

### SNATrop (OASIS Trop )

### Surveillance Network Analysis Tool

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| System: |  |
| Logo: |  |
| Date of analyses: |  |
| In-house participants: |  |
| External participants: |  |

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# Preliminary Step: Contextualisation of terminology used

A specific terminology is used in this questionnaire and notation guide to define the entities of the surveillance network (e.g. steering committee or intermediary units) or its activities (e.g. supervision).

In order to score the network properly, this terminology has to be adapted to the network undergoing this analysis.

The table below could be used, during the first meeting with the people in charge of the network, as a guide to link the tool terminology with those used in the network.

|  |  |
| --- | --- |
| Terminology used in the SNAT questionnaire | Corresponding term for the analysed network.  Do not mention names or institutions but the network names of the entities mentioned in the left |
| Steering committee:  *Entity which defines the orientations and objectives of the network and makes the strategic decisions. The main decision bodies involved in surveillance are part of this committee. According to the size of the network, steering committee might be fused with the Central unit.* |  |
| Scientific and technical committee:  *The team who provides the surveillance system with the technical skills.* *It involves all the scientists and technicians able to define, elaborate and criticize the surveillance protocols to implement according to the objectives of the network. This is the scientific and technical support for the Central Unit. According to the size of the network, scientific and technical committee might be fused with the Central unit if it holds all the competences and required expertise or could also be merged with the steering committee for a small network.* |  |
| Central Unit:  *Involves all the people responsible for the centralisation of data collection, analysis and diffusion. Its goal is to coordinate the network activities and the technical committee. The Central unit reports the surveillance results to the steering committee.* |  |
| Network coordinator |  |
| Intermediary unit:  *Represents the intermediate level between the field agent and the Central unit. Their aim is to coordinate field activities and to validate and eventually correct the collected data before sending them to the Central unit. Intermediary units might not be essential according to the size and the type of the surveillance network.* |  |
| Network coordinator:  *Person in charge of the surveillance network general animation. He often leads the Central unit, this function is essential to ensure the good process of the system* |  |
| Field agent (data collector):  *Regroup all the direct actors of the network, in the field, in charge of event detection and data collection as defined by the surveillance protocols. Whichever their origin (private or public employed), they are above all the actors in regular contact with data sources.* |  |
| Data sources:  *Entity which holding the data which will be collected (farm for an animal disease, food industry for contaminant, etc…)* |  |
| Central laboratory:  Reference laboratory in charge of monitoring the implementation of the analyses or, in some cases, unique laboratory accredited for performing the analyses for the surveillance network |  |
| Local laboratory:  Laboratory at lower administrative level or private laboratory in charge of the analyses of the samples from the surveillance network within a defined geographic area. |  |
| reference laboratory  Laboratory in charge of the confirmation of cases |  |
| Mobile team:  *Involves the laboratory agents who collect samples in the field when there is a suspicion* |  |

# Section 1: Objectives and context of surveillance

## *To be completed by the network coordinator*

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|  | | | | | ***Comments/answers*** | | | | | | | | | | | | |
| **Definition**  **Surveillance Network =** *all persons who are involved in the surveillance system (Example: field agents, laboratory, persons in provinces, network coordinator of the surveillance system, etc.) + all data produced by the surveillance system + means of working of the surveillance system (financial means, communication system, etc.)* | | | | | | | | | | | | | | | | | |
| Objectives of the Surveillance Network | | | | | | | | | | | | | | | | | |
| **Definitions**  **General objectives =** *These are the main objectives of the network. They may be enough to justify the existence of the network. They always aim to improve the knowledge of an epidemiological situation. Example: Determine the importance of a disease (incidence, prevalence, etc.).*  **Specific objectives =** *These are not essential (they may not exist) and they are just additional to the general objectives. They can’t justify the existence of the network. Example: generate hypotheses to be explored by research methods.* | | | | | | | | | | | | | | | | | |
| What are the general objectives of the surveillance?  *For example:*   * *Prioritization of the diseases,* * *To follow the evolution of the disease* * *Early detection of the disease* | | | | | *Describe precisely the objectives:* | | | | | | | | | | | | |
| These general objectives appear in an official document? | | | | | Yes  No | | | *If yes, in what sort of documents (Charter, legislation, other...)* | | | | | | | | | |
| What are the specific objectives of the surveillance?  *For example:*   * *Generate hypotheses to be explored by research methods* * *Improve the control measures* | | | | | *Describe precisely the objectives:* | | | | | | | | | | | | |
| These specific objectives appear in an official document? | | | | | Yes  No | | | *If yes, in what sort of documents (Charter, legislation, other...)* | | | | | | | | | |
| Diseases under surveillance (and which are assessed here) and the situation in the surveillance zone | | | | | | | | | | | | | | | | | |
| Note : *If no information are available, you can use information on risk level and disease gravity in countries or zones close to the surveillance zone* | | | | | | | | | | | | | | | | | |
| Name of the Disease | Animal Species under surveillance | | Enzootic, Epizootic  or Exotic disease? | Conditions are favourable for the disease? (Y/N) | | | | | A control program exists? (Y/N)  *If yes, specify which sort of program (vaccination...)* | | | | | Consequences are important for: | | | |
|  |  | |  |  | | | | |  | | | | | Public health? (Y/N) | | | Economy? (Y/N) |
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| Public and private partners’ expectations of the surveillance system | | | | | | | | | | | | | | | | | |
| **Who are the partners of the surveillance network?**  *Partners of the surveillance network are the agencies (private, national or international) who are involved in the surveillance system. They can be financial partners or only provide a technical support* | | | | | | **What are the special expectation(s) or interests of the partner involved in the network?**    *Example: For international agencies it could be to encourage reporting cases to the OIE or protect another geographical area. Other example, for a private agency interested by wild life it could be to protect wild animals or to know the sanitary level of wild animal population.* | | | | | | | | | | | |
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| Financial contributions to the Network  * these questions can be filled at the end of the questionnaire if necessary | | | | | | | | | | | | | | | | | |
| 1. ***Central unit and communication*** | | | | | | | | | | | | | | | | | |
| **Who are Financial partners for the central unit?**  *Give money for: meetings, salary of network coordinator, communication between partners of surveillance (write, print and distribute reports), etc* | | | | | | | | | | **How much?** | | **Eventual remarks** | | | | **give the date of the end of funding** | |
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| 1. ***Laboratories*** | | | | | | | | | | | | | | | | | |
| **Who are Financial partners for laboratories?**  *Give money for analysis of the network, transmission of data and investigation team.*  *Be careful: here it’s NOT the overall funding of the laboratories. The fundings to improve the quality of laboratories must NOT be considered.* | | | | | | | | | | **How much?** | | **Eventual remarks** | | | | **give the date of the end of funding** | |
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| 1. ***Passive surveillance*** | | | | | | | | | | | | | | | | | |
| **Who are Financial partners for passive surveillance?**  *Give money for transmission of data (sending of samples, provides forms to collect data etc.), motivation of field agents, sample material, eventual indemnity for farmers if suspicion, process of declaration (hotline etc.)*  *Be careful: the budget for trainings or data management must NOT be considered here.* | | | | | | | | | | | **How much?** | | **Eventual remarks** | | **give the date of the end of funding** | | |
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| 1. ***Active surveillance*** | | | | | | | | | | | | | | | | | |
| **Who are Financial partners for active surveillance?**  *Give money for collect sample, transmission of data, salary of staff etc.*  *Be careful: the budget for trainings or data management must NOT be considered here.* | | | | | | | | | | | **How much?** | | **Eventual remarks** | | **give the date of the end of funding** | | |
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| 1. ***Specific surveillance*** | | | | | | | | | | | | | | | | | |
| **Who are Financial partners for specific surveillance?**  *Give money for transmission of data, motivation of field agents etc.* | | | | | | | | | | | **How much?** | | **Eventual remarks** | | **give the date of the end of funding** | | |
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| 1. ***Evaluation*** | | | | | | | | | | | | | | | | | |
| **Who are Financial partners for evaluation?**  *Give money to implement evaluation and to improve the network after it.* | | | | | | | | | | | **How much?** | | **Eventual remarks** | | **give the date of the end of funding** | | |
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| 1. ***Data management*** | | | | | | | | | | | | | | | | | |
|  | | **Name** | | | | | **What is the percentage of processed data per person?** | | | | | | **Eventual remarks** | | **give the date of the end of contract** | | |
| **Persons in charge of data entry** | |  | | | | |  | | | | | |  | |  | | |
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| **Persons in charge of data validation** | |  | | | | |  | | | | | |  | |  | | |
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| **Persons in charge of data analysis** | |  | | | | |  | | | | | |  | |  | | |
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# Section 2: Central institutional organisation

## *To be completed by the network coordinator*

**To tick the case just click on it. If it does not work you might need to activate the macros in Word.**

|  |  |
| --- | --- |
| Institution responsible for surveillance | |
| *General Information* | |
| Name (establishment) |  |
| Relevant Ministry |  |
| Address |  |
| Telephone |  |
| Fax |  |
| E-mail |  |
| Website |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | | | *Commentary/response* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Creation of the surveillance network | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| In what year began the surveillance (*or, what is the date of creation of the surveillance network*)? | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Network What is the surveillance system size? | | | | | | | | | **National network** = *the surveillance is organized only in the country. The decisions about the surveillance system are national.*  **Regional network** = *the surveillance is organized in cooperation with neighboring countries. The decisions about the surveillance system are international.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Human resources in the surveillance system (precise if the information are covers the entire system, including data collectors or if it covers only a part which will need to be defined)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| What is the number of Epidemiologists / Engineer / Researchers / master who are involved in the surveillance system? | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| What is the number of Veterinarians (DVM) who are involved in the surveillance system? | | | | | | | | | * Among the teams which defined the orientations of the network and which are involved in the data management (entering data, analysis etc.)   = ....   * Among the field agents   = .... | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| What is the number of technicians with 2 or 3 years of training *(Example: livestock technicians)* who are involved in the surveillance system? | | | | | | | | | * Among the teams which defined the orientations of the network and which are involved in the data management (entering data, analysis etc.)   = ....   * Among the field agents   = .... | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| What is the number of technicians with less than 2 year of training  *(Example: Village animal Health Worker)* who are involved in the surveillance system? | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Number of other staff  *(Secretary, driver, etc.)* | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Central unit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A team (OR one person) who manages the entire surveillance network (passive AND active surveillances) exists? | | | | | | | | | | Yes  No | | | | | | | | | | | | | | * **If yes, this team will be named “Central Unit”** * If yes, go straight to question 2.2.1 | | | | | | | | | | | | | | | | | | | | | | | | | |
| If No and if the network implement passive AND active surveillance,  Two different teams exit? One team manages passive surveillance and the other team manages active surveillance. | | | | | | | | | | Yes  No | | | | | | | | | | | | | | * **Go straight to question 2.3** | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Composition of the Central Unit* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The composition of Central unit appears in an official document? | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | |  | | | |
| Number of staff in the central unit? | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| What are Human resources in the central unit (*number of agents who work in full time equivalent for the network*)? | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | There are considered as :  Very sufficient  Just sufficient: generates a constraint on the structure but does not interfere with the data management, or the relationship with actors  Low sufficient: creates a constraint that interferes with the conduct of the data management and/or the relationship with actor  Not sufficient: creates a constraint that severely limits the conduct of surveillance activities | | | | | | | | | | | | | | | | | | |
| **Information about the Network coordinator :** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| There is an official network coordinator (or network manager) for the surveillance system?  *The name of the official network coordinator appears in an official document : he is the official responsible of the surveillance system* | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | | | | | | If yes, who is it?  ............  And he works for what organisation? *(Private or public organisation and precise its name)*  *...........* | | | | | | | | | | | | | | | | | | | |
| Who is the person (in the surveillance system) who :   * Manages data received by central unit   AND   * Organizes meetings between people involved in making decisions about the surveillance system? | | | | | | | | | | The official network coordinator  Someone else | | | | | | | | | | | | | | | | | | | | If the answer is “someone else”, who is it?  ..........  And he works for what organisation? *(Private or public organisation and precise its name)*  *...........* | | | | | | | | | | | | | | | | | | | |
| What are the official network coordinator activities in the surveillance network?*(List the activities of the official network coordinator)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | If another person performs the tasks of previous question, what are the activities of this person in the surveillance network ?*(List all the activities of this person)* | | | | | | | | | | | | | | | | | | | |
| What is the time allocated *(% compared to full time)* | | | | | | | | | | | | * Official network coordinator: ............. * If necessary, for the other person of previous questions: ............. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| For the Official network coordinator,  This % of time allocated is sufficient to correctly perform the tasks assigned? | | | | | | | | | | | | Yes  **No and Minor gap** = it’s necessary to implement some adjustments to the schedule of network coordinator to correctly perform the tasks assigned. These adjustments are easy to implement.  **No and Major gap** = it’s necessary to completely revise the schedule of the network coordinator and workload to be able to correctly perform the tasks he was assigned | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| If necessary, for the other person of previous questions:  This % of time allocated is sufficient to correctly perform the tasks assigned? | | | | | | | | | | | | Yes  **No and Minor gap** = it’s necessary to implement some adjustments to his schedule to correctly perform the tasks assigned. These adjustments are easy to implement.  **No and Major gap** = it’s necessary to completely revise his schedule and workload to be able to correctly perform the tasks he was assigned | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Another person (in addition to the both persons in previous questions) is involved in the network management? | | | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | * **If no go straight to question 2.2.2** | | | | | | | | | | | | | | | | | | | | | | |
| Who is it? (Name) | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| He works for what organisation?  *(Private or public organisation and precise its name)* | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| What are the activities of this other person in the surveillance network? | | | | | | | | | | | | *List the activities:* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| What is the time allocated *(% compared to full time)* | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| This % of time allocated is sufficient to correctly perform the tasks assigned? | | | | | | | | | | | | Yes  **No and Minor gap** = it’s necessary to implement some adjustments to his schedule to correctly perform the tasks assigned. These adjustments are easy to implement.  **No and Major gap** = it’s necessary to completely revise his schedule and workload to be able to correctly perform the tasks he was assigned | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Roles and responsibilities of the Central Unit* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| What activities **must be conducted** by Central Unit?  *This question concerns the activities which have been defined by the surveillance system (in an official document for example)* | | | | Data management | | | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | | This activity is really **conducted** by central unit?  Yes  No | | | | | | | | | | | | | | |
| Data processing | | | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | | This activity is really **conducted** by central unit?  Yes  No | | | | | | | | | | | | | | |
| Data interpretation | | | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | | This activity is really **conducted** by central unit?  Yes  No | | | | | | | | | | | | | | |
| Data validation | | | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | | This activity is really **conducted** by central unit?  Yes  No | | | | | | | | | | | | | | |
| Relationship with actors | | | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | | This activity is really **conducted** by central unit?  Yes  No | | | | | | | | | | | | | | |
| meeting | | | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | | This activity is really **conducted** by central unit?  Yes  No | | | | | | | | | | | | | | |
| other | | | | | | | | | | | | | | | Precise: | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
| The activities of central unit appear in an official document? | | | | | | | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | | *If Yes, in what kind of document :* | | | | | | | |  | | | | | | |
| Defined (people know what to do) | | | | | | | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The central unit is operational  The Central Unit implement at least activities of “Relationship with actors” and ”data management” | | | | | | | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * + 1. ***Financial and material means*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. ***If a Central unit exists (refer to question 2.2)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The central unit has financial means?  *Example: financial means to organize meetings or to conduct communication into the surveillance network (Phone etc)* | | | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | | | | | | | | |  | | | | | | | | | | | | | | |
| If Yes, these financial means are specific to the Central Unit?  *they are not share with another activity of the surveillance network or with another team* | | | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | | | | | | | | |  | | | | | | | | | | | | | | |
| The financial means are considered as sufficient and adapted for the tasks assigned? | | | | | | | | | | | | | | | | | | Yes  **No and deficiencies are Minor** = Deficiencies generate a constraint on the structure but does not interfere with the conduct of surveillance activities  **No and deficiencies are Medium** = Deficiencies create a constraint that interferes with the conduct of surveillance activities  **No and deficiencies are Major** = Deficiencies create a constraint that severely limits the conduct of surveillance activities | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The central unit has specific Material means which are not share with another team (eg: computer, meeting room)? | | | | | | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The material means of central unit are considered as sufficient and adapted for the tasks assigned? | | | | | | | | | | | | | | | | | | Yes  **No and deficiencies are Minor** = Deficiencies generate a constraint on the structure but does not interfere with the conduct of surveillance activities  **No and deficiencies are Medium** = Deficiencies create a constraint that interferes with the conduct of surveillance activities  **No and deficiencies are Major** = Deficiencies create a constraint that severely limits the conduct of surveillance activities | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. ***If two teams (one for passive surveillance and one for active surveillance) exists (refer to question 2.2)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| For the team in charge of passive surveillance  The financial and material means are considered as sufficient and adapted for the tasks assigned? | | | | | | | | | | | | | | | | | | Yes  **No and deficiencies are Minor** = Deficiencies generate a constraint on the structure but does not interfere with the conduct of surveillance activities  **No and deficiencies are Medium** = Deficiencies create a constraint that interferes with the conduct of surveillance activities  **No and deficiencies are Major** = Deficiencies create a constraint that severely limits the conduct of surveillance activities | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| For the team in charge of active surveillance  The financial and material means are considered as sufficient and adapted for the tasks assigned? | | | | | | | | | | | | | | | | | | Yes  **No and deficiencies are Minor** = Deficiencies generate a constraint on the structure but does not interfere with the conduct of surveillance activities  **No and deficiencies are Medium** = Deficiencies create a constraint that interferes with the conduct of surveillance activities  **No and deficiencies are Major** = Deficiencies create a constraint that severely limits the conduct of surveillance activities | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Steering committee or equivalent | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Definition**  **Steering committee or equivalent** = *Entity which defines the orientations and objectives of the network and makes the strategic decisions. The main decision bodies involved in surveillance are part of this committee. According to the size of the network, steering committee might be fused with the Central unit.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A steering committee (or equivalent if the steering committee is fused with the central unit) exists for the entire network (passive AND active surveillance)? | | | | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | |
| When there is no steering committee, who or what structure decides the principal orientation of the system? | | | | | | | | | | | | | | | | For Passive surveillance:  For Active surveillance: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * **If no steering committee (or equivalent) exists : go straight to section 2.4** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Composition* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The composition of steering committee appears in an official document? | | | | | | | Yes  No | | | | | | | | | | | | | | | *If Yes, in what kind of document* | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Who is a part of steering committee (or equivalent)? | | | | | | | Veterinarian services | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | | | | | | *Specify the name of the organism* | | |
| Livestock industry representative | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | | | | | | *Specify the name of the organism* | | |
| Other professionals  *(for example: commercials, associations, etc.)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | | | | | | *Specify the name of the organism* | | |
| Government ministries (departments) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | | | | | | *Specify the name of the organism* | | |
| Livestock projects | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | | | | | | *Specify the name of the organism* | | |
| Veterinary practitioners  *(order of veterinaries or trade unions)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | | | | | | *Specify the name of the organism* | | |
| Others | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | | | | | | *Specify the name of the organism* | | |
| All the partners are represented in the steering committee? | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | | |  | | | | | | | | | |
| The members of steering committee have already met together | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | | |  | | | | | | | | | |
| If it’s possible, give the number of meetings of steering committee (or equivalent) within the last 2 years | | | | | | | | | | | | | | | | | | | | | | | Year N :  Year N-1 :  Or the date of the last meeting: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reports of meetings of steering committee are available? | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | | |  | | | | | | | | | |
| *Role and responsibilities* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The activities of steering committee are defined?  *(people know what to do but it is not written down)* | | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| The activities of steering committee appear in an official document? | | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | | *If Yes, in what type of document :* | | | | | | | | | | | | |  | | | | | | |
| What activities **must be conducted** by the steering committee?  *This question concerns the activities which have been defined by the surveillance system (in an official document for example)* | | | | | | | | | | | | | | Makes decisions about the surveillance | | | | | | | | | | | | | | | | Yes  No | | | | | | | | | | This activity is really **conducted** by steering committee?  Yes  No | | | | | | | | | |
| Other | | | | | | | | | | | | | | | | *Specify:* | | | | | | | | | | | | | | | | | | | |
| * + 1. ***Financial mean*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Financial resources are allocated to steering committee meetings?  *(expenses covered)* | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| If yes, financial resources of steering committee are considered as sufficient and adapted to the tasks assigned? | | | | | | | | | | | | | Yes  **No an deficiencies are Minor** = deficiencies generate a constraint on the structure but does not interfere with the conduct of surveillance activities  **No an deficiencies are Medium** = deficiencies create a constraint that interferes with the conduct of surveillance activities  **No an deficiencies are Major** = deficiencies create a constraint that severely limits the conduct of surveillance activities | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Technical and scientific committee | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Definition**  **Technical and scientific committee** = *The team who provides the surveillance system with the technical skills. Involves all the scientists and technicians able to define, elaborate and criticize the surveillance protocols to implement according to the objectives of the network. This is the scientific and technical support for the Central Unit. According to the size of the network, scientific and technical committee might be fused with the Central unit or could also be merged with the steering committee.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A technical and scientific committee (or equivalent if it is fused with central unit or steering committee) exists for the entire network? | | | | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | | | | | | | | | |
| When there is no technical committee, who or what structure develops the surveillance system’s technical protocols? | | | | | | | | | | | | | | | | | | | | For Passive surveillance:  For Active surveillance: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * **If no steering committee (or equivalent) exists: go straight to section 2.5** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Composition* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The composition of technical and scientific committee appears in an official document? | | | | | | Yes  No | | | | | | | | | | | | | | | | | | | | | | | *If Yes, in what type of document :* | | | | | | | | | | | | | | | | | | | | |
| Who is a part of the technical and scientific committee (or equivalent)? | | | | | | Veterinary services | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | *Specify the name of the organism:* | | | | | | | | |
| Laboratories | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | *Specify the name of the organism:* | | | | | | | | |
| Livestock farmers | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | *Specify the name of the organism:* | | | | | | | | |
| Other professionals | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | *Specify the name of the organism:* | | | | | | | | |
| Govt ministries (departments) | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | *Specify the name of the organism:* | | | | | | | | |
| Livestock projects | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | *Specify the name of the organism:* | | | | | | | | |
| Private veterinarians | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | *Specify the name of the organism:* | | | | | | | | |
| Others | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | *Specify the name of the organism:* | | | | | | | | |
| All the partners are represented in the technical and scientific committee? | | | | | | Yes  No | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |
| The members of technical and scientific committee are already met together? | | | | | | Yes  No | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |
| If it’s possible give the number of meetings within the last 2 years | | | | | | Year N :  Year N-1 : | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Minutes of meetings of technical and scientific committee (or equivalent) are available? | | | | | | Yes  No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | |
| *Role and responsibilities* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The role and responsibilities of technical and scientific committee are defined?  *(people know what to do but it is not written down)* | | | | | | | | | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | | |  | | | | | | | | | | | |
| The role and responsibilities of technical and scientific committee appear in an official document? | | | | | | | | | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | | | *If Yes, in what type of document:* | | | | | | | | | | | |
| What activities **must be conducted** by technical and scientific committee?  *This question concerns the activities which have been defined by the surveillance system (in an official document for example)* | | Participates in the design, technical development and criticism of surveillance protocol | | | | | | | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | | | This activity is really **conducted** by the technical and scientific committee?  Yes  No | | | | | | | | | | | |
| Summarizes the data analysis: epidemiological bulletin | | | | | | | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | | | This activity is really **conducted** by the technical and scientific committee?  Yes  No | | | | | | | | | | | |
| Evaluates network activity | | | | | | | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | | | This activity is really **conducted** by the technical and scientific committee?  Yes  No | | | | | | | | | | | |
| Following performance indicators and diagnostics and makes technical amendments | | | | | | | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | | | This activity is really **conducted** by the technical and scientific committee?  Yes  No | | | | | | | | | | | |
| Developing technical training program for actors | | | | | | | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | | | This activity is really **conducted** by the technical and scientific committee?  Yes  No | | | | | | | | | | | |
| Other (describe): | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | This activity is really **conducted** by the technical and scientific committee?  Yes  No | | | | | | | | | | | |
| * + 1. ***Financial means*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Financial resources are allocated to technical and scientific committee meetings?  *(expenses covered)* | | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| If yes, financial resources of technical and scientific committee are considered as sufficient and adapted for the tasks assigned? | | | | | | | | | | | Yes  **No and deficiencies are Minor** = deficiencies generate a constraint on the structure but does not interfere with the conduct of surveillance activities  **No and deficiencies are Medium** = deficiencies create a constraint that interferes with the conduct of surveillance activities  **No and deficiencies are Major** = deficiencies create a constraint that severely limits the conduct of surveillance activities | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Text governing the network | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Surveillance and sanitary vigilance formalized within the legislation (or official national regulation)? | | | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | | | | | *If yes, what is the legislation type?* | | | | | | | | | | | | | | | |
| Existing of a document which defines the relations between the partners of the surveillance network? | | | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | | | | | *Specify what sort of document (it could be a charter, a convention, or other written document)  :*  *Note : If it’s possible, attached the document* | | | | | | | | | | | | | | | |
| If a document exists,    who is concerned by the text? | | | | | | | | | | | | | | | the relations between all the partners of the surveillance network are defined in one only document  the relations between several the partners of the surveillance network are defined in one only document, but others partners have different document(s)  there is one document for each partner | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| If there is one document for several partners of the surveillance network,  Some deficiencies are notified, by the network coordinator, in this text?  *Example: the text presents some gaps which are a problem in relations between partners (unambiguous on the rights and duties of partners)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | | | | | | | *If yes, specify:* | | | | | | | |
| System coordination | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Definitions**  **Intermediary unit** = *Represent the intermediate level between the field agent and the Central unit. Their aim is to coordinate field activities and to validate and eventually correct the collected data before sending them to the Central unit. It’s possible to have different levels of intermediary unit (example : provincial level and district level)*  **Coordination** = *process used to have the same methods of working between different units (Example: here it could be to implement the same means of data transmission, for example, the same document).*  **Coordination meeting** = *aims to explain to different units what are the joint methods of working, ensuring link between actors and harmonization of protocols e.g. discuss contact between actors ; awareness of all the actors on the good process of the system (information flow) ; protocol harmonization.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * **If no intermediary units exist in the surveillance network, go straight to question 2.7** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***If a Central unit exists (refer to question 2.2)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Is the Central Unit holds meetings for coordination and information for the intermediary units? | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | | | | | | * **If no go straight to question 2.7** | | | | | | | | | | | | | | | | |
| Who is in charge of organization of coordination meeting in central unit? | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |  | | | | | |  | | | | | | | | | | |
| What is the frequency of Routine central coordination meeting? | | | | | | | | | | | | | Never  rarely  regularly | | | | | | | | | | | | | | | | | | | | If it’s possible, precise the number of meeting per year (number of routine meetings):  .... | | | | | | | | | | | | | | | | |
| Reports about coordination meetings available? | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | | | | | | ***If possible, join one document.*** | | | | | | | | | | | | | | | | |
| Additional meetings are held when an outbreak occur? | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
| Meetings (or other) content is relevant  *Relevant if:*  *ensuring link between actors and harmonization of protocols*  *(e.g. discuss contact between actors ; awareness of all the actors on the good process of the system (information flow) ; protocol harmonization)* | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | | | | | | Comment: | | | | | | | | | | | | | | | | |
| ***If two teams (one for passive surveillance and one for active surveillance) exists (refer to question 2.2)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The team who manages passive surveillance holds meetings for coordination and information for the intermediary units? | | | | | | | | | | | Yes  No | | | | | | | | | | | | | If yes | | | | | | What is the frequency of Routine coordination meeting? | | | | | | | | | | | | | | | | | | Never  rarely  regularly | |
| The team who manages active surveillance holds meetings for coordination and information for the intermediary units? | | | | | | | | | | | Yes  No | | | | | | | | | | | | | If yes | | | | | | What is the frequency of Routine coordination meeting? | | | | | | | | | | | | | | | | | | Never  rarely  regularly | |
| Minutes of coordination meetings available? | | | | | | | | | | | For the team who manages passive surveillance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | | | | |
| For the team who manages active surveillance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | | | | |
| Additional meetings are held when an outbreak occur? | | | | | | | | | | | For the team who manages passive surveillance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | | | | |
| For the team who manages active surveillance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | | | | |
| Meetings (or other) content is relevant  *Relevant if:*  *ensuring link between actors and harmonization of protocols*  *(e.g. discuss contact between actors ; awareness of all the actors on the good process of the system (information flow) ; protocol harmonization)* | | | | | | | | | | | For the team who manages passive surveillance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | | | | |
| For the team who manages active surveillance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | | | | |
| Staff supervision by the Central Unit(Staff = intermediary unit OR field agents if there is no intermediary unit) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Definition**  **Intermediary unit** = *Represent the intermediate level between the field agent and the Central unit. Their aim is to coordinate field activities and to validate and eventually correct the collected data before sending them to the Central unit. It’s possible to have different levels of intermediary unit (example : provincial level and district level)*  **Field agent (data collectors)** = *Regroup all the direct actors of the network, in the field, in charge of event detection and data collection as defined by the surveillance protocols. Whichever their origin (private or public employed), they are above all the actors in regular contact with data sources (data sources = for example : farmers)*  **Supervisory visit** = *visit to control the quality of work of a unit. The aim is to propose some improvement if malfunctions are identified* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Intermediary units exist in the surveillance system? | Yes | | | | * All data below will concern the supervision of Intermediary Units by the central unit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| No | | | | * All data below will concern the supervision of field agents by central unit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***If a Central unit exists (refer to question 2.2)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The central level organizes supervisory visit for staff (intermediary units OR field agents)? | | | | | | | | Never  Regularly  Rarely | | | | | | | | | | | | | | | | | | | | If it’s possible, give the number of visits/year : ...  OR  The percentage of visited staff by the Central Unit : ... | | | | | | | | | | | | | | | | | | | | | |
| Who is in charge of organization of supervisory visits? | | | | | | | | *Precise their name and their role in the Central unit:* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Report of supervision activities available? | | | | | | | | Yes  No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| What does the central unit during a supervisory visit? | | | | | | | | General advice are given | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | | | |  |
| Specific advice are given based on the work of the staff | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes  No | | | | |
| ***If two teams (one for passive surveillance and one for active surveillance) exists (refer to question 2.2)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| The team who manages passive surveillance organizes supervisory visit for staff (intermediary units OR field agents)? | | | | | | | | Never  Regularly  Rarely | | | | | | | | | If regularly or rarely,  What does the team during a supervisory visit? | | | | | | | | | | | | | | | | | | | General advice are given | | | | | | | | | | | | | Yes  No |  |
| Specific advice are given based on the work of the staff | | | | | | | | | | | | | Yes  No |
| The team who manages active surveillance organizes supervisory visit for staff (intermediary units OR field agents)? | | | | | | | | Never  Regularly  Rarely | | | | | | | | | If regularly or rarely,  What does the team during a supervisory visit? | | | | | | | | | | | | | | | | | | | General advice are given | | | | | | | | | | | | | Yes  No |  |
| Specific advice are given based on the work of the staff | | | | | | | | | | | | | Yes  No |

# 

# Section 3: Field institutional organization

## *To be completed by 3 different types of actors: network coordinator, intermediary units (if it exists) and field agents*

**The questionnaire must be submitted to a representative sample of the two last categories**

# Section 3 (part 1)

## *To be completed by the network coordinator*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | *Commentary/response* | | | | | | | | | | | | | | | | | | | | |
| 3.1.1 Intermediary units | | | | | | | | | | | | | | | | | | | | | | | | |
| **Definition**  **Intermediary unit** = *Represent the intermediate level between the field agent and the Central unit. Their aim is to coordinate field activities and to validate and eventually correct the collected data before sending them to the Central unit. It’s possible to have different levels of intermediary unit (example : provincial level and district level)* | | | | | | | | | | | | | | | | | | | | | | | | |
| * + - 1. ***Generality*** | | | | | | | | | | | | | | | | | | | | | | | | |
| Intermediary units exist in the surveillance system? | | | | | | | | | | Yes  No | | | | | | | * **If no intermediary units exist go straight to section 3.1.4** | | | | | | | |
| Give the surface area covered by the surveillance network  (= SN) | | | | | | | | | |  | | | | | | | | | | | | | | |
| Give the surface area covered by the intermediary units  (= SIU) | | | | | | | | | |  | | | | | | | | | | | | | | |
|  | | | | | Intermediary unit administrative level n°1 | | | | | | | | Intermediary unit administrative level n°2 | | | | | | | | Intermediary unit administrative level n°3 | | Intermediary unit administrative level n°4 | |
| What are the different Intermediary Units administrative levels in the surveillance system? (provincial, district etc) | | | | | *Name of administrative level:*  *.....* | | | | | | | | *Name of administrative level:*  *.....* | | | | | | | | *Name of administrative level:*  *.....* | | *Name of administrative level:*  *....* | |
| What is the number of Intermediary Unit in each administrative level (involved in the network) | | | | |  | | | | | | | |  | | | | | | | |  | |  | |
| The role, responsibilities and composition of intermediary unit appear in an official document?  *(example: number of agents in each intermediary unit etc.)* | | | | | Yes  No | | | | | | | | Yes  No | | | | | | | | Yes  No | | Yes  No | |
| ***What is the nature of intermediary units?*** | | | | | | | | | | | | | | | | | | | | | | | | |
| Intermediary units belong to Veterinarian services? | | | | | | Yes  No | | | | | | | *remarks :* | | | | | | | | | | | |
| Intermediary units belong to Veterinarian laboratories? | | | | | | Yes  No | | | | | | | *remarks :* | | | | | | | | | | | |
| Intermediary units belong toSanitary control Associations? | | | | | | Yes  No | | | | | | | *remarks :* | | | | | | | | | | | |
| Intermediary units belong to another organization (example public health)? | | | | | | Yes  No | | | | | | | *remarks :* | | | | | | | | | | | |
| * + - 1. ***Roles and responsibilities of intermediary units*** | | | | | | | | | | | | | | | | | | | | | | | | |
| What are the roles and responsibilities of intermediary units? | | | Organization of meetings (maintain ties with all the data collectors) | | | | | | | | | | | Yes  No | | | | | | *Which administrative level(s) does this:* | | | | |
| Collection of data | | | | | | | | | | | Yes  No | | | | | | *Which administrative level(s) does this:* | | | | |
| Validation of data | | | | | | | | | | | Yes  No | | | | | | *Which administrative level(s) does this:* | | | | |
| seek out missing data | | | | | | | | | | | Yes  No | | | | | | *Which administrative level(s) does this:* | | | | |
| provide a certain level of data analysis for the area they cover | | | | | | | | | | | Yes  No | | | | | | *Which administrative level(s) does this:* | | | | |
| provide feedback | | | | | | | | | | | Yes  No | | | | | | *Which administrative level(s) does this:* | | | | |
| Supervision of field agents | | | | | | | | | | | Yes  No | | | | | | *Which administrative level(s) does this:* | | | | |
| others | | | | | | | | | | | Yes  No | | | | | | *Which administrative level(s) does this:* | | | | |
| * + - 1. ***Harmonization of intermediary units activities by the central unit*** | | | | | | | | | | | | | | | | | | | | | | | | |
| Harmonizing procedures of intermediary units in place and implemented  *Harmonizing procedures = aims to implement the same procedure in each intermediary units. Example : use the same database or the same process of data transmission to central unit* | | | | | | | | | | | Yes  No | | | | | | | * **If no, go straight to section 3.1.2** | | | | | | |
| If yes,  Which activities are being considered into this harmonizing procedure? | | | | | | | | | | | Data collection  Data validation  Local data analysis  Transmission of data to central level    Other : | | | | | | | | | | | | | |
| Despite harmonized procedures, existence of differences between administrative areas?  *(example: a province uses a different form for transmission of data)* | | | | | | | | | | | Yes  No | | | | | | |  | | | | | | |
| If yes,  Impact of differences on data standardization is: | | | | | | | | | | | **Minor** = generates a constraint on the structure *(additional work for data entry and analysis etc.)* but does not interfere with the conduct of surveillance activities  **Medium** = creates a constraint that interferes with the conduct of surveillance activities *(some data are unavailable etc)*  **Major** = creates a constraint that severely limits the conduct of surveillance activities *(lot of data are lost or unavailable)* | | | | | | | | | | | | | |
| If Yes,  Do local specificities exist justifying the existence of not harmonized activities?  *(example: only one province has computers and send its data by email)* | | | | | | | | | | | Yes  No | | | | | | | *Specify what sort of specificities is it :* | | | | | | |
| STAFF SUPERVISION BY INTERMEDIARY UNITS  * **Be careful : this section is not applicable if Intermediary units do not exist** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Definition**  **Intermediary unit** = *Represents the intermediate level between the field agent and the Central unit. Their aim is to coordinate field activities and to validate and eventually correct the collected data before sending them to the Central unit. It’s possible to have different levels of intermediary unit (example : provincial level and district level)*  **Field agent (data collectors)** = *Regroup all the direct actors of the network, in the field, in charge of event detection and data collection as defined by the surveillance protocols. Whichever their origin (private or public employed), they are above all the actors in regular contact with data sources (data sources = for example : farmers)*  **Supervisory visit** = *visit to control the quality of work of a field agent. The aim is to propose some improvement if malfunctions are identified* | | | | | | | | | | | | | | | | | | | | | | | | |
| One administrative level of intermediary unit implements supervisory visits of field agents? | | | | | | | | | | | | Yes  No | | | | | | |  | | | | | |
| If yes, Which type of administrative level of Intermediary Unit is is in charge of supervision of field agents?  *(Example : provincial level organize supervisory visits for field agents)* | | | | | | | | | | | |  | | | | | | | | | | | | |
| System coordination by intermediary units | | | | | | | | | | | | | | | | | | | | | | | | |
| **Definitions**  **Coordination** = *process used to have the same methods of working between different units (Example : here it could be to implement the same means of data transmission, for example, the same document).*  **Coordination meeting** = *aims to explain to different units what are the joint methods of working, ensuring link between actors and harmonization of protocols e.g. discuss contact between actors ; awareness of all the actors on the good process of the system (information flow) ; protocol harmonization.* | | | | | | | | | | | | | | | | | | | | | | | | |
| Are the intermediary units implement means (meetings or others) for coordination and information for the field agents? | | | | | | | | | | | | | | | Yes  No | | | | | | |  | | |
| Which sort of administrative level of Intermediary Unit is in charge of coordination of field agents?  *(Example : provincial level organizes coordination meetings for field agents)* | | | | | | | | | | | | | | |  | | | | | | |  | | |  |
| Field agents who implement surveillance (identification of cases and collection of data) | | | | | | | | | | | | | | | | | | | | | | | | |
| Field agents exist in the surveillance system? | | | | | | | Yes  No | | | | | | | |  | | | | | | | | | |
| The field agents are defined?  *(precise knowledge of the list of the system’s field agents)* | | | | | | | Yes  No | | | | | | | |  | | | | | | | | | |
| The field agents are operational?  *(surveillance is really implemented by field agents)* | | | | | | | Yes  No | | | | | | | |  | | | | | | | | | |
| * + - 1. ***Composition*** | | | | | | | | | | | | | | | | | | | | | | | | |
| The definition of field agents exists and appears in an official document?  *This definition must describe the features of the field agents (training, origin etc.)* | | | | | | | | | | | | | | | Yes  No | | | | | | | | | |
| What are the origins of field agents? | Field agents are government agents? | | | | | | | Yes  No | | | | | | | *Specify origin :* | | | | | | | | |  |
| *Average number per intermediary unit :* | | | | | | | | |  |
| *Total number in the network :* | | | | | | | | |  |
| Field agents are Practicing veterinarians? | | | | | | | Yes  No | | | | | | | *Specify :* | | | | | | | | |  |
| *Average number per intermediary unit :* | | | | | | | | |  |
| *Total number in the network :* | | | | | | | | |  |
| Field agents are Private technicians? | | | | | | | Yes  No | | | | | | | *Specify origin :* | | | | | | | | |  |
| *Average number per intermediary unit :* | | | | | | | | |  |
| *Total number in the network :* | | | | | | | | |  |
| Others | | | | | | | Yes  No | | | | | | | *Specify origin :* | | | | | | | | |  |
| *Average number per intermediary unit :* | | | | | | | | |  |
| *Total number in the network :* | | | | | | | | |  |
| * + - 1. ***Criteria for the choice of field agents involved in the surveillance system*** | | | | | | | | | | | | | | | | | | | | | | | | |
| Exhaustive (targeted field agents) | | | | | | | | Yes  No | | | | | | |  | | | | | | | | | |
| Volunteer | | | | | | | | Yes  No | | | | | | |  | | | | | | | | | |
| Elected | | | | | | | | Yes  No | | | | | | | *By who:* | | | | | | | | | |
| Zone at risk | | | | | | | | Yes  No | | | | | | | *Specify :* | | | | | | | | | |
| Presence/absence of a disease | | | | | | | | Yes  No | | | | | | | *Specify :* | | | | | | | | | |
| Level of competences | | | | | | | | Yes  No | | | | | | | *Specify :* | | | | | | | | | |
| Other | | | | | | | | Yes  No | | | | | | | *Specify :* | | | | | | | | | |
| portion of the population targeted by surveillance which is not covered by field agents | | | | | | | | none  a small portion  an important portion | | | | | | | | | | | | | | | | |
| * + - 1. ***Roles and responsibilities of field agents*** | | | | | | | | | | | | | | | | | | | | | | | | |
| Roles and responsibilities of field agents are Defined?  *Example: field agents are responsible of case notification, or achievement of samples, or sending samples. etc* | | | | | | | | | | | | | | | Yes  No | | | | | | | | | |
| The role and responsibilities of field agents appear in an official document? | | | | | | | | | | | | | | | Yes  No | | | | | | | | | |
| * + - 1. ***Resources furnished by the network to field agents*** | | | | | | | | | | | | | | | | | | | | | | | | |
| What are the resources furnished by the network to field agents? | | Indemnity or per diem to collect data | | | | | | | Yes  No | | | | | | *Amount :* | | | | | | | | | |
| *Conditions :* | | | | | | | | | |
| *Frequency :* | | | | | | | | | |
| Sampling material | | | | | | | Yes  No | | | | | |  | | | | | | | | | |
| Shipping costs | | | | | | | Yes  No | | | | | |  | | | | | | | | | |
| Case notification forms | | | | | | | Yes  No | | | | | |  | | | | | | | | | |
| Sample identification forms | | | | | | | Yes  No | | | | | |  | | | | | | | | | |
| Is there a network subscription fee for field agents | | | | | | | | | Yes  No | | | | | | | If yes, how much? | | | | | | | | |
| Adequacy of surveillance by field agents | | | | | | | | | | | | | | | | | | | | | | | | |
| * + - 1. ***Passive surveillance*** | | | | | | | | | | | | | | | | | | | | | | | | |
| What is the total size of the population of the species under surveillance in the area? | | | | | | | | |  | | | | | | | | | | | | | | | |
| What is the number of households/farm raising species under surveillance in the area? | | | | | | | | |  | | | | | | | | | | | | | | | |
| What is the number of field agents? | | | | | | | | |  | | | | | | | | | | | | | | | |
| The number of field agents per farm/household under passive surveillance is adequate? | | | | | | | | | Yes  No, some more field agents are needed  No, many more field agents are needed  No, it’s really not adequate | | | | | | | | | | | | | | | |
| * + - 1. ***Active surveillance*** | | | | | | | | | | | | | | | | | | | | | | | | |
| Evidence of sample selection bias identified | | | | | | | | | Yes  No | | | | | | | | | | | | | | | |
| The population under active surveillance is representative? | | | | | | | | | Yes , it is very representative  Yes, it is mostly representative  Yes, it is few representative  Not representative | | | | | | | | | | | | | | | |
| Bias are globally considered | | | | | | | | | Inevitable and acceptable  Unacceptable but could be reduced with small changes of the protocol  Unacceptable and could only be reduced if the protocol was completely changed | | | | | | | | | | | | | | | |

# 

# Section 3 (Part 2): Field institutional organization

# *To be completed by intermediary unit managers*

|  |  |  |  |
| --- | --- | --- | --- |
| IU  (=Intermediary Unit) | Location | Who | Function and comment |
| IU1 |  |  |  |
| IU2 |  |  |  |
| IU3 |  |  |  |
| IU4 |  |  |  |
| IU5 |  |  |  |
| IU6 |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Roles and responsibilities of intermediary units | | | | |
| What are the activities of the Intermediary Unit? | | Organization of meetings (maintain links with all of the data collectors) | IU 1:  Yes  No  IU 2:  Yes  No  IU 3:  Yes  No  IU 4:  Yes  No  IU 5:  Yes  No  IU 6:  Yes  No | |
| Collection of data | IU 1:  Yes  No  IU 2:  Yes  No  IU 3:  Yes  No  IU 4:  Yes  No  IU 5:  Yes  No  IU 6:  Yes  No | |
| Validation of data | IU 1:  Yes  No  IU 2:  Yes  No  IU 3:  Yes  No  IU 4:  Yes  No  IU 5:  Yes  No  IU 6:  Yes  No | |
| Research of missing data | IU 1:  Yes  No  IU 2:  Yes  No  IU 3:  Yes  No  IU 4:  Yes  No  IU 5:  Yes  No  IU 6:  Yes  No | |
| Provide a certain level of data analysis for the area they cover | IU 1:  Yes  No  IU 2:  Yes  No  IU 3:  Yes  No  IU 4:  Yes  No  IU 5:  Yes  No  IU 6:  Yes  No | |
| Provide feedback | IU 1:  Yes  No  IU 2:  Yes  No  IU 3:  Yes  No  IU 4:  Yes  No  IU 5:  Yes  No  IU 6:  Yes  No | |
| Supervision of field agents | IU 1:  Yes  No  IU 2:  Yes  No  IU 3:  Yes  No  IU 4:  Yes  No  IU 5:  Yes  No  IU 6:  Yes  No | |
| Others | IU 1:  Yes  No *specify:*  IU 2:  Yes  No *specify:*  IU 3:  Yes  No *specify:*  IU 4:  Yes  No *specify:*  IU 5:  Yes  No *specify:*  IU 6:  Yes  No *specify:* | |
| Human, material and financial resources for the Intermediary Unit | | | | |
| The human resources of the IU is considered as: | Human resources are considered as :  Very sufficient (VS)  Just Sufficient: the number of agent is just sufficient (JS)  Low sufficient: more agents are needed (LS)  Not sufficient: the number of agent is really not sufficient to conduct the surveillance (NS) | | | For this question ask 3 IU manager  For each IU precise how they considered the resources, (use the letters in parenthesis)  IU 1:  IU 2:  IU 3:  IU 4:  IU 5:  IU 6: |
| The material resources of the IU is considered as: | material resources are considered as :  Very sufficient (VS)  Just Sufficient: the material resources are just sufficient (JS)  Low sufficient: more equipment is needed to conduct the surveillance (LS)  Not sufficient: the lack of equipment is too important to permit to correctly conduct the surveillance (NS) | | | For this question ask 3 IU manager  For each IU precise how they considered the resources, (use the letters in parenthesis)  IU 1:  IU 2:  IU 3:  IU 4:  IU 5:  IU 6: |
| The financial resources of the IU are considered as: | financial resources are considered as :  Very sufficient (VS)  Just Sufficient: the financial resources are just sufficient (JS)  Low sufficient: more financial resources are needed to conduct the surveillance (LS)  Not sufficient: the lack of financial resources is too important to correctly conduct the surveillance (NS) | | | For this question ask 3 IU manager  For each IU precise how they considered the resources, (use the letters in parenthesis)  IU 1:  IU 2:  IU 3:  IU 4:  IU 5:  IU 6: |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Supervision of field agents by intermediary units | | | | | | | | | | |
| ***Complete this part only if the IU performs a supervision of field agents***  **If no, go to the question 3.2.4** | | | | | | | | | | |
| Frequency of supervisory visits (per year or per months ) | | | | IU 1:  IU 2:  IU 3:  IU 4:  IU 5:  IU 6: | | | | | | |
| This frequency is considered as: | Fur IU1:  regular  occasional  rare | | For IU2:  regular  occasional  rare | | For IU3:  regular  occasional  rare | | For IU4:  regular  occasional  rare | For IU5:  regular  occasional  rare | | For IU6:  regular  occasional  rare |
| Reports of supervisory visits available | | IU 1:  Yes  No  IU 2:  Yes  No  IU 3:  Yes  No  IU 4:  Yes  No  IU 5:  Yes  No  IU 6:  Yes  No | | | | | | | | |
| During each supervisory visit: | | | | | | | | | | |
| Dysfunctions are identified | | IU 1:  Yes  No  IU 2:  Yes  No  IU 3:  Yes  No  IU 4:  Yes  No  IU 5:  Yes  No  IU 6:  Yes  No | | | | Advices are provided for improvement | | | IU 1:  Yes  No  IU 2:  Yes  No  IU 3:  Yes  No  IU 4:  Yes  No  IU 5:  Yes  No  IU 6:  Yes  No | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Coordination meetings organized by intermediary units | | | | | | | | |
| Are there coordination and information meetings  (the IU organizes meetings with the field agents)  **If no, go to the part 3.3** | | | | | IU 1:  Yes  No  IU 2:  Yes  No  IU 3:  Yes  No  IU 4:  Yes  No  IU 5:  Yes  No  IU 6:  Yes  No | | | |
| Or other mean of coordination | | | | | IU 1:  Yes  No *specify:*  IU 2:  Yes  No *specify:*  IU 3:  Yes  No *specify:*  IU 4:  Yes  No *specify:*  IU 5:  Yes  No *specify:*  IU 6:  Yes  No *specify:* | | | |
| Who performs the coordination?  *(status, for example the Provincial chief, or the staff of the provincial chief...)* | | | | | IU 1:  IU 2:  IU 3:  IU 4:  IU 5:  IU 6: | | | |
| Are there reports of coordination meetings | | | | | IU 1:  Yes  No  IU 2:  Yes  No  IU 3:  Yes  No  IU 4:  Yes  No  IU 5:  Yes  No  IU 6:  Yes  No | | | |
| During each coordination meetings: | | | | | | | | |
| Dysfunctions are identified | | IU 1:  Yes  No  IU 2:  Yes  No  IU 3:  Yes  No  IU 4:  Yes  No  IU 5:  Yes  No  IU 6:  Yes  No | | | Advices are provided for improvement | | IU 1:  Yes  No  IU 2:  Yes  No  IU 3:  Yes  No  IU 4:  Yes  No  IU 5:  Yes  No  IU 6:  Yes  No | |
| What is the frequency of coordination meetings?  (*per year or per months* ) | | | | | IU 1:  IU 2:  IU 3:  IU 4:  IU 5:  IU 6: | | | |
| This frequency is considered as: | Fur IU1:  regular  occasional  rare | | For IU2:  regular  occasional  rare | For IU3:  regular  occasional  rare | | For IU4:  regular  occasional  rare | For IU5:  regular  occasional  rare | For IU6:  regular  occasional  rare |

# Section 3 (Part 3): Field institutional organization

# *To be completed by Field agents*

|  |  |  |  |
| --- | --- | --- | --- |
| FA (= Field Agent) | Location | Who? | Function and comment |
| FA1 |  |  |  |
| FA2 |  |  |  |
| FA3 |  |  |  |
| FA4 |  |  |  |
| FA5 |  |  |  |
| FA6 |  |  |  |
| FA7 |  |  |  |
| FA8 |  |  |  |
| FA9 |  |  |  |
| FA10 |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Roles and responsibilities of field agents | | | | | | | | |
| What are the roles of field agents? | Awareness of data source (farmer and VAHW) | | | | | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No | | |
| Cases report | | | | | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No | | |
| Complete suspicions forms | | | | | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No | | |
| Complete sampling forms | | | | | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No | | |
| Collect samples | | | | | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No | | |
| Transfer samples to the laboratory or other | | | | | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No | | |
| Other : | | | | | FA 1:  Yes  No *specify:*  FA 2:  Yes  No *specify:*  FA 3:  Yes  No *specify:*  FA 4:  Yes  No *specify:*  FA 5:  Yes  No *specify:*  FA 6:  Yes  No *specify:*  FA 7:  Yes  No *specify:*  FA 8:  Yes  No *specify:*  FA 9:  Yes  No *specify:*  FA 10:  Yes  No *specify:* | | |
| Population under active surveillance\* **Complete this part only if field agents perofrm active surveillance**  ***If no, go to question 3.3.3*** | | | | | | | | |
| Number of farms covered by active surveillance during the last year\*\* | | | | Rough number of animals covered by active surveillance during the last year | | | | Number of field agents is judged sufficient (S), just sufficient (JS) or not sufficient (NS)\*\*\* |
| FA 1:  FA 2:  FA 3:  FA 4:  FA 5:  FA 6:  FA 7:  FA 8:  FA 9:  FA 10: | | | | FA 1:  FA 2:  FA 3:  FA 4:  FA 5:  FA 6:  FA 7:  FA 8:  FA 9:  FA 10: | | | | FA 1:  FA 2:  FA 3:  FA 4:  FA 5:  FA 6:  FA 7:  FA 8:  FA 9:  FA 10: |
| \* If possible data should be recorded for IU or relevant administrative zone for a precise overview of surveillance coverage by field agents  \*\* One field agent must be notified just one time in the table.  \*\*\* One farmer must be notified just one time in each column (except if the surveillance in farm is implemented by different field agents for each species). If you have a farmer with two different species concerned by the surveillance, you must notify this farm only for the major species | | | | | | | | |
| Are there selection biases?  A bias means that the population under active surveillance is not representative of the whole population.  *If yes, specify the reason* | | FA 1:  Yes  No *specify:*  FA 2:  Yes  No *specify:*  FA 3:  Yes  No *specify:*  FA 4:  Yes  No *specify:*  FA 5:  Yes  No *specify:*  FA 6:  Yes  No *specify:*  FA 7:  Yes  No *specify:*  FA 8:  Yes  No *specify:*  FA 9:  Yes  No *specify:*  FA 10:  Yes  No *specify:* | | | | | | |
| *General r*esources for field agents | | | | | | | | |
| The human resources of the IU is considered as: | | | Human resources are considered as :  Very sufficient (VS)  Just Sufficient: the number of agent is just sufficient (JS)  Low sufficient: more agents are needed (LS)  Not sufficient: the number of agent is really not sufficient to conduct the surveillance (NS) | | | | For each FA precise how they considered the human resources, (use the letters in parenthesis)  FA 1:  FA 2:  FA 3:  FA 4:  FA 5:  FA 6:  FA 7:  FA 8:  FA 9:  FA 10: | |
| The material resources of the IU is considered as: | | | material resources are considered as :  Very sufficient (VS)  Just Sufficient: the material resources are just sufficient (JS)  Low sufficient: more equipment is needed to conduct the surveillance (LS)  Not sufficient: the lack of equipment is too important to permit to correctly conduct the surveillance (NS) | | | | For this question ask 5 field agents  For each FA precise how they considered the material resources, (use the letters in parenthesis)  FA 1:  FA 2:  FA 3:  FA 4:  FA 5:  FA 6:  FA 7:  FA 8:  FA 9:  FA 10: | |
| The financial resources of the IU are considered as: | | | financial resources are considered as :  Very sufficient (VS)  Just Sufficient: the financial resources are just sufficient (JS)  Low sufficient: more financial resources are needed to conduct the surveillance (LS)  Not sufficient: the lack of financial resources is too important to correctly conduct the surveillance (NS) | | | | For this question ask 5 field agents  For each FA precise how they considered the financial resources, (use the letters in parenthesis)  FA 1:  FA 2:  FA 3:  FA 4:  FA 5:  FA 6:  FA 7:  FA 8:  FA 9:  FA 10: | |
| Are there per diem for field agents to collect data | | | | | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No | | | |

# Section 4 : Field institutional organization

## *To be completed by 2 different types of actors: network coordinator, central and a local laboratory manager (if they exist)*

* **The questionnaire must be submitted to a representative sample of local laboratory managers**

# Section 4 (Part 1):

## *To be completed by the network coordinator*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4.1.1 Role of laboratories | | | | |
| The role of the laboratories in the network appears in an official document? | | Yes  No | | |
| If yes,  what is the place (or the level of involvement) of the laboratories into the network ? | Laboratory has a significant role in the operations and organization of the epidemiological surveillance *(involved in design of surveillance protocols, send feedback information to field agents, involved in the choice of diagnostic techniques etc…)*  laboratory is integrated into the operations and organization of the surveillance but the role is minor *(e.g. limited to field support)*  role of laboratory is limited strictly to sub-contracting *(only perform analyses)* | | | |
| Organization of laboratories ***Central laboratory (or national laboratory)*** *= laboratory in charge of monitoring the implementation of the analyses or, in some cases, unique laboratory accredited for performing the analyses for the surveillance network. It’s the main (or sometimes the only one) laboratory of the network.* | | | | |
| Central laboratory exists? | | | Yes | If yes,  Name  Address  Telephone  Fax  Email |
| No | If no, where are samples sent? |
| Other central laboratories exist? | | | Yes  No | *Specify the names, addresses and types of tests undertaken :* |
| Local laboratories exist? | | | Yes  No | |
| Total number of local laboratories involved in the network? | | |  | |
| Some of these local laboratories are private? | | | Yes  No | |
| Total number of private laboratories involved in the network? | | |  | |

# Section 4 (Part 2):

## To be completed by the central laboratory manager

* **If central laboratory do not exist, go straight to question 4.3 (section 4 – part 3)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| central laboratory ***Central laboratory (or national laboratory)*** *= laboratory in charge of monitoring the implementation of the analyses or, in some cases, unique laboratory accredited for performing the analyses for the surveillance network. It’s the main (or sometimes the only one) laboratory of the network.*  ***Local laboratory*** *= Laboratory at lower administrative level or private laboratory in charge of the analyses of the samples from the surveillance network within a defined geographic area.* | | | | | | | | | |
| Organization of central laboratory | | | | | | | | | |
| Number of people assigned to diagnosing network diseases at the Central laboratory | | |  | | | | | | |
| Give the Type of tests undertaken at the network’s central laboratory | | |  | | | | | | |
| These tests are used  *(Both responses may be true)* | | | for initial diagnosis  for diagnosis confirmation | | | | | | |
| Some samples are sent from the central laboratory to foreign laboratories (or other reference laboratories)? | | | Yes | | | *If yes, Which laboratories (name and address):*  For which tests *(Both responses may be true):*  for initial diagnosis  for diagnosis confirmation  *and for which type of tests:* | | | |
| No | | |
| Management of sample data | | | | | | | | | |
| Registration of sample received with a unique identifier? | | | | | Yes  No | | | | |
| What are the means of sample data management? | | | | | Computerised data  Data management with paperwork | | | | |
| If data management with paperwork, the management and archiving of paperwork is considered as adapted? | | | | | Yes  No | | | *If no what are the limits?* | |
| There is a computerized management of the whole process (database)? | | | | | Yes  No | | | *If Yes, which software is used :* | |
| Other data management systems? | | | | | Yes  No | | | *if yes, specify :* | |
| What is the frequency of lost data with the management of sample data? | | | | | rare  sometimes  Very often | | | | |
| What is the Quality of traceability of the information?  *It’s easy to follow the information about one sample between the moment when it arrive at the laboratory and the moment when the data about this sample is archived* | | | | | **Good** along the analysis chain  **Minor deficiencies:** The traceability is implemented but some information are lost along the analysis chain. These losses generate a constraint on the structure (traceability is complicated) but do not interfere with the conduct of surveillance activities.  **Major deficiencies**: there are problems in the recording of samples and in the traceability of the chain of analysis. | | | | |
| Quality of results | | | | | | | | | |
| Result format delivered by laboratory appears in an official document? | | | | | | Yes  No | | |  |
| How often the format complies with the standardized format or with the needs | | | | | | always  most of the time  sometimes  rarely | | | |
| The Results delivered by the laboratory are considered as | Clear  *the results are judged unambiguous (sample identification and description of the analysis) and is easily understandable* | | | Yes  **No and deficiencies are Minor** = deficiencies generate a constraint on the structure but does not interfere with the conduct of surveillance activities  **No and deficiencies are Medium** = deficiencies create a constraint which interferes with the conduct of surveillance activities  **No and deficiencies are Major** = deficiencies create a constraint which severely limits the conduct of surveillance activities | | | | | |
| Accurate  *The result is well detailed* | | | Yes  **No and deficiencies are Minor** = deficiencies generate a constraint on the structure but does not interfere with the conduct of surveillance activities  **No and deficiencies are Medium** = deficiencies create a constraint which interferes with the conduct of surveillance activities  **No and deficiencies are Major** = deficiencies create a constraint which severely limits the conduct of surveillance activities | | | | | |
| Allow the case under investigation to be categorized easily  *For example, ‘positive', ‘suspect’, ‘negative’,* | | | Yes  **No and deficiencies are Minor** = deficiencies generate a constraint on the structure but does not interfere with the conduct of surveillance activities  **No and deficiencies are Medium** = deficiencies create a constraint which interferes with the conduct of surveillance activities  **No and deficiencies are Major** = deficiencies create a constraint which severely limits the conduct of surveillance activities | | | | | |
| Delivered in time  *Minimal delay between the analysis and transfer of results* | | | Yes  **No and deficiencies are Minor** = deficiencies generate a constraint on the structure but does not interfere with the conduct of surveillance activities  **No and deficiencies are Medium** = deficiencies create a constraint which interferes with the conduct of surveillance activities  **No and deficiencies are Major** = deficiencies create a constraint which severely limits the conduct of surveillance activities | | | | | |
| Recipients of results | | | | | | | | | |
| Who receives the results from laboratories? | | Central veterinarian services | | | | | Yes  No | | |
| Network coordinator or manager | | | | | Yes  No | | |
| Intermediary units | | | | | Yes  No | | |
| Field agents | | | | | Yes  No | | |
| Livestock owners | | | | | Yes  No | | |
| Other | | | | | Yes  No | | |
| Mobile investigation team | | | | | | | | | |
| Existence of a mobile investigation team to support field agents? | | Yes | | | | |  | | |
|  | | No | | | | | * **If no, go straight to question 4.3 (Part 3)** | | |
| this team | | is assigned to the system (delegated only to surveillance network)  can be mobilized when needed | | | | | | | |
| Team operating under procedure which appears in an official document? | | Yes  No | | | | | | | |

# Section 4 (Part 3):

## *To be completed by a local laboratory manager*

* **If local laboratories do not exist, go straight to question 4.4**

|  |  |  |  |
| --- | --- | --- | --- |
| Local laboratories ***Local laboratory*** *= Laboratory at lower administrative level or private laboratory in charge of the analyses of the samples from the surveillance network within a defined geographic area.* | | | |
| Organization of local laboratories | | | |
| Total number of local laboratories involved  in the network? |  | | |
| Number of staff assigned to diagnosis in the local laboratory? |  | | |
| Type of tests undertaken in the local laboratories |  | | |
| These tests are used  *(Both responses may be true)* | for initial diagnosis  for diagnosis confirmation |  | |
| Involvement of local laboratories appears in an official document? (official authorization, convention, charter) | Yes  No | *Specify :* | |
| Local laboratories send some samples to the central laboratory? | Yes  No | If Yes, For which tests *(Both responses may be true):*  for initial diagnosis  for diagnosis confirmation | |
| Local laboratories send some samples to laboratories other than the central laboratory? | Yes  No | *If Yes, Which laboratories :*  And For which tests *(Both responses may be true):*  for initial diagnosis  for diagnosis confirmation | |
| Management of sample data by local laboratories | | | |
| Registration of sample received with a unique identifier? | Yes  No | |  |
| What are the means of management of sample data? | Computerised data  Data management with paperwork | |  |
| If data management with paperwork,  the management and archiving of paperwork is considered as adapted? | Yes  No | | *If no what are the limits?* |
| There is a computerized management of the whole process (database)? | Yes  No | | *If Yes, using which software :* |
| Other data management system | Yes  No | | *if yes, specify :* |
| What is the frequency of lost data with the management of sample data? | rare  sometimes  Very often | | |
| What is the Quality of traceability of the information?  *It’s easy to follow the information about one sample between the moment when it arrive at the laboratory and the moment when the data about this sample is archived* | **Good** along the analysis chain  **Minor deficiencies:** The traceability is implemented but some information are lost along the analysis chain. These losses generate a constraint on the structure (traceability is complicated) but do not interfere with the conduct of surveillance activities.  **Major deficiencies**: there are problems in the recording of samples and in the traceability of the chain of analysis. | | |
| Quality of results delivered by local laboratories | | | |
| Result format delivered by laboratory appears in an official document? | Yes  No | | |
| How often the format complies with the standardized format or with the needs | always  most of the time  sometimes  rarely | | |
| The Results delivered by the laboratory are considered as | Clear  *the result is judged unambiguous (sample identification and description of the analysis) and is easily understandable* | Yes  **No and deficiencies are Minor** = deficiencies generate a constraint on the structure but does not interfere with the conduct of surveillance activities  **No and deficiencies are Medium** = deficiencies create a constraint which interferes with the conduct of surveillance activities  **No and deficiencies are Major** = deficiencies create a constraint which severely limits the conduct of surveillance activities | |
| Accurate  *The result is well detailed* | Yes  **No and deficiencies are Minor** = deficiencies generate a constraint on the structure but does not interfere with the conduct of surveillance activities  **No and deficiencies are Medium** = deficiencies create a constraint which interferes with the conduct of surveillance activities  **No and deficiencies are Major** = deficiencies create a constraint which severely limits the conduct of surveillance activities | |
| Allow the case under investigation to be categorized easily  *For example, ‘positive', ‘suspect’, ‘negative’,* | Yes  **No and deficiencies are Minor** = deficiencies generate a constraint on the structure but does not interfere with the conduct of surveillance activities  **No and deficiencies are Medium** = deficiencies create a constraint which interferes with the conduct of surveillance activities  **No and deficiencies are Major** = deficiencies create a constraint which severely limits the conduct of surveillance activities | |
| Delivered in time  *Minimal delay between the analysis and transfer of results* | Yes  **No and deficiencies are Minor** = deficiencies generate a constraint on the structure but does not interfere with the conduct of surveillance activities  **No and deficiencies are Medium** = deficiencies create a constraint which interferes with the conduct of surveillance activities  **No and deficiencies are Major** = deficiencies create a constraint which severely limits the conduct of surveillance activities | |
| Recipients of results from local laboratories | | | |
| Who receives the results from laboratories? | Central laboratory | Yes  No | |
| Central veterinarian services | Yes  No | |
| Network coordinator or manager | Yes  No | |
| Intermediary units | Yes  No | |
| Field agents | Yes  No | |
| Livestock owners | Yes  No | |
| Other | Yes  No | |
| Mobile investigation team | | | |
| Existence of a mobile investigation team to support field agents? | Yes | *If yes, this team belongs to which laboratories?* | |
|  | No | * **If no, go straight to question 4.4** | |
| this team | is assigned to the system (delegated only to surveillance network)  can be mobilized when needed | | |
| Team operating under procedure which appears in an official document? | Yes  No | | |

# Section 4 (part 4)

|  |  |
| --- | --- |
| QUALITY ASSURANCE OF LABORATORIES | |
| * + 1. **REAGENT CONTROL** | |
| How is the reagent control performed? | Batch-to-batch controls?  Control on a reagent performed once prior to being used for the first time?  Control on a document?  No control? |
| * + 1. **QUALITY ASSURANCE OF DIAGNOSTIC TESTS** * **Fill the grid below** | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| a | b | c | d | e | f | g | h | i | j | k | l (reserved to the assessor) | m (reserved to the assessor) |
| Note the name of the analysis | **Note its sensitivity** | **Note its specificity** | **Purpose of the analysis** | **Techniques standardized by the network** | **Number of laboratories which implement this analysis** | **Number of laboratories which apply the quality assurance for the test considered** | **Number of laboratories participating in inter-laboratory trials for this analysis** | **Cost of analysis** | **Maximum analysis times defined by the network** (if it exists) | **Number of sample which are late**  (compared to the maximum delay previously defined) | **Note the result :**  **column f / result column g** | **Note the result :**  **column f / result column h** |
|  |  |  | initial diagnosis  diagnosis confirmation | Yes  No |  |  |  |  |  | rare  sometimes  Very often |  |  |
|  |  |  | initial diagnosis  diagnosis confirmation | Yes  No |  |  |  |  |  | rare  sometimes  Very often |  |  |
|  |  |  | initial diagnosis  diagnosis confirmation | Yes  No |  |  |  |  |  | rare  sometimes  Very often |  |  |
|  |  |  | initial diagnosis  diagnosis confirmation | Yes  No |  |  |  |  |  | rare  sometimes  Very often |  |  |
|  |  |  |  |  |  |  |  |  |  |  | Total = | Total = |

# Section 5 and 6 : Field institutional organization

## *To be completed by 3 different types of actors: network coordinator, intermediary unit managers (if they exist) and field agents*

**The questionnaire must be submitted to a representative sample of the two last categories**

# Section 5 and 6 (part 1)

# *To be completed by the network coordinator*

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| Surveillance Protocol | | | |
| A description of the surveillance protocol appears in an official document? | Yes  No | * **If no, go straight to question 5.1.2** | |
| ***Items on the surveillance protocol*** | | | |
| What are the items which are described with precision in the surveillance protocol?  *(if the response is negative, specify, if it’s possible, the missing elements)* | Surveillance objectives | | Yes  No |
| Institutional organisation | | Yes  No |
| Case definition | | Yes  No |
| Population under surveillance | | Yes  No |
| Modalities of surveillance (description of active and passive surveillance) | | Yes  No |
| Data collection | | Yes  No |
| Laboratory tests | | Yes  No |
| Management, processing, and interpretation of data | | Yes  No |
| Return and circulation of information | | Yes  No |
| Supervision of the network | | Yes  No |
| Training | | Yes  No |
| Performance and evaluation indicators | | Yes  No |

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| Case definition | | | |
| **Definition**  **Case definition** = *this definition describes the criteria used to say that an animal is suspect of the disease AND/OR that an animal is suffering of the disease considered. It can be a list of symptoms AND/OR a list of results of laboratory analysis.* | | | |
| A case definition appears in an official document? | | Yes  No |  |
| ***Provide all details possible regarding the case definition used by the network***  ***(attach documents if necessary)*** | | | |
|  | | | |
| Sensitivity of case definition is: | **Very good:** The definition ensures that all manifestations or the earliest emergence of the disease or threat under surveillance will be picked up  **Good:** The definition ensures the detection of a disease or threat when several signs have been highlighted. Consequently, it does not allow the identification of a certain (limited) number of cases. (example : only some atypical cases aren’t identified)  **Not very good:** The definition requires the manifestation of numerous characteristic signs of the disease or threat to enter the field of suspicion OR the chosen signs are too specific of one form of the disease. Consequently, it does not allow the identification of an important number of cases. (example : some classical cases of the disease aren’t identified)  **Bad:** The definition requires the quasi evident or pathognomonic manifestation of the disease or threat to enter the field of suspicion; consequently, it does not allow the identification of the majority of cases | | |
| Specificity of case definition is: | **Very good:** The definition ensures that only cases of the disease or threat under surveillance are included in the field of suspicions.  **Good:** The definition ensures that most (but not all) suspicions lead to the identification of the disease or threat under surveillance OR Some symptoms are common with other diseases, but diseases are rare and/or few  **Not very good:** The definition means that many suspicions do not lead to the identification of the disease or threat under surveillance. OR several symptoms are common with other diseases and these diseases are frequent and/ or numerous  **Bad:** The definition means the majority of suspicions do not lead to the identification of the disease or threat under surveillance | | |

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| Event based surveillance protocol (Passive) | | | | | | | | | | | | | | | | |
| Are there passive surveillance protocols in place? | | | | | | | | Yes  No | | | | |  | | | |
| It exists a definition of procedures that must be implemented if there is disease suspicion? | | | | | | | | Yes  No | | | | |  | | | |
| What are the circumstances of the case detection? | | | | | | | | Detection through notification or data information from data source | | | | | | | Yes  No | |
| Detection through scheduled visits *(example during visit for active surveillance)* | | | | | | | Yes  No | |
| Detection following visits for other reasons *(example during a visit for vaccination)* | | | | | | | Yes  No | |
| Other | | | | | | | Yes  No | |
| * + - 1. ***Suspicion or declaration form*** | | | | | | | | | | | | | | | | |
| When they have a suspicion, the field agents must complete a standardized disease suspicion (or declaration) form? | | | | Yes  No | | | | | | | *Annex the form*  ***=> if no go directly to 5.1.3.2*** | | | | | |
| Suspicion forms are standardized?  *It is the same for all data collecto*r | | | | Yes  No | | | | | | |  | | | | | |
| For the network coordinator, what is the quality and relevance of suspicion form? | | | | **Good** = the form summarizes all information that you need  **Average** = the form summarizes the most of part of information that you need, but some gaps are identified (*example: it’s difficult to know if it’s a strong suspicion or a weak suspicion of the disease etc.)*  **Limited** = lot of information are missing in the form. (*example: with the form it’s difficult to know where is exactly the suspect farm etc.)* | | | | | | | | | | | | |
| Proportion of correctly filled of the data suspicion forms | | | | All  the majority  few | | | | | | | | | | | | |
| * + - 1. ***Standardization of Samples*** | | | | | | | | | | | | | | | | |
| Sampling implementation for the passive surveillance?  *Sampling = Components which are sent to the laboratory. Example: blood sample, organ etc.* | | | | | Yes  No | | | | | | | *If yes, specify which sort of samples:*  ***=> if no go directly to 5.1.3.4*** | | | | |
| List of sampling is defined and appears in an official document? | | | | | Yes  No | | | | | | |  | | | | |
| A written procedure to perform standardized samples exists?  *(these procedures explain for example how many milliliters of blood are needed etc.)* | | | | | Yes  No | | | | | | | | | | | |
| If yes, the factors taken into account by the standardization procedure are | | | | | Nature of the samples to achieve  terms of realization  Packaging  Expedition  other : … | | | | | | | | | | | |
| * + - 1. ***Sampling and data procedure*** | | | | | | | | | | | | | | | | |
| Completion of a sampling form?  *(a sampling form is used to identify samples (what animal etc.))* | Yes  No | | | | | | | | *Annex the form* | | | | | | | |
| What is the quality of the filled of the data collection forms? | *Give if it’s possible the average percentage of correctly filled forms per year* | | | | | | | | | | | | | | | |
| * + - 1. ***Timing and results*** | | | | | | | | | | | | | | | | |
| A registration of suspicions exists?  *(register, table or database where all suspicions are listed and kept)* | | | | | | | Yes  No | | | | | *Comments:* | | | | |
| The delay of transmission of samples to the laboratory is considered as a problem? | | | | | | | No, the delay of transmission is considered as correct  Yes and it’s a small problem for the surveillance network *(deficiencies create a constraint which interferes with the conduct of surveillance activities)*  Yes and it’s an important problem for the surveillance network *(deficiencies create a constraint which severely limits the conduct of surveillance activities)* | | | | | | | | | |
| The surveillance network has stated the maximum time of transmission of result to the Central Unit (from laboratory)? | | | | | | | Yes  No | | | | If yes, what is the time set? | | | | | |
| If yes,  What is the the average percentage of result arriving at the Central Unit within the time set? | | | | | | | | | | | High (>80%)  a majority (>50%)  a minority (<50%)  Low (<20%) | | | | | |
| The delay of transmission of results to the central unit is considered as a problem? | | | | | | | No, the delay of transmission is considered as correct  Yes and it’s a small problem for the surveillance network *(deficiencies create a constraint which interferes with the conduct of surveillance activities)*  Yes and it’s an important problem for the surveillance network *(deficiencies create a constraint which severely limits the conduct of surveillance activities)* | | | | | | | | | |
| What is the Number of suspicions collected by the network in the last 3 years?  *(if the network is too young, give the number of suspicions collected in the last 1 or 2 last years (and specify it))* | | | | | | | | | | Globally  Per administrative units  Per field agent | | | |  | | |
| What is the Number of investigation (after a suspicion) by the network in the last 3 years?  *(if the network is too young, give the number of investigations in the last 1 or 2 last years (and specify it))* | | | | | | | | | | Globally  Per administrative units  Per field agent | | | |  | | |
| What is the Number of investigation (after a suspicion) by the network in the last 3 years which led to a positive result?  *(if the network is too young, give the number of investigations in the last 1 or 2 last years (and specify it))* | | | | | | | | | | Globally  Per administrative units  Per field agent | | | |  | | |
| * + - 1. ***Notification procedure*** | | | | | | | | | | | | | | | | |
| For passive surveillance there is a direct notification procedure?  *A direct procedure requires no intermediary between the collector and the central Unit (or intermediary unit)* | | | | | | Yes  No | | | | |  | | | | | |
| Consequences of a suspicion for the source | | | | | | No particular constraint  Minor constraint (restriction of movement, minor financial constraint...)    Several technical constraints essentially (restriction of movement, major financial constraint…)  Very stringent measure including regulation (slaughter of the animals)(VS) | | | | | | | | *Describe:* | | |
| Consequences of a outbreak declaration for the source | | | | | | No particular constraint  Minor constraint (restriction of movement, minor financial constraint...)    Important technical constraints essentially (culling with compensation, cleaning and disinfecting)  Very stringent measure (slaughter without compensation) | | | | | | | | *Describe:* | | |
| * + - 1. ***Activation of motivation for passive surveillance*** | | | | | | | | | | | | | | | | |
| How the motivation of farmers (or animal owners) for passive surveillance is activated? | | | Awareness building meetings for livestock owners | | | | | | | | | | | | | Yes  No |
| Indemnities | | | | | | | | | | | | | Yes  No |
| Communication in the media | | | | | | | | | | | | | Yes  No |
| Individual awareness building (telephone, visits) | | | | | | | | | | | | | Yes  No |
| Other (specify):.... | | | | | | | | | | | | | Yes  No |
| * + - 1. ***Events collected*** | | | | | | | | | | | | | | | | |
| The Geographic distribution of events collected is homogeneous? | | Yes  **No but Caused by spatial aggregate** *(example: all farmers are in the same area OR disease is just in one area (close to one border for example))*  **No and deficiencies are Minor** (and not caused by spatial aggregate) = *some provinces (or districts) report less suspicions than others*  **No and deficiencies are Major** (and not caused by spatial aggregate) = *some province (or districts) never report suspicion and other areas report a lot of suspicion* | | | | | | | | | | | | | | |
| What is your estimation about the level of outbreaks under-reporting? | | | | | | | | | | | | | | | | |
| By sources (ex: farmers) | | None = less than 5% do not report event    minor = between 5 % and 15% do not report event    medium = between 15% and 30% do not report event  major = more than 30% do not report event | | | | | | | | | | | | | | |
| By field agents | | None = less than 5% do not report event    minor = between 5 % and 15% do not report event    medium = between 15% and 30% do not report event  major = more than 30% do not report event | | | | | | | | | | | | | | |
| By intermediary unit | | None = less than 5% do not report event    minor = between 5 % and 15% do not report event    medium = between 15% and 30% do not report event  major = more than 30% do not report event | | | | | | | | | | | | | | |
| * + - 1. ***Give any relevant complementary information concerning the organisation of passive surveillance***   *(Annex any necessary documents)* | | | | | | | | | | | | | | | | |
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| Planned surveillance protocols (Active) | | | |
| Active surveillance is necessary to meet the network’s objectives? | Yes  No | |  |
| Active surveillance procedures are implemented? | Yes  No | | * **If no, go directly to section 5.1.5** |
| The Active surveillance protocols are adequate with the objectives | Yes  No | | If no: the deficiencies are  Minor (need few adaptation)  Major (need important adaption) |
| The number of field agents in charge of the active surveillance is adequate to the objectives of active surveillance | Yes  No | |  |
| Existence of sampling implementation for the active surveillance?  *Sampling = Components which are sent to the laboratory. Example: blood sample, organ etc.* | Yes  No | | *If yes, specify which sort of samples:* |
| Investigation tools are implemented for the active surveillance?  *Example : questionnaire or others measurement tools which aren’t a sample* | Yes  No | | *If yes, specify which sort of measurement tools:* |
| * + - 1. ***Describe the sampling procedures implemented in the active surveillance***   ***For each procedure, specify :***   * *Epidemiological unit* * *Sample size* * *Selection modalities* * *Frequency of sampling and investigations* * *Data collected* * *Tests undertaken*   *(Annex any necessary documents)* | | | |
|  | | | |
| * + - 1. ***Representativeness of sample population*** | | | |
| What is the choice criterion of the population under surveillance? | | Exhausive *= All population is included in active surveillance.*  Random sampling  Riske-based sampling  sentinel-based surveillance | |
| If the active surveillance is not exhaustive,  Evidences of sample selection bias are identified by the network coordinator? | |  | |
| What was the expected number of investigations performed by the active surveillance on last year?  *(number of samples, and/or questionnaires which have been planned)* | | ........ | |
| What is the Number of investigations of the active surveillance actually performed on previous year? | | ....... | |

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| Specific surveillance protocols | | |
| Existence of susceptible wild animal surveillance? | Yes  No | *If yes, who does it?* |
| wild animals have an epidemiological role justified the surveillance? | Yes  No |  |
| Adequacy of wild animal surveillance means with the objectives? | Yes  No |  |
| Describe the protocol of susceptible wild animal surveillance |  | |
| Existence of vectors surveillance (= *organism which does not cause the disease but diffuse the disease by carrying pathogenic agents from one host to the other*)? | Yes  No | *If yes who does it?* |
| Justification for vector surveillance according to the targeted threat? | Yes  No | * **If no go straight to section 5.1.6** |
| Adequacy of vector surveillance means to the objectives? | Yes  No |  |
| Describe the protocol of vector surveillance |  | |

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| Adequacy of surveillance protocols | | | |
| All the surveillance objectives are covered by a surveillance protocol  (event based or planned) | Yes  No | | |
| To cover completely the objectives, Additional surveillance means should be implemented? | no  minor :a few means should be add  major: lots of means should be add | | If Yes, which ones? |
| All the surveillance means in place answer an objective of the surveillance | Yes  No | | |
| The surveillance protocols in place correctly answer the objectives of the surveillance network | Yes  No | If no, which ones are not efficient or lacking? | |

# Sections 5 and 6 (part 2): Tools and surveillance protocols

# *To be completed by intermediary unit managers*

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| Case definition | | |
| Simplicity of case definition | Very simple: the definition is short and there is no ambiguity in understanding (VS)  Simple: the definition is short but some formulations can be subject to interpretation (S)  Not very simple: the definition is long (or poorly understandable) and/or most of the information used may be subject to interpretation (NVS)  Complex: definition is long and/ or poorly understandable and / or the majority of the formulation used may be subject to interpretation (C) | IU 1:  IU 2:  IU 3:  IU 4:  IU 5:  IU 6: |

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| Event based surveillance protocol (Passive) | | | | | | | |
| Suspicion forms | | | | | | | |
| Simplicity of suspicion forms | | | | | | IU 1:  Yes  No  IU 2:  Yes  No  IU 3:  Yes  No  IU 4:  Yes  No  IU 5:  Yes  No  IU 6:  Yes  No | |
| Quality and relevance of suspicion form | | | | | | IU 1:  IU 2:  IU 3:  IU 4:  IU 5:  IU 6: | |
| The suspicion forms are easily accessible | | | | | | IU 1:  Yes  No  IU 2:  Yes  No  IU 3:  Yes  No  IU 4:  Yes  No  IU 5:  Yes  No  IU 6:  Yes  No | |
| Measurement tool | | | | | | | |
| ***Measurement tool*** *= anything that is not sampling and is possibly used to collect data.*  *(i.e. questionnaires, tuberculin tests, etc …)*   * **If Measurement tools** **are not used go to question 5.2.2.3** | | | | | | | |
| **Measurement tool**  (For all measurement tool used precise if they are adapted to the field conditions) | | | | | | **Adapted to the field conditions**  (A measurement tool is adapted to the field conditions if it’s easy to use and easy to transport) | |
| Note the name of the measurement tool | | | | | | IU 1:  Yes  No  IU 2:  Yes  No  IU 3:  Yes  No  IU 4:  Yes  No  IU 5:  Yes  No  IU 6:  Yes  No | |
| Note the name of the measurement tool | | | | | | IU 1:  Yes  No  IU 2:  Yes  No  IU 3:  Yes  No  IU 4:  Yes  No  IU 5:  Yes  No  IU 6:  Yes  No | |
| Note the name of the measurement tool | | | | | | IU 1:  Yes  No  IU 2:  Yes  No  IU 3:  Yes  No  IU 4:  Yes  No  IU 5:  Yes  No  IU 6:  Yes  No | |
| Simplicity of the measurement tool | | | | | | IU 1:  Yes  No  IU 2:  Yes  No  IU 3:  Yes  No  IU 4:  Yes  No  IU 5:  Yes  No  IU 6:  Yes  No | |
| The measurement tools are easily accessible | | | | | | IU 1:  Yes  No  IU 2:  Yes  No  IU 3:  Yes  No  IU 4:  Yes  No  IU 5:  Yes  No  IU 6:  Yes  No | |
| Samples | | | | | | | |
| Existence of a sampling procedure?  ***Sampling*** *= Components which are sent to the laboratory. Example: blood sample, organ etc.* | | | | | | IU 1:  Yes  No  IU 2:  Yes  No  IU 3:  Yes  No  IU 4:  Yes  No  IU 5:  Yes  No  IU 6:  Yes  No   * **If no sampling is required, go straight to 5.2.2.5** | |
| **Collected samples**  (For all sampling used precise if they are adapted to the field conditions) | | | | | | **Adapted to the field conditions?** | |
| Note the sampling here*:* | | | | | | IU 1:  Yes  No  IU 2:  Yes  No  IU 3:  Yes  No  IU 4:  Yes  No  IU 5:  Yes  No  IU 6:  Yes  No | |
| Note the sampling here*:* | | | | | | IU 1:  Yes  No  IU 2:  Yes  No  IU 3:  Yes  No  IU 4:  Yes  No  IU 5:  Yes  No  IU 6:  Yes  No | |
| Note the sampling here*:* | | | | | | IU 1:  Yes  No  IU 2:  Yes  No  IU 3:  Yes  No  IU 4:  Yes  No  IU 5:  Yes  No  IU 6:  Yes  No | |
| Simplicity of sampling tools | | | | | | IU 1:  Yes  No  IU 2:  Yes  No  IU 3:  Yes  No  IU 4:  Yes  No  IU 5:  Yes  No  IU 6:  Yes  No | |
| The sampling tools are easily accessible | | | | | | IU 1:  Yes  No  IU 2:  Yes  No  IU 3:  Yes  No  IU 4:  Yes  No  IU 5:  Yes  No  IU 6:  Yes  No | |
| Samples are easy to take and are easily accessible (if no sample is required, the criterion is considered satisfied) | | | | | | IU 1:  Yes  No  IU 2:  Yes  No  IU 3:  Yes  No  IU 4:  Yes  No  IU 5:  Yes  No  IU 6:  Yes  No | |
| Sampling forms | | | | | | | |
| The completion of a sampling form is required?  *A sampling form is used to identify samples (what animal etc.)* | IU 1:  Yes  No  IU 2:  Yes  No  IU 3:  Yes  No  IU 4:  Yes  No  IU 5:  Yes  No  IU 6:  Yes  No   * **If no sampling is required, go straight to 5.2.2.5** | | | | | | |
| Simplicity of sampling forms | IU 1:  Yes  No  IU 2:  Yes  No  IU 3:  Yes  No  IU 4:  Yes  No  IU 5:  Yes  No  IU 6:  Yes  No | | | | | | |
| Quality and relevance of the sampling form | | Good (G)  Average (A)  Limited (L) | | | | IU 1:  IU 2:  IU 3:  IU 4:  IU 5:  IU 6: | |
| The sampling forms are easily accessible | IU 1:  Yes  No  IU 2:  Yes  No  IU 3:  Yes  No  IU 4:  Yes  No  IU 5:  Yes  No  IU 6:  Yes  No | | | | | | |
| Notification procedure | | | | | | | |
| Are there simple technical procedures for reporting cases? | | | IU 1:  Yes  No  IU 2:  Yes  No  IU 3:  Yes  No  IU 4:  Yes  No  IU 5:  Yes  No  IU 6:  Yes  No | | | | |
| Events collected | | | | | | | |
| Consequences of a suspicion for the source | | | | | No particular constraint (NC)  Minor constraint (restriction of movement, minor financial constraint...) (MC)    Several technical constraints essentially (restriction of movement, major financial constraint…) (SC)  Very stringent measure including regulation (slaughter of the animals)(VS) | | IU 1:  IU 2:  IU 3:  IU 4:  IU 5:  IU 6: |
| Consequences of a outbreak declaration for the source | | | | | No particular constraint (NC)  Minor constraint (restriction of movement, minor financial constraint...) (MC)    Important constraints essentially (culling with compensation, cleaning and disinfecting) (SC)  Very stringent measure (slaughter without compensation) (VS) | | IU 1:  IU 2:  IU 3:  IU 4:  IU 5:  IU 6: |
| What is your estimation about the level of outbreaks under-reporting? | | | | | | | |
| By sources (ex: farmers) | | | | None = less than 5% do not report event    minor = between 5 % and 15% do not report event    medium = between 15% and 30% do not report event  major = more than 30% do not report event | | | |
| By field agents | | | | None = less than 5% do not report event    minor = between 5 % and 15% do not report event    medium = between 15% and 30% do not report event  major = more than 30% do not report event | | | |

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# Sections 5 and 6 (part 3): Tools and surveillance protocols

# *To be completed by field agents*

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| Case definition | | |
| Simplicity of case definition | Very simple: the definition is short and has no ambiguity in understanding (VS)  Simple: the definition is short but some formulations are open to interpretation (S)  Not very simple: the definition is long (or poorly presented) and/or most of the information used may be open to interpretation (NVS)  Complex: definition is long and/ or poorly presented (it’s difficult to understand the definition) and / or the majority of the formulation used may be open to interpretation (C) | FA 1:  FA 2:    FA 3:  FA 4:  FA 5:  FA 6:  FA 7:  FA 8:  FA 9:  FA 10: |

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| Event based surveillance protocol (Passive) | | | | | | | | | | | |
| is there a passive surveillance protocol implemented?  **If no, go straight to question 20** | | | | | | | | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No | | | |
| What is the percentage of livestock farm under surveillance for passive surveillance | | | | | | | | FA 1:  FA 2:  FA 3:  FA 4:  FA 5:  FA 6:  FA 7:  FA 8:  FA 9:  FA 10: | | | |
| The cases are detected by | information from sources (farmers or VAHW) | | | | | | | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No | | | |
| scheduled visits | | | | | | | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No | | | |
| following visits for other reasons | | | | | | | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No | | | |
| Other | | | | | | | FA 1:  Yes  No *specify:*  FA 2:  Yes  No *specify:*  FA 3:  Yes  No *specify:*  FA 4:  Yes  No *specify:*  FA 5:  Yes  No *specify:*  FA 6:  Yes  No *specify:*  FA 7:  Yes  No *specify:*  FA 8:  Yes  No *specify:*  FA 9:  Yes  No *specify:*  FA 10:  Yes  No *specify:* | | | |
| *Suspicion Forms*  **Complete this part only if field agent use suspicion forms**  ***If no, go to question 5.3.2.2*** | | | | | | | | | | | |
| Simplicity of suspicion forms | | | | | | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No | | | | | |
| Quality and relevance of suspicion forms | | | | | | Good (G)  Average (A)  Limited (L) | | | | FA 1:  FA 2:  FA 3:  FA 4:  FA 5:  FA 6:  FA 7:  FA 8:  FA 9:  FA 10: | |
| The suspicion forms are easily accessible | | | | | | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No | | | | | |
| Measurement tool ***Complete this part only if field agents use some measurement tools***  ***If no, go straight to question 5.3.2.3*** | | | | | | | | | | | |
| **Measurement tools** = anything that is not sampling and which can be used to collect data.  (ie questionnaires, tuberculin tests, etc) | | | | | | | | | | | |
| **Measurement tools**  (For all measurement tool used precise if they are adapted to the field conditions) | | | | | | | **Adapted to field conditions**  (A measurement tool is adapted to the field conditions if it’s easy to use and easy to transport) | | | | |
| Note the name of the measurement tool | | | | | | | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No | | | | |
| Note the name of the measurement tool | | | | | | | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No | | | | |
| Note the name of the measurement tool | | | | | | | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No | | | | |
| Simplicity of measurement tool | | | | | | | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No | | | | |
| The measurement tools are easily accessible | | | | | | | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No | | | | |
|  | | | | | | |  | | | | |
| Samples ***Complete this part only if field agents collect samples***  ***If no, go to question 5.3.2.5***  ***Sampling*** *= Components which are sent to the laboratory. Example: blood sample, organ etc.* | | | | | | | | | | | |
| **Collected samples**  (For all sampling used precise if they are adapted to the field conditions) | | | | | | | **Adapted to the field conditions** | | | | |
| Note the sampling here*:* | | | | | | | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No | | | | |
| Note the sampling here*:* | | | | | | | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No | | | | |
| Note the sampling here*:* | | | | | | | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No | | | | |
| Simplicity of sampling tool | | | | | | | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No | | | | |
| The sampling tools are easily accessible | | | | | | | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No | | | | |
| Samples are easy to take and are easily accessible (if no sample is required, the criterion is considered satisfied) | | | | | | | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No | | | | |
| Sampling forms ***Complete this part only if field agent use sampling forms (see section 3 part 3 question 1)***  ***If no, go to question 5.3.2.5*** | | | | | | | | | | | |
| The completion of a sampling form is required?  *A sampling form is used to identify samples (what animal etc.)* | | | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No | | | | | | | | |
| Simplicity of sampling forms | | | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No | | | | | | | | |
| Quality and relevance of sampling form | | | Good (G)  Average (A)  Limited (L) | | | | | | FA 1:  FA 2:  FA 3:  FA 4:  FA 5:  FA 6:  FA 7:  FA 8:  FA 9:  FA 10: | | |
| The sampling forms are easily accessible | | | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No | | | | | | | | |
| Notification procedure | | | | | | | | | | | |
| Are there simple technical procedures for reporting cases? | | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No | | | | | | | | | |
| Consequences of a suspicion for the data collector | | No particular constraint (NC)  Minor constraints (need to make other visits, additional observations, etc …)(MC)  Several technical constraints essentially (high costs, achieving significant additional sampling etc…)(SC)  Very stringent measure including regulation (job loss, important financial constraints…) (VS) | | | | | | | | | FA 1:  FA 2:  FA 3:  FA 4:  FA 5:  FA 6:  FA 7:  FA 8:  FA 9:  FA 10: |
| Consequences of a suspicion for the source | | No particular constraint (NC)  Minor constraint (restriction of movement, minor financial constraint...) (MC)    Important constraints essentially (restriction of movement, major financial constraint…)  (SC)  Very stringent measure (slaughter of the animals)(VS) | | | | | | | | | FA 1:  FA 2:  FA 3:  FA 4:  FA 5:  FA 6:  FA 7:  FA 8:  FA 9:  FA 10: |
| Consequences of a outbreak declaration for the source | | No particular constraint (NC)  Minor constraint (restriction of movement, minor financial constraint...) (MC)    Several technical constraints essentially (culling with compensation, cleaning and disinfecting)  (SC)  Very stringent measure including regulation (slaughter without compensation) (VS) | | | | | | | | | FA 1:  FA 2:  FA 3:  FA 4:  FA 5:  FA 6:  FA 7:  FA 8:  FA 9:  FA 10: |
| What is your estimation about the level of outbreaks under-reporting? | | | | | | | | | | | |
| By sources (ex: farmers) | | | | None = less than 5% do not report event    minor = between 5 % and 15% do not report event    medium = between 15% and 30% do not report event  major = more than 30% do not report event | | | | | | | |
| Activation of motivation for passive surveillance | | | | | | | | | | | |
| Awareness building meetings for livestock owners | | | | | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No | | | | | | |
| Some per diem for farmers when they report a case? | | | | | For this question ask 5 Fields agents  FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No | | | | | | |
| Individual awareness building (telephone, visits) | | | | | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No | | | | | | |
| Other | | | | | FA 1:  Yes  No *specify:*  FA 2:  Yes  No *specify:*  FA 3:  Yes  No *specify:*  FA 4:  Yes  No *specify:*  FA 5:  Yes  No *specify:*  FA 6:  Yes  No *specify:*  FA 7:  Yes  No *specify:*  FA 8:  Yes  No *specify:*  FA 9:  Yes  No *specify:*  FA 10:  Yes  No *specify:* | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Planned surveillance protocol: (Active) | | | | |
| Are there active surveillance procedures? | | | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No **If no, go straight to question 5.3.4** | |
| Describe the sampling procedures implemented in the active surveillance  **For each procedure, specify: Epidemiological unit, Sample size, Selection, modalities, Frequency of sampling and investigations, Data collected, Tests undertaken**  **(Annex any necessary documents)** | | | | |
| Describe for each field agent the procedures of the active surveillance: | | | | |
| FA 1 |  | | | |
| FA 2 |  | | | |
| FA 3 |  | | | |
| FA 4 |  | | | |
| FA 5 |  | | | |
| FA 6 |  | | | |
| FA 7 |  | | | |
| FA 8 |  | | | |
| FA 9 |  | | | |
| FA 10 |  | | | |
| Representativeness of sampled population | | | | |
| The surveillance is exhaustive | | | | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No |
| The population under surveillance  Surveillance is defined by  random sampling | | | | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No |
| The population under  Surveillance is defined by  risk based sampling | | | | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No |
| The population under surveillance  is a sentinel population | | | | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No |
| Number of event of the active surveillance from previous year | | FA 1:  FA 2:  FA 3:  FA 4:  FA 5:  FA 6:  FA 7:  FA 8:  FA 9:  FA 10: | | |

|  |  |
| --- | --- |
| Specific surveillance protocol | |
| Existence of susceptible wild animal surveillance | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No |
| Wild animals are completely taken into account (sampling, samples, tests, etc.) in the surveillance procedures. | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No |
| Existence of vectors surveillance (organism which does not cause the disease but diffuse the disease by carrying pathogenic agents from one host to the other) | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No |
| Vectors are completely taken into account (sampling, samples, tests, etc.) in the surveillance procedures. | FA 1:  Yes  No  FA 2:  Yes  No  FA 3:  Yes  No  FA 4:  Yes  No  FA 5:  Yes  No  FA 6:  Yes  No  FA 7:  Yes  No  FA 8:  Yes  No  FA 9:  Yes  No  FA 10:  Yes  No |

# Section 7: Data management

# *To be completed by the network coordinator*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | *Commentary/response* | | | | | | | | | | | |
| Management tool | | | | | | | | | | | | | | | | | | |
| * + 1. ***Modalities*** | | | | | | | | | | | | | | | | | | |
| Existence of a data management procedure? | | | | | | | | | | | | Yes  No | | | |  | | |
| All the network data are managed within the same database? | | | | | | | | | | | | Yes  No | | | |  | | |
| Existence of a centralized database? | | | | | | | | | | | | Yes  No | | | |  | | |
| Relational database exists?  *= a computerized database in which data are regrouped by categories in interlinked tables, enabling data to be exploited in the form of enquiries that "call up" the required data and which can be performed automatically, producing new data presentation tables or tables presenting the status of data selection or extraction* | | | | | | | | | | | | Yes  No | | | |  | | |
| Spreadsheet | | | | | | | | | | | | Yes  No | | | |  | | |
| Paper files | | | | | | | | | | | | Yes  No | | | |  | | |
| High performance computer equipment | | | | | | | | | | | | Yes  No | | | |  | | |
| * + 1. ***If relational database =>* If no go straight to question 7.1.3** | | | | | | | | | | | | | | | | | | |
| Name of the relational database | | | | | | | | |  | | | | | | | | | |
| Software | | | | | | | | |  | | | | | | | | | |
| Development level | | | | | | | | | Internal  Sub-contractors | | | | | | | | | |
| * + 1. ***structure of the database*** | | | | | | | | | | | | | | | | | | |
| Which data are managed within the database? | | | | | | | | | Epidemiological case  Epidemiological suspicions  Results from individual analyses  Results from epidemiological unit analysis  Generic data on population under surveillance  Data on epidemiological units of population under surveillance  Data on interventions (vaccination, culling, investigation)  Other (give details) : | | | | | | | | | |
| What are the functions of the database? | | | | | | | | | Extraction of data by central unit  Edition of status for descriptive analysis of the data  Automatic correction when editing  Monitoring of adequacy  Other (give details): | | | | | | | | | |
| The database holds | | | | | | | | | all the information about the network  the majority of data  basic data | | | | | | | | | |
| the database is considered as user friendly and simple to use? | | | | | | | | | Yes  No | | | | | | | If No, explain why : | | |
| For the network coordinator, what are the limiting factors for this database? | | | | | | | | |  | | | | | | | | | |
| * + 1. ***Resources for database management*** | | | | | | | | | | | | | | | | | | |
| Are there internal human resources allocated for maintenance and management of the database | | | | | | Yes  No | | | | | | | | | | | | |
| Are there external sub-contractors regularly involved to maintain and manage database | | | | | | Yes  No | | | | | | | | | | | | |
| The financial means to manage and maintain the database are considered as sufficient? | | | | | | Yes  No and **Minor deficiencies :** deficiencies generate a constraint on the structure but do not interfere with the conduct of surveillance activities  No and **Medium deficiencies :** deficiencies create a constraint that interferes with the conduct of surveillance activities  No and **Major deficiencies :** deficiencies create a constraint that severely limits the conduct of surveillance activities | | | | | | | | | | | | |
| data entry | | | | | | | | | | | | | | | | | | |
| * + 1. ***Delay for data entry*** | | | | | | | | | | | | | | | | | | |
| Data are entered regularly? | | | | | | | Yes  No | | | | | |  | | | | | |
| What is the Frequency of data entry? | | | | | | |  | | | | | | | | | | | |
| The delay for data entry is specified in an official document? | | | | | | | Yes  No | | | | | | | | | | | |
| The delay for data entry is considered as a problem?  *(the delay is compatible with the objectives of the surveillance)* | | | | | | | **No. the delay for data entry is not a problem**  **Yes but the time lag is minor** (*There is a slight time lag between the arrival of data and entry into the database which would justify slight improvements to meet the objectives of the system*)  **Yes and the time lag is important** (*There is a substantial time lag between the arrival of data and their entry into the database which would justify significant improvements to meet the objectives of the system*)  **Yes and the time lag is no compatible with a good surveillance** (*delay between the arrival of data and entry into the database is so long that the system cannot meet its objectives and fundamental changes in the procedures and/or in the staff involved are required)* | | | | | | | | | | | |
| * + 1. ***Individual responsible for data entry*** | | | | | | | | | | | | | | | | | | |
| Data entry is Centralized? | | | | Yes  No | | | | | | | | *If No,*  *Specify which administrative level is in charge of data entry :*  *....* | | | | | | |
| What is the number of people involved in data entry? | | | |  | | | | | | | | | | | | | | |
| **Name of person in charge of data entry** | **About this person,**  **Improvements for time allocated are** | | | | | | | | | **About this person,**  **Improvements for training are** | | | | | | | | |
|  | **none** = *time allocated is correct to perform the assigned task*  **Minor** = *the individual will properly perform the task it was assigned if some easy modifications to schedule are implemented*  **Major** = *it is necessary to completely change the schedule* | | | | | | | | | **none** = *the training is correct to perform the assigned task*  **Minor** = *the person has small gaps in understanding and / or knowledge which constitute a gene in the proper performance of its task. These gaps can be easily remedied by short additional training.*  **Major** *= the person has important gaps in understanding and / or knowledge impeding the successful completion of his task. It is necessary to have a completely different training* | | | | | | | | |
|  | **none**  **Minor**  **Major** | | | | | | | | | **none**  **Minor**  **Major** | | | | | | | | |
|  | **none**  **Minor**  **Major** | | | | | | | | | **none**  **Minor**  **Major** | | | | | | | | |
| data Validation | | | | | | | | | | | | | | | | | | |
| * + 1. ***Validation procedure*** | | | | | | | | | | | | | | | | | | |
| There is a Validation of data in the surveillance network? | | | | | | | | Yes  No | | | | | |  | | | |  |
| If yes,  What is the mean of checking? | | | | | | | | Automatic checking of data entry (*computer checks the data entry)* | | | | | | | | | | |
| Manual verification of data entry *(Someone checks the data entry)*  *If yes, specify who does it :* | | | | | | | | | | |
| All the data undergoes validation? | | | | | | | | Yes  No | | | | | |  |  | | | |
| a written procedure for data validation exists? | | | | | | | | Yes  No | | | | | |  |  | | | |
| What is the Quality of validation? | | | | **Good** = *validation is undertaken by staff sufficiently close to the field for missing data to be recuperated or data entry errors corrected. Missing data are effectively sought out in a systematic manner and the search is traceable.*  **Minor deficiencies** = *minor improvements are identified regarding the proximity of the verification and validation level, recording, and the traceability of validation and searches for missing data.*  **Major deficiencies** = *major improvements need to be made regarding the proximity of the verification and validation level, recording, and the traceability of validation and searches for missing data.* | | | | | | | | | | | | | | |
| * + 1. ***Individual responsible for data validation*** | | | | | | | | | | | | | | | | | | |
| **Names of people in charge of data validation** | | **About this person,**  **Improvements for time allocated are** | | | | | | | | | **About this person,**  **Improvements for training are** | | | | | | | |
|  | | **none** = *time allocated is correct to perform the assigned task*  **Minor** = *the individual will properly perform the task he was assigned to if some easy modifications to schedule are implement*  **Major** = *it is necessary to completely change the schedule* | | | | | | | | | **none** = *training is correct to perform the assigned task*  **Minor** = *the person has small gaps in understanding and / or knowledge which impede the proper performance of its task. These gaps can be easily remedied by short additional training.*  **Major** = *the* *person has important gaps in understanding and / or knowledge impeding the successful completion of its task. It is necessary to have a completely different training* | | | | | | | |
|  | | **none**  **Minor**  **Major** | | | | | | | | | **none**  **Minor**  **Major** | | | | | | | |
|  | | **none**  **Minor**  **Major** | | | | | | | | | **none**  **Minor**  **Major** | | | | | | | |
| * + 1. ***Means for validation*** | | | | | | | | | | | | | | | | | | |
| Available material for entry and validation of data? *(computers, software)* | | | | | Yes  No | | | | | | | | | | | | | |
| Adequacy of means available for data validation? | | | | | Yes  No and **Minor deficiencies :** deficiencies generate a constraint on the structure but do not interfere with the performance of surveillance activities  No and **Medium deficiencies :** deficiencies create a constraint that interferes with the performance of surveillance activities  No and **Major deficiencies :** deficiencies create a constraint that severely limits the performance of surveillance activities | | | | | | | | | | | | | |
| For the network coordinator what are the limiting factors for data entry and validation? *(staff? Material? Other?)* | | | | |  | | | | | | | | | | | | | |
| Analysis and interpretation of data | | | | | | | | | | | | | | | | | | |
| * + 1. ***Generality*** | | | | | | | | | | | | | | | | | | |
| A team is identified to management (analysis and interpretation) of the data? | | | | | | Yes  No | | | | | | | | | | | | |
| What is the number of staff allocated to data analysis? | | | | | |  | | | | | | | | | | | | |
| What is the Qualification of staff allocated to data analysis? | | | | | | **good =** multi-disciplinary team whose composition is within the needs of the system  **medium =** multi-disciplinary team but needs to have additional skills OR no multi-disciplinary team (only one person performs data analysis and this person has a multi-disciplinary level of knowledge)  **bad =** no multi-disciplinary team. Only one person performs data analysis and this person has NOT a multi-disciplinary level of knowledge. | | | | | | | | | | | | |
| For the network coordinator, Data are analyzed regularly? (frequency is in perfect accordance with the needs of the system) | | | | | | Yes  No | | | | | | | | | | | | |
| What is the Frequency of data analysis? | | | | | |  | | | | | | | | | | | | |
| * + 1. ***Individual responsible for data analysis*** | | | | | | | | | | | | | | | | | | |
| **Names of people in charge of data analysis** | | **About this person,**  **Improvements for time allocated are** | | | | | | | | | **About this person,**  **Improvements for training are** | | | | | | | |
|  | | **none** = *time allocated is correct to perform the assigned task*  **Minor** = *the individual will properly perform the task he was assigned to if some easy modifications to schedule are implement*  **Major** = *it is necessary to completely change the schedule* | | | | | | | | | **none** = *training is correct to perform the assigned task*  **Minor** = *the person has small gaps in understanding and / or knowledge which impede the proper performance of its task. These gaps can be easily remedied by short additional training.*  **Major** = *the* *person has important gaps in understanding and / or knowledge impeding the successful completion of its task. It is necessary to have a completely different training* | | | | | | | |
|  | | **none**  **Minor**  **Major** | | | | | | | | | **none**  **Minor**  **Major** | | | | | | | |
|  | | **none**  **Minor**  **Major** | | | | | | | | | **none**  **Minor**  **Major** | | | | | | | |
| * + 1. **Level of analysis** | | | | | | | | | | | | | | | | | | |
| Analysis of data consists of | | | Table with a summary of cases | | | | | | | | | | | | | | Yes  No | |
| Mapping of cases | | | | | | | | | | | | | | Yes  No | |
| Analysis of the situation  *(beyond a simple description of cases)* | | | | | | | | | | | | | | Yes  No | |
| Other | | | | | | | | | | | | | | Yes  No | |
| Statistical and scientific validation of analysis? | | | | | | | | | Yes  No | | | | | *By whom:* | | | | |
| Statistical software required (for data analysis) is available? | | | | | | | | | Yes  No | | | | | *Which:* | | | | |
| If yes, Number of staff trained to use those software? | | | | | | | | |  | | | | |  | | | | |
| Availability of GIS? | | | | | | | | | Yes  No | | | | | *Which :* | | | | |
| If yes,  GIS actually used? | | | | | | | | | Yes  No | | | | | for the network  for the emergency plan | | | | |
| Staff trained to use GIS? | | | | | | | | | Yes  No | | | | | *How many:* | | | | |
| Staff using GIS? | | | | | | | | | Yes  No | | | | | *How many:* | | | | |
| Availability of GPS? | | | | | | | | | Yes  No | | | | | *How many :* | | | | |
| For the network coordinator, What are the limiting factors identified for data analyses and interpretation? *(Staff? Material? Time allocated?)* | | | | | | | | |  | | | | | | | | | |
| Is data analysis considered as complete? | | | | | | | | | Yes  No and **Minor deficiencies :** deficiencies generate a constraint on the structure but do not interfere with the performance of surveillance activities  No and **Medium deficiencies :** deficiencies create a constraint that interferes with the performance of surveillance activities  No and **Major deficiencies :** deficiencies create a constraint that severely limits the performance of surveillance activities | | | | | | | | | |
| * + 1. ***Resources for data analysis*** | | | | | | | | | | | | | | | | | | |
| Material means (for data analysis) are considered as sufficient?  *(number of computers? Software?)* | | | | | | | | | Yes  No and **Minor deficiencies :** deficiencies generate a constraint on the structure but do not interfere with the performance of surveillance activities  No and **Medium deficiencies :** deficiencies create a constraint that interferes with the performance of surveillance activities  No and **Major deficiencies :** deficiencies create a constraint that severely limits the performance of surveillance activities | | | | | | | | | |
| financial means (for data analysis) are considered as sufficient? | | | | | | | | | Yes  No and **Minor deficiencies :** deficiencies generate a constraint on the structure but do not interfere with the performance of surveillance activities  No and **Medium deficiencies :** deficiencies create a constraint that interferes with the performance of surveillance activities  No and **Major deficiencies :** deficiencies create a constraint that severely limits the performance of surveillance activities | | | | | | | | | |

# Section 8: Training

# *To be completed by the network coordinator*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | *Commentary/response* | | | | | | | | | | | | | | |
| Directors / Network coordinators (Central unit) | | | | | | | | | | | | | | | | | | | | | |
| The management team staffs of the surveillance network have knowledge and experience in epidemiology? | | | | | | | | Yes  No | | | | | |  | | |  | | | | |
| **Level of training of staff in the management team of the surveillance network** | | | | | | | | Basic concepts | | | 1 to 4 week course | | | | | Masters | | | PhD | Experienced or Expert | |
| **Number of people** | | | | | | | |  | | |  | | | | |  | | |  |  | |
| For the network coordinator, the competencies in epidemiology of the management team are adequate with the objectives of the network? | | | | | | | | **Yes** *: The level of knowledge is sufficient to correctly perform the tasks assigned*  **No and additional needs in terms of competences are Minor** : *significant level identified within the central unit staff but shortfall in epidemiology skills, requiring complementary training over a short period*  **No and additional needs in terms of competences are Major** : *shortfall in epidemiology skills requiring lengthy training* | | | | | | | | | | | | | |
| What will be the additional needs in terms of competences? | | | | | | | |  | | | | | | | | | | | | | |
| Initial training of field agents *(field agents and intermediary units)* | | | | | | | | | | | | | | | | | | | | | |
| Initial training (about the detection of the disease and the procedure to inform the network that an outbreak occurs) is planned for all the actors of the network? | | | | | | | | Yes  No | | | | | | | | | | | | | |
| This initial training is implemented by only one organization? | | | | | | | | Yes  No | | | | | | *specify:* | | | | | | | |
| All the actors of the network had an initial training when they entered the network? | | | | Yes  No and Only some actors are not concerned by the initial training  No and lot of actors are not concerned by the initial training | | | | | | | | | | | | | | | | | *Comments* |
| * + 1. ***Course of initial training*** | | | | | | | | | | | | | | | | | | | | | |
| How is the initial training of field agents (and staff of intermediary units)?  *If there are differences between field agents and intermediary unit agents specify them* | | | | | | | Collective | | | | | | If collective, how many people per training? | | | | | | | | |
| Individual | | | | | |  | | | | | | | | |
| What is the duration of these trainings? | | | | | | |  | | | | | | | | | | | | | | |
| What is the experience of the trainer(s) of the intermediary units? | | | | | | | Training specialist (specific training for trainers and several years of experience as a trainer)  Specific training for trainers and few experience as a trainer  No specific training for trainers and few experience as a trainer | | | | | | | | | | | | | | |
| What is the experience of the trainer(s) of the field agents? | | | | | | | Training specialist (specific training for trainers and several years of experience as a trainer)  Specific training for trainers and few experience as a trainer  No specific training for trainers and few experience as a trainer | | | | | | | | | | | | | | |
| * + 1. ***Contents of initial training*** | | | | | | | | | | | | | | | | | | | | | |
| Existence of an official document which specifies the skills we want to transmit during the training exists? | | | | | | | | | | | | Yes  No | | | | | | *Specify for which sort of training (or organization) this information has been verified:* | | | |
| Use of practical training?  *(example: samples taking – form filling)* | | | | | | | | | | | | Yes  No | | | | | | *Specify for which sort of training (or organization) this information has been verified:* | | | |
| Qualitative evaluation and anonymous assessment of knowledge acquisition (MCQ) exists at the end of each training? | | | | | | | | | | | | Yes  No | | | | | | *Specify for which sort of training (or organization) this information has been verified:* | | | |
| Subjects discussed during the initial training | | | | Regional animal health policy and regulations | | | | | | | | | | | | | | Yes  No | | | |
| Rational for setting up a network | | | | | | | | | | | | | | Yes  No | | | |
| Training in general network procedures | | | | | | | | | | | | | | Yes  No | | | |
| Knowledge of the disease under surveillance | | | | | | | | | | | | | | Yes  No | | | |
| Recognition of case definition *(suspected case)* | | | | | | | | | | | | | | Yes  No | | | |
| Knowledge of the documents to complete | | | | | | | | | | | | | | Yes  No | | | |
| Skills and practices for sample taking | | | | | | | | | | | | | | Yes  No | | | |
| How to package and store samples | | | | | | | | | | | | | | Yes  No | | | |
| How to ship samples and transmit forms | | | | | | | | | | | | | | Yes  No | | | |
| Knowledge of intervals allowed | | | | | | | | | | | | | | Yes  No | | | |
| Initial disease control measures | | | | | | | | | | | | | | Yes  No | | | |
| Communicating with livestock farmers | | | | | | | | | | | | | | Yes  No | | | |
| Other: ..... | | | | | | | | | | | | | |  | | | |
| * + 1. ***Resources for initial training*** | | | | | | | | | | | | | | | | | | | | | |
| What are the limiting factors and the identified needs for initial training? | Financial resources | | | | **Minor gaps**: slight constraints.  **Major gaps**: major resources constraints but training activities are nevertheless carried out  **gaps do not permit training activities** | | | | | | | | | | | | | | | | |
| Human resources | | | | **Minor gaps**: *Example: The experience of persons in charge of training is not sufficient OR the number of person in charge of training is not sufficient to correctly implement trainings*  **Major gaps**. *Example: The experience of persons in charge of training is not sufficient AND the number of person in charge of training is not sufficient to correctly implement trainings*  **Gaps do not permit training activities**. *Example: persons in charge of training have no experience in management training* | | | | | | | | | | | | | | | | |
| Material resources | | | | **Minor gaps**: slight constraints to implement training. *Example: no computer is available and it’s necessary to use papers*  **Major gaps**: major resources constraints but training activities are nevertheless carried out. *Example: not enough documents for people who are trained OR room for training is unsuitable*  **Gaps do not permit training activities**. *Example: no “room” for training* | | | | | | | | | | | | | | | | |
| Other..... | | | |  | | | | | | | | | | | | | | | | |
| Refresher training for field agents and intermediary units | | | | | | | | | | | | | | | | | | | | | |
| Refresher training for field agents and intermediary units are Planned? | | | | | | Yes  No | | | | * **If no go straight to section 9** | | | | | | | | | | | |
| How long after the initial training is the first refresher training planned? | | | | | |  | | | |  | | | | | | | | | | | |
| What is the average frequency of refresher trainings? | | | | | |  | | | |  | | | | | | | | | | | |
| All the actors of the network participate in refresher trainings? | | | Yes  No and only some actors don’t participate to these refresher trainings  No and lot of actors don’t participate to these refresher trainings | | | | | | | | | | | | | | | | | *Comments* | |
| * + 1. ***Contents of refresher training*** | | | | | | | | | | | | | | | | | | | | | |
| How is the refresher training of field agents (and staff of intermediary units)?  *If differences between field agents and intermediary unit agents specify it* | | | | | | Collective | | | | If collective, how many people per training? | | | | | | | | | | | |
| Individual | | | |  | | | | | | | | | | | |
| What is the duration of these trainings? | | | | | |  | | | |  | | | | | | | | | | | |
| What are the contents of refresher training? | | New or emerging diseases | | | | | | | | | | | | | Yes  No | | | | | | |
| Updating procedures | | | | | | | | | | | | | Yes  No | | | | | | |
| Synthesis of information already collected | | | | | | | | | | | | | Yes  No | | | | | | |
| Collect impressions and questions from the field | | | | | | | | | | | | | Yes  No | | | | | | |
| * + 1. ***Resources for refresher training*** | | | | | | | | | | | | | | | | | | | | | |
| What are the limiting factors and the identified needs for refresher courses? | | Financial resources (costs of organizing trainings, possible indemnities for participants) | | | | | | | **Minor gaps**: slight constraints.  **Major gaps**: major resources constraints but training activities are nevertheless carried out  **Gaps do not permit training activities** | | | | | | | | | | | | |
| Human resources (organization of trainings, trainers) | | | | | | | **Minor gaps**:. *Example: The experience of persons in charge of training is not sufficient OR the number of person in charge of training is not sufficient to correctly implement trainings*  **Major gaps**. *Example: The experience of persons in charge of training is not sufficient AND the number of person in charge of training is not sufficient to correctly implement trainings*  **Gaps do not permit training activities**. *Example: persons in charge of training have no experience in management training* | | | | | | | | | | | | |
| Material resources (teaching material, training sites) | | | | | | | **Minor gaps**: slight constraints to implement training. *Example: no computer is available and it’s necessary to use papers*  **Major gaps**: major resources constraints but training activities are nevertheless carried out. *Example: not enough documents for people who are trained OR room for training is unsuitable*  **Gaps do not permit training activities**. *Example: no “room” for training* | | | | | | | | | | | | |
| Other..... | | | | | | |  | | | | | | | | | | | | |

# Section 9: Communication

# *To be completed by the network coordinator*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | *Commentary/response* | | | | | | | | | | | |
| Visibility of the network | | | | | | | | | | | | | |
| Presence of a specific network logo | | | | Yes  No | | |  | | | | | | |
| Presence of a post-box reserved for the network | | | | Yes  No | | | *Address :* | | | |  | | |
| Existence of a network website | | | | Yes  No | | | *Address :*   * **If no go straight to question 9.2** | | | | | | |
| ***If yes, which are the uses of the website*** | | | | | | | | | | |  | | |
| Presentation of the network | | | | Yes  No | | | |  | | | | | |
| Data collection | | | | Yes  No | | | |  | | | | | |
| Frequently asked questions | | | | Yes  No | | | |  | | | | | |
| Other | | | | Yes  No | | | | *Specify :* | | |  | | |
| external communication | | | | | | | | | | | | | |
| Reports and scientific articles about results of surveillance are released by the surveillance system? | | | | Yes  No | | | |  | | | | | |
| If yes,  The frequency is planned by the network?  *Example: publication in a newspaper of one article per year* | | | | Yes  No | | | |  | | | | | |
| If a frequency is planned,  this frequency is respected? | | | | Yes  No and Minor gaps (their number could be slightly improved)  No and Major gap (irregular basis, and their number need to be greatly improved) | | | | | | | | | |
| Communication modes between network members | | | | | | | | | | | | | |
| What are Means of communication available (means for informal communication) between network members? | | | | Paper mail | | | | | | | | Yes  No | |
| Individual meetings (supervision) | | | | | | | | Yes  No | |
| Electronic mail | | | | | | | | Yes  No | |
| Meetings | | | | | | | | Yes  No | |
| Telephone discussions *(conference calls)* | | | | | | | | Yes  No | |
| Forum on the Internet | | | | | | | | Yes  No | |
| These communication means are adequate?  *For example if just electronic mail is available and if the internet connexion is not easy in the country, the means will be inadequate* | | | | Yes  No | | | | | | | | If no specify : | |
| Who use these means of informal communication? | | | | the large majority of the surveillance actors  a large number of the surveillance actors  very few surveillance actors | | | | | | | | | |
| Communication of surveillance results | | | | | | | | | | | | | |
| *Target* | | | | | | | | | | | | | |
| Who are targets of the communication of surveillance results (annual reports and outbreak notification)? | General public | | | | | | | | | Yes  No | | | |
| Neighbouring countries | | | | | | | | | Yes  No | | | |
| Network members | | | | | | | | | Yes  No | | | |
| Field agents | | | | | | | | | Yes  No | | | |
| International organisations | | | | | | | | | Yes  No | | | |
| Private and public national partners | | | | | | | | | Yes  No | | | |
| other | | | | | | | | | Yes  No If yes, specify: | | | |
| other | | | | | | | | | Yes  No If yes, specify: | | | |
| other | | | | | | | | | Yes  No If yes, specify: | | | |
| There is a means to check that the communication has been done? | | | | | | | | | | Yes  No | | | |
| *Means* | | | | | | | | | | | | | |
| What are means used to communicate the surveillance results? | Meetings | | | | | | | | | Yes  No | | | *Frequency :* |
| Synthesis reports | | | | | | | | | Yes  No | | | *Frequency :* |
| Information brochures (2 pages maximum) | | | | | | | | | Yes  No | | | *Frequency:* |
| Information bulletins | | | | | | | | | Yes  No | | | *Frequency:* |
| Radio broadcasts | | | | | | | | | Yes  No | | | *Frequency :* |
| Television broadcasts | | | | | | | | | Yes  No | | | *Frequency :* |
| Website | | | | | | | | | Yes  No | | | *Which one :* |
| *Information bulletins* | | | | | | | | | | | | | |
| **Definition**  **Information bulletin** = *it’s a sort of short newspaper which is produced by the surveillance network. It is used to spread the results of the surveillance and to keep relationship between actors of the surveillance network.* | | | | | | | | | | | | | |
| Information bulletins exist? | | | Yes | | | * If yes, join one bulletin | | | | | | | |
| No | | | * **If no, go straight to question 9.4.4** | | | | | | | |
| Predetermined frequency? | | | Yes  No | | | *If yes precise this frequency:* | | | | | | | |
| The previous Frequency is respected? | | | Yes  No | | |  | | | | | | | |
| The form of the information bulletin is attractive, in the network coordinator’s opinion? | | | Yes  No | | |  | | | | | | | |
| ***Who are Authors of the information bulletin?*** | | | | | | | | | | | | | |
| Network network coordinator | | Yes  No | | |  | | | | | | | | |
| Communications manager | | Yes  No | | | *Write his name:* | | | | | | | | |
| Other | | Yes  No | | | *Specify :* | | | | | |  | | |
| Number of copies | |  | | | | | | | | | | | |
| Circulation list | | Yes  No | | |  | | | | | | | | |
| ***Who are Recipients of the information bulletin?*** | | | | | | | | | | | | | |
| Network agents | | Yes  No | | | *Mode :* | | | |  | | | | |
| Other livestock sector agents | | Yes  No | | | *Mode :* | | | |  | | | | |
| Other private veterinarians | | Yes  No | | | *Mode :* | | | |  | | | | |
| Other livestock projects managers | | Yes  No | | | *Mode :* | | | |  | | | | |
| Ministry of Health / Public Health | | Yes  No | | | *Mode :* | | | |  | | | | |
| Other ministries | | Yes  No | | | *Mode :* | | | |  | | | | |
| Donors | | Yes  No | | | *Mode :* | | | |  | | | | |
| Neighbouring countries | | Yes  No | | | *Mode :* | | | |  | | | | |
| International organisations | | Yes  No | | | *Mode :* | | | |  | | | | |
| Other | | Yes  No | | | *Specify :* | | | |  | | | | |
| Evaluation of the bulletin | | | | | Yes  No | | | | | | | | |
| *Resources* | | | | | | | | | | | | | |
| Human resources (staff) for communication are sufficient?  *Example: enough people to write report or articles about surveillance results* | | Yes  **No and deficiencies are Minor** = deficiencies generate a constraint on the communication but this constraint doesn’t interfere with the normal communication  **No and deficiencies are Medium** = deficiencies create a constraint on communication and this constraint interferes with the normal communication between members of surveillance network  **No and deficiencies are Major** = deficiencies create a constraint which severely limits the good communication between members of the surveillance network | | | | | | | | | | | |
| Material resources for communication are sufficient?  *Example: computers are available etc.* | | Yes  **No and deficiencies are Minor** = deficiencies generate a constraint on the communication but this constraint doesn’t interfere with the normal communication  **No and deficiencies are Medium** = deficiencies create a constraint on communication and this constraint interferes with the normal communication between members of surveillance network  **No and deficiencies are Major** = deficiencies create a constraint which severely limits the good communication between members of the surveillance network | | | | | | | | | | | |
| Financial resources for communication are sufficient? | | Yes  **No and deficiencies are Minor** = deficiencies generate a constraint on the communication but this constraint doesn’t interfere with the normal communication  **No and deficiencies are Medium** = deficiencies create a constraint on communication and this constraint interferes with the normal communication between members of surveillance network  **No and deficiencies are Major** = deficiencies create a constraint which severely limits the good communication between members of the surveillance network | | | | | | | | | | | |

# Section 10: Evaluation

# *To be completed by the network coordinator*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | *Commentary/response* | | | | | | | |
| Internal evaluation | | | | | | | | |
| **Definition**  **Internal evaluation** = *assessment is conducted by the surveillance network itself. For the surveillance network the aim is to know its weak points and to improve itself.* | | | | | | | | |
| Internal evaluation already carried out? (before this evaluation) | | Yes  No | | | * **If no, go straight to question 10.2** | | | |
| How many internal evaluations have you done (before this evaluation)? | |  | | |  | | | |
| What is the frequency of your internal evaluations? | |  | | |  | | | |
| How do you process for your internal evaluations? | | use SNAT tool  use performance indicators  Other method. *specify* : ............... | | | | | | |
| Evaluation recorded? | | Yes  No | | | | | | |
| * + 1. ***If you use performance indicators, answer to the following questions***   ***(if no, go straight to question 10.1.2)*** | | | | | | | | |
| Use of an adequate method to ensure the pertinence of the indicators? | | | Yes  No | | | |  | |
| Indicators are validated by representatives of the steering committee | | | Yes  No | | | |  | |
| Indicators are Effectively used | | | Yes  No | | | |  | |
| * + 1. ***Utilization of internal evaluation*** | | | | | | | | |
| After your internal evaluation, do you Implement corrective measures? | | | Yes  Yes and with major improvement  Yes but with minor improvement  No | | | | | |
| After your internal evaluation, you send information to field agents? | | | Yes  No | | | | |  |
| After your internal evaluation, you Publish the results? | | | Yes  No | | | | |  |
| External evaluation | | | | | | | | |
| **Definition**  **External evaluation** = *assessment is conducted by an epidemiological expert who is not involved in the surveillance network. The aim of this evaluation is to have an objective point of view about the surveillance network (and it can be used to ensure the quality of data generated for partners)* | | | | | | | | |
| External evaluation already carried out? | | Yes  No | | * **If no, go straight to the end** | | | | |
| What is the Frequency of external evaluation? | |  | | | | | | |
| Dates | |  | | | | | | |
| This frequency is adequate with the need of the network? | | Yes  Yes but needs minor improvement  Yes but needs major improvement  No | | | | | | |
| The methodology used is? | | Adequate  Adequate but needs to be slightly expanded  Very incomplete or not recognized | | | | | | |
| Organization and expert | |  | | | | | | |
| Reports available? | | Yes  No | | | |  | | |
| After the external evaluation, Corrective measures are implemented? | | all corrective measures  Most of the corrective measures  few of the corrective measures  no corrective measure | | | | | | |
| In which time frame the corrective measures are implemented? | | quickly after external evaluation  after a long time | | | | | | |