

**AIHA NEW PARTNER ORIENTATION CONFERENCE
PRELIMINARY CONFERENCE AGENDA**

FIRST DAY

Phase I: New Partner Orientation

Purpose: The purpose of this orientation is to introduce AIHA and USAID to new partnership coordinators and examine all key elements to successful AIHA partnerships. Presentations will be geared towards sharing what it means to be an AIHA Partner (presented by experienced US partners), acquainting participants with the health care system and challenges in the regions of the NIS, and offering some basic training related to cultural sensitivity and intercultural communications. Some basic introductions of AIHA's departments, procedures, and policies will be given, however, these areas will be covered more thoroughly in Phase II Orientation Sessions (which will take place at the US partner institutions). This orientation is meant to be an overview of partnerships and a motivator for creating successful, new partnerships.

N.B. Listed in parentheses is the amount of time allotted to each session (i.e. (hours:minutes))

7:30 – 9:00AM

CONTINENTAL BREAKFAST

9:00 – 9:45AM

Welcome and Introductions (:45)

AIHA Executive Staff and Board Members

9:45 – 10:15AM

USAID and AIHA (:30)

USAID Representative

10:15 – 10:45AM

AIHA's "Greatest Hits": Multi-media Presentation of Past Partnerships (:30)

10:45 – 11:00AM

COFFEE BREAK

11:00 – 12:00PM

**Introduction to AIHA's Partnership Program:
Partnership Model, Organization, and Support (1:00)**

AIHA Executive Staff

12:00 – 1:00PM

WORKING LUNCH (SEATED BY REGIONAL TEAMS)

1:00 – 1:45PM

What it Means to be an AIHA Partner (:45)

Presentations by Graduated Partnerships' Coordinators

1:45 – 3:00PM

Overview of Healthcare in the NIS / Role of Regional Offices (1:15)

AIHA Regional Directors

3:00 – 3:15PM

COFFEE BREAK

3:15 – 4:45PM

Communicating Across Cultures (1:30)

Craig Storti, Craig Storti & Associates

4:45 – 5:15PM

AIHA Conferences and Workshops (:30)

AIHA Program Officer

5:15 – 5:45PM

Managing Communications and Media Relations (:30)

AIHA Program Officer, Regional Director, Partnership Coordinators

6:00 – 8:00PM

RECEPTION

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SECOND DAY

7:00 – 8:30AM CONTINENTAL BREAKFAST

8:30 – 9:00AM AIHA Publications Program (:30)
AIHA Publications Director

9:00 – 9:30AM AIHA ICT Program (:30)
AIHA ICT Program Officer

9:30 – 10:00AM Overview of M & E and Program Development (:30)
AIHA Program Officer and M&E Program Officer

10:00 – 10:15AM COFFEE BREAK

10:15 – 10:35AM Overview of AIHA Financial Procedures (:20)
AIHA CFO and Finance Director

10:35 – 10:55AM Overview of AIHA Travel Procedures (:20)
AIHA Program Staff and Omega Travel Staff

10:55 – 11:15AM AIHA Procurement, Shipping, and Donation Overviews (:20)
AIHA Administration Staff and Program Staff

11:15 – 11:45PM Guidelines for Successful Program Implementation (:30)
AIHA Program Officer, Regional Director, Partnership Coordinators

11:45 – 12:45PM LUNCH

12:45 – 1:45PM Regional Team Break-Out Sessions (1:00)
Program Staff and Regional Directors

**1:45 – 2:15PM Choosing Your “Team”:
Guidelines for Choosing Volunteers, Consultants, and Staff (:30)**
AIHA Program Staff

2:15 – 2:30PM COFFEE BREAK

2:30 – 3:15PM AIHA’s “Success Stories” (:45)
Graduated Partnership Presentations and Roundtable Discussion
Partnership Coordinators

3:15 – 3:45PM Next Steps for New AIHA Partnerships (:30)
AIHA Associate Executive Director for Partnership Programs

3:45 – 4:00PM Closing Remarks (:15)
AIHA Executive Director

Phase III: First Exchange to NIS

After the On-Site Orientation conducted at the US partnership site, the US partner and AIHA Program Officer will travel to the NIS partner to further discuss programmatic issues. The objective of the first exchange will be to initiate workplan development, gather more detailed information about the NIS partner, familiarize with the new culture, meet in person NIS counterparts, and set in motion initial data collection mechanism.

Key elements of the NIS orientation workshop/meeting:

Day 1 – Familiarize with the NIS partnership (Partnership Coordinators, Chief Physician, AIHA Program Officer and Regional Coordinator/M&E Coordinator, Data Coordinator, Partnership Workgroup – if available, representative of the local Health Department)

- Overview of the AIHA / USAID partnership model
- Overview of the US/NIS partnership structure
- Meeting with the NIS institution personnel and key individuals (partnership coordinator, administrators, financial coordinator/accountant and other key people)
- Learning about the NIS institution’s culture, environment, potential opportunities, obstacles and priorities

Day 2 - Workplan development (US and NIS Partnership Coordinators, Chief Physician, representative of the local Health Department, AIHA Program Officer and Regional Coordinator/M&E Coordinator)

- Discussion about workplan tool (guidelines and the form)
- Setting measurable objectives and indicators for the workplan
- Development and finalization of the workplan document

Day 3 – Introduction to the M&E mechanisms - workshop (Partnership Coordinators, Chief Physician, AIHA Program Officer and Regional Coordinator/M&E Coordinator, Data Coordinator, Partnership Workgroup – if available)

- M&E objectives
- Monthly, quarterly and annual tools
- Cross-partnership evaluations & assessments
- Data collection and dissemination (Synergy database, coordination and communication with RO)
- Collection of baseline data

Note:

Existing partnerships, after a short introduction to the NIS institution personnel, should start to work on the workplan development during the first day.