



Rialtas na hÉireann
Government of Ireland

High Level Task Force on COVID-19 Vaccination

7th December 2020 Meeting

Updates, decisions and actions from meeting

High Level Task Force on COVID-19 Vaccination

Monday 7 December 2020 14:00

Updates, decisions and actions arising from meeting

1. Attendees

A. Members in attendance	B. Additional attendees in support
Prof. Brian MacCraith, Task Force Chair	<i>i. Task Force Secretariat</i>
Dr Tony Holohan, Chief Medical Officer, DOH	Kate Waterhouse, Task Force Secretariat
Fergal Goodman, Assistant Secretary, Health Protection Division, DOH	<i>ii. In Attendance</i>
Liz Canavan, Chair, Senior Officials Group on COVID-19	Dr Lorraine Doherty, Clinical Director Health Protection, HSE
Paul Reid, Chief Executive Officer, HSE	Sean Bresnan, National Director of Procurement, HSE
Dr Colm Henry, Chief Clinical Officer, HSE	Gerry O'Brien, Director, Health Protection, DOH
Paul Quinn, Government CPO and CEO, OGP	Deirdre Watters, Head of Communications, Department of Health
Barry Lowry, Chief Information Officer, OGCIO	Dr Ronan Glynn, Deputy Chief Medical Officer, DOH
Dermot Mulligan, Assistant Secretary, Innovation and Investment Division, DETE	<i>iii. Programme support</i>
Martin Shanahan, Chief Executive Officer, IDA	Michael McDaid (PwC), Programme Office
Dalton Philips, Chief Executive Officer, DAA	Yvonne Mowlds (PwC), Programme Office
Lorraine Nolan, Chief Executive, Health Products Regulatory Authority (HPRA)	David McGee (PwC), Programme Office
Rachel Kenna, Chief Nursing Officer, Department of Health	Darren O'Neill (PWC), Programme Office
Derek McCormack, Expert on Cold Chain Logistics	<i>iv. Partial attendance</i>
Derek Tierney, Programme Director	Fran Thompson, SRO WS6 Enabling Technology & Information
	David Walsh, SRO WS4 - Vaccine Process & Workforce

2. Updates, decisions and approvals by Task Force

At the meeting, the Task Force:

1. Welcomed Derek Tierney as Programme Director and SRO of Workstream 1: Governance & Operating Model
2. Noted updates on open actions from previous meetings, including completion of five actions with the remainder on track/in progress (listed below). In particular, it was noted that:
 - a. A meeting with the Data Protection Commissioner's office has been scheduled for Wednesday 9 December; and
 - b. The paper on prioritisation is due for consideration by on Cabinet on 8 December.
3. Heard a progress update, which included an end-to-end process workshop on 1 December and successful delivery of the ULT freezers, with validation thereof ongoing. It was also noted that the cold-chain location has adequate equipment and capacity for the requirements of other vaccines.
4. Noted good progress across all seven workstreams.
5. Held a detailed discussion of the draft Strategy document, noting feedback from members of the Task Force and those in attendance, as well as from the HSE and the Department of Health. In particular, it was agreed that:
 - a. There is a need to find the right balance in how and what information is communicated in the Strategy;
 - b. A new chapter on Governance and decision-making will be included in the Strategy;
 - c. The Executive Summary will be developed to ensure that the main objective, questions and points of information are included up-front;
 - d. Dr. Holohan and Lorraine Nolan will provide input on communicating certain information in relation to vaccinations, including safety and informed consent;
 - e. Dr. Holohan and his team will provide language on the objective of vaccination as a component of the full set of COVID-19 public health measures;
 - f. Paul Reid and Fergal Goodman will provide input on financing and funding;
 - g. Paul Quinn will provide input on risk management as required;
 - h. Task Force members would provide any other additional inputs as required.
6. Discussed the critical path analysis, including the interdependencies of the workstreams, and agreed that this would continue to evolve.
7. Discussed and agreed a Communications Strategy and Plan for December and January, and noted:
 - a. Phase 1 (Preparing for the vaccine) has begun, and will address safety as a key public concern;
 - b. Phase 2 (Executing the vaccine) will begin January 2020;
 - c. A set of key spokespersons, who are subject matter experts, will speak as appropriate on their subject of expertise;
 - d. Understanding public sentiment is an integral part of the Strategy and Plan;

- e. Interdependency of logistics and communications workstreams;
- 8. Noted an update on preparedness from SRO on WS6 - Enabling Technology & Information - including details on ICT requirements, the procurement process and contingencies. In particular, the Task Force agreed that:
 - a. Details of the minimum dataset being used will be provided this week.
- 9. Noted an update on preparedness from SRO on WS4 - Vaccine Process & Workforce, including the interdependency of this workstream with ICT matters, the Government decision on prioritisation and input from DOH on vaccinators, and noted that a plan for Day 1 will be finalised by Friday 11 December.
- 10. Noted correspondence received in relation to the Vaccination Programme.
- 11. Agreed that a suitable time and date would be decided to meet later this week for sign-off on the draft Strategy.

3. New actions agreed 7 December by Task Force

#	Action	Owner
1	To organise additional meeting of HLTF before Friday 11 December	Prof. Brian MacCraith / Secretariat
2	Strategy: to add new chapter on Governance	Prof. Brian MacCraith / Programme Office / Dr Tony Holohan / Liz Canavan
3	Strategy: to develop Executive Summary to include main objective, questions and points of information	Prof. Brian MacCraith / Programme Office
4	Strategy: to provide input on communicating certain information in relation to vaccinations, including safety and informed consent	Dr. Tony Holohan / Lorraine Nolan
5	Strategy: to provide language on the objective of vaccination as a component of the full set of COVID-19 public health measures	Dr. Tony Holohan
6	Strategy: to provide language on financing and funding	Paul Reid, Fergal Goodman
7	Strategy: to provide input on risk management	Paul Quinn

4. Update on Open Actions and Actions from last meeting

An update on open actions will be included in the presentation for the next meeting.