Annex 3

Measles and Rubella Initiative Outbreak Response Fund
Report Form

Please submit a complete report in this format within 2 months of completion of the vaccination activity

The Measles and Rubella Initiative (M&RI) is a partnership of WHO, UNICEF, US CDC, UN Foundation and American Red Cross. The M&RI Outbreak Response Fund's purpose is to support rapid and effective response to measles outbreaks with funding for vaccines, injection equipment and operational costs. This form is for the report on the use of M&RI outbreak response funds as outlined in the standard operating procedure.

1) General information:
   a) Country: _____________________________________ (name of country)
   b) Date of request: _____/_____/_____ (dd/mm/yyyy)
   c) Date of receipt of funds from M&RI: _____/_____/_____ (dd/mm/yyyy)
   d) Date of outbreak response: From _____/_____/_____ (dd/mm/yyyy)
   e) To _____/_____/_____ (dd/mm/yyyy)
   f) Reporting agency: Ministry of Health / WHO CO / UNICEF CO (circle whichever applies)
   g) Name, e-mail and telephone number of contact person at reporting agency:

________________________________________________________________

2) A report of the outbreak response that includes:
   a) the number of persons targeted and the number and percentage vaccinated, by age group (e.g., 6-11m, 1-4y, 5-9y, 10-14y, 15-19y, etc.), by district and province (or village, if a small response);
   b) the number of persons targeted, and the number and percentage reached by additional interventions (e.g., vitamin A)
   c) RCM results
   d) Post campaign coverage survey results, if conducted
   e) impact of the response with respect to cases and deaths over time (e.g., an updated epidemic curve stacked by classification status and indicating the dates of outbreak response

3) Statement of expenditures – include a detailed breakdown of the expenses for each activity against the budgeted amount and funding source

4) Findings from the root cause analysis and resulting budgeted plans – the analysis and budgeted plans should specifically address immunity gaps, surveillance performance, and outbreak preparedness and response

This form should be sent by e-mail to HQ-EPI WHO (MRI-ORF@who.int) through either the WHO or UNICEF country and regional offices. In most countries, the WHO country office will take the lead in sending the report. However, there might be circumstances where UNICEF takes the lead, and the report will be channelled through UNICEF country and regional offices.