**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
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| **9:15–9:45** | PLACE overview with Q&A from participants  | * PLACE overview
* PLACE staff to record issues raised by participants
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| **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
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| **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
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| **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
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| **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.
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| **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
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| **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
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