



**The
Pandemic
Fund**
FOR A RESILIENT WORLD

Emergency Financing Procedures

June 2025

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Glossary of Abbreviations

CfP	Pandemic Fund Call for Proposals
EFP	Emergency Financing Procedures
FPA	Financial Procedures Agreement
IDA	International Development Association
IBRD	International Bank for Reconstruction and Development
IE	Implementing Entity
PF	Pandemic Fund
PHEIC	Public Health Emergency of International Concern
PPR	Prevention, preparedness and response
SOP	Standard Operating Procedures
SPRP	WHO's Strategic Preparedness and Response Plan
TAP	Pandemic Fund's Technical Advisory Panel
WHO	World Health Organization

Emergency Financing Procedures

I. Introduction

1. This paper provides the framework and associated guidelines for the implementation of the Pandemic Fund's Emergency Financing Procedures (EFP), building on the Mpox financing experience. This will enable the Pandemic Fund to provide rapid and flexible financing to eligible beneficiaries¹ in times of emergency, thereby filling critical gaps in effective outbreak response in a manner that is aligned with the Pandemic Fund's [medium-term Strategic Plan](#)². Emergency financing is intended to help bridge immediate response needs with longer-term capacity building for pandemic prevention, preparedness and response (PPR) in low- and middle-income countries.
2. The emergency financing provided by the Pandemic Fund will prioritize timely interventions in the areas identified by the [medium-term Strategic Plan](#). Accordingly, the scope will focus primarily on the Fund's programmatic priorities, including enhancing surveillance, laboratory capacity, and workforce strengthening.
3. To maximize impact and efficiency, emergency financing support from the Pandemic Fund will complement existing efforts and integrate seamlessly with other financing mechanisms, avoiding duplication and fostering cohesive, collaborative, and coordinated work across Implementing Entities³ (IEs) and other stakeholders.
4. Further, the delivery of emergency financing will leverage the capacities, infrastructure, and networks of IEs, as well as the Pandemic Fund's projects already under Implementation, and will build on established systems, relationships, operational frameworks, and any pre-existing contingency plans and response strategies that the IEs or beneficiaries may already have in place.

¹ Source: Operations Manual, paragraph 6.

² The Pandemic Fund's Policy Document on Post-Approval Changes to Projects provides a framework for evaluating and approving requests for any changes to projects by the project team, following the approval of the grant by the Pandemic Fund Governing Board.

³ Source: Operations Manual, paragraph 7.

II. GUIDING PARAMETERS

1. Scope

5. The emergency financing provided by the Pandemic Fund will focus primarily on supporting the three programmatic priorities⁴ identified in the medium-term Strategic Plan: 1) disease surveillance systems, 2) laboratory systems (including human and veterinary laboratories), and 3) workforce capacities (including human and veterinary workforce)⁵. These priorities have been identified for increased support, both during a pandemic, and during inter-pandemic periods⁶, and are complementary to the emergency response activities provided by other relevant entities⁷ that are engaged in the pandemic PPR space.

2. Trigger and Activation

6. The main trigger for the Pandemic Fund Governing Board (Board) to consider emergency financing will be the World Health Organization's declaration of a public health emergency of international concern⁸ (PHEIC). The PHEIC is a publicly declared event that uses standard review criteria as outlined in the International Health Regulations⁹. It provides a robust threshold in which the extraordinary event of an infectious disease outbreak presents a public health risk through international spread and requires a coordinated international response. It is also responsive to regional/continental health declarations with international potential.

7. The EFP will not be automatically activated upon the declaration of a PHEIC. In all cases, the Board will carefully examine the case for whether the EFP should be activated, based on the criteria outlined in a note on the PHEIC (Guidance for the Note on the PHEIC, Annex A).

⁴ Please refer to the programmatic priorities of the Strategic Plan (page 6).

⁵ Other elements relevant to emergency support, such as infection prevention and control, can be addressed within the scope of the Pandemic Fund's programmatic priorities.

⁶ G20/World Health Organization/World Bank Global Report on the Framework for Health, Social, and Economic Vulnerabilities and Risks (FEVR) related to Pandemics (2024). G20 BRAZIL 2024.

⁷ Relevant entities include Multilateral Development Banks (WB, ADB, AfDB, IADB, AIIB, IsDB), Development Finance Institutions (IFC, EIB, DFI, and others), Global Health Initiatives (Global Fund, Gavi, CEPI), UN Agencies (WHO, UNICEF, UNDP, other others) and other bilateral organizations.

⁸ Please reference the International Health Regulations, Third Edition (2005) for full definition:

<https://www.who.int/health-topics/international-health-regulations>. In the future, the amended IHR should be referenced as the most up-to-date source.

⁹ International Health Regulations, Third Edition (2005): <https://www.who.int/health-topics/international-health-regulations>. In the future, the amended IHR should be referenced as the most up-to-date source.

3. Funding Approach

8. In the event the Board decides to activate the EFP, as a guiding principle, projects already under implementation may repurpose their undisbursed and/or unused funding to address outbreak response needs and gaps using an accelerated version of the [Post-Approval Change Request Policy](#)¹⁰. For projects that are under an ongoing Call for Proposals (CfP), they may be fast-tracked for approval and implementation through the EFP, and funding should be allocated from the existing envelope. However, if the Board determines the resource requirements and gaps for the emergency response justifies additional funding to be allocated in addition to the CfP funding envelope, supplemental funds can be identified using a **flexible funding** approach. A flexible approach provides the Board with the ability to scale the size of a CfP funding envelope to align with fund availability, the number of eligible countries/projects in need of funding and the needs of an emergency (Funding Envelope Guidance, Annex B).

9. As outlined in the Pandemic Fund's [Operations Manual](#)¹¹, the Board is authorized to allocate funding where investments are more urgently needed to bolster pandemic PPR for pandemics, and addressing key capacity gaps.

4. Applicability

10. These procedures are in effect as of June 12, 2025, and will be reviewed and revised, if needed, by the Board within a period of two years. Following this initial period, the EFP may undergo further review and revisions on an as-needed basis at the request of the Board. In the case where this policy conflicts with the Financial Procedures Agreement (FPA), the FPA¹² will prevail.

11. The EFP may be used to support eligible beneficiaries affected by a disease outbreak, with laboratory-confirmed cases, under two scenarios: 1) eligible beneficiaries with Pandemic Fund projects under implementation that may need to make changes through an accelerated process, and 2) eligible beneficiaries with submitted Pandemic Fund proposals during an active CfP that will need to be approved by the Board through an accelerated process.

¹⁰ The Pandemic Fund's Policy Document on Post-Approval Changes to Projects provides a framework for evaluating and approving requests for any changes to projects by the project team, following the approval of the grant by the Pandemic Fund Governing Board

¹¹ Source: Operations Manual, paragraph 3 and 15.

¹² Source: Accreditation Framework for Implementing Entities, paragraph 5 and section VI

III. Implementation of the Emergency Financing Procedures

1. Activation

12. When a PHEIC is declared, the Secretariat will be responsible for **immediately** notifying the Board by email and coordinating a virtual emergency Board meeting **within three weeks**.

13. The Secretariat, with input from the Technical Advisory Panel (TAP), will prepare a note on the factors that the Board should consider at the emergency Board meeting. Factors to consider are outlined in the Guidance for the Note on the PHEIC (Annex A). The note will be drafted **within 5 days** of the PHEIC declaration and shared by email with the Board at **least 48 hours** before the scheduled Board meeting to deliberate the PHEIC declaration.

14. At the first emergency Board meeting, the Board will deliberate whether the PHEIC declaration justifies the activation of the EFP. In addition to Voting members of the Board, relevant IEs and stakeholders may also be invited to the Board meeting to provide an update on ongoing and planned support and coordination for the PHEIC.

15. In the event the Board is not able to reach a consensus on whether to activate the EFP, or if they require more information to be provided on the PHEIC and/or require more time for deliberation, an additional Board meeting may be scheduled to come to a final consensus¹³.

2. Two Scenarios for the Implementation of the Emergency Financing Procedures

16. In the event the Board decides to activate the EFP, implementation could be under two scenarios:

1. An accelerated Post-Approval Change Request process for Pandemic Fund projects already under implementation.
2. Accelerated approval of Pandemic Fund proposals during an ongoing CfP, followed by an accelerated Post-Approval Change Request process as noted above.

¹³ If the Board decides not to activate the EFP, no additional steps will be necessary. The Board reserves the right to revisit a PHEIC in the future if the situation evolves and/or increases in severity. Therefore, the Secretariat will continue to monitor the situation to provide an update on the PHEIC for future Board deliberations, as needed.

a. Accelerated Post-Approval Change Request for Pandemic Fund Projects under Implementation

17. To initiate the accelerated Post-Approval Change Request for Pandemic Fund projects, the Secretariat will convene a meeting with all stakeholders (e.g. Country Governments, Regional Entities, Implementing Entities, Delivery Partners) from recently approved and/or Pandemic Fund projects already under Implementation in affected countries. The meeting will occur **within one week** of the Board's activation of the EFP. At the meeting, the Secretariat will introduce the opportunity for projects to submit an accelerated Change Request to adjust or undertake revisions to their project to address changing circumstances, resource requirements and/or response gaps associated with the PHEIC.

18. Following the meeting with the Secretariat to introduce the option of a Change Request, all stakeholders from Pandemic Fund projects should discuss and agree on potential changes to address the PHEIC. Implementing Entities should also ensure that any potential changes are feasible and in line with their own internal policies and procedures.

19. If the stakeholders of a Pandemic Fund project determine that there are allowed changes that they would like to request, as outlined in the [Policy Document on Post-Approval Changes to Projects](#)¹⁴, the Project Leader should submit a written request of the changes **within two weeks** using the Emergency Financing Procedures Change Request template (Annex D) and signed letter of support from project partners (Letter of Support Annex E) to the Pandemic Fund Secretariat at the_pandemic_fund@world.bank.org¹⁵. Multiple letters of support may be submitted for a Change Request, with a separate letter submitted for one or more project partners' signatures. The same summary of changes should be included in each letter. The Project Lead should be responsible for collecting all letters of support to ensure a complete Change Request.

20. Upon receiving a complete Change Request, the Secretariat will undertake an initial **two-day** review to assess whether the requested change(s) should be considered minor or major changes (see Table 1). In cases where the Change Request involves multiple components (e.g. change in output target and budget reallocation), the components will be reviewed holistically, and if one component is considered a major change, then the entire request will follow the

¹⁴ The Pandemic Fund's Policy Document on Post-Approval Changes to Projects provides a framework for evaluating and approving requests for any changes to projects by the project team, following the approval of the grant by the Pandemic Fund Governing Board. The policy should be referenced for background information on types of changes allowed, the definition of changes, and examples of minor and major changes.

¹⁵ In the future, Change Requests may be submitted via the online Portfolio Management Portal, which is currently under development.

major change procedure. The Secretariat will then share the Change Request, its initial assessment of the category of change, and the original proposal with the TAP Leadership for their evaluation.

21. The TAP will conduct an accelerated **three-day review** and evaluation of the Change Request according to its Standard Operating Procedure (SOP). The review and evaluation will include:

1. TAP Leadership to identify up to three TAP members, based on expressed interest and relevant expertise, to review the change request and provide written feedback within **three days** of receiving the request from the Secretariat.
2. TAP may request additional information from the project team, which will be facilitated by the Secretariat.
3. TAP Leadership will review and consolidate feedback of the TAP members and submit a written opinion on the proposed changes to the Secretariat.

22. Then, depending on the category, the Secretariat will follow the process outlined below:

1. **Minor change:** For minor changes, the Pandemic Fund Board has delegated authority to the Executive Head to approve or reject the changes proposed by project teams within **two days**. The Executive Head will review the TAP's written opinion on the proposed changes and notify the project team and the Board of the decision. The Secretariat and TAP will make all reasonable efforts to conclude the process and notify the project team of a decision **within one week** of receiving a complete Change Request.
2. **Major change:** The Secretariat will prepare a document that outlines the requested changes and the TAP's opinion and submit it to the Pandemic Fund Board for decision under an accelerated no-objection procedure aligned with the process in the Pandemic Fund Operations Manual¹⁶. If no objections are received within a **one-week period**¹⁷, the Secretariat will notify the project team that the requested change has been approved. If a question is raised during the one-week period, the Secretariat will facilitate a dialogue between the Board and the project team. The Secretariat, TAP and Board will make all reasonable efforts to conclude the process and notify the

¹⁶ Source: Operations Manual, paragraph 39.

¹⁷ The Pandemic Fund Governing Board approved a deviation from the two-week no-objection procedure as outlined in the Operations Manual through their decision to approve the EFP Policy with the use of a one-week no-objection procedure on June 12, 2025. The use of a longer no-objection procedure can be determined by the Board on a case-by-case basis.

project team of a decision **within two weeks** of receiving a complete Change Request.

23. Where a Change Request is accepted, by the Executive Head or the Board, as applicable, the Secretariat will immediately notify the project team of the decision in writing. The project team, with the support of the Secretariat, will then be required to make any necessary updates within the portfolio management portal to reflect the change. For budgetary changes that require amendments to official documents (e.g. allocations across IEs), the Trustee will prepare an updated Letter of Commitment.

24. In the case where a Change Request is rejected by the Executive Head or the Board, as applicable, the Secretariat will notify the project team of the decision in writing and provide the rationale for the rejection. Based on the feedback received, the project team may submit a revised Change Request to the Secretariat for reconsideration.

25. The priority of the accelerated Change Request process is for the Secretariat, TAP, Board and project teams to make every effort to process the requests and implementation of project changes as expeditiously as possible. It is essential for project teams to respond promptly to requests for additional information to facilitate timely decision-making.

TABLE 1
Examples of Changes as Minor or Major

Type of Change: Addition, change or removal of project sub-components	
Minor	Major
Change of a project sub-component within the same component (irrespective of amount of budget reallocation)	Addition of a project sub-component to address a need/gap of a PHEIC
Type of Change: Budget reallocation	
Minor	Major
Reallocation of the budget by less than 20% across components	Reallocation of the budget by 20% or more across components

Type of Change: Delivery partner	
Minor	Major
Changes within the same category (local to local or international to international) of delivery partner used for execution of an activity/component	Change in the category (local to international) of delivery partners used for execution of an activity/component

26. Table 1 is not comprehensive. A more comprehensive definition of minor and major changes with examples can be referenced in the [Policy Document on Post-Approval Changes to Projects](#)¹⁸.

b. Accelerated approval of Pandemic Fund proposals during a Call for Proposals

27. In the case in which the EFP are activated during a Pandemic Fund CfP, the Board may ask the Secretariat to prepare an emergency package identifying proposals covering affected countries that have been reviewed and recommended by the TAP. To facilitate the Board's deliberation and decision-making, the emergency package will include proposed options and funding allocation scenarios for proposals covering affected countries and outbreak resource gaps that the proposals can address. The emergency package of proposals will be based on TAP recommendations, and only include the TAP reviewed proposals that:

1. Cover countries affected by the PHEIC, with laboratory-confirmed cases; and
2. Meet the CfP's determined TAP evaluation threshold.

28. Further, any funding allocation scenarios that the Secretariat prepares will pay close attention to:

1. Maximizing efficiency and ensuring complementarity of the proposed support with other agencies responding to the PHEIC;
2. Leveraging existing outbreak response processes and policies;
3. Maintaining a geographic balance and equity considerations, where feasible, while addressing the urgent needs of the outbreak;
4. Alignment with the Pandemic Fund's [medium-term Strategic Plan](#); and
5. The benefits and drawbacks of each scenario to be clearly presented.

¹⁸ Please reference [Policy Document on Post-Approval Changes to Projects](#), section V and VI, and Table 1.

29. The Board may wish to consider submitted proposals not yet evaluated by the TAP, in which case, the TAP would be asked to accelerate its evaluation of proposals in affected countries, including:

1. Assign three reviewers per proposal;
2. Each reviewer conducts an individual assessment, followed by a consolidated review by the three reviewers within **one week**;
3. Allow applicants **two days** to submit the requested information, if applicable; and
4. Allow **one day** for the TAP to finalize its review and formulate recommendations and submit them to the Secretariat.

30. An **additional 7-14 days** should be added to the preparation of the emergency package of proposals for the Board. In situations where a large number of proposals (e.g. more than 9) need to be reviewed, the timeline will be adjusted accordingly, in consultation with the TAP and subject to agreement with the Board.

31. The Secretariat will share the emergency package of proposals with the Board by email **within one to two weeks** of the Board's request, and at **least 72 hours** before the next emergency Board meeting.

32. The Board will convene a second emergency meeting within **two to three weeks** of activating the EFP to review the Secretariat's emergency package of proposals and to decide whether, and what amount, to allocate to affected countries. As outlined in the emergency package of proposals, the Board will consider the number of proposals in affected countries and resource requirements and gaps to address the PHEIC to determine if the existing envelope for the ongoing CfP can adequately accommodate the emergency package plus the unaffected proposals from the ongoing CfP.

33. The Board will ask the Secretariat to prepare an approval letter for each approved proposal to be shared by email with the project team¹⁹. Additionally, if needed, newly approved projects under the EFP may follow the accelerated Post-Approval Change Request process as outlined in subsection 2a. *Accelerated Post-Approval Change Request for Pandemic Fund Projects under Implementation* (paragraphs 16-24).

¹⁹ Proposals that are not approved for EFP implementation will return to the active CfP and the processes and timelines as outlined in the associated Guidance Note.

IV. Coordination with Implementing Entities

34. In the event of a declared public health emergency of international concern (PHEIC), it is expected that if IEs have **pre-arranged mechanisms** for rapid response during emergencies, they will activate those mechanisms. The mechanisms may include contingency emergency response components²⁰, rapid response options, payouts of catastrophe insurance, or pre-agreements with the Pandemic Fund. The rapid response mechanisms should be embedded in standard operations, and once triggered, facilitate rapid utilization and disbursement of funding to beneficiaries by minimizing the number of processing steps, modifying safeguard requirements or insurance for emergency response.

35. At the first meeting held with projects teams to introduce the Post-Approval Change Request process, the IEs should confirm to the Secretariat if projects already under implementation have a pre-arranged mechanism that is available and whether it can be utilized to benefit the implementation of Post-Approval Changes to Pandemic Fund projects.

²⁰ The [World Bank Contingency Emergency Response Component](#) (CERC) is an example of a mechanism that allows for rapid response once an emergency occurs.

Annex A: Guidance for the Note on the PHEIC

36. To support the Board discussion on whether the public health emergency of international concern (PHEIC) declaration justifies the activation of the EFP, the Secretariat will prepare a note on the factors that the Board should consider.

37. The note prepared by the Secretariat, with input from the TAP (factors 4-7), will include the following factors:

1. List of current countries affected by the PHEIC and their classification into the following categories:
 - a. Pandemic Fund projects that are already under implementation and have available resources or undisbursed funds.
 - b. Submitted Pandemic Fund proposals for funding during an active CfP that have not yet been approved by the Board.
2. Summary of the Pandemic Fund's financial status, as provided by the Trustee.
3. Summary of emergency responses as provided by the relevant IEs, which may include details on their priority activities, and financial/non-financial resources and the value the Pandemic Fund can add to the response efforts.
4. Summary of resource requirements and gaps for the PHEIC response, drawing from WHO's Global Strategic Preparedness and Response Plan (SPRP) and other relevant regional/continental preparedness and response plans.
5. Relevance of the Programmatic Priorities (disease surveillance, laboratory systems and diagnostics, and workforce capacities) to strengthen both immediate response and long-term pandemic PPR and resilience in affected countries.
6. Summary of the outbreak's risk assessment based on the SPRP and other sources, which may include a list of high-risk and medium-risk countries, references to the WHO's PHEIC declaration, IHR Emergency Committee portal for the PHEIC, and other relevant epidemiological data on the outbreak.
7. Any additional practical data or information that ensures the note contributes to a comprehensive understanding of the evolving disease situation and PHEIC response efforts.

38. The note will be prepared by the Secretariat within **5 days** of the PHEIC declaration and shared with the Board by email at **least 48 hours before** their emergency meeting to discuss the PHEIC and decide whether to activate the EFP.

Annex B: Funding Envelope Guidance

39. When the Board activates EFP, the Board may determine the resource requirements and gaps for the PHEIC response justifies additional funding to be allocated. Supplemental funds can be identified using a **flexible funding** approach. A flexible approach provides the Board with the ability to scale the size of a funding envelope to align with fund availability, the number of eligible countries/projects in need of funding and the needs of an emergency.

40. As outlined in the Pandemic Fund's [Operations Manual](#)²¹, the Board is authorized to allocate additional financing where investments are more urgently needed to bolster pandemic PPR for pandemics, addressing key capacity gaps.

41. Factors for the Board to consider for determining the size of a supplemental funding envelope, which are also included within the Secretariat's note on the PHEIC, include:

1. The Pandemic Fund's financial position, as provided by the Trustee.
2. The number of eligible and affected countries and/or projects in need of funding.
3. The global and domestic funding landscape and funding gaps in response efforts.
4. The needs of high-risk/high-need countries²² most affected by the disease outbreak.

42. Upon the Board's decision of a supplemental funding envelope, the Secretariat may be asked to provide notification of approved funding to the appropriate Pandemic Fund projects. The funding notification should be combined with the other approval notifications where relevant.

²¹ Source: Operations Manual, paragraph 3 and 15.

²² In the future, to be linked to the Pandemic Fund's classification list determined by the Risk-Need Metric.

Annex C: Eligibility for Emergency Financing Procedures

43. A country, or regional entity that serves a country, affected by the PHEIC through laboratory-confirmed cases, as well as eligible to receive funding from the [International Development Association \(IDA\) and/or International Bank for Reconstruction and Development \(IBRD\)](#), may be eligible, in principle, to benefit from the EFP.

	Eligible to benefit from Emergency Financing Procedures?
Single-country, multi-country or regional entity Pandemic Fund projects that have unused and/or undisbursed Pandemic Fund funding that can be repurposed to support outbreak response efforts, and operating in an affected country	Yes
Pandemic Fund proposals that have been submitted to an ongoing CfP and have been reviewed and recommended for approval by the TAP, and include affected countries	Yes
Pandemic Fund proposals that have been submitted to an ongoing CfPs and have <u>not</u> been reviewed by the TAP, and include affected countries	Yes, if recommended by TAP after an accelerated review
Pandemic Fund proposals that have been submitted to an ongoing CfP and have been reviewed by the TAP, but have <u>not</u> been recommended for approval	No
Pandemic Fund proposals that have been submitted to a previous CfP but where not selected for funding	No
Countries that have no Pandemic Fund projects or proposals submitted to an ongoing Pandemic Fund CfPs and are IDRB and/or IDA eligible countries	No, not at this time
Countries that have no Pandemic Fund projects or proposals, submitted to an ongoing Pandemic Fund CfPs and are <u>not</u> IDRB and/or IDA eligible countries	No

Annex D: Emergency Financing Procedures Change Request Template

44. **Instructions:** This form should be submitted by the Project Leader. One form should be used for all requests.

1. Date _____
2. Project ID _____
3. Project Name _____
4. Project Leader
contact details _____

5. Type(s) of change requested (check all that apply)

- ☐ Change to outcome indicators (e.g. JEE; SPAR or PVS indicators) or targets
- ☐ Changes to output level quantitative indicators or milestones/deliverables and their targets in the project-specific results framework
- ☐ Change to project scope (what) or design (how)
- ☐ Reallocations within the budget
- ☐ Change of an Implementing Entity
- ☐ Change in a Delivery Partner
- ☐ No-cost extension of the original closing date of the project
- ☐ Pandemic Fund grant
- ☐ Changes in risk management approach or framework

6. Description of the change(s) requested

7. Rationale, timeline and assessment of how/whether it will affect project implementation, scope and objectives (please support with background documents)

8. Self-assessment of whether change is minor or major with supporting rationale (If there are multiple, inter-connected changes, please provide an assessment based on all changes)

☐ Minor ☐ Major Rationale:

9. What Public Health Emergency of International Concern declaration is the change associated with? (Please note disease and year)

10. Revised proposal, work plan, budget, and/or project-specific results framework (please attach original proposal documentation with embedded revisions, for example, the proposal budget with a ‘revised’ and ‘justification’ column added; reach out to the Secretariat for assistance with any proposals documents)

11. Letter(s) of support from project partners for the change (please attach Annex B; a separate letter may be submitted for one or more project partners)

12. If applicable, provide an updated risk matrix and safeguards indicating the proposed changes (please attach documentation)

Annex E: Letter of Support Template

45. **Instructions:** Please have all project partners (Country Government(s), Regional Entity, Implementing Entity (-ies) provide a signature of support for all changes requested. If multiple changes are requested, you should prepare one summary for all the changes requested.

46. Multiple letters of support may be submitted for a Change Request, with a separate letter submitted for one or more project partners' signatures. The same summary of changes should be included in each letter. The Project Lead should be responsible for collecting all letters of support from all partners to ensure a complete Change Request.

Dear Pandemic Fund Secretariat,

We hereby confirm our support for the requested change(s) to [insert project name], which include:

(Please describe changes below)

Sincerely,

Name			
Title			
Name			
Title			
Name			
Title			

Annex F: Timelines for Emergency Financing Procedures

47. Examples of timelines have been developed to outline the operating procedure activities, involved stakeholders, and timeframes for each activity. Three scenarios have been highlighted, including 1) a timeline for Pandemic Fund projects under implementation, 2) a timeline for current Pandemic Fund proposals reviewed and recommended by the TAP, and 3) a timeline for current pandemic fund proposals that have not been reviewed by the TAP and require an accelerated TAP review. Section **III Implementation of the Emergency Financing Procedures**²³ should be referenced for a detailed narrative of procedures.

48. The time frames in the examples indicate the maximum length of time an activity should take to be fully executed. However, it is encouraged that activities are executed in a shorter time frame. Where relevant, some activities may overlap to ensure efficient and timely progression of activities.

²³ Please reference the Emergency Financing Procedures, section III.

TABLE 1

Timeline for Active Pandemic Fund Projects: Support for countries, regional, or sub-regional entities with Pandemic Fund projects already under Implementation occurring in countries identified as affected by the public health emergency

ACTIVITY	STAKEHOLDERS	TIME FRAME (Weeks)						
Declaration of a Public Health Emergency of International Concern (PHEIC)		1	2	3	4	5	6	7
Joint preparation of rationale and data associated with the PHEIC to prepare a Note to be shared with the Board (Annex A)	Secretariat; and Technical Advisory Panel (TAP)							
Board convenes emergency meeting #1 to review the note and deliberate whether to activate EFP	Board members; and Secretariat							
If activated, the Secretariat convenes meetings with stakeholders from projects already under Implementation in affected countries to introduce the option of submitting Change Requests to address PHEIC response	Secretariat; relevant Implementing Entities (IEs); and relevant country government offices							
Accelerated Change Request period for projects already under Implementation, applying the adapted procedures from the PF Policy Document on Post-Approval Changes to Projects, and submitting in writing to the_pandemic_fund@worldbank.org	Relevant IEs; and relevant country government offices							
Secretariat review of Change Request(s) to confirm completeness and validation of the type of requested changes	Secretariat							
Accelerated TAP review of Change Request(s) according to its standard operating procedures	TAP							

Executive Head reviews TAP and Secretariat package of Change Request(s) for minor changes	Secretariat							
Board reviews TAP and Secretariat package of Change Request(s) for major changes using no-objection procedures ²⁴	Board members; and Secretariat							
Secretariat immediately notifies project team(s) of the approval or rejection of their Change Request(s)	Secretariat; relevant IEs; and relevant country government offices							

²⁴ Source: Operations Manual, paragraph 39.

TABLE 2

Timeline for Current Pandemic Fund Proposals Reviewed and Recommended by the TAP: Support for countries, regional or sub-regional entities of affected countries who have submitted proposals as part of a regular ongoing CfPs, and the proposals have been reviewed by the Secretariat and TAP, but funding has not been approved or allocated

ACTIVITY	STAKEHOLDERS	TIME FRAME (Weeks)							
Declaration of a Public Health Emergency of International Concern (PHEIC)		1	2	3	4	5	6	7	8
Joint preparation of rationale and data associated with the PHEIC to prepare a Note to be shared with the Board (Annex A)	Secretariat; and Technical Advisory Panel (TAP)								
Board convenes emergency meeting #1 to review the note and deliberate whether to activate EFP	Board members; Secretariat								
If proposals have been reviewed by the TAP: The Secretariat prepares an emergency package of proposals that have been reviewed/recommended by the TAP and are covering affected countries	Secretariat; and TAP								
Board convenes emergency meeting #2 to review and deliberate the emergency package of recommended proposals for approval and funding	Voting Board members; and Secretariat								
If proposals are approved, the Secretariat prepares/shares approval letters and convenes meetings with concerned project teams in affected countries to introduce the option of submitting Change Requests to newly approved projects	Secretariat; relevant IEs; and relevant country government offices								

Accelerated Change Request period to newly approved projects, applying the adapted procedures from the PF Policy Document on Post-Approval Changes to Projects, and submitting in writing to the_pandemic_fund@worldbank.org	IEs; and relevant country government offices								
Secretariat's review of Change Request(s) to confirm completeness and validation of the type of requested changes	Secretariat								
Accelerated TAP review of Change Request(s) according to its standard operating procedures	TAP								
Executive Head reviews TAP and Secretariat package of Change Requests for minor changes	Secretariat								
Board reviews TAP and Secretariat package of Change Requests for major changes using no-objection procedures ²⁵	Voting Board members; and Secretariat								
Secretariat immediately notifies project team(s) of the approval or rejection of their Change Request(s)	Secretariat								

²⁵ Source: Operations Manual, paragraph 39.

TABLE 3

Timeline for Current Pandemic Fund Proposals that have not been Reviewed by the TAP: Support for countries, regional or sub-regional entities of affected countries who have submitted proposals as part of a regular ongoing CfPs, and the proposals have not been reviewed by the Secretariat and TAP, and funding has not been approved or allocated

ACTIVITY	STAKEHOLDERS	TIME FRAME (Weeks)								
Declaration of a Public Health Emergency of International Concern (PHEIC)		1	2	3	4	5	6	7	8	9
Joint preparation of rationale and data associated with the PHEIC to prepare a Note to be shared with the Board (Annex A)	Secretariat; and Technical Advisory Panel (TAP)									
Board convenes emergency meeting #1 to review the note and deliberate whether to activate EFP	Voting Board members; Secretariat									
If proposals have <u>not</u> been reviewed by the TAP: Accelerated TAP review of submitted proposals that cover affected countries	TAP									
The Secretariat prepares an emergency package of proposals that have been reviewed/recommended by the TAP and are covering affected countries	Secretariat; and TAP									
Board convenes emergency meeting #2 to review and discuss the emergency package of proposals for approval	Voting Board members; and Secretariat									

[illegible]

²⁶ Source: Operations Manual, paragraph 39.