



## ABSTRACT

COVID-19 – Formation of co-ordination mechanism at State and District level on Vaccination Administration for COVID-19 – Constituted - Orders - Issued

### HEALTH AND FAMILY WELFARE (P1) DEPARTMENT

G.O.(Ms) No.489

Dated: 19.11.2020  
Thiruvalluvar Aandu-2051  
Sarvari, Karthigai – 4

Read:

1. From the Secretary, Government of India, Ministry of Health and Family Welfare, New Delhi, D.D Letter No.1940407/2020/IMMUNIZATION/2020, dated: 26.10.2020.
2. From the Director of Public Health and Preventive Medicine, Letter R.No.91298/Immn/ S1/2019-1, dated: 29.10.2020.

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### ORDER:

In the letter first read above, the Secretary, Government of India, Ministry of Health and Family Welfare, New Delhi has elucidated that the vaccines could be effective intervention for control of COVID-19 pandemic. With multiple Vaccine candidates in various stages of development, Government of India has started preparations for introduction of COVID-19 vaccine. As per the advice of National Expert Group on Vaccination Administration for COVID-19 (NEGVAC), it is envisaged that the Vaccine will be first prioritized for Health Care Workers (HCWs) followed by other front-line workers and age groups. The Secretary, Government of India, Ministry of Health and Family Welfare, New Delhi has further stated that the Government of India has already begun various preparatory activities like assessment of their cold chain space and its augmentation and preparation of database of Health Care Workers (HCWs) etc., As the activities regarding introduction of COVID-19 vaccine further expands, it will be important to review their progress in a structured manner and across all levels. A coordination mechanism needs to be established at State and District level. The Suggested over-arching groups considered for operationalization is as below:-

Sl. No	Group	Chaired by	Scope	Role	Minimum Frequency of Meeting
1.	State Steering Committee	Chief Secretary	State	Oversight on planning and implementation of various activities and ensuring interdepartmental coordination with all the departments and mobilization of resources	Monthly

2.	State Task Force	Principal Secretary, Health	State	Ensuring Smooth implementation of various activities related to COVID – 19 vaccine introduction along with its monitoring and midcourse correction.	Fortnightly
3.	District Task Force	District Magistrate	District	Overall management of the entire process of introduction of COVID-19 vaccine on the district	Weekly

2. The Secretary, Government of India, Ministry of Health and Family Welfare, New Delhi has while furnishing the detailed Terms of References of above mentioned groups, further suggested that initially the meetings may take up review of cold chain preparedness and status of database compilation of Health Care Workers (HCWs) while other activities like session site micro-planning, IEC plan, capacity building of HR etc. may be added as and when guidelines on the same are sent. He has therefore requested to direct the concerned officials to undertake structured review of preparedness for COVID-19 vaccine introduction through above mentioned mechanisms on priority basis and also requested the unstinted support towards control measures for COVID-19 pandemic across the country.

3. The Government, after careful examination of the suggestions of Government of India have decided to establish the co-ordination mechanism at State and District level with the composition detailed below and also decided to give directions to the Director of Public Health and Preventive Medicine to guide the concerned officials to undertake structured review of preparedness for COVID-19 vaccine introduction through above mentioned mechanisms on priority basis and hereby issue orders accordingly:-

#### **A. State Steering Committee**

Chief Secretary to Government	Chairperson
Principal Secretary to Government, Health and Family Welfare Department	Convener
Secretary to Government, Social Welfare and Nutritious Meal Programme Department	Member
Additional Chief Secretary to Government, Rural Development and Panchayat Raj Department	Member
Additional Chief Secretary to Government, Municipal Administration and Water Supply Department	Member
Principal Secretary to Government, Housing and Urban Development Department,	Member
Additional Chief Secretary to Government, Revenue and Disaster Management Department	Member
Additional Chief Secretary to Government, Home, Prohibition and Excise Department	Member

Additional Chief Secretary to Government, Youth Welfare and Sports Development Department	Member
Principal Secretary to Government, School Education Department	Member
Principal Secretary to Government, Higher Education Department	Member
Principal Secretary to Government, BC, MBC & Minorities Welfare Department	Member
Additional Chief Secretary to Government (FAC), Information Technology Department	Member
Additional Chief Secretary to Government, Labour and Employment Department.	Member
Secretary to Government, Transport Department	Member
Principal Secretary to Government, Industries Department	Member
Additional Chief Secretary to Government, Adi Dravidar and Tribal Welfare Department	Member
Deputy Director General, National Cadet Corps (NCC), Tamil Nadu	Member
State Director, Nehru Yuva Kendra Sangathan (NYKS), Tamil Nadu	Member
Regional Director, National Service Scheme (NSS), Chennai	Member
Relevant departments and representatives of central ministries/departments/agencies needed for COVID-19 vaccination purpose (Railways, Central Paramilitary forces, Defence establishments etc.)	Member
World Health Organization (WHO)	Development Partner
United Nations International Children's Emergency Fund (UNICEF)	Development Partner
United Nations Development Programme (UNDP)	Development Partner
Bill & Melinda Gates Foundation (BMGF)	Development Partner
John Snow India (JSI)	Development Partner
Clinton Health Access Initiative (CHAi)	Development Partner
IPE Global	Development Partner
Rotary International	Development Partner
Lions Club etc.,	Development Partner

**B. State Task Force**

Principal Secretary to Government, Health and Family Welfare Department	Chairperson
State Immunization Officer (SIO) / The Director of Public Health and Preventive Medicine	Member Secretary
Mission Director, National Health Mission (MD, NHM)	Member
Director of Medical Education	Member
Director of Medical and Rural Health Services	Member
Director of Medical and Rural Health Services (ESI)	Member
Director of Indian Medicine and Homoeopathy	Member
Project Director, Tamil Nadu Health System Project	Member
Managing Director, Tamil Nadu Medical Services Corporation	Member
The Chairman, Medical Services Recruitment Board	Member
Project Director, Tamil Nadu State AIDS Control Society	Member
Commissioner of Food Safety and Drugs Control Administration	Member
Director of Family Welfare	Member
Project Director, Tamil Nadu State Blindness Control Society	Member
Director of Drugs Control	Member
Director of Town and Country Planning (DTCP) and Chennai Metropolitan Development Authority (CMDA)	Member
Mission Director, Tamil Nadu Corporation for Development of Women (TNCDW)	Member
Director, Integrated Child Development Services (ICDS)	Member
Director, Rural Development and Panchayat Raj	Member

<ul style="list-style-type: none"> <li>➤ World Health Organization (World Health Organization)</li> <li>➤ United Nations International Children's Emergency Fund (UNICEF)</li> <li>➤ United Nations Development Programme (UNDP)</li> <li>➤ Bill &amp; Melinda Gates Foundation (BMGF)</li> <li>➤ John Snow India (JSI)</li> <li>➤ Clinton Health Access Initiative (CHAI)</li> <li>➤ IPE Global etc.,</li> <li>➤ Civil Society Organisations (CSOs)</li> <li>➤ Religious Leader</li> </ul>	<p>Partner Agencies</p>
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### **C. District Task Force**

District Magistrate-Cum-Collectors	Chairperson
District Immunization Officer (DIO)	Member Secretary
<p>District Level Officers are:-</p> <ul style="list-style-type: none"> <li>➤ Women and Child Development (WCD)</li> <li>➤ PRI</li> <li>➤ Urban Development</li> <li>➤ Cantonment boards</li> <li>➤ Sports &amp; Youth Affairs</li> <li>➤ National Cadet Corps (NCC)</li> <li>➤ Nehru Yuva Kendra Sangathan (NYKS)</li> <li>➤ National Service Scheme (NSS)</li> <li>➤ Education</li> <li>➤ Social Welfare</li> <li>➤ Minority Affairs</li> <li>➤ Information &amp; Broadcasting</li> <li>➤ Railways</li> <li>➤ Home Department</li> <li>➤ Revenue Department</li> <li>➤ Labour Department</li> <li>➤ Mining</li> <li>➤ Tribal Affairs</li> </ul> <p>and any other relevant Departments</p>	<p>Members</p>

<ul style="list-style-type: none"><li>➤ World Health Organization (World Health Organization)</li><li>➤ United Nations International Children's Emergency Fund (UNICEF)</li><li>➤ United Nations Development Programme (UNDP)</li><li>➤ Bill &amp; Melinda Gates Foundation (BMGF)</li><li>➤ John Snow India (JSI)</li><li>➤ Clinton Health Access Initiative (CHAI)</li><li>➤ Civil Society Organisations (CSOs)</li></ul>	District-Level Partner Agencies
<ul style="list-style-type: none"><li>➤ IMA &amp; religious leaders</li></ul>	Professional Bodies

4. The Terms of References (ToRs) of the committees for the co-ordination mechanism for COVID-19 Vaccine introduction be as given in the Government of India letter first read above. The respective Member Secretary or convenor as the case may be shall take effective steps periodically to act on the Terms of References. Initially the meetings may take up review of cold chain preparedness and status of database compilation of Health Care Workers (HCWs) while other activities like session site micro-planning, JEC plan, capacity building of HR etc. may be added as and when guidelines on the same are sent.

5. The Director of Public Health and Preventive Medicine is requested to issue appropriate instructions in regard to undertake the structured review of preparedness for COVID-19 Vaccine introduction through above mentioned mechanism on priority basis.

**(BY ORDER OF THE GOVERNOR)**

**J.RADHAKRISHNAN,  
PRINCIPAL SECRETARY TO GOVERNMENT.**

To

The Additional Chief Secretaries/Principal Secretaries/ Secretaries to Government,  
Chennai – 600 009. (included in the Committee) (w.e)

All Head of Departments including District Collectors concerned (Through  
the Director of Public Health and Preventive Medicine, Chennai – 600 006) (w.e)

The Director of Public Health and Preventive Medicine, Chennai – 600 006. (w.e)

The Deputy Director General, National Cadet Corps (NCC),  
Chennai – 600 009. (w.e)

The State Director, Nehru Yuva Kendra Sangathan (NYKS),  
Chennai – 600 041. (w.e)

The Regional Director, National Service Scheme (NSS), Chennai – 600 006. (w.e)

All Agencies included in the Committee concerned (Through the Director of Public Health and Preventive Medicine, Chennai – 600 006) (w.e)

Copy to:

The Principal Secretary-I to Hon'ble Chief Minister, Chennai - 600 009. (w.e)

The Special Personal Assistant to Hon'ble Deputy Chief Minister,  
Chennai - 600 009. (w.e)

The Special Personal Assistant to Hon'ble Minister (Health and Family Welfare Department), Chennai - 600 009. (w.e)

The Principal Private Secretary to Chief Secretary to Government,  
Chennai - 600 009. (w.e)

The Health and Family Welfare (Data Cell) Department, Chennai – 600 009. (w.e)

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**//FORWARDED BY DRDER//**

*J. Amudha* 20.11.2020  
**SECTION OFFICER**  
*V.S.*  
20.11.2020





## ToRs of Coordination Mechanism for COVID-19 Vaccine introduction

### Background:

COVID-19 pandemic has adversely impacted lives and economy across the globe. With around 250 vaccines in various stages of development, it is likely that a vaccine against COVID-19 will be the earliest available intervention to protect the citizens of our country.

Government of India has begun its preparations for possible introduction of COVID-19 vaccine and a National Expert Group on Vaccine Administration for COVID-19 (NEGVAC) has been formed as the highest group that will guide the strategies for vaccine introduction. It is anticipated that initially the supply of vaccine will be limited in view of huge demand hence, prioritization of socio-demographics group will be done for vaccination and subsequently other groups will be included for vaccination.

In all likelihood, the COVID-19 vaccine introduction will span over an year with multiple groups being included sequentially starting from Health Care Workers (HCWs). Therefore, it is important to create strong advisory and coordination mechanism at State and District level to guide the process of COVID-19 vaccine introduction while ensuring minimal disruption of other routine health care services including Immunization.

Hence the following are groups are to be formed at district and state level.

### A. State Steering Committee

**Chairperson:** Chief Secretary

**Convener:** Principal Secretary, Health

**Members:**

- **Government Departments:** Health, Women & Child Development (WCD), Rural Development & Panchayati Raj, Municipal Corporations, Urban Development, Revenue department, Home department, Social Welfare, Sports & Youth Affairs, National Cadet Corps (NCC), Nehru Yuva Kendra Sangathan (NYKS), National Service Scheme (NSS), Education, Minority Affairs, Information & Broadcasting, Labour and Employment, Transport, Mining, Tribal Affairs, other relevant departments and representatives of central ministries/departments/agencies needed for COVID-19 vaccination purpose (Railways, Central Paramilitary forces, Defence establishments etc.)
- **Development partners** – WHO, UNICEF, UNDP, BMGF, JSI, CHAI, IPE Global, Rotary International, Lions Club etc.

**Frequency:** At least once in a month. Additional meeting may be held if required.

**Activities to be conducted:**

#### 1. Preparatory phase:

- Ensure active engagement of other line departments for various activities related to COVID-19 vaccine introduction as and when the vaccine is made available.
- Oversight on creation of database of Health Care Workers (HCWs) on COVID-19 Vaccination Beneficiary Management system (CVBMS) who will be prioritized for vaccination in the 1<sup>st</sup> phase.
- Review of state's preparatory activities in terms of cold chain preparedness, operational planning, communication planning, strategies for anticipated state specific challenges in terms of geographical terrain, network connectivity, hard to reach areas etc.
- Mobilize human/other resources and coordinate planning and other activities with other departments. HR with expertise in medical/health may be utilized for vaccination while other HR may be used for operational support, IEC, resource mobilization, community mobilization etc.
- Financial planning for COVID-19 vaccine introduction amongst HCWs followed by other priority socio-demographic groups.
- Explore utilization of Corporate Social Responsibility (CSR) for financing various activities related to COVID-19 vaccine introduction.
- Devising plan for utilization of Common Service Centres and other public infrastructure as per need.
- Review and ensure that regular meetings of State Task Force (STF) and District Task Force (DTF) are held.

## 2. Implementation phase (upon availability of vaccine):

- Oversight on overall microplanning and other operational aspects of COVID-19 vaccine introduction.
- Ensure active involvement of all concerned department and stakeholders as per their pre-defined roles in the process of COVID-19 vaccine introduction.
- Ensure early tracking of social media and other platforms for possible misinformation and rumors around COVID-19 vaccine that could impact the community acceptance for COVID-19 vaccine.
- Devise innovative strategies for improving community engagement '*Jan Bhagideart*' for improved coverage of COVID-19 vaccine.
- Regular review of coverage of COVID-19 vaccine and guidance to STF for corrective actions.
- Institute reward/recognition mechanism for achievement of best performing district/block/urban ward etc.

## **B. State Task Force:**

**Chairperson:** Additional Chief Secretary/Commissioner/Principal Secretary, Health

**Member Secretary:** State Immunization Officer (SIO)

**Members:** Mission Director, National Health Mission (MD, NHM) and other State-level implementing officers from health department, key government departments like Urban

development, Women & Child Development including ICDS, PRI, AYUSH, partner agencies like WHO, UNICEF, UNDP, BMGF, JSI, CHAI, IPE Global etc, CSOs, religious leaders etc.

**Frequency of meeting:** At least once every fortnight. Additional meetings may be held as per need.

**Activities to be conducted:**

### 1. Preparatory phase:

- Regularly monitor the progress of database of beneficiaries on COVID-19 Vaccination Beneficiary Management system (CVBMS).
- Provide guidance, including funding and operational guidelines, and fix timelines for districts to plan and implement COVID-19 vaccine introduction as and when vaccine is made available.
- Involve other relevant departments including ICDS, PRI and key immunization partners such as UNDP, UNICEF, WHO, Rotary International, Reproductive, Maternal, Newborn, Child Health and Adolescent Health (RMNCH+A) lead partners and other organizations at state level. CSOs, including professional bodies such as IMA should also be involved.
- Review cold chain preparedness across the state for possible introduction of COVID-19 vaccine and guide strengthening measures for the same in view of increased cold chain space requirement.
- Identify vaccinators across government and private sectors so as to minimize disruption of Routine Immunization services while introducing COVID-19 vaccine.
- Planning and mapping of vaccination sessions where HCWs will be vaccinated during the 1<sup>st</sup> phase of COVID-19 vaccine roll-out.
- Mapping human resources across departments that could be deployed for vaccination sessions for verification of beneficiaries, crowd management and overall coordination at session site.
- Communicate with District Magistrates (DM) for conducting meetings of District Task Force.

### 2. Implementation phase (upon availability of vaccine):

- Track districts for adherence to timelines for overall implementation of COVID-19 vaccine introduction as per the guidelines approved by NEGVAC and communicated from national level.
- Deploy senior state-level health officials to each district identified for monitoring and ensuring accountability framework. They should visit these districts and oversee the activities for the roll-out of COVID-19 vaccine, including participation in DTFI meetings and assessment of district preparedness.
- Develop a media plan to address rumour mongering as well as vaccine eagerness. Ensure adequate number of IEC materials (as per prototypes) are printed and disseminated to districts in time.

- Involve youth organizations like NCC/NYKS/NSS for social mobilization of identified group of beneficiaries to be prioritized from time to time. On similar lines, ensure involvement of self-help groups.
- Regular review with districts and urban local bodies to review and resolve issues related to microplanning, vaccines and logistics, human resources availability, training, waste management, AEFI and IEC/BCC.
- Review and need based approval of additional fund requirement.

### **C. District Task Force:**

**Chairperson:** District Magistrate

**Member Secretary:** DIO

**Responsibility:** CMO

**Members:** CMO, key departments including WCD, PRI, Urban Development, Cantonment boards, Sports & Youth Affairs, National Cadet Corps (NCC), Nehru Yuva Kendra Sangathan (NYKS), National Service Scheme (NSS), Education, Social Welfare, Minority Affairs, Information & Broadcasting, Railways, Home dept., Revenue dept., Labour dept., Mining, Tribal Affairs and any other relevant departments and District-level partner agencies like WHO, UNICEF, UNDP, BMJF, JSL, CHAI etc, CSOs, professional bodies like IMA & religious leaders

**Frequency:** Weekly.

**Activities to be conducted:**

#### **1. Preparatory phase:**

- Monitor progress of database of beneficiaries on COVID-19 Vaccination Beneficiary Management system (CVBMS).
- Ensure training of all concerned HR on COVID-19 Vaccination Beneficiary Management system (CVBMS).
- Monitor progress on key activities such as microplanning, communication planning, cold chain and vaccine logistics planning. Accountability to be fixed for each activity at all levels.
- Planning and mapping of vaccination sessions where HCWs will be vaccinated during the 1<sup>st</sup> phase of COVID-19 vaccine roll-out.
- Involve other relevant departments including ICDS, PRI and key immunization partners such as UNDP, UNICEF, WHO, Rotary International, RMNCH+A lead partners and other organizations at district levels. CSOs, including professional bodies such as IMA should be involved. Involve the local and religious leaders.
- Identify vaccinators across government and private sectors so as to minimize disruption of Routine Immunization services while introducing COVID-19 vaccine.

- Mapping human resources across departments that could be deployed for vaccination sessions for verification of beneficiaries, crowd management and overall coordination at session site.
2. Implementation phase (upon availability of vaccine):
- Monitor the roll-out of COVID-19 vaccine in the district for progress made and resolving bottlenecks.
  - Requisition of required human resource and infrastructure including vehicles if needed from other departments for implementation and monitoring.
  - Ensure minimal disruption of other routine health services during rollout of COVID-19 vaccine.
  - Ensure identification and accountability of senior officers in the blocks and the urban cities. They should visit these blocks and provide oversight to activities for rollout of COVID-19 vaccine, including participation in training, monitoring etc.
  - Robust communication planning at all levels to address rumour mongering as well as vaccine eagerness. Ensure adequate number of printed IEC materials (as per prototypes) are printed and disseminated to blocks/planning units in time. Ensure that these materials are discussed and used in the sensitization workshops.
  - Track blocks and urban areas for adherence to timelines for various activities required for introduction of COVID-19 vaccine.
  - Ensure timely disbursement of funds at all levels
  - Share key qualitative and quantitative feedback at state level for review.

Note: The above composition of the State Steering Committee, State & District Task Forces and their activities is recommended. However, states may add members to their committees and enhance their activities based on local context and requirements.

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