COVID-19 Partners Platform
User Guide - Vaccines (Pillar 10)

Last updated: March 10 2021

Please note that **emergency responses are dynamic by nature**. As such, please note that some features of the Platform, as well as this document, will be **continuously updated**. This document will be updated regularly as new features are added but may not capture all new features.

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Abbreviations

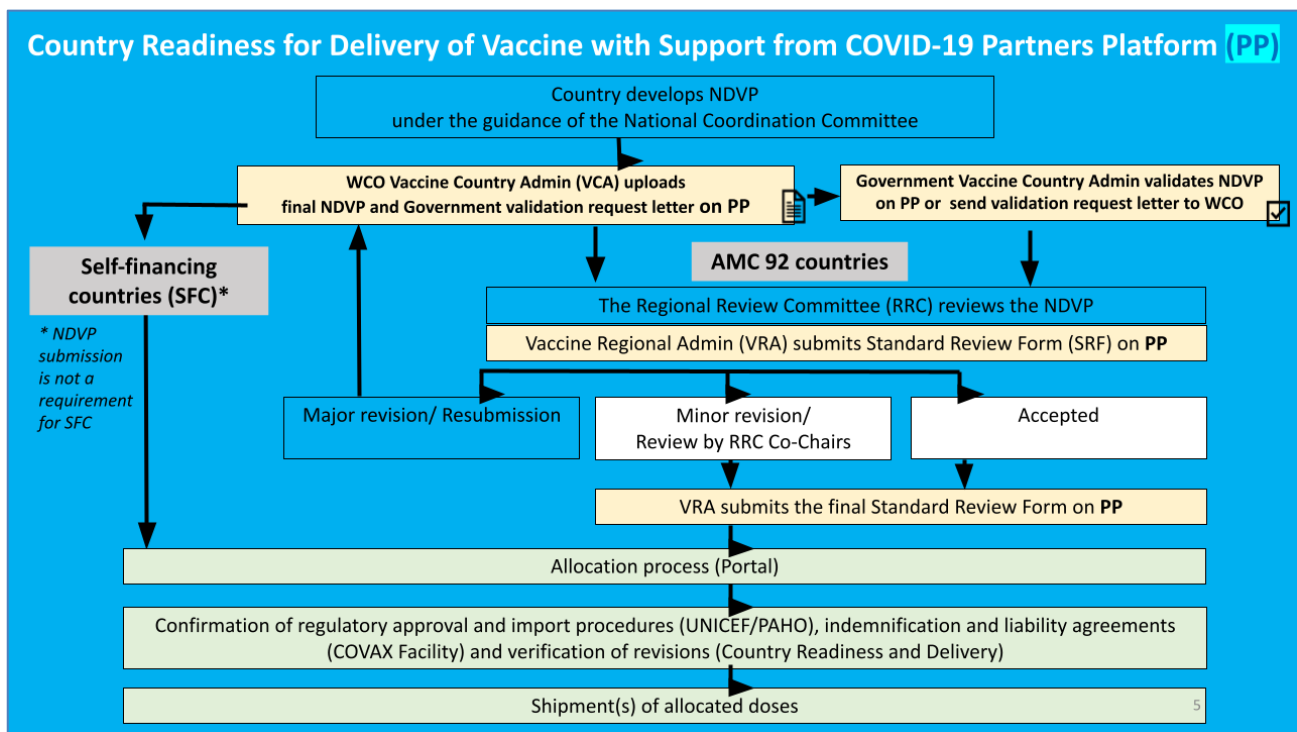|	
CRD	WHO Global Country Readiness and Delivery
NDVP	National Deployment and Vaccination Plan
RRC	Regional COVID-19 Review Committee
SRF	Standard Review Form
VCA	Vaccine Country Admin
VCA Gov	Vaccine Country Admin for Government
VRA	Regional Admin for Vaccine
WCO	WHO Country Office
WR	WHO Representative

Forewords and notes

- This document is intended to provide guidance to regional and country-level users engaging with the COVID-19 Partners Platform's **new Pillar 10 for vaccine introduction.**
- The COVID-19 Partners Platform is also referred to as "Partners Platform" or "Platform" within this document.
- The Platform has functionality for country-level users, such as uploading the **National Deployment and Vaccination Plan** on the Info tab by the WCO vaccine expert, followed by validation by a government official.
- The Platform has functionality for regional users, such as the **Reviewing of National Deployment and Vaccination Plan** (NDVP) on the Action Checklist tab or uploading a summary of the review of the NDVP on the Info tab and within the NDVP folder.
- This document is part of a set of materials to guide all users and donors on the Partners Platform. A full User Guide for Pillars 1-9, a Resource Needs Step-by-Step and a Resource Tracking Step-by-Step are also available on the "Support" tab in the Partners Platform.
- If you encounter any difficulty in accessing the COVID-19 Partners Platform, please contact the Partners Platform Support desk covid19-platform-support@who.int . For any questions specific to vaccines and immunizations, please contact the

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Country Readiness and Delivery (CRD) Helpdesk: CRDresources@who.int.

Vaccine deployment flow chart

Vaccine deployment on the Partners Platform begins at the country-level with the submission of a National Deployment and Vaccination Plan (NDVP), but all submissions undergo a rigorous review process detailed below.

Country Readiness for Delivery of Vaccine with Support from COVID-19 Partners Platform (PP)

Country develops NDVP
under the guidance of the National Coordination Committee

WCO Vaccine Country Admin (VCA) uploads
final NDVP and Government validation request letter on PP

Government Vaccine Country Admin validates NDVP
on PP or send validation request letter to WCO

Self-financing countries (SFC)*

* NDVP submission is not a requirement for SFC

AMC 92 countries

The Regional Review Committee (RRC) reviews the NDVP

Vaccine Regional Admin (VRA) submits Standard Review Form (SRF) on PP

Major revision/ Resubmission

Minor revision/
Review by RRC Co-Chairs

Accepted

VRA submits the final Standard Review Form on PP

Allocation process (Portal)

Confirmation of regulatory approval and import procedures (UNICEF/PAHO), indemnification and liability agreements (COVAX Facility) and verification of revisions (Country Readiness and Delivery)

Shipment(s) of allocated doses

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Access to country vaccine data and users' viewing permissions

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As part of the Partners Platform, Countries uploading NDVPs have the right to select who has access to view/download their NDVP. The default setting selected is the **Key Vaccine Stakeholder group (VCA, VCA Gov, VRA, RRC, key vaccine partners).** It is possible to select All Partners or to request access for identified individual stakeholders by entering their email addresses.

Vaccine user types and responsibilities

Country-level users

Two Country Admins are appointed per country:
   a) one WHO or UN agency Country Office COVID-19 vaccine expert **to upload the NDVP**; or a **Vaccine Country Admin Users (VCA).**
   b) one government official who can **validate the NDVP**, accepting the NDVP on behalf of their respective Government; or a **Vaccine Country Admin Users for Government (VCA Gov).**

Generally, Vaccine Country Admin Users are appointed by the **Regional Admins for Vaccines** onto the Platform in communication with the **WHO Representatives (WRs**). Both should have hands-on experience in the handling of their country's vaccination planning for COVID-19.

Vaccine Country Admins (VCA)

Vaccine Country Admin Users (VCA) are usually a WHO or UN agency Country Office COVID-19 vaccine expert. They are in charge of uploading Pillar 10 NDVPs for vaccines.

Their appointments are considered based on their ability to:
   • Read/Write/Upload a Country Info NDVP
   • Read/View a Pillar 10 Standard Review Form (SRF)
   • Interpret Pillars 1-9 Info uploaded to the Platform

VCAs are able to manage opt-in features based on selected users and cannot upload SRFs. By default, VCAs are not responsible for validating their countries' NDVP, but countries can in certain cases request that this responsibility be allocated to VCAs in the absence of a VCA Gov.

How to upload the NDVP as a Vaccine Country Admin (VCA)

1. Under the **Info tab**, select **Country Info.**
2. In the upper right, click on the grey button labelled **Countries, Areas and Territories** and select the name of your country, area or territory from the dropdown menu.
3. Scroll down to Section 3 titled **Country, Territory, or Area Plans and Reviews.**
4. Click on the blue button labelled **Add.**
5. Go to the **Destination Plan** dropdown menu, select **NDVP*** (mandatory field).
6. Then go to the **Plan Type** dropdown menu and select **National/Subnational plan***(mandatory field).
7. Go to the Partners Access dropdown menu to **grant selected user groups access** to view/download the NDVP. The default setting selected is the **Key Vaccine Stakeholder group (VCA, VCA Gov, VRA, RRC, key vaccine partners).**

It is possible to select All Partners or to request access for identified individual stakeholders by entering their email addresses.

8. As available, **enter the information for the NDVP** including the total budget.
9. **Drag and drop** the NDVP into the designated area, or click the browse button to select the NDVP file. You can also drag and drop a detailed budget worksheet for the NDVP.

10. Click on the **Save** button and an email will automatically be sent to the Vaccine Country Admin for Government (VCA Gov) who will be asked to validate the NDVP.

How to upload the NDVP Validation Letter from Government as Vaccine Country Admin (VCA)

[VCAs uploading NDVP Validation Letter is not the default setting. Countries must request this feature from the Partners Platform Support team.]

1. Under the **Info** tab, select **Country Info.**

2. In the upper right, click on the white button labelled **Countries, Areas and Territories** and select the name of your country, area or territory from the drop down-menu.
3. Scroll down to Section 3 titled **Country, Territory or Area Plans and Reviews.**
4. Click on the folder titled **National Deployment and Vaccine Plan (NDVP) and related documents**
5. Click on the **Validate** button**.**
6. Popup window will appear asking the VCA to upload a **"Validation Letter from the Government".**
7. Once uploaded, a notification will be sent to VRA and the validation button will disappear.

Vaccine Country Admins (VCA Gov)

Vaccine Country Admin Users for Government (VCA Gov) serve as vaccine deployment administrators on behalf of their country's government.

Their appointments are considered based on their ability to:
- Download/Read Country Info in an NDVP
- Validate written NDVP on behalf of government officials
- Interpret Pillars 1-9 Info uploaded to the Platform

While they have the ability to view and download NDVPs as part of the validation process, they by default do not upload the NDVP, view and upload SRFs, or invite other admin users.

How to validate the NDVP as a Vaccine Country Admin for Government (VCA Gov)

1. Under the **Info tab**, select **Country Info.**
2. In the upper right, click on the grey button labelled **Countries, Areas and Territories** and select the name of your country, area or territory from the dropdown menu.
3. Scroll down to section 3 titled **Country, Territory, or Area Plans and Reviews.**
4. Click on the folder titled **National Deployment and Vaccine Plan (NDVP) and related documents.**
5. Under the **Documents** column label, **click** on the name of the NDVP and it will **automatically download** for easy reading.
6. After reviewing, click on the **Validate** button to accept the plan on behalf of the government (information will be recorded on when and who validated, though this will only be viewable by those who have been granted viewing access). An email will be automatically sent to the VRA to begin the process of reviewing the NDVP.

Regional Users

Regional Admin for Vaccines (VRA)

Regional Admin for Vaccines (VRA) are invited by Global Admins onto the Platform upon the receiving of a list of focal point names from CRD. They are responsible for information entered into Standard Review forms or **SRFs** under the Action Checklist tab.

VRAs retain the **ability to complete the SRF through the online web form** and upload Excel data in the NDVP subfolder under the Country Info Tab. They **manage user accounts/access requests for Country Admin Users** for vaccines via the tracker (see VCAs under Country Info Tab). Like Country Admin users, they also have the ability to view and download information entered in the Platform for vaccine introduction activity for countries in their region.

Their appointments are considered based on their ability to:
- Read/Write/Upload both the Pillar 10 Action Checklist and an SRF
- Read Country Info in an NDVP
- Interpret Pillars 1-9 Info uploaded to the Platform

VRAs **must belong to an 'approved organization' in order to be invited to the Platform.** An 'approved organization' is one that has been previously submitted and approved by a Global Admin. Organizations include the WHO, most multi-laterals and UN agencies, many non-government organizations and non-profits; and exclude private companies, universities and media organizations.

How to complete SRF online as Regional Admin for Vaccines (VRA)

1. Open the **Action Checklist Tab.**
2. On the upper right, click on the grey button labelled **Countries, Areas and Territories** and select the name of the country, area or territory for which you are completing the SRF from the dropdown menu.
3. Scroll down to the folder titled **Pillar 10: Review of NDVP – Online Standard Review Format (SRF)** and expand this folder using the downward arrow on the far-right side.
4. Record the review of items included in the NDVP by **ticking boxes** next to each item, within each technical area as 'yes', 'partially', 'no', or 'do not know/cannot access'; **add comments** to each. Click **Update** to finalize.
5. **Confirm and click** whether NDVP should be "Accepted", or subject to "Major" or "Minor" revisions. Be certain to select External Evaluation/SRF as the Assessment Type.

6. Click the **Save** button when complete and an automated message will notify the WHO Global Country Readiness and Delivery (CRD) team and the country that the review is completed and whether revisions will be required.
7. The updated SRF will appear in the Action Checklist page under the Assessment History section, where it can be exported to Excel or PDF. A line item for the SRF will be also added in the Country Info page under the NDVP folder. This line will also include an autogenerated Excel file for the completed SRF.

How to upload SRF Excel file as Regional Admin for Vaccines (VRA)

1. Open the **Info tab**, select **Country Info.**
2. In the upper right, click on the grey button labelled **Countries, Areas and Territories** and select the

name of the country, area or territory for which you are completing the SRF from the dropdown menu.

3. Scroll down to Section 3 titled **Country, Territory or Area Plans and Reviews** and click on the blue button labelled **Add.**
4. Go to Destination Plan dropdown menu, select **National Deployment and Vaccination Plan and Related Documents.**
5. Then go to the **Plan Type** dropdown menu, select **Standard Review Form (SRF)**.(As available, enter review of the NDVP in the SRF.)
6. Drag and drop the SRF into the designated area.
7. Click on the **Save** button and an automated message will notify the WHO global Country Readiness and Delivery (CRD) team and the country that the review is completed and available.
8. A line item for the uploaded SRF will be added in the Country Info page under the NDVP folder. The uploaded SRF will be automatically populated as an online form in the Action Checklist page. This will also be added under the Assessment History section, where it can be exported to Excel or PDF.

Regional Review Committee (RRC)

Regional Review Committees are secondary NDVP and SRF reviewers that offer guidance to VCAs and VRAs. Unlike VRAs, their role involves solely reviews, are not responsible for any entering of information into the SRF, and do not manage user accounts/access requests.