

Performance Monitoring Tool for
the National Expanded Program
on Immunization

PHASE 2

Annex 10:

**Proposed agenda for
Implementation of EPI
Performance Monitoring
Tool at the National level**

(country name)

PAHO



In partnership with

Canada

Performance Management Tool for National EPI teams in the Latin American and Caribbean Region

Annex 10. Proposed agenda for Implementation of EPI Performance Monitoring Tool at the National level (country name).

Note: *The proposed agenda is for the national level self-assessment. This considers five days of activities to implement the tool at the national level (opening ceremony, workshop sessions for each component of the tool, closing ceremony).

The agenda will be validated by the National Coordination Team (NCT), depending on the modality that the country establishes (in person, online or mixed) and the schedule will be adjusted accordingly.

During the self-assessment workshops, it is required to have the Situation Analysis Report and supporting documents by component. Sessions will be scheduled in specific rooms.

Dates:

Venue: In-person / online modality

Day one

Time	Activity	Responsible	Place
Opening ceremony			
9:00 - 9:15	Arrival of participants		
9:15 - 9:30	Welcome and opening remarks (<i>discussing big-picture and "why" of the tool</i>)	Minister of Health/PAHO	Assigned room

9:30 – 10:00	Presentation on: <ul style="list-style-type: none"> • EPI situation analysis in the country • Introduction to the EPI Performance Monitoring Tool 	PAHO	Assigned room
10:00 – 10:15	Presentation on: <ul style="list-style-type: none"> • Schedule of workshops • Division of groups 	National EPI Director/NCT	Assigned room
10:15 – 10:30	Questions and discussion	National EPI Director	Assigned room
10:30 onwards	Participants disperse and move to their respective workshops (if applicable for that day)		
Component-wise workshops <i>*the time recommended for each workshop assumes a maximum of 15 minutes/question</i>			
1.5 hours	Monitoring of Component 1: Political priority Required documents: <ul style="list-style-type: none"> • Preliminary report - Vaccine laws, decrees, agreements, other EPI legal framework documents - EPI budget and other documentation 	RCT Participants	Assigned room face-to-face / virtual

3 hours	<p>Monitoring of Component 4. Epidemiological surveillance</p> <p>Required documents:</p> <ul style="list-style-type: none"> • Preliminary report - Surveillance protocols and technical standards of the country's PVDs - Bulletins or surveillance reports of the national EPI (VPD) - Annual Polio and Measles Surveillance Reports - Annual plan (the most recent) for training in VPD surveillance - Measles and Polio Risk Report 	RCT Participants	Assigned room face-to-face / virtual
1 hour	<p>Monitoring of Component 9: Vaccines and supplies</p> <p>Required documents:</p> <ul style="list-style-type: none"> • Preliminary report - Documents with procedures for the release of batches of 	RCT Participants	Assigned room face-to-face / virtual

	<p>vaccines in the country.</p> <ul style="list-style-type: none"> - Vaccine supply programs and supply logistics. - Documents with procedures to schedule the annual demand for vaccines, syringes, and supplies 		
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Day two

Time	Activity	Responsible	Place
4 hours	<p>Monitoring of Component 2: Planning and Programming</p> <p>Required documents:</p> <ul style="list-style-type: none"> • Preliminary report - National sectoral health plan (multi-year) (latest) - Report of an EPI evaluation (international evaluation or others) - EPI Annual Operational Action Plan for the review year (and the previous year). National and subnational - Report on compliance with the goals of the annual operational plan of the EPI 	<p>RCT</p> <p>Participants</p>	<p>Assigned room</p> <p>face-to-face / virtual</p>

	EPI vaccination technical standard manual		
2.5 hours	<p>Monitoring of Component 7. Information systems</p> <p>Required documents:</p> <ul style="list-style-type: none"> • Preliminary report - Information system documentation, including list/maps of VPD reporting units - Current regulations and guidelines on the organization and operation of the EPI information system (registration and reporting tools, information flowchart, levels, periodicity, feedback) - Updated diagnosis of the Information and Communication Technology (ICT) service infrastructure by levels - Data quality and reliability assessment report (EPI, Surveillance) at any level 	RCT Participants	Assigned room face-to-face / virtual

Day three

Time	Activity	Responsible	Place
3 hours	<p>Monitoring of Component 3. Organization and coordination</p> <p>Required documents:</p> <ul style="list-style-type: none"> • Preliminary report - EPI organization chart (or Ministry of Health) <p>Documents associated with the NITAG (if possible: Minutes of the National Immunization Technical Advisory Committee (NITAG))</p>	RCT Participants	Assigned room face-to-face / virtual
3.5 hours	<p>Monitoring of Component 12. Vaccine Safety (ESAVI Surveillance/Safe Injections)</p> <p>Required documents:</p> <ul style="list-style-type: none"> • Preliminary report - Manual of processes and procedures (ie notification, investigation, causality analysis, risk communication, data analysis) for ESAVI surveillance - ESAVI reports – routine vaccination schedule 	RCT Participants	Assigned room face-to-face / virtual
2 hours	<p>Monitoring of Component 11: Demand generation</p> <p>Required documents:</p> <ul style="list-style-type: none"> - National program of communication and social mobilization of vaccination <p>Risk Communication and Community Participation Action Plan</p>	RCT Participants	Assigned room face-to-face / virtual

1 hour	<p>Monitoring of Component 10: Evaluation and research</p> <p>Required documents:</p> <ul style="list-style-type: none"> • Preliminary report - Investigation protocols and investigations carried out (last three years) - Vaccine coverage surveys 	RCT Participants	Assigned room face-to-face / virtual
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Day four

Time	Activity	Responsible	Place
2.5 hours	<p>Monitoring of Component 5. Human resources and financial management</p> <p>Required documents:</p> <ul style="list-style-type: none"> • Preliminary report • Annual Operating Program • EPI budget • Agreements for the acquisition of goods and services (vaccines, supplies, contracts) • Human Resources Templates 	RCT Participants	Assigned room face-to-face / virtual
2 hours	<p>Monitoring of Component 6 Training and supervision</p> <p>Required documents:</p> <ul style="list-style-type: none"> • Preliminary report - Human resources training program in the EPI - Documents associated with the EPI supervision plan 	RCT Participants	Assigned room face-to-face / virtual

	(calendar instruments, guides, reports, monitoring reports)		
2.5 hours	<p>Monitoring of Component 8: Cold chain</p> <p>Required documents:</p> <ul style="list-style-type: none"> • Preliminary report - Standards and technical guidelines for the cold chain. - Cold chain inventory updated (national and subnational) - Equipment maintenance and replacement plan - Other documents associated with logistics and monitoring of the cold chain. - Manual and standards for the collection and disposal of hazardous medical waste - Cold chain strengthening program 	RCT Participants	Assigned room face-to-face / virtual

Day five

Time	Activity	Responsible	Place
Closing ceremony			
9:00 - 9:15	Arrival of participants		
9:15 - 9:30	Welcome and opening remarks, thanking participants for their contribution	Minister of Health/ National EPI Director/PAHO	Assigned room face-to-face / virtual

9:30 – 10:30	<p>Presentation on:</p> <ul style="list-style-type: none"> ● Overview of process/methodology of the tool review (how was it conducted, data gathered) ● Overall score on the EPI performance monitoring tool ● Overview for each component: <ul style="list-style-type: none"> ○ Score ○ Brief component-wise insights (success, gaps and preliminary recommendations) ● Outline priority areas for the country ● Next steps 	NCT	Assigned room face-to-face / virtual
10:30 – 11:00	Closing remarks	Minister of Health/ Permanent Secretary, the Medical Director, the EPI Manager, other members of the team and evaluators from the Ministry of Health	Assigned room face-to-face / virtual

11:00- 11:15	Questions and discussion	National EPI Director	Assigned room face-to- face / virtual
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