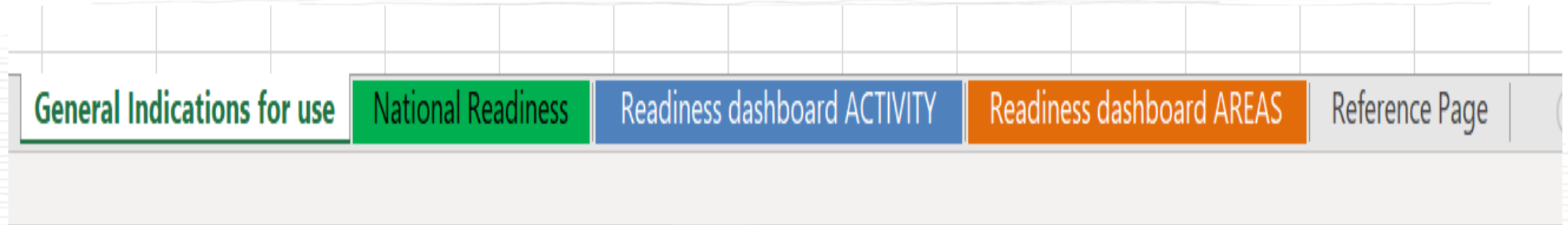# COVID-19 Vaccine Introduction Readiness Assessment Tool

*Preparing the health systems for the introduction of Covid-19 vaccine*

*Webinars Series II- October 15th 9:30 – 11:00 AM*

# COVID-19 Vaccine Introduction Readiness Assessment Tool

- National tool – 5 tabs and 10 areas
- May be used to assess country's readiness to accept a COVID-19 Vaccine

| General Indications for use | National Readiness | Readiness dashboard ACTIVITY | Readiness dashboard AREAS | Reference Page |

- Data inputs only need to be entered into the worksheet 'National Readiness'

# COVID-19 Vaccine Introduction Readiness Assessment Tool

Vaccine Introduction Areas

A. Planning and Coordination
B. Resources and Funding
C. Regulatory
D. Prioritization, Targeting and Covid-19 Surveillance
E. Service Delivery
F. Training and Supervision
G. Monitoring and Evaluation
H. Vaccine, Cold Chain and Logistics
I. Safety Surveillance
J. Demand Generation and Communication

| | | COUNTRY | | | | |
|---|---|---|---|---|---|---|

| | Name of staff completing review | | | | | |
|---|---|---|---|---|---|---|
| | Date of review | _/_/_ | _/_/_ | _/_/_ | _/_/_ | |

| Activities (pre-planning activities are shaded in red; *desired timeframe for completion of activities are shaded in light yellow*) | Pre-Planning activity | Sep-20 | Oct-Nov 20 | Dec 20-Jan 21 | Feb-Mar 21 | |
|---|---|---|---|---|---|---|
| A.1 Establish a COVAX National Coordinating Committee (CNCC) for COVID-19 vaccine introduction with terms of reference, roles and responsibilities and regular meetings | ☐ | Completed | | | | |
| A.2 Establish a COVAX National Technical Working Group (CTWG) for COVID19 vaccine with terms of reference, roles and responsibilities and regular meetings | ☐ | In progress | | | | |
| A.3 Establish TWG subcommittees: 1) service delivery 2) vaccine, cold chain & logistics, 3) demand generation & communication (4) prioritization, targeting and Covid-19 surveillance, (5) Monitoring and Evaluation: determination and proof of eligibility, proof of vaccination, monitoring of coverage among at-risk groups, and monitoring of vaccine impact (6) Safety, including injury prevention and AEFI detection and response | | | In progress | | | |
| A.4 Brief key ministries, NITAG, stakeholders and partners about COVAX introduction and their expected roles | | | Not Completed | | | |
| A.5 Inform regularly & disseminate global guidance (SAGE) with NITAGs & RITAGs and support NITAG working groups on covid vaccines | | | In progress | | | |
| A.6 Develop the National Deployment and Vaccination Plan (NDVP) with input from relevant bodies (National Covid-19 Response Coordinating Committee, CNCC, CTWG, NITAG, National Immunization Programme, National Regulatory Authority, AEFI committee and other relevant groups such as private sector). The NDVP should be in line with WHO guidance and SAGE recommendations (plan can be developed by adapting the Pandemic Influenza NDVP, if existing) | | | | Completed | | |
| A.7 Identify and plan for the national vaccine access/procurement approach (e.g. | | | | | | |

A. PLANNING & COORDINATION

Suggests timelines and intervals to implement activities

Assesses progress

Pre-planning activities (critical activities that are encouraged to be initiated immediately) are colored in red and highlighted with a "tick" in the corresponding column

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **C. REGULATORY** | C.1 Confirm to WHO the existence of any expedited regulatory pathway for approval of COVID-19 vaccines (i.e. emergency use authorization, exceptional approval/waiver mechanism based on reliance/recognition, abbreviated procedure, fast track, etc.). Time lines and maximum number of days should be mentioned. (expected timeline: maximum 15 working days) | ☑ | | Completed | | | |
| | C.2 Ensure the national regulator or authority has clarified the requirements and documents needed for regulatory approvals of COVID-19 vaccines | | | In progress | | | |
| | C.3 Identify the requirements and documents needed to import COVID-19 vaccines | | | | | | |
| | C.4 Confirm to WHO the existence of an expedited import approval/waiver from appropriate authorities. Time lines and maximum number of days should be mentioned. (expected timeline: maximum 5 working days) | | | | | | |
| | C.5 Ensure a system to waive local lot release testing based on review of summary protocols is in place. Identify the requirements and documents needed for NRA lot release or waiver of lot release for COVID-19 vaccines. Time lines and maximum number of days for lot release/waiver process should be mentioned. (expected timeline: maximum 2 days) | | | Completed | | | |
| **D. PRIORITIZATION, TARGETING & COVID19 SURVEILLANCE** | D.1 Monitor progress of NITAG working groups on COVID and interim recommendations focusing on prioritization and risk groups | ☑ | | | | | |
| | D.2 Estimate potential numbers of target populations that will be prioritized for access to vaccines stratified by target group and geographic location, i.e. prepare first to define, identify and estimate no. of HCWs | | | | | | |
| | D.3 Coordinate with national Covid-19 disease surveillance group to ensure relevant epidemiological data will be collected to inform planning of subsequent rounds of COVAX vaccination, including outbreak responses | | | | | | |

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| | | | | | | |
|---|---|---|---|---|---|---|
| **E. SERVICE DELIVERY** | E.1 Update protocols for infection prevention and control measures including adequate personal protection equipment (PPE) to minimize exposure risk during immunization sessions | ☑ | | | | |
| | E.2 Identify potential COVID19 vaccine delivery strategies leveraging both existing vaccination platforms and non-vaccination delivery approaches to best reach identified target groups | | | | Completed | |
| | E.3 Identify and develop a master list and strategy of service providers who could effectively deliver COVID19 vaccine to various target populations | | | | | |
| | E.4 Ensure availability of plans to safeguard the security of staff (e.g. during an emergency or major campaign) as well as security at the central and/or regional storage facilities and for in-transit of products | | | | | |
| **F. TRAINING & SUPERVISION** | F.1 Develop a training plan to prepare for COVID-19 vaccine introduction that includes the identification of diverse audiences that require training | ☑ | | Completed | | |
| | F.2 Share the training development plan with WHO for review and update according to feedback received | | | | Not Completed | Completed |
| | F.3 Develop all training materials as outlined in the training plan, including IPC and risk comms | | | | | Completed |
| | F.4 Conduct virtual and/or in person trainings as outlined in the training plan | | | | | Not Completed |

| | | | | | | |
|---|---|---|---|---|---|---|
| **G. MONITORING & EVALUATION** | G.1 Develop or adapt existing surveillance and monitoring framework with a set of recommended indicators (coverage, AEFI, acceptability, disease surveillance etc...) for COVID-19 vaccine. Determine whether registration and reporting will be individual or aggregate, and to what extent existing tools and systems can be re-used | ☑ | | Completed | | |
| | G.2. Develop necessary monitoring tools or adapt existing tools: vaccination card/certificate - facility-based nominal registers and/or tally sheets, vaccination reports (paper and/or electronic) and analytical tools to monitor progress and coverage among different at-risk categories | | | | | |
| | G.3 Produce and distribute monitoring tools to eligible vaccination providers, develop, test and roll-out any changes to electronic systems, provide training for use of these tools and processes to traditional and new providers | | | | In progress | In progress |
| **VACCINE, COLD CHAIN & LOGISTICS** | H.1 Establish/strengthen the national logistics working group with appropriate terms of reference and standard operating procedures to coordinate COVID-19 vaccines and ancillary products deployment | ☑ | | Completed | | |
| | H.2 Map key roles and responsibilities needed for vaccine and ancillary products deployment; collect and confirm contact information for key personnel and facilities | | | Not completed | | |
| | H.3 Map the potential port(s) of entry, points of storage (stores), and fallback facilities in the country with their respective cold chain storage (2-8C, -20C, -60/70C) and transportation capacity for vaccines and ancillary products | | | Completed | | |
| | H.4 Assess storage and cold chain capacity at all levels with regards to the COVID-19 vaccines characteristics and fill the identified supply and logistics gaps | | | Completed | | |
| | H.5 Establish contractual agreements to prepare for vaccine introduction (e.g., vaccine warehousing, transport, waste management, cold chain capacity, etc) where applicable | | | Not completed | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| **I. SAFETY SURVEILLANCE** | I.1 Ensure that guidelines, documented procedures and tools for planning and conducting vaccine pharmacovigilance activities (i.e. AEFI reporting, investigation, causality assessment, risk communication and response) are available. | ☑ | | | | |
| | I.2 Assure competent and trained staff to perform vigilance activities | ☑ | | | | |
| | I.3 Expedite training the AEFI committee to review COVID19 Vaccine safety data (e.g., causality assessment of serious AEFI, clusters of AEFI, emerging safety concerns etc.) | ☑ | | | | |
| | I.4 Identify provisions that require manufacturers to implement risk management plans and collect and report COVID19 Vaccine safety data to the NRA | ☑ | | | | |
| | I.5 Develop a strategy for communicating COVID19 vaccine safety issues to all relevant stakeholders, and for addressing vaccine safety crises | ☑ | | | | |
| | I.6 Plan active surveillance of specific COVID19 vaccine related adverse events. If this is not possible, develop provisions that allow reliance on active surveillance data, decisions, and information from other countries or regional or international bodies | ☑ | | | | |
| | I.7 Establish a coordination mechanism between relevant stakeholders (NRA, EPI, MAH, MOH, WHO and others) for exchange of COVID19 Vaccine safety information | | | | | |
| | I.8 Secure communication channels to share COVID19 vaccine safety data and findings with relevant regional and international partners | | | | | |
| **J. DEMAND GENERATION & COMMUNICATION** | J.1 Design a demand plan (includes advocacy, communications, social mobilization, risk comms and community engagement, and training) to generate support for vaccine confidence, trust, and demand for COVID-19 vaccines | ☑ | | | | |
| | J.2 Establish data collection systems, including 1) social media listening and rumor management, and 2) assessing behavioral and social data | | | | | |
| | J.3 Develop key messages and materials for public communications and advocacy, in alignment with demand plan | | | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **D. PRIORITIZATION, TARGETING & COVID19 SURVEILLANCE** | D.1 Monitor progress of NITAG working groups on COVID and interim recommendations focusing on prioritization and risk groups | ☑ | | | | | |
| | D.2 Estimate potential numbers of target populations that will be prioritized for access to vaccines stratified by target group and geographic location, i.e. prepare first to define, identify and estimate no. of HCWs | | | | | | |
| | D.3 Coordinate with national Covid-19 disease surveillance group to ensure relevant epidemiological data will be collected to inform planning of subsequent rounds of COVAX vaccination, including outbreak responses | | | | | | |
| **E. SERVICE DELIVERY** | E.1 Update protocols for infection prevention and control measures including adequate personal protection equipment (PPE) to minimize exposure risk during immunization sessions | ☑ | | | | | |
| | E.2 Identify potential COVID19 vaccine delivery strategies leveraging both existing vaccination platforms and non-vaccination delivery approaches to best reach identified target groups | | | | Completed | | |
| | E.3 Identify and develop a master list and strategy of service providers who could effectively deliver COVID19 vaccine to various target populations | | | | | | |
| | E.4 Ensure availability of plans to safeguard the security of staff (e.g. during an emergency or major campaign) as well as security at the central and/or regional storage facilities and for in-transit of products | | | | | | |

Optimal time frames for the completion of activities are shaded yellow

Under each timeline or assessment period, the country only needs to provide information on the activity cells that are shared yellow.

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| | Sep-20 |
|---|---|
| A.1 | Completed |
| A.2 | In progress |
| C.1 | 0 |
| D.1 | 0 |
| E.1 | 0 |
| F.1 | 0 |
| G.1 | 0 |
| H.1 | 0 |
| I.1 | 0 |
| I.2 | 0 |
| I.3 | 0 |
| I.4 | 0 |
| I.5 | 0 |
| I.6 | 0 |
| J.1 | 0 |
| | 15 |
| Completed | 7% |
| In progress | 7% |
| Not Completed | 0% |
| No Response | 87% |

Sep 2020
Pre-planning

6% 7% 0%
87%

■ Completed  ■ In progress  ■ Not Completed  ■ No Response
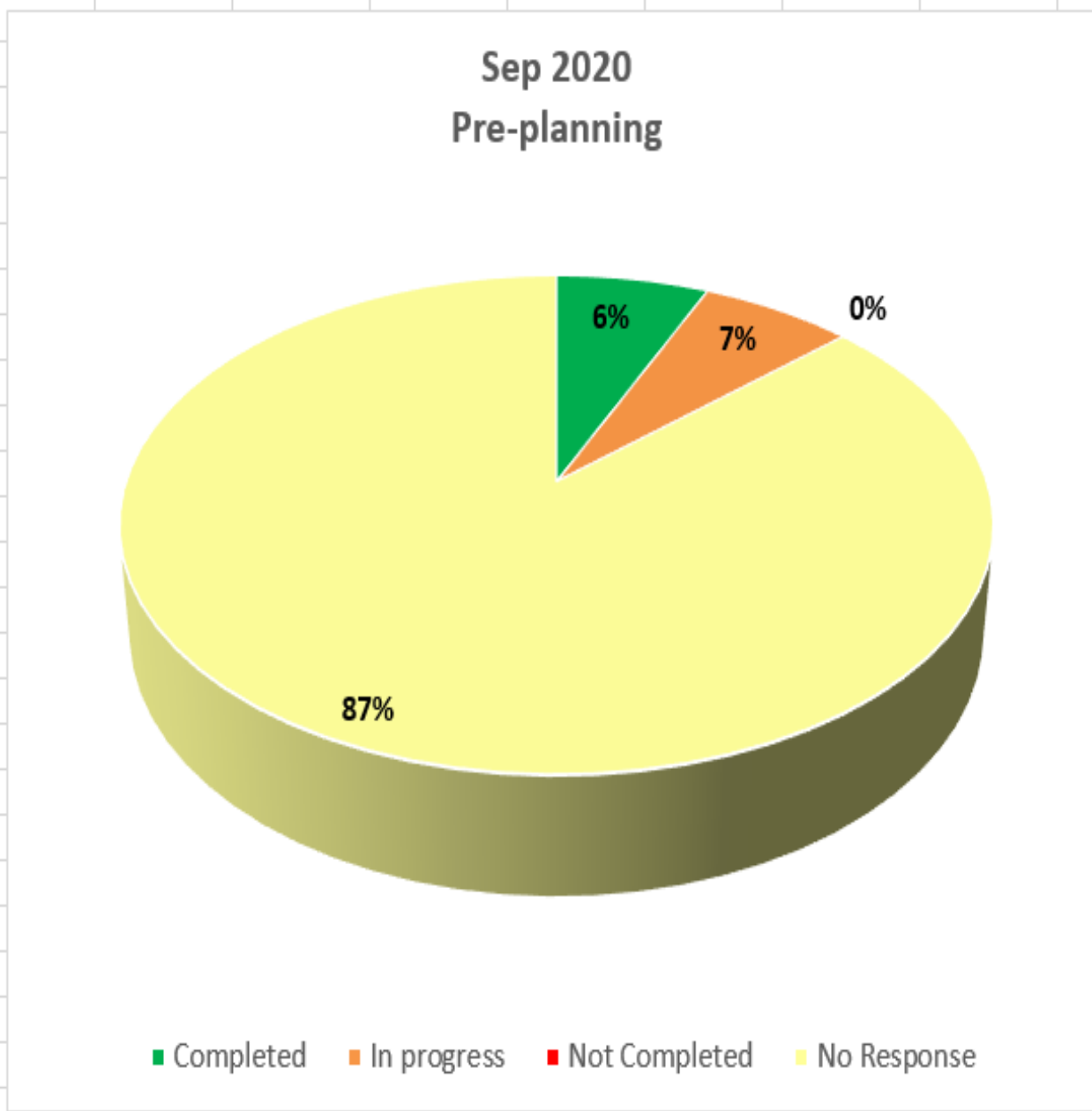
**ACTIVITY DASHBOARD**

The "Activity Dashboard" worksheet is a graphic illustration of progress achieved per time interval.

These graphics are automatically calculated from the 'National Readiness' worksheet.

No data entry is required on the Activity Dashboard.

# A. PLANNING & COORDINATION

| | | Sep-20 | Oct-Nov 20 | Dec 20-Jan 21 |
|---|---|---|---|---|
| A.1 | Completed | 0 | | |
| A.2 | In progress | 0 | | |
| A.3 | | | In progress | 0 |
| A.4 | | | Not Comple | 0 |
| A.5 | | | In progress | 0 |
| A.6 | | | 0 | Completed |
| A.7 | | | 0 | 0 |
| A.8 | | | Completed | 0 |
| | | 2 | 8 | 6 |
| Completed | | 50% | 13% | 17% |
| Not Completed | | 0% | 13% | 0% |
| In progress | | 50% | 25% | 0% |
| No response | | 0% | 50% | 83% |
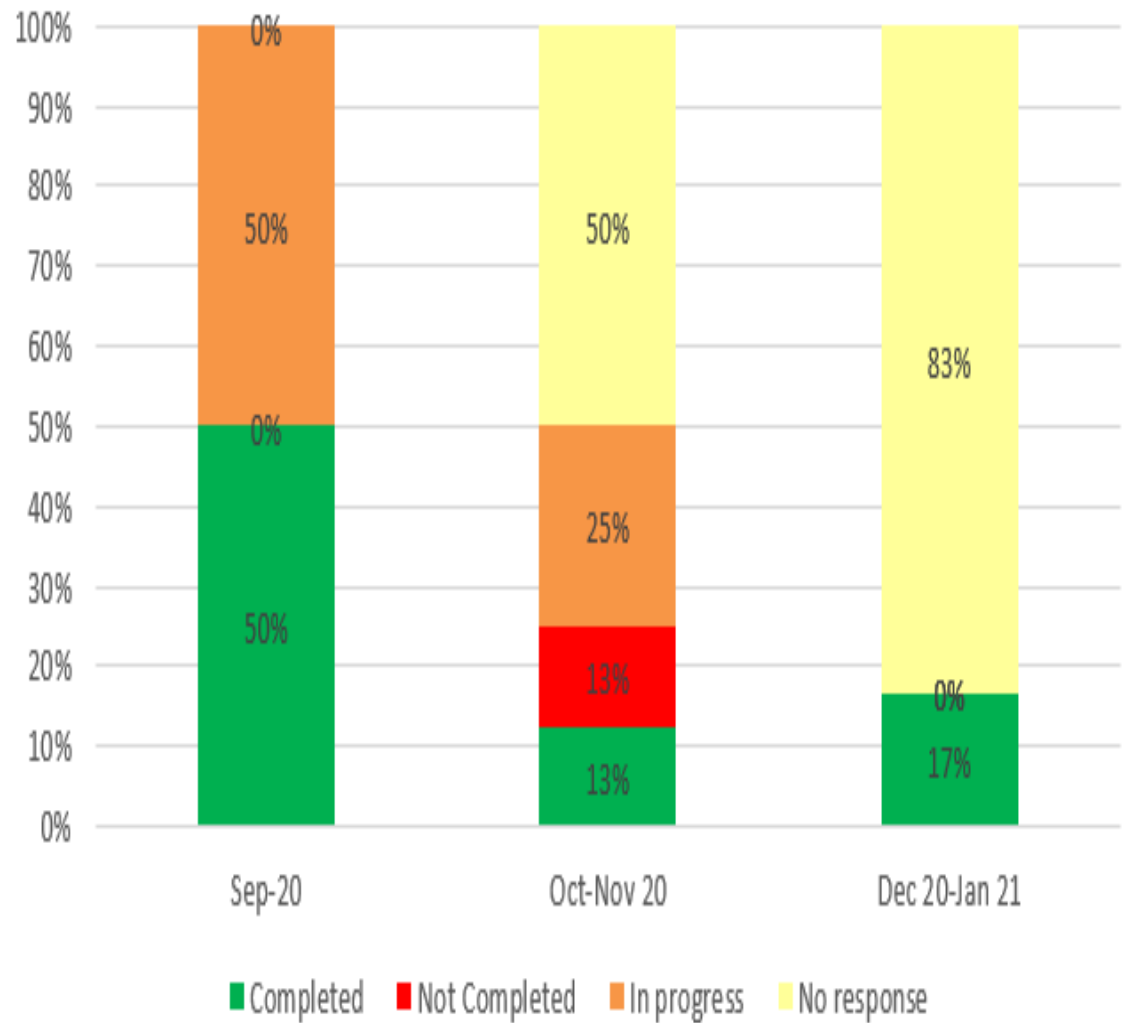
**AREAS DASHBOARD**

The "Areas Dashboard" worksheet is a graphic illustration of progress achieved per area.

These graphics are automatically calculated from the 'National Readiness' worksheet.

No data entry is required on the Areas Dashboard.

# REFERENCE PAGE

The reference page contains a list of planning and technical documents that can be used for guidance in completing some of the activities.

# COVID-19 Vaccine Introduction Readiness Assessment Tool

- National Tool
- May be used to assess country readiness
- Details activities to be conducted to ensure country readiness for the introduction of COVID-19 vaccine
- The dashboards show the state of readiness
  - Activity
  - Area
- The Reference page is a great resource for planning and technical documents