



**COVID-19
RESPONSE
VACCINES**

UN SYSTEM-WIDE COVID-19 VACCINATION COUNTRY OPENING PROCEDURES

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PURPOSE OF THIS DOCUMENT

This document serves as standard operating procedure for Global Organization Administrators and Local Vaccine Deployment Coordinator (LVDC) for purposes of opening the country to start registration for pre-loaded individuals and self-registration for non-pre-loaded individuals.

This opening procedure is based on confirmation received from the LVDC, their readiness and in collaboration with the GVDST Team. These procedures are subject to revision as more countries are opened.

This document provides guidance on the steps involved in opening the UN System-Wide COVID-19 Vaccination Platform in a country in order to start registration and administration of vaccinations.

OPENING PROCEDURE AND COUNTRY CONFIGURATION

STEPS

1. Prior to opening the platform in a country, the country should be trained and should have confirmed their readiness with the GVDST Team through a meeting or email correspondence between the LVDC and GVDST. This should be done **at least a week** in advance of the required opening date.
2. The UCS Team will validate the information submitted by the country team using the below template provided in the Country Readiness Checklist Document. The Team may reach out to the Country Team for further clarification.



Nomination Details
and Local Movement |

The validation will involve confirming the following:

- a. Clinic names should be indicated clearly.
- b. There should usually be one registrar per country (with a backup). The registrar assigns the registered vaccine candidates of all UN entities to the different clinics based on their duty station.
- c. There should usually be one scheduler (and a back-up) per clinic who invites the vaccine candidates assigned to that clinic by the registrar to come into the clinic and be vaccinated.
- d. There can be several medical administrators assigned to a clinic depending on the workload and capacity of the respective clinic.



- e. Organization administrators and evaluators are identified by the organizations themselves and therefore, should not be indicated in this file.
- 3. Following this validation, the user roles will be created, and clinics will be configured in the Platform. The UCS Team will notify the country's Local Vaccine Deployment Coordinator (LVDC) about this.
- 4. The UCS Team will then send an email to the country's Local Vaccine Deployment Team (LVDT) team providing guidance and details such as:
 - a. Roles and Responsibilities
 - b. Training document on steps performed by each role.
 - c. Steps performed by the Organization Administrator to send the Registration Link.
 - d. User Guide to Self-Register
 - e. French materials including FAQ
 - f. Training Videos on Sharepoint [here](#).
- 5. On the day of the opening, the UCS Team will also send an email to the Organization Focal Points / Administrators requesting them to send the pre-registration links for the country.
- 6. The Organization Focal Points have a 24-hour window to send the registration out as per the schedule detailed in the email. This is an individual link that is sent to all the individuals who have been pre-loaded in the system. Note that this registration link **should not be sent** out before the instruction email is sent from the UCS Team.
- 7. Note: The self-registration (referred to in step 3.d.) should **only** be used in case the individuals did not receive an email from the above step 5. So ideally, the LVDC Team should wait at least 24 hours after the organizational focal points have sent out their registrations emails before distributing the self-registration link. Anyone who uses this link, needs to be evaluated in the system by Organization Evaluators to move forward in the process flow as demonstrated in previous training sessions.
- 8. For the country to start using the Platform and administering vaccination:
 - a. It is important that the LVDC team shares the training resources with the roles.
 - b. You may also organize a townhall regarding the Go-Live of the Vaccination Program in your country.
 - c. For more information, refer to guidance documents published on <https://www.un.org/en/coronavirus/vaccination>