



**COVID-19
RESPONSE
VACCINES**

UN SYSTEM-WIDE COVID-19 VACCINATION PROGRAMME

INCLUSION OF INGO PERSONNEL THROUGH SPONSORSHIP ARRANGEMENTS WITH UN ORGANIZATIONS

VERSION 1 – 16 APRIL 2021

A glossary of the relevant terms is included at the end of this document.

BACKGROUND

1. As per the [Eligibility document](#)¹ published on the UN website, the personnel of sponsored INGOs and the accompanying dependents of the international personnel of those INGOs are eligible to receive the vaccine under the UN System-wide COVID-19 Vaccination Programme (“the Programme”) in duty stations in which the Programme will be carried out.
2. Participating UN Organizations² are parties to a Memorandum of Understanding (MOU) that governs the Programme. INGOs are not parties to the MOU however a Participating UN Organization can sponsor one or more INGOs that are engaged by that Participating UN Organization in the implementation of its mandate at an Eligible Duty Station³. As a result of such sponsorship by a Participating UN Organization, all personnel of that INGO, as well as the recognized accompanying dependents of the international personnel of that INGO present at the applicable Eligible Duty Station will be eligible to receive the vaccine under the Programme.
3. There is a strong need for coordinated outreach activities both at the central and local levels, to ensure that INGO partners are being engaged proactively and that arrangements are being coordinated amongst Participating UN Organizations.
4. The responsibility to include INGO partners in the vaccination campaign lies with the UN Country Teams, and a level of central guidance is required to establish overarching sponsoring strategies and support country teams in establishing local sponsorship arrangements, validating eligible personnel and registering them on the Vaccination Platform (“the Platform”).

¹ https://www.un.org/sites/un2.un.org/files/un_system-wide_covid-19_vaccination_programme_-_eligibility.pdf

² UN System Organizations that have delivered an Accession Notice to the MOU governing the Programme.

³ Duty station in which the Programme is being carried out



MOU AND SPONSORSHIP; AGREEMENTS WITH INGOS

5. The MOU provides a set of responsibilities for Participating UN Organizations sponsoring INGOs, including:
 - a. Eligibility: Ensure the INGOs they sponsor are aware of the eligibility criteria and provide the information required for eligible individuals to be pre-populated or, if the individual is self-registering, to be validated (Article 2);
 - b. Data Protection and Confidentiality: Handle personal information of eligible persons (Article 6);
 - c. Accounts and Audit: Keep records with respect to the validation of eligible persons (Article 7.3);
 - d. Liability and Claims: Deal with any claims with respect to death / injury / illness or privacy rights of eligible persons (Article 8.1).

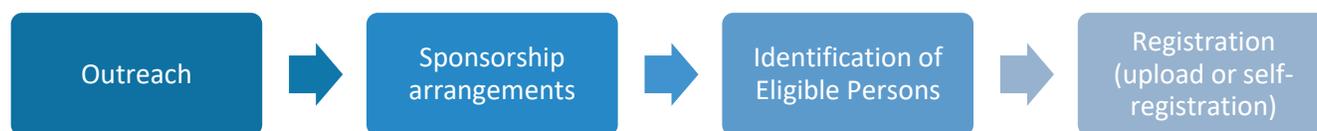
6. The Cost Share arrangements for the Programme are still under review. To that end, cost implications to Participating UN Organizations for sponsoring INGO personnel will be published in due course. A general principle currently under consideration is that each UN Participating Organization would be responsible for all costs and expenses arising in respect of the INGO personnel they sponsor.

7. Agreements between Participating UN Organizations and sponsored INGOs: Each Participating UN Organization is responsible for establishing any necessary sponsorship agreement between it and any INGO that it sponsors. A sample draft sponsorship agreement prepared for use by UN Secretariat entities is attached for information purposes.

OVERALL PROCESS FOR INGO PERSONNEL

8. Overall, UN Country Teams are in the lead to determine whether to include a given INGO partner in the vaccination effort, with support and guidance provided at the central level.

9. An outline of the process covering the outreach to INGOs, the sponsorship arrangements with INGOs, and the identification and registration of eligible INGO persons is attached. Details are provided in the paragraphs below.



10. For the purpose of visualization, the main four steps of the process are presented in sequence but, in reality, some activities need to be carried out concurrently. For instance, once a decision to sponsor an INGO is made in principle, collection of identifying information for eligible personnel/dependents (“eligible persons”) by the INGO should start in parallel to the sponsorship arrangement being discussed and agreed, however uploading of the information into the Platform would not occur until the relevant sponsorship arrangement has been concluded. (See paragraphs below for further information.)

11. Once INGO eligible persons are registered on the Platform, they join the cohort of eligible individuals at the country level. High-risk groups are prioritized in the same manner as for UN staff. Vaccine scheduling and administration follow the same steps for INGO eligible persons as other categories.



OUTREACH TO INGOS

COUNTRY LEVEL

12. UN Country Teams are best positioned to assess which INGOS are essential partners for mandate delivery and should therefore be sponsored by UN entities at the country office level. LVDCs will engage with those INGOS to start including them in the local planning exercise. Some INGOS may be able to contribute resources to the vaccination effort.
13. It is recommended that estimated numbers of INGO eligible persons and high-priority groups among them be collected at this stage.

CENTRAL LEVEL

14. Participating UN Organizations will provide guidance and support to their country offices to enable them to enter sponsorships with INGOS locally, particularly with respect to the guiding principles of the Programme and its eligibility criteria.
15. Certain Participating UN Organizations may wish to consider an organization-wide approach to larger INGOS that are critical implementing partners in a number of countries in order to engage with such INGOS at the central level.

SPONSORSHIP ARRANGEMENTS

COUNTRY LEVEL

16. UN Country Team members will agree amongst themselves as to which Participating UN Organization will sponsor any particular INGO. The Country Office of such Participating UN Organization will sign a local sponsorship agreement with such INGO.
17. The LVDC and the designated Registrar in the Local Vaccine Deployment Team will collect the list of all INGO sponsorships entered by each Participating UN Organization at the country level.

CENTRAL LEVEL

18. Participating UN Organizations will advise their country offices on entering local sponsorship arrangements.
19. If appropriate, certain Participating UN Organizations may wish to enter global sponsorship arrangements with their most critical INGO partners. Such arrangements should define a specific geographic scope (list of countries) in which the sponsorship would be in effect.
20. Information on sponsorships being entered at the central level needs to flow to the UN country teams affected by such arrangements, including to the LVDC and the Registrar in those countries.

RECORD KEEPING

21. . Within each UN Country Team - and at the central level, if applicable - each Participating UN Organization is responsible for recording the sponsorship arrangements it enters with INGOS.
22. As the Programme moves along, vaccination records in the Platform will reflect the sponsorship arrangements between Participating UN Organizations and INGOS in each country. The Platform will tally the individuals vaccinated per INGO / sponsoring Participating UN Organization and country/duty station in real-time.



IDENTIFICATION OF ELIGIBLE PERSONS

23. Once sponsorships are established at the country level between sponsoring Participating UN Organizations and INGO partners, Organization Focal Points (“evaluators”) will collect lists of eligible persons from their sponsored INGO counterparts, where possible. They will submit these lists to the LVDC and Registrar in the country.
24. The Registrar will consolidate records received from the sponsoring Participating UN Organizations of all eligible persons associated with all sponsored INGOs at the country level. This will allow for a mass data upload on the Platform to facilitate the registration of sponsored INGO eligible persons. INGO eligible persons that are not recorded upfront can always self-register later on, directly on the Platform. In this case, the Organization Focal Point (“evaluator”) of the sponsoring Participating UN Organization will need to validate the individual manually after such individual has self-registered in the Platform (please see paragraphs below).

POSSIBLE SUPPORT AT THE CENTRAL LEVEL

25. In the case of larger INGOs that maintain personnel data in ERP systems, Participating UN Organizations may wish to consider collecting such personnel data centrally from the INGO headquarters. The list of INGO personnel and, where available, their eligible dependents, broken down per country, would then be communicated to Organization Focal Points in the respective Country Offices and, in turn, to the Registrars in the applicable countries.

REGISTERING INGO PERSONNEL ON THE PLATFORM

26. As a general principle, all individuals who register on the Vaccination Platform do so under the supervision of a UN Organization Focal Point (“evaluator”) at the country/duty station level – or by exception at the central level. Such supervision may be in the form of manual approval, on an individual basis, directly on the Platform (self-registration option) or on a consolidated basis, in the case of data uploads to be organized through the global administrators of the Platform (mass upload option).
27. Once INGO eligible persons are registered, their vaccine scheduling and administration follows the same workflow on the Platform as other vaccine recipients.

SELF-REGISTRATION OPTION

28. The Local Vaccine Deployment Team will reach out to the sponsored INGO partners as identified in the previous steps, share the standard link to the Platform, and invite eligible INGO persons to self-register. The distribution of the link to the sponsored INGO partners in-country will be organized by the Registrar, to ensure the appropriate timing and accompanying messaging to INGO eligible persons.
29. Individuals who self-register will need to select the INGO they are associated with from a drop-down menu in the Platform and the sponsoring Participating UN Organization. All individuals who self-register will need to be made aware of which Participating UN Organization is the relevant sponsoring Participating UN Organization.
30. Based on the sponsoring Participating UN Organization selected, the Organization Focal Point (“evaluator”) at the country level (e.g. WFP focal point in Myanmar) will review the eligibility and approve or reject the registration of the individual based on the information it obtains from the relevant INGO. If approved, the registered individual appears on the Registrar’s list for review/prioritization, assignment to a clinic and appointment scheduling.



31. A very close link is needed between the Organization Focal Points and the INGO counterparts in the country to validate eligibility. A close link is also required with the Registrar, who is in charge of the overall registration process in-country, including the prioritization of high-risk groups.
32. Advantages:
- This option requires less advance preparation and can be used with INGOs that are not able to share consolidated lists of personnel and dependents ahead of the go-live in the country.
 - It can be used for residual eligible persons that were missing in initial data uploads.
33. Downsides/risks:
- A risk exists for the standard web address of the Platform to be widely distributed beyond the eligible INGO community, which will require appropriate messaging by the LVDT and may require additional time spent reviewing attempts to register on the Platform by individuals who may not, in fact, be eligible.
 - The manual selection of the sponsoring Participating UN Organization by individuals who self-register involves a risk of error. Organization Focal Points are responsible for ensuring that each individual has been associated with the correct INGO and sponsoring Participating UN Organization.

MASS UPLOAD OPTION

34. Once the country Registrar collects and consolidates lists of eligible INGO personnel and dependents from sponsoring Organization Focal Points (ref. para 24), a dedicated data upload session (approx. 30 minutes) will be organized by DOS with the Registrar, who will upload the information for such eligible personnel/dependents onto the Platform in one go. The template for data collection and upload is attached.
35. Once the Platform goes live in the country, a customized link is created and sent to all individuals whose information has been pre-populated, for them to review the pre-populated personal information and complete their registration. Once they complete their profile, they will automatically appear on the list of registered individuals to be assigned to clinics and scheduled for vaccination.
36. Refresh/update upload sessions may be requested by Registrars, on an exceptional basis, as lists of INGO personnel evolve overtime.
37. Advantages:
- Streamlines the process at the country level: No need for individual validation by Organization Focal Points on the Platform. Validation effectively occurs ahead of the upload.
 - Minimizes the risk of data error: The link between individual, his/her INGO (from a drop-down list of hundreds of organizations) and sponsoring UN entity is controlled prior to the upload.
38. Downsides/risks: Resource-intensive process for the small central admin team (DOS) that will be organizing data upload sessions with each country Registrar.

POSSIBLE CONSOLIDATED UPLOADS AT THE CENTRAL LEVEL

39. In cases where Participating UN Organizations collected centralized data from large INGOs which was provided by sponsoring Participating UN Organizations either country-by-country or centrally (ref. para 25), then mass uploads of all such sponsored INGO personnel could be organized centrally through the sponsoring Participating UN Organizations for all applicable countries.



RECOMMENDED APPROACH

40. Different country teams can make use of the self-registration and mass upload options in different ways, depending on their local context. The generally recommended approach is as follows:
- c. Early on, possibly a small number of centralized data uploads for a few larger INGOs working with UN organizations in most countries, if data can be collected centrally; complemented by
 - d. Shortly before go-live in each country, country-specific consolidated uploads of personnel data for the majority of INGOs being sponsored by the UN Country Team; complemented by
 - e. On a rolling basis, residual self-registration for remaining INGO persons in-country – either for newly deployed personnel/dependents not on the list at the time of the upload, or personnel associated with INGO for which the mass upload was not possible.



VACCINE ADMINISTRATION ARRANGEMENTS

- 41. INGO eligible persons are included in the LVD Plans being drawn up by LVDCs. Such persons are assigned to vaccination sites identified at the country level.
- 42. The prioritization of INGO eligible persons is to be done in a similar manner as all other categories: high occupational risk groups are to be vaccinated as part of the initial effort, along with UN personnel and dependents.
- 43. Certain INGOs could play a role in the vaccination effort, for example those with their own medical personnel / facilities.
- 44. No INGO persons can have the roles of Vaccine Registrar or Vaccine Scheduler on the Platform.



ANNEXES

- **Sample Draft Agreement (Exchange of Letters) between UN Secretariat entities and sponsored INGOs**
- **Outline of INGO Outreach, Sponsoring, Personnel Validation and Registration process**
- **Template for Personnel Data Collection and Upload to the Platform**

GLOSSARY

LVDC: Local Vaccine Deployment Coordinator, lead of the Local Vaccine Deployment Team at the country level.

MOU: Memorandum of Understanding between and among the UN Secretariat and Participating UN Organizations forming part of the UN System.

Organization Focal Point (“evaluator”): Designated individual within a Participating UN Organization who collects the eligible individuals (personnel and accompanying dependents) of INGOs sponsored by that particular UN organization. Organization Focal Points can be both at the country level and central level. At the country level, Organization Focal Points will be responsible for reviewing and approving self-registered INGO personnel/dependents on the Platform, for those INGOs that are being sponsored by their respective Participating UN Organizations.

Participating UN Organization: Organizations forming part of the UN System that have joined the MOU via a signed Accession Notice.

Registrar: Member of the Local Vaccine Deployment Team overseeing the registration of vaccination candidates, their prioritization and assignment to vaccination sites at the country level. The Registrar will collect identifying information for eligible INGO persons from the Organization Focal Points (“evaluators”) of the respective sponsoring Participating UN Organizations. The Registrar will process consolidated uploads of such eligible individuals on the Platform, during upload sessions to be organized by DOS.

Sponsorship: Mechanism by which a Sponsoring UN Organization grants an INGO access to the Programme for their personnel and accompanying dependents in eligible duty stations. Sponsorships will generally be entered at the country office level, although global sponsorships could be entered by Sponsoring Organizations at the HQ level for a number of countries in certain cases.

Vaccination Platform, or Platform: Single online vaccine registration, scheduling, and administration platform in use for all vaccine recipients under the Programme globally.