



**COVID-19
RESPONSE
VACCINES**

GUIDANCE DOCUMENT

COVID-19 VACCINATION ADMINISTRATION PROCESS FOR MEMBERS OF MILITARY CONTINGENTS AND FORMED POLICE UNITS DEPLOYED IN UN PEACEKEEPING OPERATIONS

VERSION: 22 APRIL 2021

PURPOSE OF THIS DOCUMENT

1. This Guidance Document outlines the process for the vaccination of members of formed military units (hereafter “military contingents”) and Formed Police Units (“FPU”)s deployed in UN peacekeeping operations pursuant to the UN System-wide COVID-19 Vaccination Programme (hereafter “Vaccination Programme”), including the registration, management and recording of data relating to such vaccinations in the UN vaccination platform (hereafter “Vaccination Platform”). This Guidance Document does not apply to individually deployed military and police personnel.

ELIGIBILITY AND PARTICIPATION

2. All members of military contingents and FPUs deployed in UN peacekeeping operations in locations where the Vaccination Programme is rolled out are eligible to participate in the Vaccination Programme.

3. Participation in the Vaccination Programme is voluntary and free of cost to the individual.

INFORMED CONSENT

4. All individuals participating in the Vaccination Programme are required to sign an informed consent in the form attached in Annex A (hereafter “Informed Consent”) before receiving the vaccine.

OVERVIEW OF ROLES AND RESPONSIBILITIES

5. The roles and responsibilities relevant for the process of the vaccination of members of military contingents and FPUs deployed in UN peacekeeping operations are:



Roles	Location	Responsibilities	Direct Access to Vaccination Platform
Data Manager/Global Administrator	UNHQ	Overall management of Vaccination Platform, data uploads, updates and changes	Yes
Local Vaccine Deployment Teams (LVDT) and Local Vaccine Deployment Coordinators (LVDC)	Country Level	Administration of the Vaccination Programme in a particular country. The LVDT is chaired by the LVDC. In countries where there is a UN peacekeeping mission, the mission will be a member of the LVDT. In many instances the LVDC is a senior staff member of the mission.	Yes
Clinic Schedulers	Country Level	Management of vaccination appointments and tracking availability of vaccines at designated Medical Clinics.	Yes
Medical Clinic	Country Level	Administration of medical questionnaires and collection of signed Informed Consents. Administration of vaccinations and recording of vaccine records.	Yes
Military and Police Focal Points (one each per Mission component)	Peacekeeping Operation/Mission	Coordinate with UN military contingents and FPU, respectively, to compile individual data, and identify allocated Medical Clinics. Support the coordination of activities between UN military contingents and FPUs with LVDT/LVDC.	No
Contingents/FPU commanders	Peacekeeping Operation/Mission	Request vaccination appointments and oversee attendance at vaccination sites by their personnel.	No

VACCINE ADMINISTRATION PROCESS

Please refer to **Annex B: High-Level Process Map** for visualization of the overall process

PREPARATION AND UPLOADING OF DATA AND ALLOCATION OF MEDICAL CLINICS

6. The Military and Police Focal Points will coordinate with the military contingents and FPUs deployed in the peacekeeping operation and compile the data of the military and police personnel required to be uploaded to the Vaccination Platform.



Note: The data of each individual receiving the vaccine through the Vaccination Programme is required for identity verification, record keeping of medical and related information, and for reporting purposes.

7. The Military and Police Focal Points will identify the name and location of the Medical Clinic(s) allocated to each military contingent and FPU for the purposes of receiving the vaccine.

8. The Military and Police Focal Points will compile the required data described in paragraphs 6 and 7 above via electronic data upload template files provided by the HQ Project Team. A sample data upload template file is attached.

Data Upload Template



Note: The data upload file must only include the data of members of military contingents and FPUs who wish to be vaccinated through the Vaccination Programme. This is to avoid administrative clean-up of data on the Vaccination Platform and complications during the scheduling and vaccination phases.

10. The Military and Police Focal Points will submit the completed data upload template to the LVDC who will validate the completeness of the data and consolidate the military and police data into one file. The LVDC will then submit the consolidated data to the Data Manager from HQ Project Team who will reconfirm the completeness of the data and upload the data onto the Vaccination Platform.

Note: Because the data will be coordinated and uploaded centrally, individual members of military contingents or FPUs will not be required to login to the Vaccination Platform to provide their individual profiles or answer any pre-screening questions.

11. The Military and Police Focal Points will inform the Head of each Medical Clinic(s) and the commanding officer of each military contingent and FPU which units will be vaccinated at which Medical Clinic.

APPOINTMENT SCHEDULING

12. Each Medical Clinic will have a designated Clinic Scheduler. The commanding officer of each military contingent or FPU is responsible to coordinate directly with the Clinic Scheduler of the Medical Clinic allocated to his/her unit in order to secure appointments for the vaccination of the unit's personnel.

13. When requesting vaccination appointments, especially for large numbers of contingent/FPU personnel, the unit commanding officer shall inform the Force Commander or the Head of the Police Component (as appropriate) and shall take into account relevant operational and security requirements.

Note: Requests to schedule appointments at allocated Medical Clinics shall be made by military contingent/FPU commanding officer (not by Military or Police Focal Points).

14. The role of the Clinic Scheduler includes:



- Upon receipt of requests for vaccination appointments from military contingents or FPUs, the Clinic Scheduler of the designated Medical Clinic will confirm the appointment with the contingent or FPU in writing and will ensure that the timing at the designated Medical Clinic is blocked from other scheduling activities.
- The Clinic Scheduler will provide the military contingent or FPU with a COVID-19 vaccination information pack for distribution to the unit's personnel prior to the vaccination appointment and will inform the contingent or FPU of any relevant practical arrangements that need to be observed by their personnel at Medical Clinic.
- The Clinic Scheduler will be responsible to keep track of the stock of COVID-19 vaccines and related items at the designated Medical Clinic in order to ensure the availability of vaccines for all scheduled vaccination appointments and for the re-scheduling of appointments in the event that vaccines are not available.
- The above process will be repeated for second dose vaccination appointments.

AT THE CLINIC/VACCINATION SITE

15. Upon confirmation of appointment from the Clinic Scheduler, vaccine candidates will attend at their allocated Medical Clinic according to their scheduled timeslots. At the Medical Clinic:

- Vaccine candidates will be required to review the vaccine information already provided and sign the Informed Consent. The Informed Consent will be signed in hard copy (paper) and provided to the medical personnel at the allocated Medical Clinic.
- The medical personnel at the allocated Medical Clinic will go through encounter questionnaire with each vaccination candidate and record the responses and the receipt of the Informed Consent in the Vaccination Platform.
- The vaccination records of each vaccine candidate will be updated in the Vaccination Platform to “First Dose Administered” or “Vaccinated” for the first dose or second dose received, as appropriate.
- Each vaccination candidate will be given the opportunity to provide an e-mail address for entry in the Vaccination Platform. Individuals whose e-mail address is registered in the Vaccination Platform will receive an electronic vaccination certificate after receiving their final dose of vaccine. Individuals with no e-mail address may request a hard copy (paper) vaccination certificate which will be provided by the allocated Medical Clinic after the candidate has received their final dose of vaccine.
- In the event that the candidate declines to receive the vaccine, or based on their medical evaluation of the candidate, the Medical (Clinic) decline to administer the vaccine, the Vaccination Platform will be updated to “Declined/Not Interested.”
- The Medical Clinic personnel will be responsible for the safekeeping and filing of all hard copy signed Informed Consents

ADDITIONAL RESOURCES

- To read about the eligibility of different groups of individuals, please refer to the [UN COVID-19 Vaccine Eligibility](#) document;
- For more information and guidance on such prioritization, see the [UN COVID-19 Vaccine Occupational Risk Groups Prioritization](#) document, which is intended to inform each country's local administration plan.
- For more information, please refer to the official website <https://www.un.org/en/coronavirus/vaccination>



ANNEX A: INFORMED CONSENT

Informed Consent

I have read the information about the COVID-19 vaccination. I understand that if my vaccine requires two doses, I will need to be given two doses of this vaccine in order for it to be effective.

I request and consent that the COVID-19 vaccination be given to me by United Nations authorized personnel, agents or contractors.

I consent to the collection and disclosure of all relevant information, including health information, provided by me or collected about or with respect to me, in connection with the UN System-Wide COVID-19 Vaccination Programme, which shall be used exclusively to administer the vaccination to me, provide other medical care as may be necessary, and/or for the administration of the United Nations System-Wide COVID-19 Vaccination Programme.

Print Name

Date



ANNEX B: HIGH-LEVEL PROCESS MAP

ADMINISTRATION PROCESS FOR MILITARY AND POLICE PERSONNEL OF FORMED UNITS

