

Field Communications Working Group as well as IT and logistics specialists within DOS will form part of the GVDST to support to the country teams in addressing gaps and obstacles identified in the country specific vaccination plans.

PURPOSE OF THIS DOCUMENT

5. This guidance document provides UN Country teams and UN missions with a general approach on how to develop a country specific COVID-19 vaccine deployment plan. It identifies the key elements that should be addressed in the plan and suggest approaches depending on a number of criteria, such as the size of the population eligible for the vaccine, number of duty stations in country as well as the access to local health care services (UN, DPO and other). This document supported by guidelines, SOPs and checklists should be used to assess the operational readiness of UNCT and UN Mission to receive and administer the COVID-19 vaccine.

LOCAL VACCINE DEPLOYMENT COORDINATORS (LVDC)

6. At the country level, **Local Vaccine Deployment Coordinators (LVDC)** will be designated, who will be responsible for the roll-out of the vaccine program to eligible recipients within their respective UN country teams, with guidance and support provided by the Global Vaccine Deployment Support Team at all stages of the program. Local Vaccine Deployment Coordinators will coordinate with stakeholders in country to ensure that population data is accurate, eligible individuals register for vaccination, doses are received, handled and transported safely in country, vaccine administration arrangements are in place, etc. *The LVDC preferably should be a senior member of the UN Country team who can dedicate the time and energy to the planning, implementation and after-action reporting of the Covid-19 vaccination effort at the country level.*

LOCAL VACCINE DEPLOYMENT PLAN

SETTING UP A LOCAL VACCINE DEPLOYMENT TEAM (LVD TEAM)

7. The LVDC will assemble a Local Vaccine Deployment (LVD) Team of colleagues who will address the following **key**

and/or from the Regional Office at a country level.

Registrar: Registrars will be responsible for assigning registered contacts to a clinic based on their country.

Scheduler: Schedulers will be responsible for sending vaccine appointments to assigned contacts based on clinic availability and dose count.

Medical Personnel: Medical personnel will be responsible for administering the vaccine based on standard medical procedures and updating information on the platform about the individual receiving the vaccine.

- c. The vaccine administration as well as the setup of the vaccination site(s) including all the materials, equipment (refrigerators, cool boxes, etc...) expendable supplies and IT registration equipment will be the responsibility of *the designated medical professionals* identified to oversee and administer the COVID-19 vaccines. Standardized tools and online training will be provided to these professionals, who will also be responsible for maintaining the vaccine inventory and its disposition.

- d. The transportation, storage and distribution of the vaccine to the vaccination sites will be the responsibility of a *logistics officer* who will track the different lots of vaccine as they arrive in country, are transported to the different vaccination sites and are administered to the population. The logistics officer will work closely with his/her medical, administrative and IT colleagues to maintain the vaccine inventory and its disposition. The logistics officer will also interact closely with logistics specialists within the Global Vaccine Deployment Support Team to ensure the successful delivery and import of vaccines into the country.

