

INTERNATIONAL COORDINATING GROUP FOR YELLOW FEVER CONTROL (ICG)

ICG YELLOW FEVER VACCINE REQUEST APPLICATION FORM

TO ACCESS ICG SUPPORT

International Coordinating Group on Vaccine Provision for Yellow Fever Control (YF-ICG) is a partnership between UNICEF, MSF, IFRC and WHO. The ICG's objective is to ensure rapid and equal access to vaccines and injection materials for yellow fever emergency outbreak response.

ICG YELLOW FEVER VACCINE REQUEST APPLICATION FORM CHECKLIST

Mandatory documents required for submission of a request by the country or agency to the ICG Secretariat must include:

(Incomplete requests will not be considered.) Tick the box if attached.

Completed ICG yellow fever vaccine request application form (5 pages)

Maps (one or more maps illustrating the following information)

Spot map showing locations of cases

Map including areas to be vaccinated and adjacent areas

Excel files (4 tabs in 1 excel file)

[Annex 1](#)

Epidemiological information by date of symptom onset & laboratory data

[Annex 2](#)

History of yellow fever outbreaks

[Annex 3](#)

Yellow fever vaccination coverage

[Annex 4](#)

Estimation of vaccines and injection material needs

[Campaign budget template](#) (Separate file)

Vaccination plan by district

(Objective of mass vaccination, targeted zone, planned vaccination date, duration, number of teams, etc.)

Timeline:

The country or agency should submit the ICG request to the ICG Secretariat **within 7 days** of yellow fever case confirmation from the reference laboratory.

Frequently asked questions:

Please refer to the [FAQ section](#).

Please complete:

Section A (mandatory): Outbreak situation and vaccine needs

Section B (complementary): Capacity to control the outbreak

General information

Date of request:

Country:

Requesting agency / institution:

Contact at requesting agency/ institution

Contact name:

Phone:

Email:

Consignee in the country

Consignee organization:

Contact name:

Email:

Address:

Phone:

Fax:

PO Box:

Town:

Country:

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Section A (mandatory)

Outbreak situation & vaccine needs

1 Epidemiological information

a) Yellow fever outbreak & rationale for response

Please provide a brief overview of the yellow fever outbreak situation (number of affected districts/areas, overview of number of suspected and confirmed cases, and number of deaths, and population at risk including any special population). Refer to [Annex 1](#) to help complete. Key risks for onward spread may include comment on susceptible population(s), any special populations, and any mosquito vectors or ecological and seasonal factors. More detail on these elements can be provided in subsequent sections. The Rationale for response should be summarized.

Overview

Total number of **suspected** cases in outbreak:
Total number of suspected cases that **tested positive at national level**:
Total number of suspect cases that are laboratory **confirmed by Regional Reference Laboratory**:(Include any PCR positive yellow fever in countries with YF RT-PCR accreditation by GYFLN; and please communicate all relevant lab results in [Annex 1](#))

Name of Regional Reference Laboratory:

Total deaths among suspected cases:

Total deaths among confirmed cases:

Key risks for onward spread: (1–3 sentences suggested)

Rationale for response in areas and populations proposed: (1–3 sentences suggested)

b) Affected area and areas at risk of extension of the outbreak

Describe briefly in the tables below the local and adjacent environment in areas where vaccination is planned. For 'outbreak impact,' please select the best available assessment from the following options (**high** – districts with confirmed or suspected cases and/or immediately adjacent to epicentre; **medium** – districts with no cases but that have a close linkage to outbreak; **low** – district not at imminent risk but proposed for inclusion due to other rationale – please specify in text)

District(s) where vaccination planned	Outbreak impact	Estimated population	Specify if area is urban or rural	Area with important population movement? (e.g. border, markets etc.)	Special populations present? (e.g. refugees, IDPS, slums etc.)

Please include the following to complement the analysis summary above:

- Epidemiological curve for all suspect / probable / confirmed yellow fever cases. Please insert or attach. Where possible, arrange by date of symptom onset. If date of onset is not available, by date of first presentation to health care facility.
- Detailed case investigation reports. Please include with the application package.

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c) History of past yellow fever outbreaks:

Please refer to the data in [Annex 2](#): History of past yellow fever outbreaks and/or yellow fever risk assessment. Based on these, briefly discuss the previous outbreak situation(s) of the country and response, as well as any subsequent breakthrough transmission.

d) Background population immunity to yellow fever:

Please refer to data in [Annex 3](#): Immunity to yellow fever in affected and surrounding districts/states. This should be done for each district where a vaccination campaign is planned. Based on data from Annex 3, summarize the trends, gaps and concerns with the current outbreak (E.g., if applicable, whether routine coverage for yellow fever has increased / remained stable / decreased in recent years).

2 Environmental, seasonal & vector distribution data

Please provide any supporting information. Full entomological indices are not essential for submission but are very useful, as they will influence the yellow fever response strategy especially in urban settings.

Setting	rural	urban	peri-urban	other:	<input type="text"/>
Land-use patterns that may increase risk of sylvatic exposure	open-pit mining	logging industry	nature reserve	wildlife park	other: <input type="text"/>
Type of biome	jungle	forest	savannah	marshy	other: <input type="text"/>
Are non-human primates (NHPs) commonly encountered/observed in the affected area?		yes	no	unsure	
Period of rainy season in area(s) reporting cases (specify month(s) and pattern):		<input type="text"/>			
Has an entomological investigation been performed?	yes	no	yes, ongoing	If yes, please attach the report of the investigation – this is highly recommended in urban settings	

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3 Activation of outbreak response measures

Has the country officially notified outbreak as per IHR (2005)?

yes

no

Has the National or local Yellow Fever Emergency Outbreak Response Committee been established to plan and monitor the response activities in relation to this outbreak?

yes

no

If yes, please describe briefly below the composition of the committee & actions taken.

4 Vaccine request

Please fill out the Excel sheet of estimation of vaccine and injection material needs in [Annex 4](#) and enter the summary figures in the table below.

Planned date of implementation:

Planned duration of campaign: from

to

Targeted age group for vaccination: from

to

Note: Typical age range for yellow fever vaccination is usually: 9months - 60years; may be modified for country context

Total number of target population:

Total number of requested doses:

Do you have a stock of yellow fever vaccine to initiate response activity and be replenished by ICG?

yes

no

If yes, please specify in the table below: the name of the vaccine stocked, expiry date and how many doses of each.

Vaccine name / type	Expiry date	No. of doses stocked

5 Vaccination material request

Please fill out the Excel sheet of estimated needs for vaccines and injection materials in [Annex 4](#) and use the data to fill the table below

NB: **The appropriate quantity of vaccination materials will be systematically sent by the ICG whenever vaccine is released**, according to WHO recommendations on injection devices security and their supply (bundle policy) (http://www.who.int/i/injection_safety/WHOGuidPrinciplesInjEquipFinal.pdf). To start vaccination campaigns, it is essential that all the necessary injection material be available on time at the vaccination site. However, considering the costs linked to the freight of these voluminous items, delivery by boat is cheaper. If the necessary vaccination materials can be locally borrowed (quantities indicated in the column 'Stock available') and made available for the campaign, the transport of these items by sea will be considered. In this case, the country stocks will be replenished with the materials ordered by the ICG once they arrive.

In order to facilitate the choice of adequate transportation mode, please indicate the local availability of injection materials in the column 'Stock available', in the table below.

Type of material	Estimated needs (includes wastage)	Stock already available in country (doses)	Quantity requested in emergency
Auto disable syringes 0.5 ml			
Reuse prevention syringes for reconstitution (5ml)			
Safety box (for used syringes/needles, 5l)			

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6 Vaccination cards

The distribution of vaccination cards is required during all yellow fever vaccination campaigns.

Can vaccination cards be printed locally for the planned emergency campaign?

yes

no

If **yes**, the country can include the printing budget under the operational budget ([Annex 6](#)). If **no**, please note that vaccination cards will be shipped by the ICG.

7 Cold chain capacity

Total cold chain capacity needed for the campaign:

Please refer to the Total under the 'Volume in litres' column in [Annex 4](#).

Does the country have sufficient cold chain capacity to accept vaccine at central level for the planned campaign?

yes

no

Does the country have sufficient cold chain capacity at implementation (district) level for the planned?

yes

no

If **not**, please explain what is required and/or any plans to rectify:

8 Request for operational costs support

Gavi supported countries (See Annex 2, page 12 of 'How to request new Gavi support': <https://www.gavi.org/news/document-library/how-request-new-gavi-support>) can request access to funds to cover the operational costs. In order to receive support for operational costs, please provide a detailed budget of operational costs estimated for the implementation of the vaccination campaign (per diem for staff, local transportation of vaccines and materials, training of health staff, social mobilization, cold chain, waste management, evaluation of vaccination coverage, etc.), using the budget template available at the ICG website: <https://www.who.int/csr/disease/icg/yellow-fever/en/>

Does the country plan to request operational costs support?

yes

no

Does the country have domestic/alternative funding available to support operational costs?

yes

no

9 Monitoring, supervision & evaluation report for vaccination activities

At the end of the vaccination campaign, it is the focal person's responsibility to provide a vaccination coverage survey and a vaccination campaign implementation report to the Yellow Fever technical team at HQ. The ICG will subsequently assess and document the reactive vaccination campaign results, including the impact on yellow fever control.

The coverage survey to validate the reported vaccine coverage should be conducted **within one month** following the end of the campaign (please refer to FAQ for details). For all emergency mass campaigns with a target population of over 100,000 people, vaccination coverage survey report should be provided with the activity report. Report from Rapid Convenience Coverage Monitoring (RCM) is requested when there is no coverage survey completed.

Has a post-campaign vaccination coverage survey been accounted for in the plan and budget?

Please note that WHO may send personnel during the vaccination campaign to monitor the quality and achievements of the campaign.

yes

no

The vaccination campaign implementation report should be submitted **within three months** following completion of the campaign and contain at minimum:

- Dates of the vaccination campaign
- Target population and areas as well as number of persons vaccinated aggregated by age group
- Vaccine doses administered and leftover at the end of the campaign
- Number of vaccination team workers and supervisors deployed
- Number of AEFIs reported
- Dates and results from the coverage survey
- Brief summary of lessons learned including key implementation challenges

END OF SECTION A

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Section B (complementary)

Capacity to control the outbreak

National or local Yellow Fever Emergency Outbreak Response Committee has incorporated a sub group to address Advocacy, Communication and Social Mobilization (ACSM) activities?

yes

no

Other outbreaks impacting country?

yes, ICG supported outbreak responses ongoing/completed
(e.g. Cholera, Meningitis, YF)

yes, ICG supported outbreak responses pending implementation

yes, other outbreaks

Please specify: Disease

Area impacted

no

Outbreak response is a holistic approach which involves but is not restricted to surveillance, vaccination, case management, vector control, and community mobilization. The country capacity at the national and sub national level of case management and early referral, social mobilization for early detection of cases at the community level and health seeking behavior of the community have great impacts on the early detection and diagnosis of the cases and hence are effective measures to control the outbreaks.

If available: Please describe in the tables below the control measures currently implemented and planned in the domain of Case Management, Advocacy, Communication and Social Mobilization (ACSM) activities. For commodities, please refer to the link of Disease Commodity Packages for YF(<https://www.who.int/emergencies/what-we-do/prevention-readiness/disease-commodity-packages/dcp-yellowfever.pdf?ua=1>)

Name of the YF outbreak affected district(s) / Region(s)	Total number of functional health facilities	Total number of Human Resources (A-Adequate or NA-Not Adequate)	Commodities (Bed net, IV fluids, antibiotics etc) (A-Adequate or NA-Not Adequate)	ACSM activities have started in the community (Yes or No)

Please specify whether you wish the ICG to provide any technical support and in which area support is required (surveillance, laboratory, strategy, evaluation):

I/We hereby confirm that the information provided herein is accurate, correct and complete and that the documents submitted along with this application form are genuine.

DATE

CONTACT AT REQUESTING AGENCY/ INSTITUTION

X

SIGNATURE

USE **ONLY** THE CURRENT VERSION OF THE APPLICATION FOR ICG SUPPORT TO YELLOW FEVER CONTROL, AS FOUND ON THE ICG WEBSITE:
<https://www.who.int/csr/disease/icg/yellow-fever/en/>