



COVID-19

*****COUNTRY NAME*****

**NATIONAL DEPLOYMENT
VACCINATION PLAN (NDVP) SIMULATION
EXERCISE:
STRATEGY, SUPPLY CHAIN,
COMMUNICATION & VACCINE SAFETY**

***** date *****

PARTICIPANTS' GUIDE

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I. OVERVIEW

The COVID-19 National Deployment Vaccination Plan Tabletop Exercise (TTX) is a **simulation package** which uses a **progressive scenario** together with **series of scripted specific topics and questions** to enable participants **to discuss planning assumptions** for the **targeting, distribution and communication strategies** that have been developed **to support the rollout of COVID-19 vaccines**.

The TTX simulation package **is not a test** of a plan or other specific measures. Rather, through facilitated group discussion, **the tabletop exercise aims to assist countries to plan, develop and update their national deployment and vaccination plan (NDVP)** for the smooth national rollout of COVID-19 vaccines.

The specific objectives of the TTX are:

- 1) Review the **identification of target populations**
- 2) Discuss **vaccination delivery strategies** for potential target populations
- 3) Review **preparation** of critical **supply chain** for vaccine deployment and **management of health care waste**
- 4) Review **vaccine acceptance and uptake** (demand) planning
- 5) Identify **main challenges** for vaccination deployment and implementation **in order to enhance the NDVP**

II. REFERENCE MATERIAL AVAILABLE

- [Guidance on developing a national deployment and vaccination plan for COVID-19 vaccines](#)
- ***** Additional documents to be added by the lead facilitator as needed (e.g. if there is a (draft) national vaccination plan than that should be included*****

As many topics and aspects will be discussed and because of the limited time available during the simulation exercise, you are encouraged as a participant to **familiarize yourself with these documents before the simulation exercise.**

III. GROUND RULES

FACILITATION FORMAT

*** Explain to the participants “how” will the simulation exercise be facilitated. ***

- Will it be on-line? If so, provide clear instructions on how to connect to the online event. Provide a phone number to receive any technical assistance with the connection
- Will it be face-to-face? If so, provide clear details on the venue as well as the physical distancing measures that will be put in place and will need to be followed by the participants

ROLE OF THE FACILITATORS

In addition to ensuring the smooth running of the simulation and debriefing, the task of the facilitators is to assist the participants in achieving the stated objectives of the simulation. To this end, the facilitators will not provide direct answers to questions raised or identified by the participants. Rather, **he/she will encourage a robust discussion between all participants** while at the same time maintaining the overall flow of the simulation.

YOUR ROLE

- There are no ‘role plays’; each participant is required to be themselves based directly on the functions each of you are responsible for.
- Your response should be based on country specific plan, guidelines and SoP.
- Establish the basis for your response based upon country specific details, data that you have on hand such as the pandemic and other vaccination plans, as well as local laws and practices; and other information about the country.

- Consider all information you receive through the scenario as true; as 'fact'. Please do not challenge the scenario during the course of the simulation.
- Do NOT create additional fictional scenarios! Use the data presented in the simulation!
- The information you will receive through-out the course of the exercise provides you with ALL the data you will need. Do not invent numbers, figures etc. unless asked to.

IV. EXERCISE & DEBRIEFING TIMEFRAME

The simulation component will be based on an evolving scenario breakdown in 4 sessions. During each session, you will be asked to work collectively to solve problems and answer questions based on the scenario. This will take place during the first half day.

The second part of the day will be used for the debriefing, which is the most important part of the exercise. It is during the debriefing that all the participants review the strengths and gaps revealed during the simulation; recommend and prioritize key elements that need to be included in a revised NDVP; develop an action plan with clear responsibility and timeline to update and operationalize the NDVP.

*** Breaks have been included in the agenda during which coffee and lunch will be provided ***

Your **full** participation is requested for the entire duration of the exercise ***as well as in the debriefing sessions.***

V. TTX AGENDA

**** *this is an example. Adapt to your schedule* ****

Insert country – COVID-19 NDVP Tabletop Exercise

Insert date and time

Insert location

1st Half-day: *** change suggested time if needed but try to keep duration of the sessions ****

08:45 *Registration*

09:00 *Introduction*

09:10 *Exercise Objectives and how to play*

09:15 *Table-top Simulation*

10:45 *Coffee break (15 min)*

11:00 *Table-top Simulation*

12:30 *Hot-wash*

13:00 *End of exercise*

13:00 *Lunch*

2nd Half-day: *** change suggested time. It could be done in the afternoon of day 1 or the next morning ****

14:00 *Re-cap*

14:15 *Gaps analysis & action planning (group work)*

15:30 *Coffee break (15 min)*

15:45 *Action planning continued (group work)*

16:30 *Consolidation in plenary session*

17:00 *Wrap up and next steps*

17:30 *Closing*

Note: The timing provided is purely advisory and should be amended to suit the requirements of the mission.