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| **HPV Vaccination: Micro-Costing Study Data Collection Plan** | | | | |
| **Activity** | **Financial Cost** | **Economic Cost** | **Level and source of data collection\*** | **Collection method** |
| Micro planning | Per diems and travel allowances  Venue rental  Transport  Equipment location  Stationery | Value of personnel time spent in meetings  Per diems and travel allowances  Venue rental  Transport  Equipment location  Stationery | Central PAI  Regional  Local | Key informant interviews  Document review: past spending or budgeting |
| Training | Development of training curriculum and materials  Per diems and travel allowances  Venue rental  Transport  Training materials  Stationery | Value of personnel time spent on training  Development of training curriculum and materials  Per diems and travel allowances  Venue rental  Transport  Training materials  Stationery | Central PAI  Regional  Local | Key informant interviews  Document review: past spending or budgeting |
| Social mobilization | Per diems and travel allowances  Stationery  Production of TV and/or radio spots | Value of personnel and volunteer time spent on awareness raising activities  Per diems and travel allowances  Stationery  Production of TV and/or radio spots | Central PAI  Regional  Local  Clinic | Key informant interviews  Document review: past spending or budgeting |
| IEC material | Printing of materials | Value of personnel time spent on developing materials  Printing of materials | Central PAI  Regional  Local | Key informant interviews  Document review: invoices, accounting documents |
| Vaccines and injection materials | Cost of vaccines and injection supplies to government  Cost of freight, clearance, insurance and taxes  Buffer stock  Wastage | Cost of vaccines and injection supplies regardless of source of financing  Cost of freight, clearance, insurance and taxes  Buffer stock  Wastage | Central PAI  PAHO revolving fund  Clinic | Key informant interview  Document review |
| Service delivery | Transport fuel  Personnel per diems  Supplies | Value of personnel time spent on vaccination  Transport fuel  Personnel per diems  Supplies | Clinic | Key informant interview  Document review  Time-motion study and direct observation |
| Supervision and monitoring | Travel allowances  Transport fuel and maintenance  Stationery  Tally sheets or register  Vaccination cards  Materials for surveillance | Value of personnel’s time spent on supervision  Travel allowances  Transport fuel and maintenance  Stationery  Tally sheets or register  Vaccination cards  Materials for surveillance | Central PAI  Regional  Local  Clinic | Key informant interview  Document review  Direct observation |
| Waste Management | Purchase of incinerators (annualized)  Fuel  Transport | Purchase of incinerators (annualized/discounted)  Fuel  Transport | Central PAI  Regional  Local | Key informant interview  Document review |
| Cold chain  equipment | Additional cold chain equipment required (annualized) | Additional cold chain equipment required (annualized and  discounted) | Central PAI  Regional  Local | Key informant interview  Document review |

\* PAI: Costa Rica’s national immunization program. Data collection will take place at the central, regional, and local levels (and other levels, as necessary for specific activities).