**Priorities for Local AIDS Control Efforts (PLACE)**

**District Launch Meeting Agenda**

|  | **Time** | **District Launch** | | **Materials/Resources  Needed** | |
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| **Large-Group Setting** | | | | |
| **9:00–9:15** | | Welcome and introductions and revew of agenda | | * Letter of introduction * Agenda * Lists of actual participants and invitees |
| **9:15–9:45** | | PLACE overview with Q&A from participants | | * PLACE overview * PLACE staff to record issues raised by participants |
| **9:45–10:15** | | Discussion of how results would be used to improve program | | * PLACE staff to record how results will be used by stakeholders and implementing partners * Led by Principal Investigator |
| **10:15–10:30** | | What is a priority prevention area?  Introduction to small group work to identify PPAs in the district | | * Principal Investigator presents typology of PPAs and asks participants to identify any additional types of PPAs in the district to add to list |
| **10:30–10:45** | | *Break and group photo.* Take break in small groups. | | Coffee and snacks |
| **10:45–11:20** | | Each small group identifies all PPAs in the district and describe them. | | * Map of the district * Flip charts for each small group to list all PPAs in the district and describe for each: * Rationale why it should be designated a PPA * High-risk activities in the PPA * Whether it is dangerous or not feasible to visit * What precautions are needed prior to implementing study in the PPA |
| **11:20–12:00** | | Reconvene in large group to reach consensus on PPAs in the district | | * Principal Investigator leads discussion along with head of local HIV unit. Small groups present their recommendations for PPAs. Consensus is reached on the PPAs where PLACE will be implemented. |
| **12:00–12:30** | | Setting targets for type of community informants to interview in each PPA | | * Discussion to review types of community informants and to allocate community informants by type across each PPA, such that the overall target for community informant interviews is met |
| **12:30–1:45** | | *Lunch* | | During lunch, PLACE staff prepare draft launch report. |
| **1:45–2:15** | | Review of draft report | | Draft report is shared and questions raised that will be addressed before it is finalized.  Draft report includes:   * The agenda * List of participants * Group photo * Questions raised during PLACE overview and how answered * Plans for how results will be used * Next steps for ensuring that results will be used * List of PPAs with rationale, risks, dangers, precautions * For each PPA, target number of community informants, by type of informant |