar by STRC in consultation with OSACS and TSU for two training program of doctors and projects managers because of logistics. Beyond these, six projects have been suggested as learning sites by the Academic committee in their first meeting on 1 July 09. These are:

- ARUNA, Berhampur (MSM)
- LEpra, Bhubaneswar (IDUs)
- Fellowship, Angul (MSM)
- CWSD, Balasore (FSW)
- RYS, Bolangir (MSM)
- ARUNA, Berhampur (Migrants)

The STI/RTI Management for Doctors and Training on Program Management included a one day field component on day three. Doctors were taken to the Capitol hospital gynaecology ward for demonstration of internal examination through speculum, skin VD ward for discussion with Doctors, ICTC(PPTCT)for interaction with counsellor and to Community care centre for interaction with the Doctor, staff nurse, project coordinator, counsellor and visit to various wards in the CCC.

The project managers in the training on project management were taken for field visit to the IDU project (Lepra), MSM Project (VJSS) and FSW project (OPUS) at Bhubneshwar for half day.

Pre and post training evaluation in its classic methodology - i.e. participants filling the same questionnaire before and after the training - is conducted for the doctors training only. In all other types of training, participants are asked their feedback at the end through a format and is documented in the respective training reports.

No field visits were made by the STRC staff as they were not clear on the travel guidelines and did not received any response to their letter written to NACO on 22nd April 09.

All trainings are documented in the form of written reports, which are submitted to NACO. For induction training the compilation of presentations in English has been prepared as study material for the Project manager, counselor, doctor, nurse and outreach worker. No material has been translated in local languages.

Overall, trainees' opinion is that the training sessions were well organized and planned. The workshop schedules too were considered appropriate and it was suggested to add

field components in all the induction programmes as well. All training was reportedly evaluated through a form.

- 1) **Documentation of trainings including best practice:** Reports of training programs were prepared in format prescribed by NACO.
- 2) **Translation of training modules:** No material has been translated.
- 3) **Post-training field visits by STRC:** These have not yet been undertaken.

3.2.3 Academic Committee and Programme Planning

Constitution of the Academic Committee:

The Academic Committee is reported to have been constituted on 27 April 09 consisting of academicians, trainer, NGO representatives, social worker, community representative, TSU and SACS representatives. Members have been chosen in consultation with OSACS and TSU. Only one meeting was conducted of the academic committee in July 09.

Development of Work plan, monitoring indicators and the Budget: The work plan has been developed by the STRC Coordinator in consultation with OSACS.

Identify categories to personnel to be trained during the year: STRC has identified the various issues and categories of staff to be trained and had made the workplan accordingly but has been able to train 406 staff in the last 8 months based on the suggestions of OSACS. The majority of the training were induction training for the new staff of 41 TIs.

Identify best practice/learning sites for field visits: Few sites have been suggested as learning site by the academic committee. The STRC further needs to verify the same.

Quarterly meeting of the Academic Committee: The Committee has met only once till date on July 09. The one report of meeting of the Committee does not cover evaluation of training conducted till date.

3.2.4 Documentation and Reporting

Documentation Centre: While XIMB has a large library on management the STRC does not till date have a documentation centre. STRC has mainly used the material developed by NACO and material provided by OSACS

Website: There is a separate website developed for the STRC which includes the details of the training programmes done by the STRC and is further developed.

Quarterly Newsletters: The quarterly news letter has not been published.

Timely report submissions: Monthly reports (undated) of training done are being sent to OSACS. Reports to NACO has been also submitted

Capacity building of NGOs in proposal writing: No activity undertaken till date.

Operational research conducted by STRC: No activity undertaken till date.

3.2.5 Conclusions

XIMB is a reputed institute for running management courses. The Institute is new to the field of HIV AIDS and this is their first experience of working with targeted interventions

The STRC has conducted 18 training programs for a total of 406 personnel of NGOs (including TI project directors, doctors, project managers, accountants, ORWs, Counsellors and peer educators) over the 8-month period December 08 –July 09.

Past trainees rate the STRC training as appropriate and suggested that in the induction training program also the field component should have been added. The STRC had prepared reports are in the format prescribed by NACO. Field visits have been organized for doctors and project managers only. No capacity building was done for NGOs in proposal writing. Operational Research topics have been not been identified and the documentation centre has not been set up. The annual work plan has been developed by STRC and submitted to OSACS and NACO. STRC has been asked to conduct induction trainings on priority as 41 new TIs were put up in place.

3.3 Organizational Capacity

3.3.1 Recruitment and induction:

Office Setup: The office of the STRC is part of the office setup of the XIMB and the accommodation and training facilities of XIMB are being used for STRC trainings.

Recruitment of staff: Two staff are regular faculty of XIMB while two staff (training officer and accounts and Administrative officer) has been selected based on their qualification for the activities of the STRC.

Induction of project staff: No formal orientation was provided to the STRC staff on joining. In October NACO has conducted one orientation program which was attended by one training officer at Mysore. Information has been gathered on functioning of STRC by attending meetings with OSACS and NACO

Staff turnover/attrition: No staff turnover was reported. Two staff are from XIMB while two staff has been hired for STRC project.

Staff's understanding of Job: Staff members are clear about their primary job responsibilities according to the job descriptions laid down in the agreement with NACO.

The Training Coordinator is to overall supervise quality of training, prepare work plan and monitor its implementation, coordinate the training programs, impart training, convene the Academic Committee meetings, submit reports to NACO/SACS, attend their review meetings, and is in charge of submission of accounts and audit.

The Training Officer's brief is to participate in developing the work plan, develop training/teaching materials and do training, assess impact of training, do process documentation and undertake field visits.

The Accountant is to provide administrative, financial and logistic support to the project and submit funds requests and financial statements to SACS and NACO through the training coordinator.

It is observed that in practice, Dr Pepin training coordinator looks after the academic and networking issues while Mr Tripathi one of the training officer also oversee the financial matter along with the accountant. The operational activities and reporting is looked after by the second training officer Ms Niharika. Development of training material, impact assessment of training and field visit are the areas recognized by the staff for further action.

3.3.2 Maintenance of Staff operational records: As mentioned above, two staff members are from XIMB. All the personnel files are maintained and handled by the HR and Administration department of the organization.

3.3.3 Staff meetings are held weekly, primarily to update the team on training already held or to instruct them on preparations for forthcoming training programs by coordinator STRC. Minutes of the meeting with OSACS and Academic committee were maintained but regular internal meeting minutes were not maintained.

3.3.4 Governance & Leadership: The Management is represented by the Director of the XIMB who is also the Project Director of STRC. The day to day management of the activities of the STRC is done by the training coordinator to whom all staff of STRC report. The Project Director has final say in decision-making.

3.3.5 Conclusions

The two staff of STRC is deputed from XIMB while two staff has been newly hired. There was no staff turnover. Staffs are clear about their job responsibilities. They have regular meetings to discuss the work. Staff records such as attendance and movement registers, minutes of meetings (on computer), salary register, etc. are being maintained upto date as per the norms of the Institute. The Director of the Institute is also the Project Director of STRC.

3.4 Financial management: The project account is maintained at centralized finance department of the organization. Till date only 1st installment, 35% of the contract amount has been received by the STRC on which concern was showed by the STRC staff, finance division and the Director of the Institute.

3.4.1 Financial Process: All the expenditure for the project is being incurred from general fund of the organization and later booked in separate book of accounts for the project.

The ledger accounts for the project is maintained separately and it was updated regularly. The vouchers are maintained manually and it was in order.

The process and approval system for payments are in order as per the norms of the institute.

3.4.2 Conclusions: The financial management system of the organization is as per the norms of the institute, is proper and up to date. The Institute has two accounts, one FC account and the second is general account. The money received from NACO goes in the general account of the institute and a separate ledger is maintained by the accounts division of the institute. A separate bank account is not opened as per the policy of the institute. XIMB has more than 80 projects and consultancy run by them.

Annexure:

I – Meeting minutes with OSACS(23 & 25 September 08)

II - Meeting minutes with TSU (3 November 08)

III – Annual action Plan 2008-09

IV – List of resource persons

IV – Meeting minutes of Academic Committee

Annexure I

State Training and Resource Centre (STRC)

Minutes of the meeting held on 23rd & 25th September 2008

Date: 23rd September, 2008 at 6.00 PM at the office of the Project Director, OSACS

Members Present: Mr. Parameswar Swain, PD, Mr. Sanjaya Pramanik, Dy. Director, Finance, Mr. Shantanu Purohit, Assistant Director, (TI), Mr. S.K. Mishra, Assistant Director, Procurement, and Prof. S. Peppin, Coordinator, STRC, XIMB

Date 25th September, 2008

Members Present: Prof. S. Peppin, Coordinator, STRC, XIMB, Mr. Shantanu Purohit, Asst. Director – TI, and Ms. Perapadan Sandra (Program Assistant, TRC, XIMB).

The agenda and the outcome of the discussion are presented below

1. Training Modules

The discussion started with the various training modules to be finalised, in addition to the ones which are already mentioned in the STRC Proposal earlier submitted to National AIDS Control Organisation (NACO). The training plan prepared by OSACS was also discussed. Considering the training needs already identified by OSACS and the needs perceived by STRC, the following modules have been identified.

1. Training of Trainers for TI
2. Training of Trainers for STI Doctors
3. Programme Management
4. Organisation Change and Development for NGOs
5. Community Mobilisation and Social Networking
6. Social Marketing
7. Crisis Management
8. Basic Counseling and STI Management
9. Behaviour Change Communication
10. Advocacy and Legal Rights
11. Financial Management
12. Data Base System and Knowledge Management
13. Communication and Documentation Skills
14. Peer Education

2. Training of Trainers (ToT)

The National AIDS Control Programme III (NACP-III) has given emphasis on training and developing a potential pool of trainers. It was expressed that ToT would be held for about 30 persons. It was also decided that the pool of trainers would include at least 7-10 members from the HRG's. The other criteria for selection are: Post Graduate Degree, Interest in Training and Concern for the HRGs, and Availability.

3. Community Consultants

It was suggested that while selecting the Community Consultants, preference will be given to HRGs and PLHIV. Hence the Coordinator, STRC suggested two names of PLHIV who can be considered as consultants. The Assistant Director (TI) agreed to suggest 3 names of consultants, one each from FSW, MSM and IDU.

4. Budget

- Boarding and Lodging
The cost of Boarding and Lodging will be borne by OSACS. The rate for boarding and lodging earlier was Rs.400 per day for Program Managers and Doctors but now it may be revised to Rs.600 per day. Similarly the boarding and lodging for the outreach workers and the counselors may be revised from Rs.300 to Rs. 400 per day.
- Honorarium
The resource persons were to be paid Rs. 500 per day but now OSACS/NACO is considering paying them Rs. 500 per session.
- Per dium:
The Per dium will also be provided to the trainees.

5. Website

Prof. Peppin asked Mr.Shantanu Purohit, Assistant Director (TI) to suggest what does OSACS want to be put up on the website. His suggestions are as follows

- Partnership between XIMB and NACO.
- Partnership between XIMB and OSACS.
- Brief profile of all TI partners.
- The Annual Action Plan
- Strategies
- Profile of Resource Persons/ Trainers
- Helpline Number
- District wise data on HIV/AIDS prevalence in Orissa.
- Special space for target community to share views.

Prof. Peppin suggested that the success stories can also be included.

6. Technical Support Unit

The Joint Director (TI) said that CARE, India has been recognised as a Technical Support Unit; (TSU) by NACO to provide training to the Peer Educators and Outreach Workers. Thus, the TSU can be a potential partner for the STRC.

7. Advisory Committee

The Assistant Director, TI suggested the names of the following partners to be included in the Advisory Committee.

1. LEPR, Bhubaneswar for IDU's.
2. THE MEDICS for MSM.

3. OPUS for FSW.

It was also decided that the first meeting between XIMB, OSACS and the TI Partners will be held at OSACS office, Bhubaneswar. This meeting will be held in the 3rd week of October. The final date will be finalized later.

8. Appointment of Training Officer

As it was informed earlier, Prof. Snigdha Pattnaik will be resigning from XIMB, and thus, in her place a new training officer has to be appointed. It was suggested that a new training officer should be appointed as soon as possible.

The Coordinator informed that STRC has already identified Ms. Niharika Sahu and she would be appointed soon as she has already been interviewed and found suitable.

9. Follow Up

Mr. Shantanu Purohit has assured to give the following lists.

- Report of Institutional capacity assessment of the TI Partners and
- List of the community consultants and trainers.
- List of Training Modules already identified by OSACS

10. Suggested Activity Plan (September, 2008-August, 2009)

Month	Activity	Remarks
September	Initial Meeting with OSACS Establishing linkages with the partners Identification of Training Needs Appointment of Project Assistant Selection of Training Officer Setting up of Office	Have been done
October	Selection of Potential Trainers Selection of Community Consultants Selection of External Consultants Designing Website (Preliminary)	Some names have already been suggested
November	ToT (One for the potential trainers and one for the Doctors) Designing Training for each Module Development of learning materials	Learning materials for the ToT will be developed in this month
December	Collection and Development of learning materials, particularly the ones which need translation Preparation of Training Calendar Conducting Training Programme Translation of learning materials	The date and duration for each identified Module will be finalized and announced later

January	Collection and Development of learning materials, particularly the ones which need translation Conducting Training Programme Translation of learning materials	The date and duration for each identified Module will be finalized and announced later
February	Conducting Training Programme Translation of learning materials Midterm review	
March	Conducting training programmes for various target groups working with TI partner organisations	
April		
May		
June		
July		
August	Annual Review and submission of proposal for the next phase/year	

The meeting ended with the vote of thanks to the members present.

Minutes prepared by: Prof. S. Peppin, Coordinator, STRC, with assistance from Ms.Perapadan Sandra, Program Assistant, STRC.

Annexure II

MINUTES OF THE STATE TRAINING AND RESOURCE CENTRE (STRC)-XIMB MEETING

Date: 3rd November, 2008 at 3.00 PM

Venue- Meeting hall ,XIMB.

Members Present:

Prof. S. Peppin, Training Coordinator, STRC, XIMB

Prof. M.N.Tripathi, Associate Coordinator, STRC, XIMB,

Mr. Shantanu Purohit, Assistant Director, (TI-OSACS),

Ms. Anita Richards, Team Leader (Capacity Building),

Mrs. Nandita Nayak, Team Leader, (TI),

Ms.P.Sandra, Program Assistant, STRC, XIMB.

The agenda and the outcome of the discussion are presented below:

Training Modules

The discussion started with the various training modules to be finalized, in addition to the ones which are already mentioned in the STRC Proposal earlier submitted to National AIDS Control Organization (NACO). The modules that were finalized in the earlier meeting were clubbed together, thus reducing the number of modules.

After clubbing the above mentioned, 8 modules were finalized. They are as follows:

1. Programme management / Data Base System for Knowledge Management.
2. Gender / Sex & Sexuality / STI Management.
3. Advocacy & Legal Rights / Behavior Change Modification / Crisis Management.
4. Counseling
5. Outreach Planning / Community Mobilization.
6. Financial Management / Procurement.
7. Organizational Development for NGO's
8. Care & Support.

After the training modules were finalized the number of days was allotted for the training as per the modules requirements of the TI staff. The matrix is given below

Training Modules	Target Group	Number of Days
Community Mobilization / Crisis Management	Project Managers	1

Programme Management / Data Base System for Knowledge Management.	Project Managers	3
Out Reach Planning	Project Managers	3
Social Marketing / Financial Management / Procurement	Project Managers	1
STI Management / Gender / Sex & Sexuality	Project Managers	1
Advocacy & Legal Rights / Behavior Change Communication / Crisis Management	Counselors	5
Out Reach Planning / Community Mobilization	Counselors	3
Social Marketing / Sex & Sexuality	Counselors	1
STI Management / Sex & Sexuality	Doctors / Nurses	3
Programme Management / Advocacy & Legal Rights	Doctors / Nurses	2
Financial Management / Procurement / Data Base System for Knowledge Management.	Accountants	3
Organizational Development of NGO's / Advocacy & Legal Rights	Accountants	3
Counseling / Behavior Change Communication / Crisis Management	Outreach Workers	3
Community Mobilization / Outreach Planning /STI Management /Sex & Sexuality/ Social Marketing	Outreach Workers	2
Counseling / Behavior	Peer Educators	3

Change Communication / Crisis Management		
Community Mobilization / Outreach Planning /STI Management /Sex & Sexuality/ Social Marketing	Peer Educators	2

Task Assignment:

Once the training modules were decided Prof. S.Peppin suggested that we need to identify the various components to be covered under each module. Then, it was decided that specific responsibility for modules be undertaken & the below mentioned suggests the assignment to each individual member -

Name	Modules Assigned
Ms. Anita Richards	<ul style="list-style-type: none"> • Outreach Planning • Community Mobilization • Gender / STI Management.
Mrs. Nandita Nayak	<ul style="list-style-type: none"> • Advocacy & Legal Rights • Crisis Management
Prof. M. N. Tripathi	<ul style="list-style-type: none"> • Programme Management • Organisational Development of NGO's • Social Marketing.
Mr. Shantanu Purohit	<ul style="list-style-type: none"> • Financial Management • Procurement.

It also was also decided that a meeting would be held again on the 5th of November 2008 to finalize the Training Calendar for the year 2008 – 2009.

Mr. Shantanu Purohit also said that he would be getting us all the TI Guidelines for the next meeting scheduled on the 5th November 2008

The meeting ended with a vote of thanks to all present.

Annexure III

**STATE TRAINING AND RESOURCE CENTRE, XIMB, ANNUAL ACTION
PLAN:2008-09**

DATE	TRAINING MODULES	TARGET GROUP	DURATION	NO. OF TRAINEES	RP fees	Contingency	Travel@ Rs.600/ person /training	Honorarium@125/day/person	Lunch@150/p/day, tea=7/p/day, 10 Lunches Extra- 150*10=1500, Per diem@100/p/day & boarding@400/p/day =657	Total
8th - 9th December 2008	Induction Training	Project Managers / Accountants	2	42	6000	12000	25200	10500	58188	111888
18th -19th December 2008	Induction Training	Doctors / Nurses	2	24	6000	12000	14400	6000	34536	72936
22nd - 23rd December 2008	Induction Training	Counselors	2	24	6000	12000	14400	6000.00	34536	72936
26th - 27th December 2008	Induction Training	Outreach Workers	2	30	6000	12000	18000	7500	42420	85920
29th - 30th December 2008	Induction Training	Outreach Workers	2	30	6000	12000	18000	7500	42420	85920
5th- 6th January 2009	Induction Training	Outreach Workers	2	30	6000	12000	18000	7500	42420	85920
9th - 10th January 2009	Induction Training	Peer Educators	2	30	6000	12000	18000	7500	42420	85920
15th - 16th January 2009	Induction Training	Peer Educators	2	24	6000	12000	14400	6000	34536	72936
19th - 20th January 2009	Induction Training	Peer Educators	2	28	6000	12000	16800	7000	39792	81592
27th -30th January 2009	Training of Trainers	Trainers	4	30	12000	16000	18000	15000	84840	145840

3rd -6th February 2009	Program Management/ Data Base System for Knowledge Management/ Social Marketing/ Financial Management/ Procurement	Project Managers (Old)	4	23	12000	16000	13800	11500	66444	119744
9th - 13th February 2009	Training of Trainers (TOT)	Trainers	4	30	12000	16000	18000	15000	84840	145840
17th - 19th February 2009	Financial Management/ Procurement/ Data Base System for Knowledge Mangement	Accountan ts (OLD)	3	23	9000	12000	13800	8625	49833	93258
24th - 26th February 2009	Financial Management/ Procurement/ Data Base System for Knowledge Mangement	Accountan ts (NEW)	3	21	9000	12000	12600	7875	45891	87366
3rd - 5th March 2009	Outreach Planning / Community Mobilization	Outreach Workers (OLD)	3	30	9000	12000	18000	11250	63630	113880
9th - 11th March 2009	Outreach Planning / Community Mobilization	Outreach Workers (OLD)	3	30	9000	12000	18000	11250	63630	113880
16th - 18th March 2009	Outreach Planning / Community Mobilization	Outreach Workers (NEW)	3	30	9000	12000	18000	11250	63630	113880
23rd - 25th March 2009	Outreach Planning / Community Mobilization	Outreach Workers (NEW)	3	30	9000	12000	18000	11250	63630	113880
	TOTAL		48	509	144000	228000	305400	168500	957636	1803536
14th - 18th April 2009	Counselling & Mentoring / Behaviour Change Communication / Advocacy & Legal Rights / Crisis Management STI Management	Counselor s (OLD)	5	23	15000	16000	13800	14375	83055	142230
22nd - 24th April 2009	STI Management/ Sex & Sexuality/ Program Management/ Advocacy & Legal Rights	Doctors / Nurses (OLD)	3	23	9000	12000	13800	8625	49833	93258

28th April - 2nd May 2009	Counselling & Mentoring / Behaviour Change Communication / Advocacy & Legal Rights / Crisis Management STI Management	Counselors (NEW)	5	21	15000	16000	12600	13125	76485	133210
6th - 8th May 2009	STI Management/ Sex & Sexuality/ Program Management/ Advocacy & Legal Rights	Doctors / Nurses (NEW)	3	21	9000	12000	12600	7875	45891	87366
13th - 15th May 2009	Community Mobilization/ Crisis Management/ Enabling Environment/ Sex & Sexuality/ Gender	Project Managers (NEW)	3	23	9000	12000	13800	8625	49833	93258
DATE	TRAINING MODULES	TARGET GROUP	DURATION	NUMBER OF TRAINEES	RP fees	Contingency	<u>Travel@ Rs.600/ person /training</u>	<u>Honorarium@125/day/person</u>	Lunch@150/p/day,tea=7/p/day, 10 Lunches Extra- 150*10=1500, Per diem@100/p/day & boarding@400/p/day =657	Total
20th - 22nd May 2009	Community Mobilization/ Crisis Management/ Enabling Environment/ Sex & Sexuality/ Gender	Project Managers (OLD)	3	21	9000	12000	12600	7875	45891	87366
26th - 29th May 2009	Counselling & Mentoring / Behaviour Change Communication / Advocacy & Legal Rights / Crisis Management / Sex & Sexuality / Social Marketing	Outreach Workers (OLD)	4	30	12000	16000	18000	15000	84840	145840
2nd - 5th June 2009	Counselling & Mentoring / Behaviour Change Communication / Advocacy & Legal Rights / Crisis Management / Sex & Sexuality / Social Marketing	Outreach Workers (NEW)	4	30	12000	16000	18000	15000	84840	145840

9th - 12th June 2009	Counselling & Mentoring / Behaviour Change Communication / Advocacy & Legal Rights / Crisis Management / Sex & Sexuality / Social Marketing	Outreach Workers (OLD)	4	30	12000	16000	18000	15000	84840	145840
16th - 19th June 2009	Counselling & Mentoring / Behaviour Change Communication / Advocacy & Legal Rights / Crisis Management / Sex & Sexuality / Social Marketing	Outreach Workers (NEW)	4	30	12000	16000	18000	15000	84840	145840
25th - 27th June 2009	Outreach Planning	Project Managers (OLD)	3	23	9000	12000	13800	8625	49833	93258
DATE	TRAINING MODULES	TARGET GROUP	DURATION	NUMBER OF TRAINEES	RP fees	Contingency	<u>Travel@Rs.600/person/training</u>	<u>Honorarium@125/day/person</u>	Lunch@150/p/day, tea=7/p/day, 10 Lunches Extra- 150*10=1500, Per diem@100/p/day & boarding@400/p/day =657	Total
1st June - 3rd July 2009	Outreach Planning	Project Managers (NEW)	3	21	9000	12000	12600	7875	45891	87366
7th - 10th July 2009	Counselling & Mentoring / Behaviour Change Communication / Advocacy & Legal Rights / Crisis Management / Sex & Sexuality / Social Marketing	Outreach Workers (OLD)	4	30	12000	16000	18000	15000	84840	145840
14th - 17th July 2009	Counselling & Mentoring / Behaviour Change Communication / Advocacy & Legal Rights / Crisis Management / Sex & Sexuality / Social Marketing	Outreach Workers (NEW)	4	30	12000	16000	18000	15000	84840	145840
20th - 21st July 2009	Care & Support/ Establishment Linkages	Project Managers/ Counselors (NEW)	2	42	6000	12000	25200	10500	58188	111888

24th - 25th July 2009	Care & Support/ Establishment Linkages	Project Managers/ Counselor s (OLD)	2	46	6000	12000	27600	11500	63444	120544
28th - 29th July 2009	Care & Support/ Establishment Linkages	Outreach Workers (OLD)	2	30	6000	12000	18000	7500	42420	85920
31st July - 1st August 2009	Care & Support/ Establishment Linkages	Outreach Workers (OLD)	2	30	6000	12000	18000	7500	42420	85920
3rd - 4th August 2009	Care & Support/ Establishment Linkages	Outreach Workers (NEW)	2	30	6000	12000	18000	7500	42420	85920
DATE	TRAINING MODULES	TARGET GROUP	D U R A T I O N	NUM B E R O F T R A I N E E S	RP fees	Contige ncy	<u>Travel@ Rs.600/ person /training</u>	<u>Honorariu m@125/d ay/person</u>	Lunch@150/p/d ay,tea=7/p/day, 10 Lunches Extra- 150*10=1500, Per diem)@100/p/d ay & boarding@400/ p/day =657	Total
7th - 8th August 2009	Care & Support/ Establishment Linkages	Outreach Workers (NEW)	2	30	6000	12000	18000	7500	42420	85920
10th - 15th August 2009	Counselling & Mentoring / Behaviour Change Communication / Advocacy & Legal Rights / Crisis Management / Sex & Sexuality / Social Marketing	Peer Educators	6	40	18000	16000	24000	30000	166680	254680
17th - 22nd August 2009	Counselling & Mentoring / Behaviour Change Communication / Advocacy & Legal Rights / Crisis Management / Sex & Sexuality / Social Marketing	Peer Educators	6	40	18000	16000	24000	30000	166680	254680

24th - 29th August 2009	Counselling & Mentoring / Behaviour Change Communication / Advocacy & Legal Rights / Crisis Management / Sex & Sexuality / Social Marketing	Peer Educators	6	40	18000	16000	24000	30000	166680	254680
DATE	TRAINING MODULES	TARGET GROUP	DURATION	NUMBER OF TRAINEES	RP fees	Contingency	Travel@Rs.600/person/training	Honorarium@125/day/person	Lunch@150/p/day,tea=7/p/day, 10 Lunches Extra-150*10=1500, Per diem)@100/p/day & boarding@400/p/day =657	Total
31st August - 5th September 2009	Counselling & Mentoring / Behaviour Change Communication / Advocacy & Legal Rights / Crisis Management / Sex & Sexuality / Social Marketing	Peer Educators	6	40	18000	16000	24000	30000	166680	254680
TOTAL			184	1742	552000	792000	1045200	676000	3829056	6894256
NB- The travel reimbursement for trainees shall be done as per their actuals as applicable under Govt Of Orissa rules										
NB- Lunch has been added for another 10 persons @ 150 per person/day which equals to Rs.1500.										

Annexure IV

LIST OF RESOURCE PERSONS				
Sl. No.	Name	Designation	Contact details	Area of expertise
1	Mr Prabodh Mohanty	Director, I-Concept initiatives	1140/2401, Bhimpur, 4th Lane, Airport Area, Bhubaneswar, Tel- 0674-2594148, Mob:9437053413	Project Planning, Monitoring & Evaluation, Research, Community Mobilisation, Components of NACP-III
2	Mr Sudhir Kumar Behera	Consultant	116-Manorama Manor, 107- Rasulgarh, Bhubaneswar, India Mob: 9437106761	Monitoring & Evaluation, Proposal writing, Community mobilisation
3	Mr Jagdish Behera	Consultant	A/1,203, Kedargouri Apartment, Garage Square, Bhubaneswar, Mob:9937082110	Monitoring & Evaluation, Proposal writing, Community mobilisation
4	Mrs Binodini Mishra	Consultant	4D, Metro Mansion Apartment, Lewis Road, Near RaviTalkies Square, Bhubaneswar, Mob:9437178317	Monitoring & Evaluation, Proposal writing, Community mobilisation
5	Dr Prasant Saboth		N-2/5, IRC village, Bhubaneswar, Mob:9438352213	Monitoring & Evaluation, STD/Syndromic management, Counselling on HIV/AIDS
6	Dr.Saroj Kumar Mohanty	Consultant		Syndromic Management, Sentinel Surveillance, PPTCT programmes
7	Dr Annapurna Mishra	Joint Director	OSACS Mob:98961011010	Syndromic Management, Sentinel Surveillance, Blood Safety Programmes, ICTCs etc
8	Dr Rabindra Kumar Panda			Syndromic Management,Counselling
9	Dr Anita Anusuya	Project Officer,SMU,Orissa	Mob:9861156477	Mainstreaming, Advocacy, Networking

10	Mr Prabhu Patel	Consultant	Mob:9861292740	Components of TI in NACP-III, IDUs rehabilitation, Human Rights issues, Advocacy
11	Mr Madhusmit Pati	Sector Coordinator	SMU, OSACS Mob:9437012050	Mainstreaming, Networking, Advocacy Proposal writing, Trainings of TI staffs etc.
12	Dr Shantanu Rath	A&D	AIR, Berhampur	Social communication
13	Mr Harish Singh	Regional Director	Lepra Society, Bhubaneswar Mob:9438134769	Community Mobilisation, Project Management, Planning and evaluation
14	Rudra Pradhan	IEC Consultant	NRHM, Orissa Mob: 9437370886	BCC and other social communication
15	Sudhansu Dash	RRC	NRHM, Orissa Mob: 9437091365	Trainings, Advocacy, Project Management
16	Manoranjan Mishra	NGO Coordinator	NRHM, Orissa Mob:9861167857	Trainings, Advocacy, Project Management, Counselling, RCH issues, Community mobilisation
17	Seema Pati	State Manager	NRHM Mob: 9937556416	Advocacy, Project Management
18	Dr. Girija Prasad Mohapatra	Principal	Jaydev Institute of Social Science of Research, Plot No. N6-517, Jaydev Square, Bhubaneswar	
19	Mr. Vijaya Nath	Lecturer in Social Anthropology	Jaydev Institute of Social Science of Research, Plot No. N6-517, Jaydev Square, Bhubaneswar	
20	Mr. Ranjit Ray	Consultant	Samvav Drug-de-Addiction Centre, Bhubaneswar	IDUs related issues
21	Biraja Prasad Pati	Advisor	Natures Club, Kendrapara	PRA method, Project Management
22	Dr. Raghunath Behuria	Sector Support, Coordinator	CARE India Mob:9437014070	PPTCT programmes, Basic facts on HIV/AIDS
23	Sanjaya Kumar Pramanik	Finacial Advisor	OSACS	Accounts and procurement related issues, Finincial management
24	Dr.Priyaranjan Bahali	Consultant	WHO	HIV/TB coordination programmes, MDG
25	Nrusingha Charan Dash	Consultant	Phone:0674-2303064	Project Planning, Monitoring Evaluation, Research, Community Mobilisation, Components of NACP-III

26	Dr. Priya Nath		Nehru Yuva Kendra Sangathan, Bhubaneswar Mob: 9437922499	Research, Community Mobilisation, Proposal writing
27	Dr. P.K.Das	Former Public Health Consultant	NRHM Mob: 9437551663	Proposal writing, RCH issues, Planning & Evaluation
28	Debakanta Sandhibigraha	IEC Consultant	SIHFW Mob: 9437173426	HIV /AIDS Counselling
29	Dr. M.M.Pradhan	M & E Consultant	NVDCP Mob: 9937805115	Community Mobilisation, Monitoring & Evaluation
30	Sisir Parida	Former Deputy Director, Mass Education & Media	SIH&FW Mob: 9438166631	Communication
31	Samrendra Mohapatra	DAPCU	Mob: 9438277622	Care, Refferal Linkages,BCC
32	Prakash Ku.Barik	INP+	Mob: 9937134877	Care Refferal Linkages, BCC
33	Dr. Satyadarshi Pattnaik	Associate Professor, (Master Trainer)	Skin & VD, MKCG, MCH Mob: 9861084443	STI/RTI Master Trainers
34	Dr. Basanti Devi	Prof. & HOD	Deptt.of Skin,VD Mob: 9938773420	STI/RTI Master Trainers
35	Dr. Banojini Parida	Prof & HOD	Dept of Microbiology Mob: 9777529327	STI/RTI Master Trainers
36	Dr. Binjani Mohapatra	Prof& HOD	Community Health Deptt,SCB,MCH, Cuttuck Mob: 9437023426	STI/RTI Master Trainers
37	Dr. Nirupama Chayani	Prof. &HOD	Dept of Microbiology Dept Nirupama Chayani Mob: 9437310666	STI/RTI Master Trainers
38	Dr. Subra Ghosh	Associate Professor	Dept of O& G, SCBMCH, Cuttack Mob: 9861036480	STI/RTI Master Trainers
39	Dr.S.K.Ghosh	Prof & HOD	Dept of Microbiology, VSS Medical College, Burla Mob: 9861282558	STI/RTI Master Trainers
40	Dr. Lalmohan Nayak	Asst. Prof.	(O&G), VSS Medical College, Burla Mob: 9437058422	STI/RTI Master Trainers

41	Dr.S.c.Tripathi	J.D.(AIDS),Retd	OSACS Plot No. 21/1, Acharya Vihar, Bhubaneswar Tel: 0674- 2546045 Mob: 9437060545	STI/RTI Master Trainers
42	Dr.S.K.Devi	JD	OSACS Mob: 9438061892	STI/RTI Master Trainers
43	Dr.Ashok Kumar Pattnaik	AD(STD)	OSACS Mob: 9861094187	STI/RTI Master Trainers
44	Dr. Surjit Sahu	Rotary Club of Cuttack Silver City	Stewart Patna, Cuttack Tel: 0671-230432 Res: 2301632 Mob: 9437021432	STI/RTI Master Trainers
45	Satya Ranjan Swain	Consultant	98616663352	Counselling & Harm Reduction
46	Satya Sunder Mishra	Consultant	9438632408	Community Development, MSM Interventions
47	Mr. Ranjit Ku.Sahoo	Consultant	Anweshan, 9437383446	HR,OD,TOT
48	Biswaranjan	Consultant		IDU case Management,Harm Reduction,HIV/AIDS,Detoxification
49	Pravat Mohanty			IDU case Management,Harm Reduction,NSEP,Detoxification
50	Sisir Bahinipati	SMU	OSACS, 9861015939	Condom Promotion
51	Santosh Nayak	Senior Marketing Officer, NACO	9238311027	Condom Promotion
52	Dr, Mammta Dash	Faculty - Gender Studies	9438184278	sex,sexuality &Gender
53	Dr.Umakanta Tripathy	Consultant	9437068843	care, Support &Treatment
54	Basanta kumar Mishra	Member - Sambhav De Addiction	9861140807	NSEP, Detoxification,Deaddiction
55	Pradeep Tripathi	AD - Finance	0674 - 2393236	OSACS, Finance Procurement
56	Shantanu Purohit	AD - TI	0674 - 2393237	OSACS, Finance Procurement
57	Smita Jagdev	JD - TI	0674 - 2393238	OSACS, Finance Procurement
58	Nandita Nayak	TL.- TI,TSU		OSACS, Finance Procurement
59	Umesh Routray	PO - TI TSU		OSACS, Finance Procurement
60	Anita Richard	Consultant	9776237559	Gender,Sex & Sexuality
61	Dr.Amitav Das	Epidomologist, OSACS	9937419860	CMIS
62	Pran Gopal Das		9437633486	Monitoring & evaluation,Community Mobilization

- The shaded names have been used by the STRC.

***Minutes of the of the First Academic Committee meeting of
STRC, Orissa***

held at XIM, Bhubaneswar on 1st July, 2009

Members Present: The following members attended the meeting

1. Basant Mohanty, Director, CARE, Orissa
2. Ms.Smita Jagdev,JD(TI),OSACS
3. Dr.Ashish Das, Public Health Specialist
4. Prof.Andrew Dutta, Faculty, XIMB
5. Dr.Mamata Dash, Lecturer, School of Women Studies, Utkal University, Bhubaneswar
6. Mr.SM Farooque, Project Director, Fellowship, Bhadrak (TI Partner)
7. Mr.Lokanath Mishra, Project Director, ARUNA, Berhampur, Ganjam (TI Partner)
8. Mr.Ranjit Ray, Project Director, PURVASHA, Bhubaneswar
9. Mr.Basant Mishra, Purvasha
10. Mr.Prabhu Patel, Secretary, Purvasha
11. Nandita Nayak- PL-TI,TSU,Orissa
12. Dr S. Peppin, Training Coordinator, STRC, Orissa
13. Prof M N Tripathi, Training Officer, STRC, Orissa
14. Niharika Sahoo, Training Officer, STRC, Orissa

Members Absent: The following members could not attend the meeting

1. Mr. P.K. Sahoo, Chairman, CYSD
2. Ranjit Kumar Sahoo, Anweshan
3. Sister Vilma Norohna, Loyola Hospital
4. Ms. Annapurna

Discussion Points

1. The meeting started off with welcome and self introduction of all the participants for the benefit of all participants to get to know one another.
2. The agenda for the meeting was presented by Niharika Sahoo, Training Officer, STRC
3. The role and purpose for which Academic committee has been constituted was shared to all the participants by Ms.Niharika Sahoo.

4. Ms Smita Jagdev, JD (TI) briefed all participants regarding the genesis of STRC, Orissa
5. The Activity Plan for July 2009-March 2010 along with the budget was presented by Ms.Niharika Sahoo. However, Prof Tripathi, Training Officer, STRC mentioned that the budget for the year would undergo revisions based on the revised rates which were awaited from NACO, Delhi and the figures presented in the statement were provisional.
6. Mr Basant Mohanty, Director, CARE, Orissa stressed on the need for close coordination for information and data collection between OSACS, TSU and STRC.
7. It was the mandate of the STRC that they should be a partner in the TI evaluation which was carried in March, 2009. However, no STRC personnel were involved in the exercise. The Committee has decided that hereafter STRC should get involved as a partner in the TI evaluation exercise. It was also decided to make the TI evaluation study reports available to STRC to take necessary action as deemed fit for better training inputs to be given to the TI participants.
8. It was decided to carry out a review of trainings conducted so far, to assess training effectiveness and transfer of learning on to the field. As only induction training has been carried out so far, a review would be done once technical or thematic trainings are rolled out.
9. Ms Smita Jagdev, JD (TI) mentioned that hereafter there shall be no part time doctors for STI treatment available to the TIs. However, there would be 'preferred providers' nominated by the community who would provide the necessary services as required. It was decided to include a TOT on 'Service Delivery for Preferred Providers' which would be done in two batches of 28 participants. This would be factored into the activity plan for 2009-10. There has been a concern that part time doctors were not available for trainings before, it was too tasking for TIs to send them & now, with preferred providers, it would be very challenging & there was an apprehension that there would be less commitment from these Preferred providers. Nevertheless, it was decided to pilot it out & see its effect in Orissa.
10. Mr. Haris Singh, RD, LEPPRA Society, Orissa stressed that counseling component should be included in all programmes for TI personnel, irrespective of whether (s)he is a counselor or not. It is required for all categories of staff. STRC shall explore whether this is possible without sacrificing any other component of the programme, which had been originally planned.
11. It was also felt that programmes on Outreach Planning, Micro-planning and Community Mobilisation Programmes could be merged and made into a composite 5 day programme, with a field component of one day. It was also felt that the participant group should be a mixed group of Project Managers and ORWs, instead of having separate programmes for either category.

12. It was decided to have the TOT for Community Mobilisation Programme before the thematic programmes on the same subject.
13. It was also felt that 'Harm Reduction' training for TIs on IDUs need to be done given the different nature of training inputs to be given. There are 6 TIs and it was felt that one special programme needs to be done inviting 5 – 6 people from every TI, which could include Project Managers, Counselors, Doctors, ORWs and PEs. It would cover NSEP, Abscess management, harm reduction technique, etc.
14. Dr. S Peppin mentioned that as per the recent meeting held at New Delhi, DG NACO mentioned that PE programmes should be conducted by the TSU at the field level. However, curriculum, pedagogy, tools and techniques would have to be designed and supervised by STRC. OSACS is requested to confirm this development and advise TSU accordingly.
15. It was decided to finalise some progressive TIs as learning centres, which could be showpieces for other TIs as well as act as learning field sites for all TI participants. The proposals were as follows
 - ARUNA, Berhampur (MSM)
 - LEpra, Bhubaneswar (IDUs)
 - Fellowship, Angul (MSM)
 - CWSD, Balasore (FSW)
 - RYS, Bolangir (MSM)
 - ARUNA, Berhampur (Migrants)
16. It was decided to hold 4 one day workshops for developing BCC Materials for FSWs, IDUs, MSM and Migrant workers. OSACS would liaise with STRC and work out when these workshops could be held ensuring the availability of all stakeholders.
17. With these suggestions and comments, the Academic Committee approved the Activity Plan and the suggested budget (Subject to revision) of STRC-XIMB for the period July 2009-March 2010. (Approved Plan attached).

The meeting ended with a vote of thanks to all the members and Ms. Sandra, Project Assistant, STRC for her assistance in organising this meeting, followed by a working lunch.

S. Peppin, Ph.D
Professor
Date: 27th April'09

To,

Dr .Ajay Kumar Khera ,
ADG-NACO,
Ministry of Health & Family Welfare, Government of India
9th Floor, Chandralok Building
36, Janpath, New Delhi-110001

Dear Dr. Khera,

Greetings from STRC-XIMB!

We are pleased to inform you that STRC-XIMB has constituted an **Academic Committee** having the following members -

Academicians -

- Dr.Mamata Dash, Dept of Women Studies, Utkal University
- Prof Andrew Dutta, Faculty, XIMB

Trainers -

- Pravu Dutt Patel, Sambhav ,Drug de addiction centre
- Dr. Asish Das, Asian Institute of Public Health, Bhubaneswar

Representatives from established NGOs imparting training at grass root level, -

- Ranjit Ku Sahoo ,Anweshan
- Mr.PK Sahu , CYSD
- Mr.Basant Mohanty ,Care Orissa
- Mr.Haris Singh, Regional Director ,LEPRA Society , , Bhubaneswar
- Sister Vilma Norohna ,Loyola Hospital

Representatives of the community-

- Ranjit Ray
- Annapurna
- Basanta Mishra

TI partners-

- Mr. S.M. Farooq , Project Director, Fellowship, TI (MSM & FSW) ,Bhadrak
- Lokanath Mishra, ARUNA – Berhampur

One representative of SACS :-to be nominated by PD,OSACS

Representatives of STRC :-

- Prof S Peppin, Training Coordinator
- Prof MN Tripathi, Training Officer

Submitted for your kind information & action.

Thanking you,

Yours Sincerely,

(S. Peppin)