Annex 4 – New Vaccine Introduction Checklist, Activity List &Timeline

Instructions for Use:

In order to ensure that all steps to guarantee a successful introduction of the new vaccine(s) are planned and budgeted for, that roles and responsibilities are clear, and that a clear timeline is in place, countries are encouraged to use the New Vaccine Introduction Checklist to develop a New Vaccine Introduction Activity List and Timeline that reflects the country situation, and to regularly monitor and review these planning tools at planning and review meetings to oversee the new vaccine introduction.

Principles & Considerations ➤ New Vaccine Introduction Plan Template ➤ New Vaccine Introduction Checklist & New Vaccine Introduction Activity List & Timeline

Using the detail provided in the main document "Principles and Considerations for Introducing a New Vaccine", and building on the thinking that has taken place at country level during the drafting of the New Vaccine Introduction Plan, the New Vaccine Introduction Checklist is ideally used to identify key activities to conduct starting 12-24 months before the introduction of the new vaccine, leading up to the actual date of the vaccine launch, and continuing into the post-introduction monitoring phase.

To do this, countries will find it useful to systematically consider the goals, objectives, and key needs for a new vaccine introduction and to review these using the New Vaccine Introduction (NVI) Checklist – which is the first worksheet "NVI Checklist" of the Excel file located at the following URL: www.who.int/immunization/programmes_systems/policies_strategies/vaccine_intro_resources/nvi_guidelines/nvi_checklist.docx. The questions in this worksheet will help to establish the status of key programmatic requirements prior to introduction, to clarify gaps and identify the activities that need to be carried forward into the second worksheet of the Excel file "NVI Activity List & Timeline".

Annex 4: New Vaccine Introduction Checklist

Country:		Country X							
New Vaccine:		Vaccine X							
Planned Introduction Date:		Date X							

Theme	Timeline (months before intro)	Issue	Lead Agency	Activity/Action to be taken	Is Funding Available (if required)	Importance (High Medium Low)	Lead Agency	Deadline	Status/Comments
Programme objectives/targets	12	**Setting Short, Intermediate and Long-Term Goals:** If the short, intermediate and long-term goals of the introduction have not been set to contribute to global, regional and/or national health goals, what actions need to be taken to ensure this?							
Target population and delivery strategy	10	**Establishing the Target Population:** If the new vaccine is for older age groups, or for age groups outside the traditional infant target population, and the size and location of the target population has not been established, what steps need to be taken to establish this information? (Including involving actors not traditionally involved in EPI, e.g. Ministry of Education.)							
	10	**Establishing the Target Population:** If target population is "new", what steps need to be taken to identify this population and to cost delivery strategy options?							
	10	**Delivery Strategy:** If the identification of ways of reaching children not located at the primary vaccine delivery site has not been completed, what steps need to be taken to complete this preparation?							

The activities that are carried forward into the Worksheet entitled "NVI Activity List & Timeline" can be easily monitored on one sheet by the National Steering Committee, or National Technical Sub-Committees established to oversee the introduction of the new vaccine. This timeline should be regularly reviewed and updated as necessary in line with changing plans and priorities.

Annex 4: New Vaccine Introduction Activity List & Timeline

Instructions: Copy from the checklist only the activities that require action.

Introduction of the new vaccine (Example)

Country:		Country X
New Vaccine:		Vaccine X
Planned Introduction Date:		Date X

Theme	Lead Agency	Activity/Action to be taken	Deadline	Status	Year 1												Year 2								
					Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug
Programme objectives/ targets																								
Target population and delivery strategy																								
Policy																								
Financial considerations																								