

INTERVIEW GUIDE FOR THE NATIONAL TECHNICAL ADVISORY COMMITTEE ON IMMUNIZATION

GENERAL INFORMATION	
Date of interview _____/_____/_____ Interviewer's name: _____	
Person interviewed: _____ Year the committee was created: _____	
Position: _____ Length of time in the position: _____	

EVALUATION CRITERIA	RESPONSE		COMMENTS - OBSERVATIONS
	YES	NO	
1. What are the functions of the committee on immunization?			Specify.
1.1 Describe the nature of the committee: advisory, consultative, or regulatory?			Specify.
2. What is the committee's structure (the member's specialties or representation of medical or scientific societies)?			Specify.
3. What mechanism is used to select members and what is the official nomination process?			Specify.
4. Is there a confidentiality agreement?			Specify.
5. How often does it meet?			Specify.
5.1 Who convenes the meetings: the ministry or the committee itself?			Specify.
5.2 Who decides what topics it will address?			Specify.
6. How are decisions made, for example, by voting or by consensus?			Specify.
7. Can you offer some examples of relevant active participation in decision-making concerning the EPI?			Specify.
7.1 Introduction of new vaccines			
7.2 Vaccination campaigns			
7.3 Vaccination laws			
7.4 Changes in the vaccination schedule			
7.5 Clinical treatment during outbreaks of vaccine-preventable diseases (VPD)			
7.6 Surveillance and classification of Events Supposedly Attributable to Vaccination or Immunization (ESAVI)			
7.7 Epidemiological surveillance			
7.8 Ad hoc committee to document the elimination of VPD or for the classification of doubtful cases of VPD			
7.9 Other			Specify.
8. What information is used for decision-making?			
8.1 Recommendations of the Technical Advisory Group (TAG) on Vaccine-preventable Diseases			
8.2 WHO recommendations			

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EVALUATION CRITERIA	RESPONSE		COMMENTS - OBSERVATIONS
	YES	NO	
8.3 ACIP/CDC recommendations			
8.4 Scientific publications			
8.5 National data			
8.6 Unpublished studies			
8.7 Other			Specify.
9. Are minutes available from the meetings held in the past year?			
10. Are subcommittees formed to address specific issues?			

[illegible]