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## GUIDELINES FOR TECHNICAL UNITS FOR THE MANAGEMENT AND ADMINISTRATION OF STUDY TOURS

### Definition

A study tour (previously called a "travelling seminar") is defined as a visit by an individual or a group of senior health officials or scientists to one or several countries to study local problems and methods of dealing with them. It is thus both a fact-finding mission and an educational experience. The findings and impressions may be described in a report, for which all the participants may assume responsibility. The report is to be signed by one or more of the group members. The duration of study tour is usually up to four weeks or less. (SEAR Handbook, IX.1, Page 6).

### Administration

These activities are operated in the same way as meetings and seminars. The administrative responsibility rests with the SEAR Regional Advisers/Medical Officers concerned.

The participants should always be covered by a collective travel authorization, prepared and signed by the responsible technical units. However, as they are not covered by WHO insurance, participants should be requested to arrange their own health and accident insurance coverage.

### Source of Funds and Rate of Payment

The participants are paid a daily subsistence allowance, the amount of which is determined by the Regional Director with due regard to the conditions of the particular course or tour. The maximum amount payable should not however exceeds the daily subsistence allowance rate applicable after sixty days.

### Application

Application Form WHO/SEA/ST.1/1996 should be used. Fellowship Application Form (WHO 52) is *not* to be used for study tours.

The major differences in processing Fellowships and Study Tours are presented in Table 1.

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Table 1. Differences in processing fellowships and study tours

Terminology	Fellowship	Study Tour
	Fellows	Participants
Application Form	Completed Fellowships Application Form (WHO 52) is required along with Endorsement sheet (WHO Manual XV.1 – page 14, para 290)	Study Tours Application Form WHO/SEA/ST.1996 omits any reference to: – formal selection; – formal medical exams, and – fellowship study termination reports and utilization reports.
Designation	Fellows	Participant
Official Offer/ Document	Letter of Award	Letter of Invitation
Payment	Stipend	ASD (After sixty days rate.)
Duration	Less or more than 4 weeks	4 weeks or less

(WHO Manual XV.1 - Page 44 Para 1090 and 1100)

### Definition of Fellowship

A WHO fellowship is a specially-tailored training activity for an individual or a group of individuals for the purpose of fulfilling specific learning objectives, which may be of short or long duration, and which takes place in a training institution or in the field inside or outside the fellow's country in response to nationally-defined health or health-related priorities in the context of health-for-all goals and is consistent with national human resources policies and plans.

- Example of short-term fellowship: a three-week training of laboratory technician on particular skill development, i.e. microscopy.
- Example of short-term fellowship: two man-months extra-regional fellowship in endoscopic technology in U.K.

The rates of payment to participants of study tours and to other categories/groups are given in Table 2.

Table 2. Rates of payment applicable to different categories

Category	Status	Payment
1. Minister Vice Minister Deputy Minister	Temporary Adviser to RD	SPD (standard per diem) + US\$ 50
2. Secretary Additional Secretary Joint Secretary Special Secretary Director-General Professionals/scientists with Internationally high distinction (to be assessed case by case)	Temporary Adviser to RD	SPD + US\$ 30
3. Facilitators/Resource Persons	Temporary Adviser (Secretariat)	SPD
4. (a) Other than 1,2 and 3 above (b) Other than 1,2 and 3 above	Participants-meetings Participants-study tours	SPD ASD

The 1998-1999 Plan of Operation is product-oriented. It is difficult initially to identify study tours, fellowships etc. The Technical Units should review the Plans of Action with WRs and indicate the relevant study tours within the Programme areas which are consistent with the country health priorities and needs, as also with the human resources development policy and plans.

The Study Tour Application is to be completed by each proposed participant and countersigned by the WR. Once the Study Tour Applications reach the Regional Office, the following points should be examined thoroughly by the concerned Technical Unit.

- Check whether the proposed subject of study is in line with the country's needs and established priorities (Plan of Action).
- Check on the suitability of the proposed country and institution(s) of study and whether necessary funds are available.
- Approach the potential host country (centres) for placement. For SEAR, follow the established channels of communication with governments, with copies to WRs.
- Following the placement, prepare a Letter of Invitation, Collective Travel Authorization (CTA) indicating the ASD/DSA.
- For extra-regional placement, if required, placement should be arranged through the receiving region by contacting the concerned HRH/FEL Units of that WHO Region.

#### **References**

1. WHO Manual – Chapter XV on Fellowships.
2. SEAR Handbook – Chapter IX on Fellowships and Study Tours.
3. SEAR Study Tour Application Form, WHO/SEA.ST.1 (1996)
4. Administration of WHO-sponsored/organized courses, educational activities or study tours – Information Circular IC-96-21 (Rev.1).

This supersedes Information Circular IC-96-32 dated 29 October 1996.