

# COVID-19 Partners Platform

## Abbreviated User Guide (Pillar 10)

### Uploading and Reviewing National Deployment and Vaccination Plans (NDVP)

**Last updated:** January 21 2021

Please note that **emergency responses are dynamic by nature**. As such, please note that some features of the Platform, as well as this document, will be **continuously updated**. This document will be updated regularly as new features are added but may not capture all new features.

#### Table of Contents

<b>FOREWORDS AND NOTES</b> .....	<b>2</b>
<b>APPOINTING COUNTRY ADMIN USERS</b> .....	<b>3</b>
VACCINE COUNTRY ADMIN USERS .....	3
VACCINE COUNTRY ADMIN USERS FOR GOVERNMENT .....	4
<b>INVITING REGIONAL USERS</b> .....	<b>4</b>
<b>COMPLETING PILLAR 10 TASKS</b> .....	<b>5</b>
UPLOADING NATIONAL DEPLOYMENT AND VACCINATION PLANS AND BUDGETS.....	5
<i>Action for WHO Country Admin for Vaccines</i> .....	5
<i>Action for Government Country Admin for Vaccines</i> .....	6
ACTION CHECKLIST TAB - REVIEWING NDVPs AND UPLOADING SUMMARY REVIEW FORMS OF NDVPsO.....	7





Ready • Set • Go  
**partners**PLATFORM  
FOR HEALTH IN EMERGENCIES

*Action for Regional Admins for Vaccines*.....7  
*Optional Feature for Uploading Summary Review Form of the NDVP*.....8

## Forewords and notes

This document is intended to provide guidance to regional and country-level users engaging with the COVID-19 Partners Platform’s **new Pillar 10 for vaccine introduction**.

- The COVID-19 Partners Platform is also referred to as “Partners Platform” or “Platform” within this document.
- The Platform has functionality for country-level users, such as uploading the **National Deployment and Vaccination Plan** on the Info tab by the WCO vaccine expert, followed by validation by a government official.
- The Platform has functionality for regional users, such as **Reviewing of National Deployment and Vaccination Plan** (NDVP) on the Action Checklist tab or uploading a summary of the review of the NDVP on the Info tab and within the NDVP folder.
- This document is part of a set of materials to guide all users and donors on the Partners Platform. A full User Guide for Pillars 1-9, a Resource Needs Step-by-Step and a Resource Tracking Step-by-Step are also available on the “Support” tab in the Partners Platform.
- If you encounter any difficulty in accessing the COVID-19 Partners Platform, please contact the Partners Platform Support desk [covid19-platform-support@who.int](mailto:covid19-platform-support@who.int). For any questions specific to vaccines and immunizations, please contact the Country Readiness and Delivery (CRD) Helpdesk: [CRDresources@who.int](mailto:CRDresources@who.int).



## Appointing Country Admin Users

Two Country Admins are appointed per country:

- a) one WHO or UN agency Country Office COVID-19 vaccine expert **to upload the NDVP**; or a **Vaccine Country Admin Users (VCA)**.
- b) one government official who can **validate the NDVP**, accepting the NDVP on behalf of their respective Government; or a **Vaccine Country Admin Users for Government (VCA Gov)**.

Generally, Vaccine Country Admin Users are appointed by the **Regional Admins for Vaccines** onto the Platform in communication with the **WHO Representatives (WRs)**. Both should have hands-on experience in the handling of their country's vaccination planning for COVID-19.

## Vaccine Country Admin Users

**Vaccine Country Admin Users (VCA)** are usually a WHO or UN agency Country Office COVID-19 vaccine expert. They are in charge of uploading Pillar 10 NDVPs for vaccines.

Their appointments are considered based on their ability to:

- Read/Write/Upload a Country Info NDVP
- Read/View a Pillar 10 Standard Review Form (SRF)
- Interpret Pillars 1-9 Info uploaded to the Platform

VCAs are able to manage opt-in features based on selected users and cannot upload SRFs.



## Vaccine Country Admin Users for Government

**Vaccine Country Admin Users for Government (VCA Gov)** serve as vaccine deployment administrators on behalf of their country's government.

Their appointments are considered based on their ability to:

- Download/Read Country Info in an NDVP
- Validate written NDVP on behalf of government officials
- Interpret Pillars 1-9 Info uploaded to the Platform

While they have the ability to view and download NDVPs as part of the validation process, they cannot upload the NDVP, view and upload SRFs, or invite other admin users.

## Inviting Regional Users

**Vaccine Regional Admin Users (VRA)** are invited by Global Admins onto the Platform upon the receiving of a list of focal point names from CRD. They are responsible for information entered in the "Pillar 10: Review of the NDVP – Online Standard Review Form" or **SRFs** under the Action Checklist tab.

VRAs retain the **ability to complete the SRF through the online web form** and upload Excel data in the NDVP subfolder under the Country Info Tab. They **manage user accounts/access requests for Country Admin Users** for vaccines via the tracker (see VCAs under Country Info Tab). Like Country Admin users, they also have the ability to view and download information entered in the Platform for vaccine introduction activity for countries in their region.

Their appointments are considered based on their ability to:



# Ready • Set • Go

# partnersPLATFORM

FOR HEALTH IN EMERGENCIES

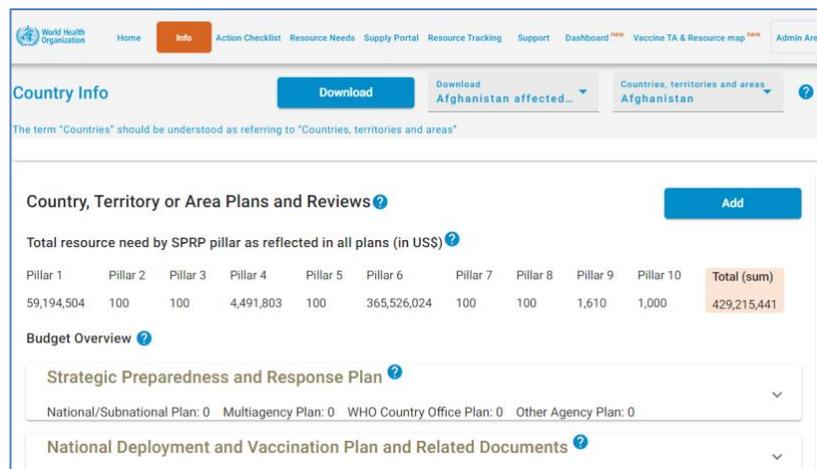
- Read/Write/Upload both the Pillar 10 Action Checklist and an SRF
- Read Country Info in an NDVP
- Interpret Pillars 1-9 Info uploaded to the Platform

VRAs **must belong to an 'approved organization' in order to be invited to the Platform.** An 'approved organization' is one that has been previously submitted and approved by a Global Admin. Organizations include the WHO, most multi-laterals and UN agencies, many non-government organizations and non-profits; and exclude private companies, universities and media organizations.

## Completing Pillar 10 tasks

### Uploading National Deployment and Vaccination Plans and budgets

#### Action for WHO Country Admin for Vaccines



The screenshot shows the 'Country Info' page for Afghanistan. It includes a navigation bar with 'Home', 'Info', 'Action Checklist', 'Resource Needs', 'Supply Portal', 'Resource Tracking', 'Support', 'Dashboard', 'Vaccine TA & Resource map', and 'Admin Area'. Below the navigation bar, there is a 'Download' button and a dropdown menu for 'Download Afghanistan affected...'. The main content area is titled 'Country, Territory or Area Plans and Reviews' and features an 'Add' button. A table shows the total resource need by SPRP pillar as reflected in all plans (in US\$). The table has columns for Pillar 1 through Pillar 10 and a 'Total (sum)' column. The values are: Pillar 1: 59,194,504; Pillar 2: 100; Pillar 3: 100; Pillar 4: 4,491,803; Pillar 5: 100; Pillar 6: 365,526,024; Pillar 7: 100; Pillar 8: 100; Pillar 9: 1,610; Pillar 10: 1,000; Total (sum): 429,215,441. Below the table is a 'Budget Overview' section with a dropdown menu for 'Strategic Preparedness and Response Plan' and a row of values: National/Subnational Plan: 0, Multiagency Plan: 0, WHO Country Office Plan: 0, Other Agency Plan: 0. There is also a dropdown menu for 'National Deployment and Vaccination Plan and Related Documents'.

Pillar 1	Pillar 2	Pillar 3	Pillar 4	Pillar 5	Pillar 6	Pillar 7	Pillar 8	Pillar 9	Pillar 10	Total (sum)
59,194,504	100	100	4,491,803	100	365,526,024	100	100	1,610	1,000	429,215,441



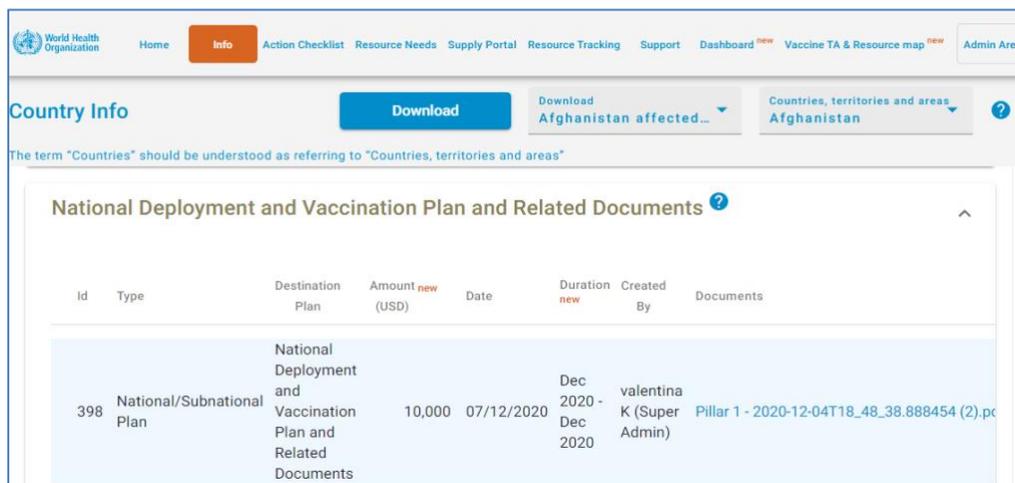
# Ready • Set • Go

# partnersPLATFORM

FOR HEALTH IN EMERGENCIES

1. Under the **Info tab**, select Country Info.
2. In the upper right-hand corner of the page, click on the white button labeled **Countries, Areas and Territories** and select the name of your country, area or territory from the drop-down menu
3. Scroll down to Section 3 titled **Country, Territory or Area Plans and Reviews** and click on the blue button labeled **Add**.
4. Go to **Destination Plan** dropdown menu, select **NDVP** (mandatory field).
5. Then go to **Plan Type** dropdown menu, select **National/Subnational plan** (mandatory field)
6. As available, enter the information for the NDVP **including the total budget**.
7. Drag and drop the NDVP into the designated area; you can also drag and drop a detailed budget worksheet for the NDVP.
8. Click on the **Save button** and an email will be automatically sent to the government country admin for vaccines who will be asked to validate the NDVP.

## Action for Government Country Admin for Vaccines



The term "Countries" should be understood as referring to "Countries, territories and areas"

Id	Type	Destination Plan	Amount <sup>new</sup> (USD)	Date	Duration <sup>new</sup>	Created By	Documents
398	National/Subnational Plan	National Deployment and Vaccination Plan and Related Documents	10,000	07/12/2020	Dec 2020 - Dec 2020	valentina K (Super Admin)	Pillar 1 - 2020-12-04T18_48_38.888454 (2).pc



# Ready • Set • Go

# partnersPLATFORM

FOR HEALTH IN EMERGENCIES

1. Under the **Info tab**, select Country Info.
2. In the upper hand corner of the page, right click on the white button labeled **Countries, Areas and Territories** and select the name of your country, area or territory from the drop-down menu.
3. Scroll down to section 3 titled **Country, Territory or Area Plans and Reviews** and click on the folder titled **National Vaccine Plan (NVP)** and related documents.
4. Under documents, click on the name of the **NDVP** and it will automatically download for easy reading.
5. Click on the button titled **Validate** to accept the plan on behalf of the government; an email will be automatically sent to the Regional Admin for Vaccines to begin the process of reviewing the NDVP.

## Action Checklist Tab - Reviewing NDVPs and Uploading Summary Review Forms of NDVPs

### Action for Regional Admins for Vaccines

The screenshot shows the 'Action Checklist' tab in the COVID-19 Partners Platform. The interface includes a navigation bar with 'Home', 'Info', 'Action Checklist', 'Resource Needs', 'Supply Portal', 'Resource Tracking', 'Support', 'Dashboard', 'Vaccine TA & Resource map', and 'Admin Area'. The 'Action Checklist' section is active, showing a 'Download' button and a dropdown menu for 'Download Afghanistan (Excel)'. Below this, there are filters for 'Countries, territories and areas' (set to 'Afghanistan') and 'Affected Area' (set to 'Entire country, territ...'). A note states: 'The term "Countries" should be understood as referring to "Countries, territories and areas"'. The main content area is titled 'Pillar 10: Review of NDVP - Online Standard Review Format (SRF)'. It features a dropdown for 'SRF Type' set to 'Full SRF' and an 'Update' button. Below this is a table with two rows, each with a colored header (yellow for row 1, green for row 2) and a red asterisk indicating a question marked in red. The table columns are: 'Yes', 'Partially', 'No', 'Do not know or cannot assess', and 'Comments (If questions are marked 'partially' or 'no', please provide remarks)'. The table is partially obscured by a large blue circular graphic in the bottom right corner.





Ready • Set • Go

# partnersPLATFORM

FOR HEALTH IN EMERGENCIES

1. Open the **Action Tab**.
2. In the upper right-hand corner of the page, click on the white button labeled **Countries, Areas and Territories** and select the name of your country, area or territory from the drop-down menu.
3. Scroll down to the folder titled **“Pillar 10: Review of NDVP”** and expand this folder using the downward arrow on the far-right side.
4. Record the review of items included in the NDVP by **ticking boxes** next to each item within each technical area as **yes, partially or no**; you can add comments to each.
5. Click the **Save** button when complete and an automated message will notify the WHO Global Country Readiness and Delivery (CRD) team and the country that the review is completed and available.

## Optional Feature for Uploading Summary Review Form of the NDVP

1. Open Info tab, select **Country Info**.
2. In the upper right-hand corner of the page, click on the white button labeled **Countries, Areas and Territories** and select the name of your country, area or territory from the drop-down menu.
3. Scroll down to Section 3 titled **Country, Territory or Area Plans and Reviews** and click on the blue button labeled **Add**.
4. As available, enter the information for the **SRF** of the NDVP.
5. Go to Destination Plan dropdown menu, select **NDVP** (mandatory field).
6. Then go to **Plan Type** dropdown menu, select Standard Review Form (SRF) (mandatory field).
7. Drag and **drop the SRF of the NDVP into the designated area**.
8. Click on the **Save** button; an automated message will notify the WHO global CRD team and the country that the review is completed and available.

