



**COVID-19  
RESPONSE  
VACCINES**

# UN SYSTEM-WIDE COVID-19 VACCINATION PROGRAMME

## RECOMMENDATIONS FOR MANAGEMENT OF VACCINE SURPLUS WITH SHORT EXPIRATION DATES

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### PURPOSE OF THIS DOCUMENT

1. This guidance document outlines the recommended approach to the management of surplus vaccine doses with short expiration dates under the UN System-wide COVID-19 Vaccination Programme (hereafter “Vaccination Programme”). The recommended approach is based on the Vaccination Programme’s objective of providing the first shot of vaccine to as many eligible individuals as possible, following the prioritization criteria defined in the Occupational model issued by the UN Medical Directors (UNMD) [Occupational Risk Groups Prioritization](#)<sup>1</sup>.

### RECOMMENDED APPROACH

2. At those duty stations where vaccine dose surplus is anticipated based on current rate of registration and vaccine administration, we recommend that the Local Vaccination Deployment Team (“LVDT”) consider the following steps:

2.1 Encourage vaccine candidates to register on the UN vaccination platform (hereafter “Vaccination Platform”) by:

- a. Preparing for the “go live” of the Vaccination Platform, well in advance of the arrival of the vaccines, by making sure that all entities/ agencies included in the Vaccination Programme have uploaded their personnel data;
- b. Making sure that the personnel data of [eligible INGOs](#)<sup>2</sup> who are included in the Vaccination Programme via the UN agency sponsoring process is uploaded.
- c. Informing eligible vaccine candidates to begin registration on the Vaccination Platform as soon as they receive the email with the link to the Vaccination Platform;
- d. Ensuring that all eligible individuals who did not receive the original email with the link, have been informed on how to self register on the Vaccination Platform;
- e. Explaining to the community of eligible vaccine candidates that without registration on the Vaccination Platform they cannot be vaccinated. The registration process is fundamental as it allows us to validate the eligibility of the vaccine candidates as well as prioritize those at higher

<sup>1</sup> [https://www.un.org/sites/un2.un.org/files/unmd\\_un\\_covid19\\_vaccine\\_occupational\\_risk\\_groups\\_prioritization.pdf](https://www.un.org/sites/un2.un.org/files/unmd_un_covid19_vaccine_occupational_risk_groups_prioritization.pdf)

<sup>2</sup> [https://www.un.org/sites/un2.un.org/files/ingo\\_guidance.pdf](https://www.un.org/sites/un2.un.org/files/ingo_guidance.pdf)



risk of exposure and developing severe COVID-19. The Vaccination Platform permits us to monitor, trace, plan and administer the vaccines globally.

- f. Informing eligible vaccine candidates that registration is not “instant” and that the process goes through several verifications, completion of which may take 24 to 48 hours.
- g. Sending out regular reminders about the vaccination programme, the importance of getting vaccinated or the need to register as soon as possible via email broadcast, SMS, WhatsApp and other messaging applications, Town Halls, senior leadership outreach, as per your country specific communication strategy.

2.2 Where registration for the vaccine is low or slow coming, inform the community of eligible vaccine candidates of the fact that there is a limited supply of vaccine and that availability at the duty station will fluctuate over time. As such, the sooner people register to receive the vaccine the better their chances that they will be fully vaccinated (having received both doses) from the current supply of vaccine doses on hand. High priority individuals who delay in registering may therefore have to wait until future shipments of vaccine arrive for their second or even first dose, depending upon availability.

3. Once all high priority candidates have been invited to register on the Vaccination Platform multiple times, expand the invitation to medium and low priority groups.

4. Maximize usage of the vaccine on hand to avoid wastage at all costs: Recognizing the expiration date of the vaccine lots currently on hand (July 9<sup>th</sup> and August 23<sup>rd</sup> 2021), as well as the WHO recommended minimum 8 week interval between shots, all first dose vaccinations provided less than 8 weeks prior to the vaccine’s expiration date (after May 14 or after June 28 respectively) will need to be followed by a second shot from a new lot of vaccine. The Global Vaccine Deployment Support Team remains committed to supplying further doses to LVDTs in time for the second shots. However, to avoid vaccine wastage and depending on demand, the LVDT may want to set aside enough vaccine to provide the second shot to all those who received their first dose of vaccine 8 weeks prior to the vaccine’s expiration date.

5. As the vaccines’ expiration dates get closer, depending on the vaccine uptake among the high-priority groups, the LVDT should consider expanding the administration of the soon-to-expire vaccine as a first shot to as many other eligible vaccine candidates as possible. Leftover vaccine would then be offered to those scheduled to receive a second shot, following a shorter time interval than the WHO recommended 8-12 weeks but within the manufacturer’s recommended time interval of 4 to 6 weeks.

6. If the LVDT foresees that there will not be enough demand within the eligible country population to administer all the received vaccine before its expiration, the LVDT should notify the Global Vaccine Deployment Support Team, ideally no less than 6 to 8 weeks prior to the expiration date, so that options can be explored to reallocate the vaccine surplus to other UN Country Teams in need of additional supply.

## COMMUNICATE, COMMUNICATE, COMMUNICATE

7. Make sure your community of eligible vaccine candidates is aware of all aspects of the vaccine roll out in your duty station/ country. They must be kept informed and updated on any changes immediately. Your community should know why, when, where, how they will be vaccinated and by whom.



8. Make use of the voluminous amount of information and communication resources made available by the Global Vaccine Deployment Support Team. Reuse, repurpose, copy paste, adjust and make it your own! If the LVDT would like support in drafting communications content (guidelines, reminders, updates) for your community, kindly contact [covidvaccines@un.org](mailto:covidvaccines@un.org).
9. As the Global Vaccine Deployment Support Team monitors the progress of the Vaccination Programme at your location through the Everbridge Platform, we will provide you with additional guidance and recommendations.
10. The Global Vaccine Deployment Support Team will keep you informed on all information relevant to the vaccine supply.