



- **Important instructions/information for fellows from South-East Asia Region**
- **Travel Claim Form**
- **Fellowship Termination of Studies Report Form (FTSR)**

(June 2005)

**IMPORTANT INSTRUCTIONS/INFORMATION FOR
FELLOWS FROM SOUTH-EAST ASIA REGION
(Annex to Letter of Award)**

1. **GENERAL**

The fellows are advised to read very carefully the attached Information Booklet on "WHO Fellowships".

Many of you, now holding senior positions in your country, will face a new situation, may be to some extent embarrassing, by again assuming the role of a student. At times, it might appear disappointing, being away from the family, living in different socio-cultural environment; facing many administrative difficulties; and above all when your wishes are not fulfilled to your satisfaction. But in your own interest and in the interest of your country, you need to overcome these hardships with determination, courage and strength.

The fellows are strongly advised to please collect as much information as possible about the host country/countries from internet or other available sources in their own country so as to adjust themselves as best as possible to the practices of the country of study during their fellowship training programme.

2. **TRAVEL** (Paras 3 to 5 of the Information Booklet also refer)

In their own interest, fellows are advised to ensure and firm-up their return bookings well in time. Even reconfirmation of confirmed return journey is required in most cases, before 72 hours. Sometimes, confirmed booking may be cancelled due to non-reconfirmation as stipulated. No stipend entitlement will accrue for any period beyond the authorized duration for whatsoever reasons. In case of any doubt, fellow(s) should contact, well in advance, the WHO Representative Office (WR)/Regional Office (RO) or the concerned travel airline/travel agent, where necessary, for return booking and travel tickets.

- When travelling by road, fellows are authorized to travel only by public transport (paragraph 39), such as bus or shared taxi. **Travel by private car is not allowed.**
- On completion of their travel, fellows should send to the WHO Regional Office for South-East Asia the used ticket stubs. In case they had purchased the ticket themselves, the original money receipt issued by the airlines or travel agent or the bus or taxi operator should also be attached.
- Deviation in travel itinerary is not allowed. In case of any deviation, resultant additional cost and travel time will be Fellows' personal cost and liability. **Fellows are not usually met on arrival and should make their own arrangements for transport and accommodation unless arranged by host institutions or other authorized agencies.** The fellows can, however, request the concerned WR/RO of the host country for help if possible, regarding accommodation/airport pick-up, cost of which needs to be borne by the fellows themselves.

3. **VISA** (see para 5 of the Information Booklet)

Obtaining visa for the country of study is the responsibility of the fellows. Visa charges paid by the Fellows in the country of origin are not reimbursable. However, visa fees paid outside the country will be reimbursed on production of proof of payment.

- Visa for USA is issued by the US Embassy or Consulate, normally on the basis of a visa permit DS2019 sent by WHO, Washington, and onforwarded directly to the fellows, through the respective WR Offices.

4. **TIMETABLE. NOTIFICATION. ETC.** (See para 4 of the WHO Fellowships Information Booklet).

Use of Telephone/Fax/Email: Fellows are advised to let the "Contact Person" of the host or the concerned WR/RO know of their ETA, as soon as possible, at the Telephone/Fax/Email address indicated in the Letter of Award. In the same way, on reaching the country of study, the fellows are requested to inform the concerned WR/RO the date of their arrival, mailing address etc., for information and record. Fellows should please note that the **second and subsequent stipend payments, etc., where applicable, are sent only when the date of arrival at the host country institution** is notified to the concerned WR/RO.

5. STIPEND (see paras 6 and 9 of the Information Booklet)

a) Mode of Payment and rate determination

- The stipend rates vary from country to country and are established by world-wide inter-agency agreement in order that all fellows in a country are paid uniformly. The stipend system provides for a travel rate for the first thirty days to cover initial expenses for settling in and a resident rate for the subsequent period. **Unless otherwise indicated, an advance on the first 30 days' stipend is paid to the Fellows before their scheduled date of departure from home country.** Rates are expressed and payments are normally made in the currency of the country of study.
- In India, the issue of US Dollar Travellers' Cheques (US\$TCs) is possible only through Standard Chartered Bank's branches in Delhi, Chennai, Kolkatta and Mumbai. Payment of stipend, etc. in the local currency in India is done through bank demand draft sent out in the beginning of each month payable at the place of study or as per arrangement to be notified by the Fellows and in cash to Fellows having programme only in Delhi. Payments are made through respective WHO Representative Offices to Fellows studying in other countries of the South-East Asia Region. Subsequent stipends are paid monthly and in advance, usually through the WHO Office of the Region of study or designated WHO Representative(s) or banks.

b) Payment in US Dollars Travellers' Cheques (TCs) and local currency

- Payments in respect of Fellows placed in the SEA Region will be made in US\$ TCs depending on the duration of fellowship as per following criteria. Balance payments, if any, will be made in the local currency of the concerned country:

Duration of fellowship at one place (country)	Stipend payable in TCs equivalent to
Up to 6 months	1 month's entitlement
Between 6-12 months	2 month's entitlement
Beyond 12 months	2 month's plus 1 month for every additional 6 months

6. SETTLEMENT OF CLAIMS

In case Fellows have claims for any expenses incurred, these should be submitted in one lot, **preferably after return to their home country**, along with the duly completed Fellowships Termination of Studies Report (FTSR).

7. RECOVERY OF OVERPAYMENT

Any overpayment resulting either from subsidised accommodation, food or payment made for a period not covered under the fellowship provision, or on whatsoever account, is to be refunded by the Fellows. Under no circumstances will a waiver of refund for any overpayment be granted.

8. TUITION FEES (see para 7 of the WHO Fellowships Information Booklet)

- Necessary tuition fees to the training institution(s) are paid **directly by WHO**. In case a Fellow is required to pay any Registration Fee or Tuition Fee to the institution, the same will be reimbursed on submission of claim supported with original receipt(s), duly supported by recommendation/endorsement of the Course coordinator/host.
- The Fellows, on arrival at the place of study, are advised to pay **out of their stipend** to the institute of study, caution money if they are expected to live in the attached hostel or in an accommodation provided by the Institute. This is **IMPORTANT** to avoid a situation where they may be asked to pay arrears in lump sum. **If staying elsewhere, the Fellows must pay up for all their dues in connection with the boarding and lodging, and clear all accounts before the expiry of their fellowships in the host country.**

IMPORTANT NOTICE

MEDICAL EXPENSES AND PERSONAL HEALTH AND ACCIDENT INSURANCE

1. ILLNESS AND ACCIDENT INSURANCE

Where, in the country of study, illness and accident insurance is available and Fellows are obliged by governmental or institutional regulations to participate, the Organization will reimburse to the Fellows all costs of such coverage for the period of the fellowship award. **Even if participation is not compulsory, Fellows are strongly recommended to take out private illness and accident insurance when it is available,** against reimbursement by WHO of the premium costs. All such arrangements must be made directly between the Fellows and the insurance company, including payment of premium or submission and settlement of claims. Administratively, WHO does not become involved in these matters except to reimburse the cost of insurance participation when claimed by the Fellows. Fellows should submit the receipt of the premium amount paid along with the copy of insurance cover note (policy extract) to the Regional Office for South-East Asia (Attn: Education and Training Support Unit), World Health House, Indraprastha Estate, Mahatma Gandhi Road, New Delhi 110 002.

Other than for the reimbursement of the cost of insurance participation, as indicated above, WHO does not provide any illness or accident insurance coverage for Fellows nor does it undertake to pay those of a Fellows' expenses resulting from illness or accident (including dental and optical expenses).

2. COMPULSORY INSURANCE IN COUNTRIES OF WHO/AMRO, WASHINGTON

- It is mandatory for Fellows visiting USA/Canada, soon after arrival in these countries, to purchase health and accident insurance for themselves and their accompanying dependants, if any (see also "Health Insurance" instructions sent to the Fellows with DS2019, etc. at the time the Letter of Award is issued).
- For reimbursement of premium for insurance cover arranged by Fellows whilst in USA, request for reimbursement (only for Fellows; not for the accompanying dependants) should be submitted to WHO, Washington. However, if this is not done while in USA, the Fellows may submit this to WHO/SEARO, New Delhi, along with other claims, if any, for reimbursement.

3. AUTOMATIC INSURANCE COVERAGE WHEN PLACED IN WHO/EURO REGION COUNTRIES

Fellows placed in the European Region are automatically insured under a group insurance scheme arranged by WHO, EURO, Copenhagen. As such **Fellows visiting European countries need not take out any health insurance cover individually either at home country or on arrival at the host country.**

4. ILLNESS AND ACCIDENT CLAIMS / REIMBURSEMENT OF MEDICAL EXPENSES

As indicated in Para 1 above, WHO's liability is limited to payment of cost of premium only. The Insurance Companies will make reimbursement of medical expenses to Fellows in accordance with the conditions of the medical insurance policy purchased by them or as arranged by EURO and **may not cover 100% of the medical expenditure.**

SHORT ANSWERS TO FREQUENTLY ASKED QUESTIONS

(For details, please read carefully the booklet "WHO Fellowships")

1. How was the fellowship arranged?

Arrangements have been made for your fellowship by WHO on the request of your government. This has involved selecting a suitable place for your study and making arrangements with your hosts. These arrangements constitute an obligation on the part of yourself, your government, WHO and your hosts; therefore you should follow the plan in this letter, with the greatest care and attention to detail. Changes in the arrangements are not possible.

2. What are the financial arrangements?

WHO pays for stipend, cost of travel by public transport direct to the places on your itinerary and return home, excess baggage allowance in certain cases e.g., travel within the country of study [(No excess baggage for international sector, if any, i.e., for travel from home country to country of study and back is payable as the same is included in the Fellowship Termination Allowance (FTA) - payable to the Fellows on submission of Fellowship Termination of Studies Report (FTSR) after termination of the Fellowship (for details please see sections 35(a) and (b) of the booklet "WHO Fellowships")], visa fees which cannot be obtained in your home country, additional travel if authorized by the host institute/government, and airport taxes. Tickets will be provided by WHO (please see Letter of Award). Do not buy at your own unless specifically requested by WHO. Travel by private car is only authorized in exceptional circumstances and with the agreement of your government.

WHO does not pay for (a) travel in your own country if less than 50 kms from the international airport; (b) passports; (c) fees for visa obtained in your home country; (d) expenses due to avoidable delays in travel; (e) taxis, airport buses, telephone calls, tips; (f) packing, insurance and portage of baggage; (g) personal health and accident insurance (however, see sections 30.1 and 30.2 of the booklet "WHO Fellowships"); (h) transport cost in places of study or (i) expenses arising out of late cancellation.

3. Who books accommodation and pays for such bills?

Hotel reservations and payment of bills are Fellows' responsibility. However, in specific group cases, in the interest of co-ordination, economies and other reasons, WHO may facilitate bookings, under intimation to you. However, bills in such cases will still need to be settled by you as stipend being paid to you is meant to cover such expenses.

4. Is the timetable for travel and visits fixed?

Yes. However, if for some major reason the dates cannot be met, you should inform by fax/e-mail to the host Institution/Contact Person expecting you and also the Regional Office of WHO for the Region in which the delay occurs.

5. Who should be notified of Expected date of arrival (ETA) and what are the Airport pick-up arrangements?

Fellows need to send fax/e-mail to the host Institution/Contact Person, at least two weeks in advance. Fellows are not normally met on arrival at their destination, unless otherwise arranged with the host institution (cost, if any, will need to be met by the Fellows).

6. What is Stipend and what does it cover?

Stipend is a monthly allowance payable to the Fellows in local currency to cover cost of accommodation, board and modest incidental expenses. It varies from country to country. For the first thirty days, in any place, it is paid at "Travel" rate. After that it is paid at a lower "Resident" rate. It is not designed to cover expenses you may incur, if you choose to take your family with you.

7. Are tuition fees and cost of books paid for by WHO?

Yes, WHO pays for all tuition fees for your training programme and for all the fellowships, the fellows are entitled to receive a book allowance of US\$100 per month, if the study material is not to be provided by the host. For fellowships of more than 3 months, book grant is normally paid in the second month. If the duration of the academic year is at least nine to twelve months, a book grant of up to US\$ 960 may be provided for this period.

8. Can the fellowship be extended?

Yes, only in exceptional circumstances. See the booklet "WHO Fellowships".

9. Does WHO require any report on the fellowship undertaken?

Yes, Fellows must make a "Fellowship Termination of Studies Report" (FTSR) upon completion of the studies. In cases of studies lasting six months or more, a six-monthly or end-of-term report should be furnished. For all fellowships lasting three months or more, the Fellows and their national health administration must complete and send to WHO, a report on the "Utilization of the fellows' Services" (UoSR) soon after 12, 24, or 36 months after the end of the fellowship corresponding to the length of studies undertaken.