



**NATIONAL STRATEGY FOR  
PREVENTION AND CONTROL OF  
BRUCELLOSIS IN HUMANS &  
ANIMALS**

**2018-2023**

**April 2018**

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses, income, and any other financial activity. The document also highlights the need for regular reconciliation of accounts to identify any discrepancies early on.

In addition, the document provides a detailed overview of the accounting cycle, which consists of eight steps: identifying the accounting cycle, journalizing, posting, determining debits and credits, preparing a trial balance, adjusting entries, preparing financial statements, and closing the books. Each step is explained in detail, with examples provided to illustrate the process. The document also discusses the importance of maintaining proper documentation and the role of the accountant in ensuring compliance with applicable laws and regulations.

The second part of the document focuses on the preparation of financial statements. It explains the different types of financial statements, including the balance sheet, income statement, and statement of cash flows. It also discusses the importance of providing clear and concise explanations of the data presented in these statements. The document provides a step-by-step guide to preparing each of these statements, including the necessary calculations and adjustments. It also discusses the importance of reviewing the statements for accuracy and consistency before they are presented to management or other stakeholders.

Finally, the document discusses the role of the accountant in providing financial analysis and advice to management. It explains how the accountant can use the financial statements to identify trends, assess performance, and make recommendations for improvement. The document also discusses the importance of maintaining good communication with management and other stakeholders, and the role of the accountant in ensuring that the financial information is presented in a clear and understandable manner.

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## LIST OF ABBREVIATIONS

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<b>AU-IBAR</b>	African Union- International Bearau of Animal Resource
<b>CBO</b>	Community Based Organization
<b>COSTECH</b>	The Tanzania Commisison for Science and Technology
<b>CUHAS</b>	Catholic University of Health and Allied Sciences
<b>DTRA</b>	Defense Threat Reduction Agency
<b>DVS</b>	Director of Veterinary Services
<b>FAO</b>	Food and Agriculture Organisation
<b>FBO</b>	Faith Based Organization
<b>ICT</b>	Information Communication and technology
<b>IDSR</b>	Intergrated Disease Surveillance and Response
<b>IEC</b>	Information Education and Communication
<b>IHI</b>	Ifakara Health Institute
<b>KCRI</b>	Kilimanjaro Clinical Research Institute
<b>LITA</b>	Livestock Institute Training Agency
<b>MoLF</b>	Ministry of Livestock and Fisheries
<b>MOHCDGEC</b>	Ministry of Health Children Development Gender Elderly and Children
<b>MOU</b>	Memorandum of understanding
<b>MUHAS</b>	Muhimbili University of Health and Allied Sciences
<b>NGO</b>	Non-Governmental Organization
<b>NIMR</b>	National Institute for Medical Research
<b>NM-AIST</b>	Nelson Mandela-African Istitute of Science and Technology
<b>OIE</b>	World Organization for Animal Health
<b>PAHSP</b>	Private animal health Service Provider
<b>PMO-OHU</b>	Prime Ministers Office – One Health Unit
<b>PO-RALG</b>	President's Office – Regional Adminstration and Local Government
<b>PPR</b>	Peste Petit des Ruminants
<b>RVF</b>	Rift Valley Fever
<b>SPS</b>	Sanitary and Phytosanitary
<b>SUA</b>	Sokoine University of Agriculture
<b>TALIRI</b>	Tanzania Livestock Research Institute
<b>TAWIRI</b>	Tanzania Wildlife Research Institute
<b>TFDA</b>	Tanzania Food and Drug Authority
<b>TVI</b>	Tanzania Veterinary Institute
<b>TVLA</b>	Tanzania Veterinary Laboratory Agency
<b>USAID</b>	United State Agency for International Development
<b>VCT</b>	Veterinary Council of Tanzania
<b>VPO</b>	Vice President's Office
<b>WHO</b>	World Health Organization
<b>ZVC</b>	Zonal Veterinary Centres

## EXECUTIVE SUMMARY

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Brucellosis is a contagious bacterial zoonotic disease, which affects humans, livestock and wildlife. Brucellosis is a highly prevalent disease in many areas of Tanzania, however very limited data is available regarding its distribution, affected host species and impact. Studies indicates that the disease causes significant production loss and potential public health problems. In Tanzania, most patients presenting at hospitals with febrile illness tend to be clinically diagnosed as malaria or enteric fever, largely because of the high endemic nature of these two infections but also due to similarity with clinical presentations of other infections prevalent. In livestock, brucellosis results in reduced productivity, abortions and weak offspring and is a major impediment for trade.

Prevention of human brucellosis depends a great deal on control of the disease in domestic livestock. Effective control of these, needs cooperation between human and animal health sectors with regard to research and actions directed to disease control.

Furthermore, there is a lack of harmonized protocol for the diagnosis, prevention and control of the disease in humans and animals. Therefore, a comprehensive One Health strategy for prevention and control of the disease in humans and animals is desirable. The present National Strategy for Prevention and Control of Brucellosis articulates measures for prevention and control of Brucellosis in Tanzania mainland. The strategy provides guidance on early warning to enable rapid detection, reporting and response.

This strategy took into consideration existing legislation guiding prevention and control of animal and human diseases as well as guidelines and recommendations of International Organizations such as the Food and Agriculture Organization (FAO), the World Organisation for Animal Health (OIE), and the World Health Organization (WHO).

## AKNOWLEDGEMENT

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The development of the National Strategy for Prevention and Control of brucellosis is a great achievement in ensuring systematic mechanism of addressing priority zoonoses in the country. This is a multi-sectoral strategic document to guide prevention and control of brucellosis in human and animal in Tanzania and has been prepared in line with the National One Health Strategic Plan (2015), National Integrated Surveillance Guidelines and the recommendations drawn from Joint External Evaluation (JEE) and Global Security Health Agenda (GHSA).

The development process was coordinated by the Prime Minister's – One health Coordination Unit under the Disaster Management Department in collaboration with Ministry of Livestock and Fisheries, Ministry of Health Community Development Gender Elderly and Children and Ministry of Natural Resources and Tourism. Other contributors include technical backstopping from PREDICT, P&R, FAO and WHO.

The contributions made through stakeholders' consultative meeting are highly appreciated as they shaped the Strategy significantly.

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## CHAPTER ONE

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### 1. INTRODUCTION

Brucellosis is a contagious bacterial zoonotic disease, which affects humans, livestock and wildlife. It is considered by the Food and Agriculture Organisation (FAO), the World Health Organisation (WHO) and the Office International des Epizooties (OIE) as one of the most widespread zoonoses in the world. The disease is caused by bacteria in the genus *Brucella*. Three species including *B. melitensis*, *B. abortus* and *B. suis* are of great zoonotic potential and are the ones known to be prevalent in Tanzania.

Human brucellosis is characterized by a wide range of symptoms marked by non-specific recurring fever, headache, chills, joint pains, undue fatigue, anorexia, night sweats, among others (John *et al.*, 2010), which make the diagnosis difficult. The disease also requires prolonged treatment with a combination of antibiotics (Seleem *et al.*, 2010). In animals mainly cattle, the disease is characterized by late term abortion, infertility and reduced milk, calf crop production as a result of retained placenta and secondary endometritis. Bulls suffer orchitis, epididymitis, seminal vesiculitis, hygroma particularly at carpal joints.

The major ways of *Brucella* transmission to people are through direct contact with infected fetus and fetal membranes during parturition and consumption of unpasteurized milk and milk products. The disease can also be transmitted through consumption of raw blood and meat. Farmers and people working with animals (butcherers, animal health attendants, animal attendant's, lab attendants etc) can also be infected through direct contact with infected animals, aborted fetuses and discharges and accidentally through needle injection during mass vaccination and during laboratory manipulation. Transmission through inhalation and consumption of contaminated dairy products has been widely documented in many parts of the world (John *et al.*, 2010). Wildlife may be the source of the diseases to humans especially those living in proximity to wildlife due to intense overlap of these species, including game meat handling.

*Brucella* has traditionally been considered a biological weapon. It was the subject of extensive offensive research in the past, and still belongs to category B pathogens on most lists. Its propensity for airborne transmission and induction of chronic debilitating disease requiring combined antibiotic regimens for treatment, its abundance around the world and its vague clinical characteristics defying rapid clinical diagnosis are some of the characteristics that apply to the pathogen's weapons potential.

#### 1.1 Situation Analysis

The global burden of human brucellosis remains enormous; it causes more than 500,000 infections per year worldwide (Dean *et al.*, 2012). The annual impact of Brucellosis to smallholders across sub-Saharan Africa and South Asia is estimated at USD \$500 million per year (GalvMed, 2017). Brucellosis has been reported from almost all countries in Africa (Mangen *et al.*, 2002). In Africa, the prevalence varies from 5-55% in humans and 8-46% in animals (Mangen *et al.*, 2002).

Brucellosis is a highly prevalent disease in many areas of Tanzania. *Brucella spp* that have been isolated in the country include *B. abortus*, *B. melitensis* and *B. suis* (Bouley AJ *et al*

2012, Swai *et al* 2005,) however very limited data is available regarding their distribution, affected host species and impact.

Available studies indicate *Brucella* sero-positivity between 0.5-15% (Table 1) among wildlife, pigs, cattle and small ruminants. Similarly, prevalence rates of brucellosis ranging from 0.6% to 23% have been reported in cattle reared in different production and ecosystems in Tanzania (Table 2). In fully susceptible spp abortion rates may vary from 30% to 80%.

Several free-ranging wild animal species, such as the African buffalo (*Syncerus caffer*), hippopotamus (*Hippopotamus amphibius*), impala (*Aepyceros melampus*), blue wildebeest (*Connochaetes taurinus*), zebra (*Equus burchelli*) and eland (*Tragelaphus oryx*), have been consistently reported to be seropositive, indicating possible persistent foci of infection in these animals. Due to this, brucellosis has been a problem in wildlife and domestic ruminants in the selected animal-human interface areas.

There are few reports of clinical brucellosis in Tanzania (John *et al* 2010). Much of the published work on human brucella infections are based on sero-survey of occupational high-risk groups such as livestock herders, farmers, butchers and other abattoir workers, and veterinarian and febrile presenting patients at hospitals (Table 3). Our observations, based on these few previous sero-epidemiological reports, suggest that the magnitude of human brucella infections may be greater than has been appreciated and the disease can easily be misdiagnosed with other febrile illnesses.

**Table 1: Brucellosis seroprevalences by livestock production system, species and tests used**

	<b>Production system</b>	<b>Spp</b>	<b>Tests</b>	<b>Prevalence</b>	<b>Source</b>
1	Agro pastoral northern Tanzania	cattle, sheep, goats	RBPT/c-ELISA	4.2-8.7%	Mtui-Malamsha 2001, Shirima 2005
2	Agro pastoral northern Tanzania	cattle	RBPT	12%	Swai et al 2005
3	Agro pastoral lake zone Tanzania	cattle	RBPT	10.8%	Jiwa et al 1996
4	Agro pastoral southern Tanzania	cattle	RBPT	15.2%	Ottaru et al 1985
5	Agro pastoral northern eastern Tanzania	cattle	RBPT	0.6-7.9%	Swai et al 210
6	Pastoral northern Tanzania	cattle, sheep, goats	RBPT/c-ELISA	4.9-6.5%	Shirima 2005
7	Dairy and Pastoral Eastern Tanzania	cattle	RBPT	10.6-12.3%	Swai, 1997, Weihupl et al 2000
8	Slaughter stocks	Pigs	RBPT & Riv T	0.7%	Simon et al 2016
9	Dairy and Pastoral Tanzania	Cattle, small ruminants	RBPT/c-ELISA	8.2%	Alonso et al 2016

**Table 2: Brucellosis seroprevalences by ecosystem species and tests used**

	<b>Ecosystem/Interface</b>	<b>Spp</b>	<b>Tests</b>	<b>Prevalence</b>	<b>Source</b>
1	NCCA	Cattle, sheep, goats	RBPT/MAT	6-23%	Mellau et al 2009
2	Serengeti	Buffalo, zebra, wildbeest	RBPT	1-24%	Fyumagwa et al 2009
3	Mikumi-Selous		RBPT	0.6%	Temba 2012
4	Katavi-Rukwa	Cattle, sheep, goats	RBPT, ELISA, PCR, Riv T	1.6-7.9%	Assenga et al 2015

**Table 3: Brucellosis seroprevalences by occupational group, febrile presenting patents and tests used**

	<b>Groups</b>	<b>Spp</b>	<b>Tests</b>	<b>Prevalence</b>	<b>Source</b>
1	Febrile patients, Moshi, Tanzania	Human	SAT	3.5%	Bouley et al 2012
2	Occupational group, Tanga	Human	RBPT	5.5%	Swai et et al 2005
3	Livestock keepers(Pastoralist)-Serengeti	Human	c-ELISA	?%	Shirima and Kunda 2016
4	Agriculture/livestock keepers(agro-pastoralist)-northern, Tanzania	Human	RBPT, ELISA,	8.3%	Shirima 2005
5	Livestock keepers(Pastoralist)-Katavi	Human	RBPT, ELISA, Riv T	0.6 %	Assenga et al 2015
6	Fever presenting outpatients, Kilosa	Human	RBPT, ELISA (B. abortus) (B. Melitensis)	7% 15.4%	Chipwaza et al 2015

Effective prevention and control of brucellosis rely mainly on vaccination and test and slaughter policy of positive reactor animals. Moreover, broad use of vaccine is constrained by several factors related to delivery system, pathogen factors (*Brucella* spp is not host spp specific and varied brucella pathogens), host factors (affecting multiple animal spp) and varied production system (pastoral, agropastarol, intensive) complicating vaccine uptake and participation in vaccination program. Vaccines and vaccination campaign is lacking and where available it is only one type (S.19) that has been in use in cattle, which may not confer protection across the species. Combinations of all these technical, policies and operational challenges are among of the factors that impede effective disease control.

## 1.2 Socio-Economic Impact and Justification for Control

Brucellosis is endemic in Tanzania with studies indicating a significant production loss and potential public health problems. Brucellosis causes severe debilitating disease that may result to permanent disabling sequel, and considerable medical expenses in addition to loss of income due to loss of working hours in human. In Tanzania, most patients presenting at hospitals with febrile illness tend to be clinically diagnosed as malaria or enteric fever, largely

because of the high endemic nature of these two infections but also due to similarity with clinical presentations of other infections prevalent in Tanzania. Symptoms and signs are non-specific, and several other febrile illnesses may be simulated, for example glandular fever, toxoplasmosis, influenza and other enteric infections. Also, when an unusual complication is present, it may be overlooked. Clinical diagnosis of brucellosis is therefore difficult to establish leading to it being misdiagnosed, mismanaged and underreported.

In livestock, brucellosis results in reduced productivity, abortions and weak offspring and is a major impediment for trade. Prevention of human brucellosis depends a great deal on control of the disease in domestic livestock. Effective control of brucellosis in Tanzania, like in other endemic countries, needs cooperation between human and animal health sectors with regard to research and actions directed to disease control. Despite of few research reports available, detailed disease information covering wide geographical areas and multiple susceptible host spp are missing.

Furthermore, there is a lack of harmonized protocol for the diagnosis, prevention and control of the disease in humans and animals. Therefore, a comprehensive One Health strategy for prevention and control of the disease in humans and animals is desirable.

### 1.3 National Policies/Strategies and Legal Framework

There are a number of legislation and regulations guiding the prevention and control of brucellosis in Tanzania. These include;

- **National Livestock Policy of 2006**  
The policy gives provision for control of zoonotic diseases including brucellosis in view of safeguarding the public health
- **Animal Disease Act No. 17, 2003** make provision for certification, animal disease outbreak investigation, control, notification and compensation
- **Public Health Act -2009:** -This is an Act to provide for the promotion preservation and maintenance of public health with a view to ensuring the provision of comprehensive functional and sustainable public health services to the general public. Th serves for **controlling diseases including zoonoses, Act** provide provision guiding outbreak notification and investigation.
- **Tanzania National Health Policy 2003**-the policy puts emphasis on the provision of equitable, quality and affordable basic health services, reduction of disease burden, maternal and infant mortality and increase life expectancy; availability of drugs and equipment; availability of health services to all people (urban and rural); as well as human resource capacity development.
- **Tanzania National eHealth Strategy 2013**- the strategy recognizes the potential of information and communication technology (ICT) it can offer in transforming healthcare delivery by enabling information access and supporting healthcare operations, management, and decision making

- **National Action Plan for Health Security 2017-**
- **URT One Health Strategy Plan 2015 - 2020**  
Other laws/acts that regulate the prevention and control of brucellosis in Tanzania include;
- Presidential Circular No 1 2002: Restricts movement of animals from disease infected area

### **The Food, Drugs and Cosmetic Act No 1 of 2003: Food Hygiene Regulations 2006 - TFDA**

- The Animal Welfare Act No 19 of 2008
- Livestock Registration, Identification, and Traceability Act No 12 of 2010
- The Local Government (District) Authorities Act No 7 of (1982)
- Local Government (Urban Authorities) Act (1982)
- Disaster Act No 7 of 2015: Provides for risk management of disasters including outbreaks of infectious diseases

### **International policies/guidelines/regulations**

- OIE /FAO/WHO – provide broad guidance and protocols on disease surveillance, contingency planning, preparedness and response to zoonotic diseases
- World Organization for Animal Health (OIE) terrestrial animal health code that set standards for the improvement of animal health and welfare and veterinary public health worldwide; OIE manual for diagnostic tests and vaccines for terrestrial animals.
- WHO: World Health Organization (WHO) is the body of the United Nations (UN) responsible for directing and coordinating human health, main function includes; providing leadership on matters critical to health and engaging in partnerships where joint action is needed; shaping the research agenda and stimulating the generation, translation and dissemination of valuable knowledge; setting norms and standards and promoting and monitoring their implementation; articulating ethical and evidence-based policy options; providing technical support, catalysing change, and building sustainable institutional capacity and monitoring the health situation and addressing health trends
- FAO/OIE: Progressive Control Pathway (PCP) for Brucellosis -
- AU IBAR: Integrated regional coordination mechanism sets mechanism for prevention and control of zoonoses

## **1.4 Stakeholders' Mapping**

### **1.4.1 Major stakeholders – line Ministries/partners**

A number of stakeholders will join forces to address specific interventions. Interventions and correlating stakeholders are summarised in table no. below.

**Table 4: Stakeholders involved and their corresponding area of intervention**

<b>Area of Intervention</b>	<b>Stakeholders involved</b>
Policies, standards and regulations development and implementation resource mobilization	MoLF, MNRT, MOHCDGEC VPO-Environment
Technical backstopping, capacity building and resource mobilization for disease for prevention and control	FAO WHO OIE UNICEF NGO's
Reinforcement of policies and laws and control intervention implementations	PO-RALG, Home Affairs and other relevant NGO's and private sector and livestock keeping community
Biosafety and Biosecurity	MoLF, MNRT, MOHCDGEC, PO-RALG, and other relevant NGO's and private sector, Institute (e.g. Universities and colleges – SUA, UDSM, LITA. MATI, etc)
Research, training, consultancy and vaccine production	National: Tanzania Veterinary Laboratory Agency (TVLA), DVS, COSTECH, NIMR, TAWIRI, TALIRI, IHI SUA, NM-AIST, UDSM, LITA International: Glasgow, University of Minesota, Pennysstate University, Washington University, University of Edinburgh among others
Advocacy and Ethical standards	Professional bodies: TVA, MAT, MCT, VCT, Pharmacies, Nurses, allied Association, Tanzania Public Health Association (TPHA)
Public awareness and prevention and control	MALF, MNRT, MOHCDGEC, PO-RALG, and other relevant NGO's PMO-DMD (OHCU), Community and private sector, FAO, WHO
Implementers	MoLF: Director of Veterinary services (DVS), Tanzania Veterinary Laboratory Agency (TVLA), Veterinary Council of Tanzania (VCT) MoHCDGEC: DPS, PO RALG: RAS, Local Government Authorities (LGAs) MNRT: TAWIRI, TANAPA, TAWA NGOs: BRAC Tanzania, and other private NGO or CBO such as World Vision, CARE, Catholic Relief Services, Global Services Corps.

## CHAPTER TWO

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### **2. STRENGTH, WEAKNESS, OPPORTUNITIES AND CHALLENGES (SWOC) REGARDING BRUCELLOSIS PREVENTION AND CONTROL**

Brucellosis is a complex infectious zoonosis with economic importance in livestock world-wide and is endemic in Tanzania. Prevention and control approaches are challenged by several factors including its complex epidemiology, policies related to its control, vaccine complexities, surveillance and diagnostic challenges, husbandry practices and social cultural values of the community. However, generally there are strengths and opportunities that could be harnessed to facilitate prevention and control with eventual eradication of brucellosis in the country. In addition, there are weaknesses and challenges, which must be addressed for effective prevention and control of the disease.

Critical issues to be considered includes:

1. Frameworks in support for brucellosis prevention and control (political will)
2. Skilled and motivated human resource to support brucellosis control
3. Institutional organization
4. Financial resources
5. Tools for brucellosis surveillance and control (vaccines, reporting system, feedback and response system)
6. Research, training and development
7. Knowledge about brucellosis among public (advocacy, communication and social mobilization)
8. Partnership and multi-sectoral collaboration
9. Monitoring and evaluation

**Table 5: Strengths, weaknesses, opportunities and challenges**

Issue	Strengths	Weaknesses	Opportunities	Challenges
<p>Frameworks in support for brucellosis prevention and control (political will)</p>	<p>Existence of national sectoral policies, strategies and legal frameworks e.g. National Livestock Policy of 2006, and Animal Diseases Act, 2003 Public Health Policy 2016 Public Health Act, 2009 National Health Security Plan, 2017 Second five-year Development Plan (2016-2020) Tanzania National e-Health Strategy, 2013 Presidential secular No 1 of 2002, The Food, Drug and Cosmetics Act, 2003 (Food borne surveillance system) Occupational Safety and Health Administration(OSHA) Livestock Registration, Identification and Traceability Act No 12 of 2010 Local Government Authority Act No 7 of (1982) One Health Strategic Plan of 2016 List of national priority zoonotic diseases Involvement of other law enforcers, example Police, Judiciary etc.</p>	<p>Limited Law enforcement  Inadequate enforcement of disease control and livestock movement laws.  Lack of policy guidelines  Generally low awareness among stakeholders (high awareness in some communities where brucellosis has been widely studied eg northern Tanzania (ref Zhang <i>et al.</i>, 2016)</p>	<p>Availability of global guidelines and standards from international bodies like FAO, OIE, WHO  Presence of Global Health Security Agenda 2017  Presence of International Public Health Regulations</p>	<p>Delay in policy review and implementation to support reprogramming where necessary</p>

Issue	Strengths	Weaknesses	Opportunities	Challenges
<p>Skilled human resource</p>	<p>Available skilled human resource at various levels. (human, animal and environmental health experts and laboratory technologists)</p>	<p>Insufficient number of trained personnel (human, veterinary, environmental health experts and lab technologists) Inadequate continuous professional development programmes</p>	<p>Availability of training institutions /facilities  Technical backstopping from partners (FAO, WHO and OIE)</p>	<p>Funding to support build up human resource</p>
<p>Institutional organization</p>	<p>Presence of human and animal health structures and facilities including OH Coordination Unit (under Prime Minister's Office) Presence of relevant ministries and departments/Agencies (egTFDA Existence of other control plans (e.g. for Rabies, Avian influenza, RVF and PPR)</p>	<p>Weak communication/sharing of information to ensure detection and response  Overlap of the implementation of activities  Integrated Disease Surveillance and Response (IDSR) for human doesn't capture brucellosis</p>	<p>OH, coordination frameworks/networks Presence of International organizations (FAO, WHO, OIE)</p>	<p>Weak sharing of data and information; broken chain of command for animal and human health)</p>
<p>Financial resources to support brucellosis prevention and control</p>	<p>Annual budgetary allocation for disease surveillance and control</p>	<p>Inadequate funding</p>	<p>Partnerships with development and bilateral partners, development initiatives/programmes at national, regional and international levels e.g Defence Threat Reduction Agency (DTRA), Wellcome Trust, Bill and Melinda Gates foundation, USAID Presence of several consortia addressing brucellosis e.g. Afrique One-ASPIRE, ZELS</p>	<p>There is no single basket fund for zoonoses control including brucellosis  Weak sharing of resources between sectors (weak collaboration and coordination)</p>

Issue	Strengths	Weaknesses	Opportunities	Challenges
Tools for brucellosis surveillance and control (diagnostics, vaccines, reporting system, feedback response system)	<p>Presence of locally made vaccines for animals</p> <p>Availability of laboratory diagnostic capacity</p> <p>Presence of guideline for surveillance of prioritized zoonotic diseases (in pipe line)</p> <p>Availability of epidemiological data on animal sector (several researches going on)</p>	<p>Inconsistent and fragmented research data (no national wide representative data- biased data)</p> <p>Lack of vaccination in small ruminants (only in cattle)</p> <p>Low vaccination coverage associated with availability and accessibility – (distribution - cold chain) of vaccine</p> <p>There is no national standardised and validated diagnostic tests</p>	<p>Presence of reference laboratories for diagnosis, research and training (Animal, Plant Health Agent (APHA)- UK an OIE reference lab for <i>Bruceella</i>)</p> <p>Availability of technical backstopping (FAO, WHO, OIE)</p>	<p>Financial resources</p> <p>Inadequate engagement LGAs</p> <p>Strain typing (appropriate vaccines)</p> <p>Husbandry practices</p>
Research, training and development	<p>Presence of Research and Training Institutions (SUA, MUHAS, TAWIRI, NIMR, IHI, TVLA, NM-AIST, CUHAS, KCRI, NHLQA)</p> <p>Research regulation - COSTECH</p> <p>Political will for allocating 1% of total budget for research (Government commitment)</p> <p>Presence of pool of local experts on brucellosis</p> <p>Presence of networks with ongoing research activities on brucellosis</p>	<p>Weak coordination of research initiatives</p> <p>Absence of national research agenda for priority zoonotic diseases</p>	<p>Presence of reference laboratories for diagnosis, research and training</p> <p>Collaboration with international reference laboratory (UK) and partners (DTRA, Wellcome Trust, Bill and Melinda Gates Foundation, WHO, FAO) and Universities in the UK, USA, Australia, Japan etc</p> <p><i>Bruceella</i> being bio agent increase likelihood of getting external research funds</p>	<p>Inadequate funding</p> <p>Inadequate research findings especially on circulating strains</p>

Issue	Strengths	Weaknesses	Opportunities	Challenges
Knowledge about brucellosis among public	<p>Existence of elaborate administrative structures down to grass root level (from the Ministry to the village) that can support extension services</p> <p>Presence of various media outlet</p> <p>Good coverage of mobile networks and social media groups</p>	<p>Inadequate knowledge among farmers (only 20% of farmers access extension services)</p> <p>Lack of advocacy materials, (posters, flares, and protocols) at all levels in animal and human health workers</p> <p>Disjoint communication during and after abortion in animals)</p>	Globally, brucellosis fact sheets and protocols are available	Socio-cultural values and beliefs
Partnership and multi-sectoral collaboration	<p>Presence of OH Coordination Unit OH Technical working groups</p> <p>One health strategic Plan (2016)</p> <p>The National Strategy for Income Growth and Poverty Reduction 2010 (NSGRP-MKUKUTA)-It emphasizes multi-sectoral collaboration in disease control</p> <p>Surveillance guidelines for priority zoonotic disease (in the pipe line)</p>	<p>Weak multi-sectoral collaboration (There is little coordination and collaboration between the human and animal health sectors and other relevant sectors for brucellosis control)</p> <p>Lack of signed MOU between sectors</p> <p>Lack of formal communication strategy</p>	Available OH networks/forums/ organizations both globally and regionally	<p>Fear among individuals</p> <p>Different priorities and concerns result into lack of trust among team members</p> <p>Poor communication and lack of common understanding among collaborators</p>

Issue	Strengths	Weaknesses	Opportunities	Challenges
Monitoring and evaluation	Presence of surveillance guidelines for priority zoonotic diseases (in the pipe line)	Underreporting and inadequate feedback in the animal health sector  Few laboratories for disease confirmation  Lack of national reference lab for brucellosis diagnosis	<ul style="list-style-type: none"> <li>• Use of mobile tools to promote reporting</li> <li>• Technical backstopping from partners (FAO, WHO)</li> <li>• Presence of international reference laboratories for diagnosis, research and training (OIE reference lab in UK)</li> </ul>	<p>Funding to support active and passive surveillance</p> <p>Lack of infrastructure and motivation among animal and human health workers</p> <p>Lack of link between research and practice to guide effective monitoring</p>
Biosecurity and biosafety at various levels	<p>Presence of relevant regulations (refer critical issue no1 above)</p> <p>Presence of bio-safety facilities and tools at various levels (field, lab, on transit)</p>	<p>Inadequate biosecurity and biosafety facilities at farm level</p> <p>Inadequate knowledge on biosecurity and biosafety issues for experts and farmers</p> <p>Limited biosecurity and biosafety guidelines</p>	<ul style="list-style-type: none"> <li>• Presence of guidelines from international reference laboratories</li> <li>• Technical backstopping (OIE- sanitary and phytosanitary (OIE- SPS), WTO, WHO)</li> <li>• Presence of experts on biosafety issues</li> </ul>	<p>Animal husbandry (management and care of animals) (difficult to enforce animal movement control, vaccination etc)</p>

## CHAPTER THREE

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### 3. GUIDING PRINCIPLES OF BRUCELLOSIS PREVENTION AND CONTROL STRATEGY

#### 3.1 Vision

To have the nation that is free from brucellosis

#### 3.2 Mission

Ensuring the wellbeing of people by improving safety of animal source products and livestock productivity through an integrated brucellosis control strategy.

#### 3.3 Goal

To control and eventually eradicate brucellosis in the country through an integrated intervention strategy.

#### 3.4 General Objective/Objective of the Strategy

To reduce the burden and socio-economic impact caused by brucellosis in human and animal populations in Tanzania.

#### 3.5 Key Strategic Objectives for Brucellosis Control

1. To enhance awareness and knowledge on brucellosis for professionals, policy makers, community and the general public
2. To initiate a national vaccination programme for livestock using public private partnership
3. To streamline and harmonise appropriate legal /policy framework and institutional arrangement in the implementation of the plan
4. To institutionalise Brucellosis testing among the febrile human cases in public and private health facilities
5. To support implementation of functional and quality integrated surveillance and diagnostic activities using One Health Approach
6. To promote and coordinate research and innovation in Brucellosis interventions
7. To facilitate and support application of bio-security and bio-safety targeting risk groups
8. To advocate and mobilize resources for supporting implementation of the plan

##### 3.5.1 Prevent and Control of brucellosis in human

The prevention and control of human brucellosis hinges on elimination of contacts between people and infected animals or their products as well as avoiding risk behavioural practice. Measures for brucellosis should include public education on the risks, transmission avoidance and control of brucellosis. Among the commonly used approaches to prevent brucellosis in human include; personal hygiene, protection of the environment and food hygiene (adequate boiling of fresh milk intended for drinking or making other milk products). Adoption of safe working practices including use of PPE is highly encouraged in high risk occupations when handling potentially infected materials, eg aborted foetus, placenta, gravid uterus etc will be promoted. Other measures include employing good animal husbandry and management practices.

### **3.5.2 Prevention and control of brucellosis in food animals**

The prevention and control in animals will focus on managing and ultimately eradicate *B. abortus* and *B. melitensis* infections in cattle and goats to reduce economic losses and protect general public from the disease

The main prevention and control will include

- i. Vaccination of female calves and goats.
- ii. Strengthen brucellosis surveillance using One Health Approach
- iii. Awareness and sensitizing livestock keepers on proper disposal of aborted fetuses, placenta and placenta fluid
- iv. Promote good husbandry practices including bio-security measure
- v. Test and slaughter of the positive animals in targeted farms

### **3.5.3 Strengthen institutional capacity to control brucellosis**

- Surveillance and diagnostics capacities for prioritized zoonoses including Brucellosis will be strengthened at national and subnational levels through training of field and lab personnel to support brucellosis surveillance
- Equip laboratories for brucellosis diagnosis. Efforts will be made to introduce testing schemes in targeted farms and incorporate brucellosis in existing surveillance systems, such as Integrated Disease Surveillance and Response (IDSR).
- Quality vaccine production capacity at Tanzania Vaccine Institute – Kibaha will be strengthened to support vaccination programmes (including vaccines for small ruminants).

### **3.5.4 Promote and coordinate research and innovation in brucellosis interventions**

OH, stakeholders comprising of animal health, medical, public and environmental health, anthropologist and other experts to identify and undertake interventional research, eg. Efficacy of current vaccines, vaccine delivery model, pathogen/infection dynamics, Knowledge, Attitude and Practices (KAP) studies, system's research etc

In addition, research focusing development and validation of rapid field and laboratory confirmatory tests.

### **3.5.5 Enhance awareness and knowledge on brucellosis for professionals, policy makers, community and public**

Awareness raising and sensitizing various stakeholders (Livestock keepers, consumers, policy makers, FBO/CBO leaders) using different avenue including but not limited to schools, Churches, Mosques, mass media (Radio, TV, Brochures, social media) and meetings at different levels will be enhanced. Livestock keepers will be made aware on risks related to improper disposal of aborted fetuses, placenta and placenta fluid and good husbandry practices including bio-security measure will be promoted.

### **3.5.6 Enhance Partnerships and One Health Approach/Multi-Sectoral Collaboration**

Establish a way to allow sharing of disease reports, other information and discussions among

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the animal health and human health departments at various administrative levels. This may include joint implementation where applicable

**3.5.7 Streamline and harmonise appropriate legal and policy framework and institutional arrangement for the implementation of strategy.**

Legal/ policy framework will be streamlined and harmonised to support zoonoses control. In addition, law enforcers will be engaged to raise awareness to all stakeholders regarding legal aspects providing for animal disease control including brucellosis. This will facilitate compliance to application of control measures.

## CHAPTER FOUR

### 4. IMPLEMENTATION PLAN OF THE STRATEGY

Progressive (step-wise) approach for the control of brucellosis is adopted as suggested by OIE (FAO, 2013)., The approach entails to progressively move from one stage to the stage immediately after and is based on four different stages each with a situation analysis, expected outcome and summarized key activities as indicated in table 5. Stage 1 is where the epidemiological situation is being assessed and stage 4 is when the evidence is provided that there is no bacteria circulation either at zonal or national level and is ready to apply for the OIE official country status of brucellosis freedom.

**Table 6: Road Map for the Progressive control of Brucellosis**

Stage 1	Stage 2	Stage 3	Stage 4
<b>Situation</b>			
<ul style="list-style-type: none"> <li>• Brucellosis is known to be present but with limited information</li> <li>• No structured control plan</li> </ul>	Known situation of the disease with a control programme underway	Brucellosis at low levels within susceptible livestock and human population	No evidence of brucellosis in livestock No human cases
<b>Outcome</b>			
Better understanding of the disease situation.	Brucellosis prevalence/ incidence rates in livestock and human reduced by 20% by 2020	Reduced impact of brucellosis in livestock and humans by 50% by 2025	Self –declared free from brucellosis with/without vaccination

## CHAPTER FIVE

### 5. INSTITUTIONAL AND FINANCIAL ARRANGEMENT

#### 5.1 Institutional Arrangement

A national Strategy for Prevention and Control plan of brucellosis will be implemented through the existing structures that include the line Ministries, Local Government Authorities and stakeholders including development partners. At the regional, district and village levels the respective Primary Health Care Committee (PHC) will be responsible in their respective areas. However, at the levels of MoLF and MoHCDGEC in the Directorates of Veterinary Services and Preventive Services respectively, there shall be a coordinator for overseeing the day-to-day activities of the control strategies. The One Health Coordination Unit – at the Prime Minister’s office shall be the coordinator of multi-sectoral activities pertinent with brucellosis control. It is expected that the control measures will involve all the areas with animals known to be important in the epidemiology of the disease in the country.

**Table 7: Institutional responsibilities and roles**

Institution	Roles/Responsibility
<b>Ministry responsible for Finance</b>	Provision of funds and other resources Oversees budget preparation and execution
<ul style="list-style-type: none"> <li>• <b>Ministry responsible for Livestock and Fisheries</b></li> <li>• <b>Ministry responsible for Health</b></li> <li>• <b>Ministry responsible for wildlife</b></li> </ul>	Formulation and harmonisation of policies and strategies Information and data collection Provision of technical support and implementation of activities
<b>President’s Office, Regional Administration and Local Government(PORALG)</b>	Implementation of Vaccination activities Creation of brucellosis awareness Participate in brucellosis surveillance
<b>VPO – Environment</b>	Enforcement of government laws Surveillance
<b>Ministry of Home Affairs</b>	Enforcement of government laws
<b>Ministry responsible for Justice and Constitution Affairs</b>	Interpretation and custody of government laws
<b>Prime Ministers Office – One Health Coordination Unit</b>	Coordination of multi-partners and multi-sectorial activities related to One-Health and resource mobilization
<b>TFDA</b>	To ensure quality, safety and effectiveness of medicines by evaluating and registering of quality vaccines, control the importation of vaccines and conducting post marketing surveillances for vaccines
<b>TVLA, TVI</b>	Diagnosis, research and vaccine production, vaccine quality control
<b>TANAPA</b>	Coordination of wildlife related activities and control of brucellosis in wildlife buffer zones

<b>ZVCs, Health facilities</b>	Surveillance in humans and animals
<b>Academic and Research Institutions (e.g: NM-AIST, KCMC, SUA, MUHAS,IHI, TAWIRI, NIMR etc)</b>	Research, training, diagnosis, consultancy and vaccine manufacture
<b>PAHSP (Private Animal Health Service Providers)</b>	Surveillance, provision of veterinary services and reporting
<b>NGOs both local and International</b>	Provides technical support, public awareness, funding and linkages with communities and outreach activities
<b>Food processors (eg Abattoirs, Milk plants etc)</b>	Surveillance
<b>Development Partners (e.g, B&amp;MGF, WHO, OIE, FAO, UNICEF, USAID, CDC etc)</b>	Support of brucellosis vaccination activities, funding of outreach activities

## 5.2 Financial Arrangement

Funding will be sourced from the Tanzania central government ministries (Ministry of Livestock and Fisheries (MoLF) and Ministry of Health, Community Development, Gender, Elderly and Children, Ministry of Natural Resources and Tourism, President's Office, Regional Administration and Local Government (PO-RALG), Prime Minister's Office, Development Partners and NGOs, CBOs and FBOs. Private sector will be engaged to support activities. Community own resources will be requested to support local activities.

## CHAPTER SIX

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### 6. MONITORING AND EVALUATION

The National Strategic Plan for Prevention and Control of Brucellosis will be implemented through Ministries responsible for Livestock, Health and Wildlife. Other Ministries are those responsible for Local Government Authorities and other stakeholders. A national Brucellosis control task force will be established to report to the ministries responsible for animal and human health. At regional, district and ward-levels, representatives of One Health Committees will be responsible for their respective areas. Designated officer (at DVS and DPS) shall be coordinators responsible for overseeing day-to-day activities of the programme. The One Health Coordination Unit – at the Prime Minister's office shall be coordinator of multi-sectorial activities within a One Health framework.

Monitoring and Evaluation (M&E) of the anthrax prevention and control strategic plan will be critical to measure the effectiveness of interventions. Indicators will be used to determine whether the interventions are making progress towards achieving objectives and goals of the anthrax prevention and control strategic plan. Each activity bears a monitoring indicator to be measured in the process of its implementation. Monitoring and evaluation frameworks will incorporate both process and outcome indicators. Individual Ministries/institutions/bodies will have responsibility for monitoring and evaluating relevant identified activities and feeding information, findings and recommendations into the overall M&E process. A mid-term review will be done after three years to monitor the implementation of the plan. End-of-term evaluation will be conducted in 2023.

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## 8. APPENDICES

### Appendix 1: LOGICAL FRAMEWORK MATRIX

Outcome	Objectives	Activity	Indicator	Data source/ Means of Verification	Baseline
<b>Better understanding of the disease situation</b>	To enhance awareness and knowledge on brucellosis for professionals, policy makers, community and the public	<ul style="list-style-type: none"> <li>• Conduct knowledge, Attitude, Practice (KAP) studies in different social, policy and professional group</li> <li>• Develop/review communication and advocacy strategy for the brucellosis diseases (cross-cutting)</li> <li>• Develop, produce and disseminate IEC materials.</li> <li>• Conduct advocacy, communication and social mobilization on brucellosis</li> <li>• Carry out baseline survey and epidemiological investigation and undertake risk mapping</li> </ul>	<ul style="list-style-type: none"> <li>• Number of, KAP studies conducted and shared</li> <li>• Communication and advocacy strategy in place</li> <li>• IEC materials put in place and disseminated to the target groups at different levels.</li> <li>• Number of meeting for advocacy conducted</li> <li>• Surveys and investigations and risk mapping undertaken</li> </ul>	Baseline survey report, post-intervention survey reports	Derived from pre-existing Published data
<b>Vaccination of livestock using public private partnership</b>	To initiate a national vaccination programme for livestock using public private partnership	<ul style="list-style-type: none"> <li>• Develop national vaccination plan</li> <li>• Production/procure of vaccine</li> <li>• Conduct monitoring of vaccination programme</li> <li>• To conduct vaccination campaigns at National and subnational levels</li> </ul>	<ul style="list-style-type: none"> <li>• National vaccination plan document</li> <li>• Number of Vaccine produced/procured and consumed</li> <li>• Number of vaccination campaign/monitoring visits</li> </ul>	Availability of Reports and document on the activities conducted	No Existing data

Outcome	Objectives	Activity	Indicator	Data source/ Means of Veri- fication	Baseline
<b>Institutionalised brucellosis testing among febrile human cases in public and private</b>	Institutionalise brucellosis testing among febrile human cases in public and private health facilities	<ul style="list-style-type: none"> <li>• Procure diagnostic reagents,</li> <li>• Train personnel (Epi-Laboratory on biosafety and biosecurity)</li> <li>• Develop SOP for testing of human febrile cases guided by evidence / research</li> <li>• Orient professionals on SOP, biosafety and biosecurity</li> </ul>	<ul style="list-style-type: none"> <li>• Availability of materials and health centers/facilities involved.</li> <li>• Number of training and trained individuals by districts.</li> </ul>	<p>Availability of SOP document</p> <p>Training and orientation reports</p>	No pre-existing
<b>Supported and implemented functional and quality integrated surveillance and diagnostic activities using One Health Approach</b>	To support implementation of functional and quality integrated surveillance and diagnostic activities using One Health Approach	<ul style="list-style-type: none"> <li>• Train personnel and equip Epidemiology Unit for brucellosis surveillance.</li> <li>• Train personnel and equip Lab Unit for brucellosis detection.</li> <li>• Train clinicians for proper case management</li> <li>• Train and equip field staff/health officers for data collection and reporting.</li> <li>• Develop joint outbreak investigation protocol in animals</li> <li>• Undertake active surveillance in animals</li> </ul>	<ul style="list-style-type: none"> <li>• Reports of number of supplies and equipments.</li> <li>• Number of trainings and surveillance.</li> <li>• Number of districts equipped with data collection and reporting tools.</li> <li>• Joint investigation protocol developed</li> </ul>	Reports and documents	No pre-existing data
<b>Streamlined and harnised appropriate legal/policy framework and institutional arrangement for implementation of the plan</b>	To streamline and harmonise appropriate legal /policy framework and institutional arrangement in the implementation of the plan	<ul style="list-style-type: none"> <li>• To carry out legal and policy analysis, spot some weakness and amend accordingly</li> <li>• To carry out advocacy and operationalize legal frameworks</li> <li>• To carry out stakeholder's engage</li> </ul>	<ul style="list-style-type: none"> <li>• Report of Revised document</li> <li>• Number of advocacy meeting conducted</li> <li>• Number of stakeholders meeting conducted</li> </ul>	Reports and documents from activities	Existing policies/legal frameworks

Outcome	Objectives	Activity	Indicator	Data source/ Means of Verification	Baseline
		<p>ment meeting especially for the low enforcers and DEDs to involve them in disease control</p> <ul style="list-style-type: none"> <li>• Facilitate Interministerial arrangement through development of MoUs</li> <li>• To establish linkage mechanism for research between line ministries and research institutions to support the control of brucellosis</li> <li>• To develop community base policy institutional and legal frameworks to support community engagement in the control of brucellosis</li> <li>• To develop appropriate regulations for the control of brucellosis and other disease of importance</li> </ul>	<ul style="list-style-type: none"> <li>• Availability of MoU</li> <li>• Established linkage between line ministries and research institution to support control of brucellosis</li> <li>• Established policy</li> <li>• Availability regulations</li> </ul>		
<b>Cordinated research and innovation on Brucellosis intervention</b>	Promote and coordinate research and innovation on brucellosis interventions	<ul style="list-style-type: none"> <li>• Conduct innovative Brucellosis research to inform legislation and intervention planning</li> <li>• Research on Policy and coordination structure which support implementation and interventions</li> <li>• Research on disease epidemiology in wildlife, livestock and humans</li> <li>• Research on interactions which lead</li> </ul>	<ul style="list-style-type: none"> <li>• Number of research GAPS identified</li> <li>• Number of proposals developed and sent for funding</li> <li>• Reports/publications and documents</li> </ul>	<p>Reports</p> <p>Proposal documents</p>	Existing publications and reports on brucellosis

Outcome	Objectives	Activity	Indicator	Data source/ Means of Veri- fication	Baseline
		<p>into outbreaks btm the compartments</p> <ul style="list-style-type: none"> <li>• Research in new technology on rapid detection, identification and differentiation of species.</li> <li>• Validation of existing vaccines</li> <li>• Conduct research on making new vaccine materials and antigen for vaccines</li> <li>• Research on other options for Brucellosis control</li> <li>• Research on other susceptible groups and groups at risk of getting disease</li> <li>• Research on socio-cultural drivers on Brucellosis transmission, prevention and control</li> </ul>			
<p><b>Improved application of biosecurity and biosafety targeting risk groups</b></p>	<p>Facilitate and support application of bio-security and bio-safety targeting risk groups</p>	<ul style="list-style-type: none"> <li>• Review, update and disseminate the biosafety and biosecurity policy and curricula</li> <li>• Creation of awareness to the first responders - farmers, extension officers</li> <li>• Train and equip biosafety officers including meat inspectors and market staff</li> <li>• Inventory of lab research and detection</li> <li>• To designate laboratories for handling and identification of Brucellosis</li> </ul>	<ul style="list-style-type: none"> <li>• Brucellosis outbreak response plan.</li> <li>• Number of staff trained.</li> <li>• Number of equipments procured.</li> <li>• Availability of lab research and detection</li> <li>• Availability of designed lab for handling and identification of Brucellosis</li> <li>• Availability of SoPs</li> </ul>	<p>Presence of PPE, Presence of safety cabinet in the laboratory</p>	<p>Not existing</p>

Outcome	Objectives	Activity	Indicator	Data source/ Means of Verification	Baseline
		<ul style="list-style-type: none"> <li>Development and dissemination of SOP's on biosafety and biosecurity on suspected cases of Brucellosis to avoid contamination</li> </ul>			
	Advocate and mobilize resources for supporting implementation of the plan	<ul style="list-style-type: none"> <li>Development of brucellosis proposals to support implementation of the plan</li> <li>Conduct development partners mapping for resource mobilization within and outside Tanzania.</li> </ul>	<ul style="list-style-type: none"> <li>Number of brucellosis proposals developed.</li> <li>An inventory of funding agencies available</li> </ul>	Reports of implementation. Funding proposals.	Not existing

## Appendix 2: DETAILED PREVENTION AND CONTROL STRATEGY FOR BRUCELLOSIS

STRATEGIC OBJECTIVES	KRAs	ACTIVITIES	Target year for initiating output / activity						
			1	2	3	4	5		
To enhance awareness and knowledge on brucellosis for professionals, policy makers, community and the public		Conduct knowledge, Attitude, Practice(KAP) studies in different social, policy and professional group							
		Develop/review communication and advocacy strategy for the brucellosis diseases (cross cutting							
		Develop, produce and disseminate IEC materials							
		Conduct advocacy, communication and social mobilization on brucellosis							
		Carry out baseline survey and epidemiological investigation and undertake risk mapping							
To initiate a national vaccination programme for livestock using public private partnership		Develop and implement national vaccination plan							
		Production/procure of vaccine							
		To conduct vaccination campaigns at National and subnational levels							
		Conduct monitoring of vaccination programme							
Institutionalise brucellosis testing among febrile human cases in public and private health facilities		Procure diagnostic reagents,							
		Train personnel (Epi-Laboratory on biosafety and biosecurity)							
		Develop SOP for testing of human febrile cases guided by evidence / research							
		Orient professionals on SOP, biosafety and biosecurity							
		Procure diagnostic reagents,							







The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses and income. The document provides a detailed list of items that should be tracked, such as inventory levels, customer orders, and supplier invoices. It also outlines the procedures for recording these transactions, including the use of specific forms and the assignment of responsibilities to different staff members.

The second part of the document focuses on the analysis of the recorded data. It describes various methods for identifying trends and anomalies in the financial performance. This includes comparing current data with historical trends, analyzing seasonal fluctuations, and identifying areas where costs are higher than expected. The document also discusses the importance of regular reviews and reports to management, providing a clear and concise summary of the financial situation. It includes a sample report format and a list of key performance indicators (KPIs) that should be monitored.

The final part of the document provides practical advice on how to implement these procedures effectively. It suggests starting with a pilot program in one department to test the new system before rolling it out to the entire organization. It also emphasizes the need for training and support for staff members who will be responsible for recording and analyzing the data. The document concludes by stating that a well-implemented system can significantly improve the accuracy and reliability of financial information, leading to better decision-making and overall business success.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses, income, and any other financial activity. The document also highlights the need for regular reconciliation of accounts to identify any discrepancies early on.

Next, the document covers the process of classifying transactions into different categories. This involves identifying the nature of each transaction and assigning it to the appropriate account. For example, a purchase of office supplies would be recorded as an expense, while a sale of finished goods would be recorded as revenue. The document provides a detailed list of common accounts and explains how to use them to record transactions accurately.

The third section of the document focuses on the journalizing process. This involves recording each transaction in a journal, which is a chronological record of all business transactions. Each entry in the journal should include the date, a description of the transaction, and the corresponding debit and credit amounts. The document provides a step-by-step guide to journalizing, including how to determine the correct debits and credits for each transaction.

Finally, the document discusses the process of posting transactions from the journal to the ledger. The ledger is a collection of accounts, each representing a different asset, liability, or equity item. The document explains how to transfer the debit and credit amounts from the journal to the appropriate ledger accounts. It also provides a sample ledger layout and shows how to calculate the ending balances for each account.

