

QUICK REFERENCE GUIDE: COVID-19 VACCINES IN VIVA

The following guidance is for existing users of the ViVa platform. Countries wanting to start using ViVa can get in touch at <u>viva@unicef.org</u> to request access.

PART 1: ADDING COVID-19 VACCINES TO YOUR LIST

The first step for being able to monitor Covid-19 vaccines in ViVa is to add them to the country vaccine list. Each type of Covid-19 vaccine needs to be added separately. Only a user with a "Country Administrator" role can complete this process.

(If none of the users in your country has "Country Administrator" access, or if the any of the vaccines your country is using is not available on the Admin list, please get in touch at <u>viva@unicef.org</u>)

1. From the Country Overview page, select the "Admin" tab.

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Π	Charts	About ViVa	How to join	How does VIVa works	I raining ****	FAQs	Contact u
Training C	Select a lo	cation -			Funding o	verview Chart	Edit data Adm
Last upda	ted 01 Mar 2021 by Mar	ta Fernandez Arias				Evnort	
UNICEF of	orders last updated: 26 F	eb 2021				Export:	
You ca	n filter the products by ID-19 Vaccine Vacci	r product group buttons below ines Routine Vaccines Sup	w plementary				
new	Central Product	Stock level Alert Catego Doses	ry Weeks of stock Mar	k until minimum level Apr May	Jun	Jui A	ug
new	Product	Stock level Alert Catego Doses	ry Weeks of stock Mar	k until minimum level Apr May	Jun	Jul A	ug
unicef	central Product	Stock level Alert Categor	ry Weeks of stock Mar	k until minimum level Apr May	Jun	Jul A	English
new unicef	central Product	Stock level Alert Catego Doses Alert Catego Nutrico Alert Catego	ry Weeks of stock Mar	k until minimum level Apr May	Logout	Jul A	English
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unicef	central Product	Stock level Alert Catego Doses Alert Catego Atom About ViVa	ry Weeks of stock Mar How to join	k until minimum level Apr May How does ViVa works	Jun Logout	Jul A Profile FAQs	ug English Contac
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3. From the left column, select the Covid-19 vaccine that your country is managing or expecting breceive, and click the second arrow to move this product to the right column.



÷	Charts	About ViVa	How to join	How does VIVa works	Training	FAQs	Contact us
Trainin	ng Country - Select a loc	ation +			Fi.	nding overview Chart	Edit data Admin
Cou	utaties	Manage products					
Mar	nage users	Add or remove products to y	your country's VNa list.				
Mar	nage products	To monitor supplementary vi same chart, add just the sta	accines separately, add bott ndard vaccine name (ex: M	h "-R" and "-S" versions to the list (ex: MR-R a/ R).	id MR-S). To monitor both	routine and supplementary v	accines on the
Mar	hage locations						
		Products	Search		H Search	Lin-	
			COVID-19 AstraZeneou Cholena DT DTP DTP-Hep8 DTB*-IPV DTaP-IPV DTaP-IPV DTaP-IPV	1	BCG DTP-H HPV MWR OPV-R OPV-R OPV-R PCV Ta	eș8-Hb	

4. Repeat the process if you want to add more vaccines to your country list. Once you havefinished, click "Save".

ountries	Manage products			
lanage users	Add or remove products to yo	our country's ViVa list.		
lanage products	To monitor supplementary va same chart, add just the stan	ccines separately, add both "-R" and "-S" versions dard vaccine name (ex: MR).	to the list (ex: MR-R and MR-S). T	o monitor both routine and supplementary vaccines on the
anage locations				
	Products	Search	*	Search
		Cholera Cholera-S	>	BCG COVID-19 AstraZeneca
		DTP DTP-HepB	<	DTP-HepB-Hib HPV
		DTaP-IPV DTaP-IPV-Hep B-Hib HiB HepA ADULT HepB ADULT IPV HepB ADULT IPV-R IPV-R IPV-R IPV-S Influenza JEV MR- MR-S MR-R MR-S Malaria Measles-R Measles-R Measles-S	*	WINITA OPV-R OPV-R PCV Td YF YF-R YF-R YF-S



PART 2: MONITORING COVID-19 SHIPMENTS IN VIVA

1. To start, update the current stock levels of each Covid-19 vaccine. Even if you don't have any stock yet, make sure you enter that your current stock level is zero, so the charts have a starting data point.

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ń	Charts	About ViVa	How to join	How does ViVa works	Training	New!	FAQs	Contact us
Traini	ng Country - new central -	COVID-19 AstraZeneca -					Chart	Edit data Admin
Up	date stock levels	Update stock levels						
Cre	ate confirmed orders	Previous stock entries in dos	es					
Cre	ate forecasted orders	Create entry						
0.0			Date	Quantity (doses)				
50	min/max levels		01 Feb 2021	0		Edit		Delete

2. Review each product chart to monitor any upcoming shipments. Note that this information is updated twice a week by UNICEF.

A	Charts	About ViVa	How to join	How	v does ViVa works	Training New/	FAQs	Contact us
Training	Country - new ce	tral - COVID-19 AstraZeneo	28 +				Chart	Edit data Admin
Last upd UNICEF	ated 02 Mar 2021 by orders last updated: 2	1arta Fernandez Arias 6 Feb 2021					Export:	
	300 000							
	250 000		new central - COVID-19 As	traZeneca				
	200.000		Confirmed order					
	200 000 2 150 000		Quantity : 108000 Estimated arrival : 11 Mar 2021 Order reference : 45176677/20 Transport mode : Air					
4	60 000 000		Quantity : 165600 Estimated arrival : 09 Mar 2021 Order reference : 65126677/10					
	100 000		CONFIRMED ORDER: 273 600					
	50 000							
	Oec 2020	Dec 2020 Dec 2020 Jan 2021 Jan 2021 Jan 2021 Jan 2021 Jan 2021	Feb 2021 Feb 2021 Feb 2021 Mar 2021 Mar 2021 Mar 2021	Mar 2021 Mar 2021 Apr 2021	Apr 2021 Apr 2021 Apr 2021 May 2021 May 2021 May 2021	May 2021 Jun 2021 Jun 2021 Jun 2021 Jun 2021 5 Jul 2021 9 Jul 2021	5 Jul 2021 Aug 2021 Aug 2021 Aug 2021 Aug 2021	Aug 2021 Sep 2021
	20	21 14 21 14 18 28 28 28 28 28 28 28 28 28 28 28 28 28	01 15 22 22 22 01 01 15 15	8 3 3	12 26 26 03 10 17 17 24	31 14 21 28 28 28 28 28 12 12 13	21 09 16 23 23	30

3. If your country is self-procuring vaccines or receiving any bilateral donations outside of UNICEF, the information must be entered manually by the ViVa user.

From the vaccine chart click on Edit data > Confirmed orders > Create non-UNICEF order



Ĥ	Charts	About ViVa	How to join	How ViVa works	Training New!	FAQs	Contact us
Traini	ng Country - National	I Vaccine Store W + So	elect a product √			Chart	dit data Admin
2	Update stock levels Confirmed orders	Edit confirmed	d order (non-UN ^{eneca}	ICEF)			
1	Min/max levels Edit alert period	3 Create non-UNICE	F order				
	Annual requirements Create a campaign	Date Quantit	y (doses) Fund	ing source Activity	type Reference	Transport mode	
	Add comment	COVID-19 Pfizer					

On the pop-up window, enter the estimated date of arrival, quantity and any other relevant information, and click Save.

Create confirmed ord	er (non-UNICEF) (COVID-19 AstraZeneca)	×
Date	28/02/2022	
Quantity (doses)	500000	
Reference	Donation from Country X	
Funding source	Non GAVI	~
Activity type	Supplementary	~
Transport mode	Air	
	Save	

The shipment and stock levels will be updated accordingly on the vaccine chart:

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2	500 000																																								_
2	000 000													┢	Na	atio	nal	Vaco	cine	Sto	ore V	V - (cov	'ID-	19 A	stra	Zer	ieca	1												
doses	500 000														Co	nfirme antity	ed ord	ler 1000	-																						
1	000 000														Tra	der re inspo CON	feren feren rt moo	ce D de : Ai	ir ORD	ER:	m Cou	intry 3	X/																		
	500 000																					r																			
	0													1								12																			
		2021	2021	2021	2021	2021	2021	2021	2021	2021	2021	2021	2021	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022
		11 Oct	18 Oct	25 Oct	01 Nov	08 Nov	15 Nov	22 Nov	29 Nov	06 Dec	13 Dec	20 Dec	27 Dec	03 Jan	10 Jan	17 Jan	24 Jan	31 Jan	07 Feb	14 Feb	21 Feb	28 Feb	07 Mar	14 Mar	21 Mar	28 Mar	04 Apr	11 Apr	18 Apr	25 Apr	02 May	09 May	16 May	23 May	30 May	06 Jun	13 Jun	20 Jun	27 Jun	04 Jul	INC 11



PART 3: MONITORING ESTIMATED CONSUMPTION

1. Since data on annual needs for each Covid-19 vaccine is currently not available, ViVa will not be able to automatically estimate your weekly consumption, calculate minimum/maximum stock levels or provide alerts. Use the *campaigns* functionality to manually enter your vaccination plans. From the store level screen, click on Edit data > Create a campaign

This functionality allows you to add different estimated consumption for different periods of time by creating separate campaigns. Simply select the starting and end date, and the estimated number of doses to be utilized during that period. Repeat this process as needed.

ń	Charts	About ViVa	How to join	How does ViVa works	Training New!	FAQs	Contact us
Traini	ng Country - Central Store -	Select a product+				Chart	Edit data Admin
	Jpdate stock levels	Campaigns					
	Confirmed orders	Enter campaign information f	or this location				
	orecasted orders	Product	COVID-19 AstraZeneca				v
	Animax levels						
	Idit alert period	Doses	200000				
	knnual requirements	Start date	01/02/2021				
	Preate a campaign						
	kdd comment	End date	31/03/2021				
			Save Back to list				

2. Weekly usage of vaccines will show on the chart as red bars. Use the "visualize campaign impact" button below the product chart to see how the planned campaign(s) will affect the stock levels:

Training C	ountry -	ne	w ce	ntral	•	0	ovi	D-19	Astri	Zero	-																									0	sart	1	Edito	data	Admir	n
Last updat UNICEF of	ed 02 Mar 2 Idens last up	202 pdat	ed: 2	Mart 16 Fe	a Fe	enar 021	dez	Arias																											ъ	port				6		
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		0	07 Dwc 2025	54 Dec 2020	21 Dec 2020	28 Dec 2000	04 Jan 2021	1204 mil 11	1202 mil 81	120 Jun 2021	01 Feb 2021	08 Peb 2021	15 Feb 2021	01 May 2021	100 Mw 2021	15 Mar 2021	22 May 2021	1202 mm 62	06 Nor 2021	1202 MA 2021	10 Aur 2021	1007.494.92	LIND ANN DO	17 Mary 2021	24 May 2021	21 May 2021	1202 net 10	1502 NVC 31	21 Jun 2021	28 Jun 2021	1202 M 2021	1200 PPT 25	120C PT 61	1202 PV 52	1202 Aug 2021	1/0/ day 40	Long flow as	1204 put E2	Link Bey or	1202 040 00		
	+ \$700K	LEV	EL.										57	XXX L	EVEL	NPC	RECA	STS				0	1	- MN	\$100	KLEV	EL.					D	run	ON	DED	44.5			2			
	CONFR	RMEI	ORC	CR.								>	10	RECA	STED	ORDI	(R							CAM	\$100 PAIGA	× LEN	er.					D	VIE	W CA	MPAC		ACT	7				



3. Once you start distributing and using your Covid-19 vaccine, make sure you update your stock levels at least weekly, so the charts for each vaccine remain relevant and up to date.

(For detailed instructions of how to update stock levels, refer to the <u>Quick Reference Guides</u>)





PART 4: PLANNING COVID-19 VACCINE SHIPMENTS

ViVa allows the user to create different scenarios that can help identify the most appropriate times to receive new shipments of Covid-19 vaccines.

On the **example** below, based on current stock levels of Covid-19 Pfizer and planned vaccination campaigns, a stock out is anticipated to occur in 8 weeks from now.



Country X has offered a donation of 5,000,000 doses of Covid-19 Pfizer to be given on the last week of February to support the continuation of the vaccination efforts.

The ViVa user in country creates a non-UNICEF forecasted order to see how that potential shipment would affect the stock levels. (Edit data > Create forecasted orders > Create non-UNICEF order)

raining Country → Nation	aal Vaccine Store W -	COVID-19 Pfizer -			Chart Edit data A
Update stock levels	Create forecasted	lorders			
Create confirmed orders	Create or edit non-	UNICEF planned orders or fo	precasts for this location. Plea	se note that forecasts upload	ed by UNICEF cannot be modified.
orders	Date	Quantity (doses)	Funding source	Activity type	
requirements	21 Feb 2022	5,000,000	Non GAVI	Supplementary	Edit Delete
Set min/max levels					

Based on the information entered, the ViVa charts show that the timing of the shipment would be adequate to prevent the stock out and sustain vaccination efforts until the end of June.

However, considering the stock projection seen in the chart, the user calculates the storage requirements, using the quantity from ViVa and the packaging volume details from Pfizer, and thereby determines that the country does not have sufficient cold chain capacity available, indicating that the quantity offered would create a problem with storage space.





The ViVa user deletes the previous forecasted order and creates a different scenario, in which the shipment is divided into 2. A total of 2,500,000 doses are received on the last week of February and additional 2,500,000 doses are received on the last week of April.

The ViVa chart shows that this scenario can prevent stock-outs and sustain the planned vaccination campaigns until the end of June. The user performs volume calculations and determines that this scenario will not create a problem of overstocking.



Important:

- Expiry dates are not taken into account in the ViVa charts. However, ViVa charts can be used to estimate
 how long it would take to utilize a vaccine shipment, and to help determine whether vaccines can be
 utilized before expiry.
- Volume calculations are not automatically shown in ViVa. Information in ViVa can be used to inform volume calculations, performed separately using volume information provided by each manufacturer.
- Each type of Covid-19 vaccine is monitored separately in ViVa, therefore additional calculations might be needed if the country is utilizing several types of Covid-19 vaccines at the same time.