

JOINT APPLICATION PACKAGE (JAP) for AFRO Region

Job aid/cheat sheet on preparation and submission

The JAP are WHO forms designed to assist countries in requesting medicines and reporting on activities and results for Lymphatic Filariasis, Onchocerciasis, Soil-transmitted helminths and Schistosomiasis. If you have questions, or would like any assistance, please reach out to your WHO Country Office representative.

WHAT NEEDS TO BE SUBMITTED?

(All forms available at http://www.who.int/neglected_diseases/preventive_chemotherapy/reporting/en/)

1. Joint Request for Selected PC Medicines (JSRM)* for upcoming year

2. Joint Reporting Form (JRF)* for last year

3. Epidemiological Reporting Form (EPIRF) for last year, even if no assessments were conducted in that year

HOW CAN I COMPLETE THESE FORMS?

Generate from the [Tool for Integrated Planning and Costing](#) (TIPAC) or fill in by hand

Generate from Integrated Neglected Tropical Diseases (NTD) Database

Generate from Integrated NTD Database

*Be sure to use the form for Loa-endemic countries for the JSRM and JRF (if applicable).

WHEN SHOULD I SUBMIT THE FORMS?

- Submit at least 9 months before the first planned MDA date
- 2 Deadlines for submission to WHO/AFRO/ESPEN:
 - 15 March for those who plan to implement the first round in the first quarter of the following year (expected clearance by WHO/AFRO/ESPEN: 15 August)
 - 15 July for those who plan to implement the first round between second to the fourth quarter of the following year (expected clearance by WHO/AFRO/ESPEN: April 15)
- JRF / EPIRF can be submitted as soon as MDA / surveys are completed in anticipation of the JSRM.

WHO SHOULD I SUBMIT THEM TO?

Send to your WHO country representative

With a copy to

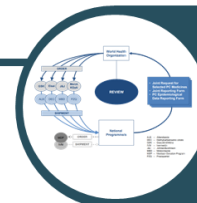
- WHO Regional Advisor for NTDs
- PC_JointForms@who.int
- If country is endemic for Onchocerciasis, also send to Dr. Yao Sodahlon at the Mectizan Donation Program (ysodahlon@taskforce.org)

If after submitting, new information becomes available, e.g. pre-TAS results or drug inventory, please follow up.

WHAT TO EXPECT NEXT

WHO Regional Office will confirm receipt of application to MOH.

- AFRO region: Post-RPRG, countries will receive notification: accepted, rejected, or more information needed



Based on
WHO requirements for
planning, requesting
medicines, and reporting
of PC

Additional Information for Joint Application Package

*Below are tips on how to avoid common issues countries have had with the Joint Application Package**

General Issues:

- Avoid unprotecting the tabs and overwriting formulas
- Enable macros, and select “Save report in Excel” on the SUMMARY tab to save an Excel copy of the file
- Make sure to generate the final report by clicking “Generate report” on the SUMMARY tab after updating data
- Generate the Country Profile on the SUMMARY tab to see the data summarized
- The Integrated NTD Database can be used to generate the JRF and EPIRF; even if these forms have been updated, the forms generated by the Integrated NTD Database can still be submitted.

Completeness:

- All cells for endemicity status should be completed on INTRO tab of all 3 forms
- Make sure the results of all epidemiological assessments are reported in the appropriate disease tab of the EpiRF

JRSM Issues:

- Medication tabs
 - Indicate the available medications in stock for each medication, if available at district-level
- SHIPMENT tab
 - Complete contact details on consignee (preferably WHO CO) and delivery point
 - Provide information on import requirement, if any
- SUMMARY tab
 - Include the number of tablets of PC medicines requested
 - Provide summary information on available medicines in stock
 - Fill in the planned dates for implementation rounds
 - Indicate the availability of funding for implementation
 - Include the name and signature for the NTD coordinator or MoH representative

JRF Issues:

- PC implementation tabs:
 - Make sure the number of people targeted by age group is entered
 - Make sure the number of people treated by age group is entered
 - Indicate the implementation dates for each district treated with PC
 - Provide information on PC medicine used in each district, where required
- SUMMARY tab:
 - Provide information on inventory of PC medicines
 - Include the name and signature of NTD coordinator or MOH representative

Programmatic Issues:**

- Ensure consistent demographic data across the forms and that it makes sense over time
- Endemicity classification on the JRSM and JRF should be aligned with prevalence data on the EpiRF
- Planned interventions in the JRSM and JRF should match the endemicity classifications; inconsistencies related to this are common for STH and SCH
- Double check that data entered accurately if there's very high program coverage reported on the JRF
- Intervention should reflect understanding of integrated approach; e.g., if co-endemic for LF, oncho, and moderate prevalence of STH, should just be implementing one round of PC with IVM+ALB

*Most checklist items are from the WHO technical workshop on preventative chemotherapy M&E tools and data triangulation presentation; July 2017.

**To assist programme managers to quickly identify cells with potential errors or data inconsistencies, the new version of the JAP includes macros that help to validate the data entered in the forms