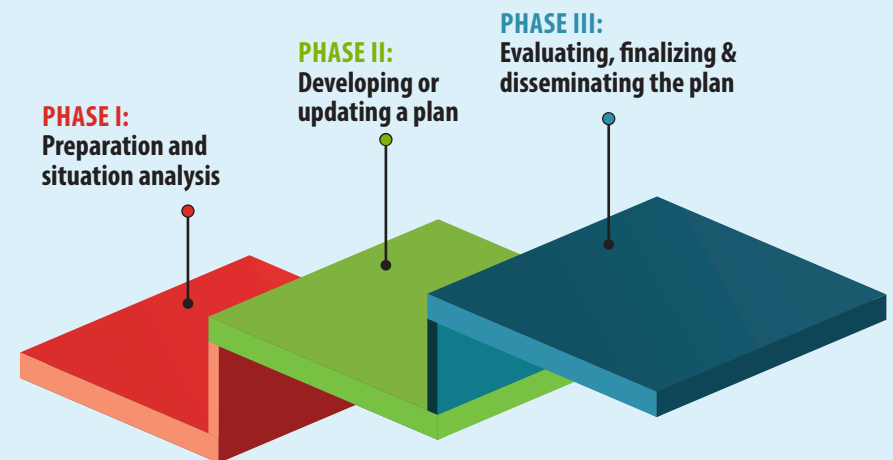


# GLOBAL INFLUENZA PROGRAMME

Essential steps  
for developing  
or updating  
a national  
pandemic  
influenza  
preparedness  
plan



**WHO/WHE/IHM/GIP/2018.1**  
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# Introduction

Influenza pandemics are unpredictable but recurring events that can have serious consequences for human health and economic well-being worldwide. Advance planning and preparedness to ensure the capacities for pandemic response are critical for countries to mitigate the risk and impact of a pandemic.

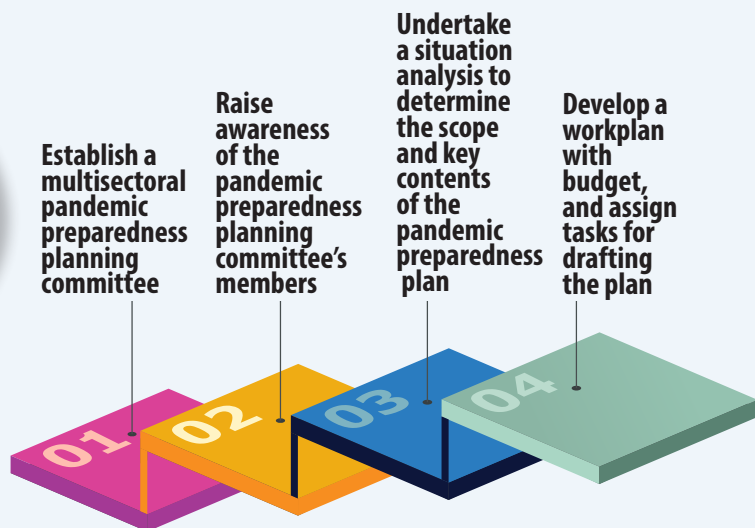
Over the years, WHO has provided up-to-date evidence-based guidance to support countries to develop pandemic preparedness plans and the capacities to prevent, prepare for and respond to the threat of a pandemic. Taking the lessons learned from the 2009 influenza pandemic into consideration, WHO updated its pandemic preparedness guidance, and in 2013 published the *Pandemic influenza risk management: WHO interim guidance*. WHO subsequently updated this guidance, and finalized it in 2017 as *Pandemic influenza risk management: a WHO guide to inform & harmonize national & international pandemic preparedness and response* (1). This latest guidance provides risk-based strategies and approaches to pandemic influenza preparedness and response, and encourages countries to develop sustainable and resilient pandemic preparedness plans. To make it easier to apply the strategies and approaches in the pandemic preparedness practice, in January 2018, WHO published an updated pandemic influenza preparedness checklist – *A checklist for pandemic influenza risk and impact management: building capacity for pandemic response* (2). The checklist is a practical tool to ensure that countries take into account all the essential pandemic response capacities when planning for national pandemic influenza preparedness.

This document, which should be used in conjunction with the checklist and its applications, focuses on the processes of national pandemic influenza preparedness planning. The aim is to ensure that, when countries develop or update a plan, the objectives are clear and the essential steps and actions are taken; this is imperative if the plan will be guiding pandemic preparedness and response practices. This document is intended to be used by national authorities, partners and all relevant stakeholders involved in developing or updating a national pandemic preparedness plan. In countries that are in or preparing to start the planning process for addressing broader health security threats, e.g., the development of National Action Plan for Health Security (NAPHS), it is crucial to consider linking the two planning processes.

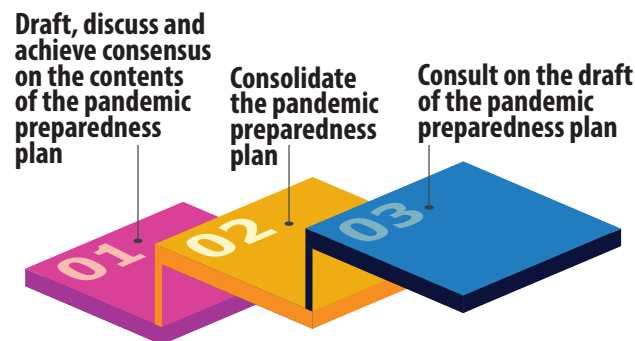
The initial draft of this guidance was developed through an internal consultation with the subject matter secretariats at WHO headquarters and regional offices. The draft was then presented for consultation at a global meeting – WHO Stakeholder Consultation on National Health Security and Pandemic Influenza Preparedness Planning – that was held from 5 to 7 December 2017 in Accra, Ghana. The meeting was attended by over 90 participants from 33 countries and 11 international organizations or institutions from all WHO regions. Following the meeting, the guidance was revised according to inputs from the consultation; it was then subject to another round of WHO internal review before finalization.

# Essential STEPS for developing or updating a national pandemic influenza preparedness plan

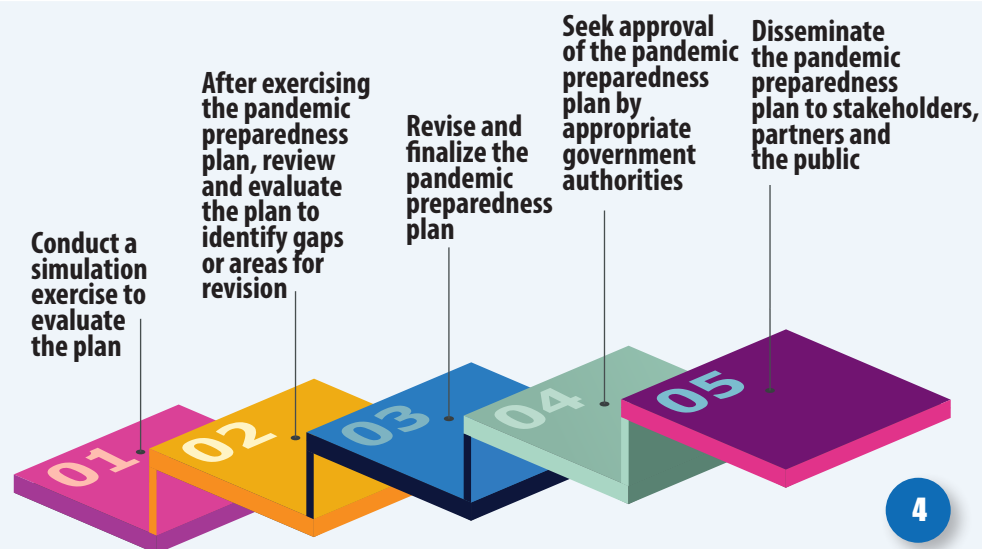
## PHASE I: Preparation and situation analysis



## PHASE II: Developing or updating a plan



## PHASE III: Evaluating, finalizing & disseminating the plan



# The essentials in the pandemic influenza preparedness planning process

PHASES	STEPS	CONSIDERATIONS	TASKS
<b>PHASE I: Preparation and situation analysis<sup>a</sup></b> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• Ensure strong leadership and multisectoral government engagement in the pandemic preparedness planning</li> <li>• Clarify roles and responsibilities in the pandemic preparedness planning</li> <li>• Understand country-specific pandemic preparedness needs in the context of WHO guidance and best practices</li> </ul>	<b>1</b> Establish a multisectoral pandemic preparedness planning committee <sup>b</sup>	<ul style="list-style-type: none"> <li>• Leadership engagement</li> <li>• Multisectoral and different levels of government representations</li> <li>• Subject matter experts, organizations, partners and NGOs</li> <li>• Others specific to the country context</li> </ul>	<ul style="list-style-type: none"> <li>• Establish the committee's TOR</li> <li>• Identify members of the committee</li> <li>• Determine the organizational structure, leadership, and roles and responsibilities of the committee members</li> <li>• Obtain approval and budget from appropriate authorities</li> </ul>
	<b>2</b> Raise awareness of the pandemic preparedness planning committee's members	<ul style="list-style-type: none"> <li>• Potential impact of pandemic influenza in the country</li> <li>• Goals and objectives of pandemic preparedness and response</li> <li>• Lessons learned from the 2009 pandemic</li> <li>• WHO pandemic preparedness guidance:             <ul style="list-style-type: none"> <li>◦ WHO pandemic influenza risk management (1)</li> <li>◦ WHO checklist for pandemic influenza risk and impact management (2)</li> <li>◦ WHO guidance on emergency preparedness (3)</li> <li>◦ Other relevant guidance (4) and best practices</li> </ul> </li> <li>• Existing national pandemic preparedness plan, if applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Organize a workshop to brief the committee members on the committee's TOR, their roles and responsibilities, and other essential information</li> </ul>

<sup>a</sup> When and where it is possible, countries should consider linking pandemic preparedness planning with other national planning activities that are addressing broader health security threats, e.g., the development of NAPHS.

<sup>b</sup> The level of authority of the committee should be determined in the country context, so that the committee and its members are empowered to fulfil the objectives and carry out all the essential steps and tasks in the pandemic preparedness planning process.

# The essentials in the pandemic influenza preparedness planning process

PHASES	STEPS	CONSIDERATIONS	TASKS
<b>PHASE I:</b> <b>Preparation and situation analysis</b>	<b>1</b> Undertake a situation analysis to determine the scope and key contents of the pandemic preparedness plan	<ul style="list-style-type: none"> <li>• Other disease-specific response plans</li> <li>• National emergency or disaster preparedness and response plans</li> <li>• IHR core capacity self-assessments</li> <li>• JEE outcomes</li> <li>• Post JEE national action plan for health security development</li> <li>• Animal health sector preparedness and response plans, and other relevant evaluation reports</li> </ul>	<ul style="list-style-type: none"> <li>• Review the existing pandemic preparedness plan to determine what is still valid</li> <li>• Determine how the pandemic preparedness plan fits into other emergency preparedness plans</li> <li>• Determine the need for subplans or annexes (e.g. vaccine deployment, health services and risk communications)</li> <li>• Assign the review and analysis tasks to the relevant committee members or sectors</li> <li>• Identify or obtain additional expertise as needed</li> <li>• Organize a meeting to review the outcomes of the situation analysis</li> <li>• Determine the scope and key contents of the national pandemic preparedness plan</li> </ul>
	<b>1</b> Develop a workplan with budget, and assign tasks for drafting the plan	<ul style="list-style-type: none"> <li>• A practical workplan with clear division of responsibilities</li> <li>• An achievable timeline</li> <li>• Regular meeting schedules for the committee</li> </ul>	<ul style="list-style-type: none"> <li>• Develop a workplan outlining the planning activities, with clear timelines</li> <li>• Assess the need for technical assistance</li> <li>• Determine the financial needs of the planning process</li> </ul>

## Objectives:

- Ensure strong leadership and multisectoral government engagement in the pandemic preparedness planning
- Clarify roles and responsibilities in the pandemic preparedness planning
- Understand country-specific pandemic

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