THE FELLOWSHIP PROGRAMME

10 Provision for fellowships is made under each area of work within the Programme Budget. They may be included in the work plan as one of several different forms of assistance to a government, or, if they are the only form of assistance being provided, they are considered as an activity in themselves. For the compilation of budget estimates for fellowships and the analysis of source of funds which include fellowships, see Part II.

20 Fellowships administered by the Organization for individuals and groups may be financed from assessed, voluntary contributions or any other appropriate funds. WHO supports governments in the administration of the fellowships.

30 The facilities of the Organization are at the disposal of governments for the administration of fellowships provided in whole or in part by them as part of their national health programmes.

40 On the basis of agreements reached with WHO, facilities are placed at the disposal of the United Nations, the specialized agencies, other intergovernmental organizations (e.g. UNICEF), and nongovernmental organizations, for the administration of fellowships in the field of health provided in whole or in part by them, and such facilities may be requested by the World Health Organization from other organizations.

GENERAL

50 In its essentials, the award of a WHO fellowship means that an appropriate training programme, which may include distance learning, is selected or arranged for an individual or a group and the necessary financial assistance is granted to carry it out. A training and development needs analysis should be made available and that all requests should be based on a training and development plan.

60 When fellowships are awarded for group training, type and content of the training programme and the composition of the group are
determined prior to the selection of the fellows fulfilling the requirements. A training and development needs analysis should be made available and that all requests should be based on a training and development plan.

Fellowships for individual studies

Fellowships for individual studies are defined as awards for advanced study made to individuals on the recommendation of their government to prepare them to strengthen their current capacities in their current post for a specific assignment in their home country after completion of the study programme. In thus assisting in the development of the health programme in their own country, fellows are at the same time furthering the objectives of WHO.

The application for and the award of a fellowship constitute a joint undertaking by WHO, the host country, the fellow and the government, and a comprehensive training and development plan is available for reference; thus

WHO, in agreement with the government and the fellow, establishes appropriate plans for study, makes the necessary arrangements with countries and training institutions, and provides financial assistance as set out in this section of the Manual;

the host country (in cases of study abroad), agrees to provide the course of study prescribed for the fellow;

services of the fellow are placed at the disposal of the national health administration on return to the home country (see paragraph 220.6); and

the government, as specified on the WHO Fellowship Application (form WHO 52), gives its assurance that it will make full use of the knowledge and experience gained by the fellow, and that the status, seniority, salary, pension and similar rights of the fellow will not be adversely affected by the fellow's absence from duty in the home country.

Fellowships for Group Training

Fellowships for group training may be granted to individuals nominated by their government to enable them to take part in:

90.1 a training course, which is defined as a set programme of instruction, sometimes leading to a qualifying examination, to which candidates who fulfill certain conditions may be admitted. Such a course is normally available at an educational establishment, but it may occasionally be modified for WHO purposes or it may be specially organized and sponsored by WHO;

90.2 a study tour (often also referred to as "travelling seminar"), which is defined as a visit by a group of health workers or scientists to study sites in one or several countries to examine 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 assume collective responsibility or in a report signed by one or more of them.

Both training courses and study tours may be sponsored jointly by WHO and by other organizations.

Types and Duration of Awards

Awards of fellowships are normally made to qualified persons to enable them to:

- attend courses or similar group training activities (GT) organized or assisted by WHO (see paragraphs 1090-1120);
- attend other courses, especially those leading to a postgraduate certificate, degree or diploma (AC);
Fellowships: Standard Operating Procedures

- observe practices and techniques with which they are not familiar, or to carry out research (SV).

110 Awards may also exceptionally be made to:

110.1 students from countries which lack facilities for undergraduate study in health subjects to enable them to study abroad though priority should be within the region of origin;

110.2 nationals of a country to enable them to attend a course organized in their country by WHO or by another agency to train fellows from other countries, on condition that they do not reside in the city where the course is being held. Such courses of a genuine international or regional character are to be distinguished from "National Courses" (see paragraphs 1150-1190);

110.3 nationals of a country to enable them to study within their own country. Such fellowships may only be awarded when the regional director is satisfied that it is in the interest of the fellowship programme of WHO and of fellows that they should remain in their own country and that a suitable institute exists at which their studies can take place. These may include distance learning, including courses mediated through telecommunications. The selected institute should be: (a) well known to WHO and recognized for the high quality of its student output in the area of study of the fellow; (b) already receiving or suitable to receive WHO fellows from abroad; and (c) willing and able to train students at an advanced level, and experienced in so doing. In countries where education is free, the grant covers living expenses and the cost of books and educational materials only. Though it should not be a condition of the award, governments should be asked to make a matching contribution. Stipends are not normally given to fellows studying in the town where they reside;

110.4 persons without medical or allied qualifications to study public health administration and related subjects, to enable them to perform functions that are neither strictly technical, nor purely managerial but which are more often carried out by persons with medical or allied qualifications. An academic course in the principles and practices of public health administration is particularly recommended for such candidates;

110.5 persons to enable them to participate in educational exchange programmes with a person occupying a corresponding post in another country.

120 Fellowships are not normally awarded for:

120.1 the study of WHO Headquarters, or of regional or other offices;

120.2 studies which complement or supplement studies abroad sponsored by other agencies unless there are special reasons for fully justifying the exception.

130 Awards are not given for the purpose of attending meetings, conferences or congresses. However, attendance at one of these activities on the subject of a WHO fellowship and during its tenure may be authorized:

130.1 when it does not interfere with the programme of study; and

130.2 when it has been agreed from the beginning that this would form part of the fellowship and/or adequate travel funds have been allotted for travel within the country; or

130.3 when the regional director of the region of origin has authorized it on the basis of a written request from the fellow, supported by a letter of recommendation from the fellow's adviser, and the request is received in the regional office of the region of study well in advance of the last date of registration.
### Fellowships: Standard Operating Procedures

**140** Fellowships are normally awarded for the total duration of the proposed study but exceptions to the rule may be made.

**150** The period for which a fellowship is granted includes the time required for study, international travel and travel in the country or countries of study. If for any reason, fellows finish their studies earlier than expected, funding will cease and fellows are expected to return home immediately. Funding ends on the day they reach, or could have reached, their country of origin by the quickest route. WHO's liability for stipends and expenses ceases on the date of expiry of the fellowship; any amount overpaid is reimbursed to WHO.

**Cancellation or termination**

**160** WHO may at any time cancel or terminate fellowships if, for no valid reason, recipients do not begin them on the date indicated in the Letter of Award, or if for any reason it is inadvisable for them to continue to hold a fellowship. Such reasons include ill-health, changes in the subject for which the fellowship was awarded, unsatisfactory academic performance, personality problems etc. Any conviction for a violation of the common law, whatever the nature of the offence, should also be reason for cancelling the fellowship. If fellows carrying out studies lasting for more than one year fail twice in their end-of-year examinations, or are obliged to repeat a year because of unsatisfactory performance or because of failure to present themselves for examinations, they may lose their fellowship award unless exceptional reasons for justifying its continuance are shown to exist. If an award is cancelled or terminated, the continuation of the fellow's studies would be a matter for the government and for the fellow. No funding by WHO through any other means should be given.

**Extensions of fellowships**

**170** Extensions to a fellowship can be granted only in exceptional circumstances and if funds available and confirmed. Extensions of more than 30 days can be considered only if recommended in writing by a senior staff member of the institution in which the fellow is studying and approved in writing by the fellow's national health administration after due consideration of the needs of other applicants for WHO fellowships.

**180** The recommendation for extension by the institution where the fellow is studying and the approval by the fellow’s government should be obtained by the regional offices for the region of study and the region of origin respectively. All requests for extensions should be authorized by the regional director for the region of origin. Decisions to grant extensions not exceeding 30 days may be made exceptionally by the regional director for the region of study, provided that sufficient funds are available.

**190** Fellows who obtain alternative funding may continue their studies as long as the original training objectives remain the same and provided that their government approves the requested extension duly endorsed by the regional offices for the region of study and the region of origin.

**Extended stay abroad after end of fellowship**

**200** If for any reason a fellow's stay abroad exceeds the period for which the fellowship was granted by 30 days or less, approval to hold open the return passage may be given by the director of the regional office for the region of study. If the stay exceeds the duration of the fellowship by more than 30 days for other than training purposes, the approval of the fellow's government is also required and must be obtained by the fellow in consultation with the regional office for the region of origin. No insurance coverage is provided by WHO after the end of a fellowship.

**Eligibility for fellowships**

**210** Fellowships are available to nationals of Member States and Associate Members of WHO and to nationals of trust and other territories for whose international relations WHO Member States are responsible, or which are administered by international authorities established by the United Nations. Applications sponsored by non-self-governing territories should be backed by a request from the Member State of WHO which is responsible for the territory's international relations. If there is a choice between candidates who are equally qualified, preference should be given to the nationals of the territory or those who have taken residence in it.

**220** Normally, fellowships are granted only to persons:
Fellowships: Standard Operating Procedures

220.1 who are, or who will be, engaged in medical or health work in their national health organization (national health administration; health service of other governmental administration, local authorities, research and educational institutions), and whose applications are supported by their national health administration (ministry of health or equivalent authority);

220.2 for whom the national health administration is prepared to certify that, if a fellowship is granted, full use will be made of the fellow’s services in the field covered by the fellowship;

220.3 who have not less than two years’ experience in the subject they wish to study (except for undergraduate studies);

220.4 who have exhausted the opportunities available in their own countries for studying that subject;

220.5 who submit subjects for study which are directly connected with the country’s training and development plans;

220.6 who undertake in writing to continue in, or place their services at the disposal of, a national health administration (see paragraph 220.1) immediately after their fellowship for specified minimum periods in relation to the duration of the fellowship granted as follows:

- one year of service for fellowships of less than six months;
- two years of service for fellowships of six months to two years;
- three years of service for fellowships of more than two years.

In the case of short fellowships (less than three months) the service rule may be waived by the regional office of the region or origin. In the case of basic professional training (see paragraph 260), fellows must, in addition to the three years mentioned above, give one further year of service for each year of study over three years.

220.7 who are in good health and, normally, are not over 55 years of age if the retiring age is 60 or above, nor over 50 if the retiring age is below 60. For fellowships of less than three months’ duration, observation of the above age limitations is at the discretion of the regional director of the region of origin;

220.8 who are able to speak, read and write a language which can be used for the proposed studies. A certificate of language proficiency from a certified agency will be required. In certain circumstances, it is necessary to provide for a period of study of a foreign language in the country where that language is spoken, as part of the WHO fellowship and in advance of the period of study. The fees for such study are also reimbursed by WHO.

230 Preference is given to applicants for training which is necessary for carrying out a health project assisted by the government.

235 Re-nomination of the same candidate is not recommended until completion of a period of at least two years from the previous WHO fellowship.

240 If a country has no suitable candidates for a fellowship among its own nationals, consideration may exceptionally be given to persons of other nationalities employed in the national health organization. The mutual obligations of such candidates and of the requesting national health administrations are the same as for other fellowships (see paragraphs 220 and 250).

250 When fellowships are granted for long-term studies (see in particular paragraph 130.1) the government concerned is asked to undertake that, if for any reason WHO cannot continue the fellowships in subsequent years, it will make financial provision for the students to complete their studies.
Fellowships: Standard Operating Procedures

260 For undergraduate studies requiring only one year candidates may be considered eligible for a fellowship if they can be admitted to a course as regular students. For undergraduate studies which are expected to last for more than one year, candidates for WHO fellowships are normally selected from among students who have successfully completed one year of study in a university or professional school and who need a fellowship to complete their studies in the same institution or in another selected by WHO. Candidates for medical studies should have passed at least their pre-medical examinations (PCB or First MB or College years with admission at Medical School), and candidates for nursing at least the examination at the end of the first year of nursing.

APPLICATION FOR FELLOWSHIPS

270 It should be the aim of regional offices to have received all applications at least six months in advance of the proposed starting date. If the country has a proposed study course and knows very well the application period, then a much flexible time be given to countries to submit applications. One option is if the country is already accepted in institution and that study is based on their training development plan, then WHO may just assist in the processing of the grant which is not necessarily six months. The early submission of applications makes it possible for the most suitable arrangements for study to be made and for fellows to be informed about them in good time.

280 Regional offices should systematically assist governments in coming up with their training and development plans that will involve: (a) to assess their needs in fellowships required to obtain trained personnel to perform specified tasks and (b) to review possible candidates. This will result in a number of satisfactory applications being available for transmission to WHO at set periods or even at short notice and will expedite negotiations for placement.

290 Applications must be made on the WHO Fellowship Application (form WHO 52). These are provided either by the office of national health administrations or through the WHO representatives and WHO Liaison Offices. For a suitable study programme to be prepared, it is essential that fellows provide all

the information asked for on the form in the language of study. Especially, they should clearly indicate their educational background and carefully describe the work performed in the successive posts they have occupied and its relationship to the health conditions existing in their countries. They should also give details of the work they would be doing after their return home from the fellowship and state which service, programme or project in their country would benefit from the knowledge they would gain through their studies. Applicants should submit the completed application, which includes a medical report, to the national health administration of their country. Where the medical report, based on an examination and tests, is more than six months old at the time of commencement of the fellowship, a second medical report is required (see also paragraph 320).

300 National health administrations should submit applications to a national selection committee which will interview applicants and select suitable candidates. The selection committee should be established by the national health administration, in consultation with the appropriate WHO country representative. The committee should be composed of representatives of the national health administration, the national body concerned with the education of medical and health personnel, the appropriate professional group, if applicable (e.g. a representative of the nursing profession if nurses are applicants), and, to serve in an advisory capacity without vote, a representative of WHO. The committee should have between three and five voting members. In selecting candidates, the committee should favour those whose proposed studies form part of a WHO-assisted programme. It should also consider the applicants' educational qualifications, their experience in the subject to be studied, their language qualifications, their health and the proposed duration of the studies. The national health administration should forward the applications of the selected candidates to the appropriate WHO regional office, together with the completed Fellowship Application Endorsement sheet; the information on this sheet should match with the proposed field of study to be pursued by the candidate.

ACCEPTANCE OF APPLICATIONS; PROGRAMME OF STUDY; PLACEMENT; AWARD OF FELLOWSHIP
The regional fellowship officer reviews all applications in the light of comments made by field or regional office staff or WHO representatives, as appropriate with reference to a country training and development needs plan. Incomplete applications are returned to the government concerned before any further action is taken.

The regional director, based upon the recommendation of the fellowship officer, may reject an application if (a) the proposed fellowship is not justified in terms of the study programme; (b) the qualifications of the candidate, technical background and knowledge of the language of study will not permit full benefit to be drawn from the fellowship; (c) the candidate's health is questionable; or (d) the application should not be accepted or should be postponed for other reasons.

Once an application has been accepted (see paragraphs, 210-260 and 320), a provisional study programme for the fellow is prepared taking into consideration:

- the contribution of the candidate's proposed studies to the strengthening of health services in the home country;
- the candidate's previous education, training and experience, the language(s) in which he or she is able to study, and what subjects need to be studied to prepare for a specific assignment on return to the home country;
- training facilities and vacancies;
- the desirability of the candidate studying in countries where conditions are close to those of the country of origin, if appropriate training facilities are available;
- the public health and preventive medicine aspects of the subject of study, whenever applicable;
- the inclusion, only when it would be of clear educational benefit to the fellow, of visits to the field for two or three months at the end of the academic year, preferably to an area where conditions are similar to those in the candidate's country of origin;
- relevant seminars, symposia, etc. which may be offered by the training institution in addition to the academic programme as such.

The educational and economic undesirability of excessive travel. The fellow should preferably stay for a longer period in a few institutions than a short time in many, and not be sent to distant countries for short periods;

the need for planning the fellowship so that travel does not begin during a vacation period;

the desirability of planning a joint schedule if two or more fellows are to follow a similar programme.

Fellowships officers may arrange for fellows to call at the regional office for the region of origin or for the region of study and at Headquarters if there are justifiable reasons for them to make contact with the technical units dealing with their specialties, provided that this can be done with little or no extra expense to the Organization. This should not be done without the prior agreement of the receiving unit at Headquarters or of the regional office concerned.

The proposed study programme, if essentially different from the proposal of the applicant or national health administration, is communicated to the candidate and the national health administration for any observations before final action is taken. Regional fellowship officers should also keep candidates and their governments informed of the status of their application during the period necessary for acceptance, processing, placement negotiations, etc.

Changes in the study programme
Fellowships: Standard Operating Procedures

360 Changes in a study programme after it has been established, even if the award has not yet been issued, are undesirable primarily because of the difficulties which they cause to the countries and institutions of study. Regional offices of origin should keep the regional office(s) for the region (or regions) of study informed of any approaches made to them for changes in programme, extensions, etc.; and fellows should be asked to address all correspondence concerning changes in their programme, etc. to the regional office for the region of study.

370 Normally minor changes or changes made at short notice when a fellow is already studying may be authorized by the director of the regional office for the region of study; but changes which are likely to involve additional expense must be authorized by the director of the regional office for the region of origin, who will consult the fellow's government if necessary.

Processing applications and obligating funds

380 Before a regional director accepts a fellowship application, the regional fellowship officer must ascertain that sufficient funds are available to pay for the fellowship and note this on the application form by adding the PTAEOS.

390 Intra-regional fellowships: Upon acceptance by the regional director of an application, the fellowship officer for the region of the country of origin makes arrangements for placement through the national health administration of the proposed country of study, or its designee, or direct with the institution concerned. Upon confirmation of the study programme, an estimate of the amount to be obligated is prepared on form WHO 38, Fellowship Final Estimate (FFE). After approval by the fellowship officer a purchase requisition is raised in GSM. The fellowship officer then prepares a Letter of Award (form WHO 53) (see paragraphs 430-440).

400 Inter-regional fellowships: When the regional director has decided to accept an application and the institutions that the fellow is to study at or visit have been determined, two copies of the application should be sent to the regional office(s) for the region(s) of study. Applications for academic study should be accompanied by certified photocopies of degrees and transcripts of academic records in their original language as well as certified translations in the language of study, where applicable. Official test scores of language proficiency from a certified agency as designated by the regional office of study should also be included in the placement packages.

The proposed duration (in months/weeks) of the fellowship and the country or countries where the fellow will study should be shown on the Placement Request.

410 Arrangements with the government(s) of, or institution(s) in, the country (or countries) of study are made by the regional office(s) for the region (or regions) of study, and all correspondence, even of an informal nature, about fellows must be sent through the regional office(s) concerned.

420 Once the regional office of study has confirmed the programme and provided information on costs, the regional office of origin prepares a Fellowship Estimate (form WHO 38). The fellowship officer attaches the copies of forms WHO 38 destined for other regional offices to the copies of the Letter of Award sent to them (see paragraph 450).

Letter of Award

430 After placement has been arranged and funds have been obligated (see paragraphs 390 and 420), the regional fellowship officer prepares a Letter of Award (form WHO 53). Attached to the Letter of Award is a copy of the WHO Fellowships booklet and, when appropriate, the following:

- Fellows' Reports (form WHO 54)
- Travel Claim for Fellows (form WHO 51)

440 In preparing form WHO 53 the following details must be entered: (a) the PTAEOS; (b) the regional office award number, which starts with No. 0001 on 1 January of any year; and (c) the exact subject of study and, if the award is made for attendance at a group
Fellowships: Standard Operating Procedures

Training course organized or assisted by WHO, the full title of the course. Where the space provided for listing the detailed programme arrangements is insufficient, a plain continuation sheet should be used.

450 The Letter of Award, which is the only certificate relating to the studies issued by WHO, is signed by the regional director and the original and copies are distributed as follows:

- Fellow: original
- Sponsoring organization/national health administration: 1 copy
- Regional office for region of origin fellowships officer: 1 copy
- WHO representative for country of origin: 1 copy
- Regional office for receiving region: 1 copy
- Receiving government, either direct or through WHO representative: 1 copy

Copies of form WHO 53 may be dispatched as deemed appropriate by the sending Region.

Fellowship Award Record

460/465 (New form and procedure to be described at a later date in conjunction with the creation of the new computerized system for processing fellowships.)

Transfer of Awards

470 When persons to whom fellowships are awarded are unable to start their studies, the regional director may transfer the award to another candidate proposed as a replacement by the national health administration for the same studies, provided that the new candidate has the required qualifications and is acceptable to the country (or countries) of study as well as training institute.

FINANCIAL ARRANGEMENTS FOR FELLOWSHIPS

480 Each fellowship covers (a) the cost of travel, both international and in the country of study; (b) a stipend or monthly living allowance; (c) tuition fees, i.e. registration fees for courses etc.; (d) termination allowance; (e) health insurance; (f) book grant (paragraph 850) and, if required, other education support materials (paragraph 860). It may also provide for costs for attendance at professional conferences related to the study programme and for costs arising in conjunction with distance learning (e.g., computer time, postage). Further information on points (a) to (d) is given below. All other expenses are at the fellow’s own charge, except that a certain sum is also set aside under each fellowship to cover WHO assistance towards the payment of unforeseeable medical expenses, although this is only given in exceptional circumstances (see paragraphs 870-880). Under certain circumstances, WHO may be prepared to award a partial fellowship that provides some, but not all, routine entitlements. In such instances, the candidate must demonstrate the possession of adequate additional funds in order to follow the programme before the WHO award is finalized.

490 The Organization will not be responsible for the transfer of funds for a fellow from one country to another.

Travel Expenses

500 To carry out the programme outlined in the fellowship award, WHO pays for:

500.1 International travel (i.e., from the fellow’s own country to other countries and return) to the extent that the government does not undertake to pay for it. Fellows are also entitled to a termination allowance upon receipt of the Termination of Studies report by either the Country of Study or the Country of Origin. The payment is granted as a lump sum according to the duration of their fellowship, as follows:

- For fellowships awarded for periods of less than six months: USD 100;
Fellowships: Standard Operating Procedures

- for fellowships awarded for periods of six through twelve months: USD 200;
- for fellowships awarded for periods of more than twelve months: USD 400 as a maximum amount at the discretion of WHO if the circumstances of the fellowship, including its duration, so warrant it.

500.2 visas required for the approved itinerary which are not obtainable in the country of origin and alien head tax;

500.3 airport taxes.

510 The Organization is not responsible for:

- expenses for travel in the country of origin, except when the fellow's home town is more than 50 km from an international airport;
- cost of passport photographs and passports;
- fees for visas obtainable in the country of origin;
- expenses incurred because of avoidable delays in travel, or travel by routes other than those authorized;
- taxi or airport bus fares or tips;
- packing, insurance, portage of baggage, or customs duties (and does not accept responsibility for loss of, or damage to, a fellow's baggage);
- personal accident insurance;
- travelling expenses in the place of residence for study or within commuting distance of it.

520 Fellows are required to obtain their own passports and visas. The Organization will, if requested, support applications for visas. To avoid difficulties, fellows must wherever possible obtain visas, including transit visas, for all countries to be visited, before leaving the country of origin and ensure that passports and/or re-entry permits are valid for at least two months (six months for the

Fellowships: Standard Operating Procedures

United States of America) longer than the expected duration of the fellowship.

530 The mode of travel to which fellows are entitled is normally by air by the most direct, fastest and most economical route; the maximum standard of airline accommodation for the cost of which the Organization accepts responsibility is economy class normal fare. However, if an economy excursion or an equivalent lower-cost air fare is available and the conditions for its use are compatible with the duration of the fellowship award and also with the schedule and itinerary of the authorized travel, this air-fare basis must be used.

540 When the scheduled itinerary is not covered by air services, alternative travel by sea, rail or road may be approved, as follows:

- sea: tourist class or equivalent accommodation;
- rail: second or tourist class, with sleeping accommodation appropriate to that class for night travel;
- road: public road transport.

550 In view of the difficulties and risks to fellows, travel by private car is not authorized unless the programme arranged for them permits it and the journey is not a long one. In these circumstances the regional director of the region of study may authorize payment to fellows of the cost of the fare to their destination by the most direct route and by the most economical means of public transport. Authority to travel by private car must be obtained before departure, or payment will not be made. If tickets were already bought by the Organization, they cannot be cancelled for part of the round-trip travel if this entails a loss to the Organization. If tickets can be cancelled without loss, payment will not be made to the fellow until the Organization has been reimbursed by the travel agency.

560 When fellows are granted permission to use their private car under the provisions of paragraph 550, it must be made clear to them that they are operating the vehicle at their own risk and expense and are responsible for taking out insurance against the
risk of damage to the car, persons or property. A disclaimer should be signed by the fellow and returned to the regional office of study:

"Permission to travel by private car or other motor vehicle is given on the understanding that:

1. the traveller is personally responsible for any claims for injuries, damage or loss involving the persons or property of third parties as well as of any passengers and has obtained the maximum personal liability insurance covering such claims;

2. the Organization declines all responsibility for any damage to or loss of the vehicle."

Travel arrangements and cancellations

570 The Letter of Award indicates how the fellow is to obtain tickets for authorized travel. As far as may be feasible, arrangements are made in major countries of study for special agencies to provide the tickets thus making it unnecessary to reimburse the fellow. Fellows must not buy their own tickets unless they are authorized to do so.

580 Travel to the places mentioned in the Letter of Award is automatically authorized. Additional travel in the country of study may be authorized by the WHO fellowship officer in the region of study.

590 Return or round-trip tickets for all international travel are purchased at the beginning of the fellowship if valid for its duration (see paragraph 520).

600 When a government pays for all or part of the international travel, it is expected to make all arrangements in consultation with the regional office for the region of origin and provide the ticket. Where a government pays only a part of the international travel expenses, the Organization will pay for that part not paid for by the government.

610 When a government does not provide for any international travel, the regional office for the region of origin makes the arrangements and pays for the ticket.

620 WHO does not accept any liability for expenses incurred through late cancellation of travel reservations. Fellows should therefore be urged to acquaint themselves with the regulations regarding cancellations. Fellows must inform the regional fellowship officer if the ticketed has to be rescheduled or revalidated to a late date.

630 WHO will not be responsible for any loss or additional charge resulting from the expiration of validity of return air tickets. Fellows on one-year fellowships should ensure that they depart for their return home before the date on which the validity of their ticket expires. If WHO approves an extension of the studies beyond the validity of the ticket, fellows should ask the regional office of their country of study for revalidation of the ticket at least two months in advance of its expiry.

Time-table; notifications; hotel reservations

640 Fellows are required to conform to the dates given on the Letter of Award. If at any time a date cannot be met, it is essential that fellows notify direct, by the fastest means of communication, the person, institution or office expecting them, as indicated by the Letter of Award, and also the regional office for the region in which the delay has occurred.

650 The sending regional office should attempt to provide flight arrival information to the receiving regional office of study as much in advance as possible. Immediately upon arrival in the country of study, fellows are required to complete a "Notification of Travel Arrangements and/or Change of Address" card (form WHO 236), to be sent to the person indicated as "Person to contact" on the Letter of Award.

660 Fellows are required to make their own arrangements for hotel accommodation. They are responsible for paying their own hotel bills, including cancellation fees, whether or not the cancellation is due to circumstances beyond their control. They are also
Fellowships: Standard Operating Procedures

responsible for their personal safety and for the safety of their belongings and valuables.

Reimbursement of travel expenses

Fellows are reimbursed for tickets they have been authorized to purchase themselves (see paragraph 560). No reimbursement is made for amounts spent on local travel or on commuting (see paragraph 500) or on occasional short trips. However, fellows in resident status required by their programme to make repeated short trips during a given month may, at the discretion of the regional office of study receive a transportation allowance, subject to authorization by the regional office of origin.

Claims for tickets which fellows have been authorized to buy themselves, for visas not obtainable in their country of origin, for alien head tax and for any other travelling expenses which they have been authorized in writing by WHO to incur (see paragraphs 490-550) should be made on a fellow's travel claim (form WHO 51). The purpose of, and authority for, any expenditure should be stated clearly on the travel claim, and, on completion, the form should be sent to the regional office for the region where the fellow is at the time. Reimbursement is normally made to the fellow in the country of study within a month of receipt of the claim. When there is insufficient time before the departure of the fellow to settle claims made in the last month of the fellowship, payment is made in the country of origin.

On receiving the claim, the fellowships officer certifies that the travelling and other expenses are in accordance with the programme of the fellow, and sends it for payment to GSC.

Fellows will receive their termination allowance from their Region of Origin upon return home and only after submitting their termination report. WHO is not responsible for baggage insurance and fellows must make their own arrangements to send baggage.

Stipends

A stipend is not a salary or an honorarium; it is an allowance for room, board and incidental expenses incurred by a fellow during the period of the fellowship award. The amount varies from place to place because of differences in the cost of living, but does not vary from fellow to fellow in the same place (subject to exceptions covered by paragraph 790). It is not supposed to cover fellows' routine expenses at home for themselves or their family and should therefore not be considered as a substitute for any salary paid to a fellow at home. It is also not intended to cover clothing or other similar expenses. Should a husband and wife be studying in the same locality, each of their stipends is paid at 75% of the normal rate.

In order that the stipends of all fellows in a given location should be paid uniformly and equitably, whatever the United Nations agency or source of funds, stipend rates are established by inter-agency agreement.

If no stipend rate exists for a country or if the established stipend rates are inadequate, or upon request from Headquarters, regional directors send to Headquarters information on the cost of board, lodging and incidentals (namling hotels, pensions, etc. used by or available to fellows in residence or in travel status), together with their recommendations and those of national authorities, where appropriate, in order to assist in the establishment and periodic review of stipend rates.

The stipend system provides for a travel rate for the first thirty days and a monthly resident rate thereafter in order to allow for variations in the programme of studies arranged for each fellow. Rates are established and expressed in local currency and payments are normally made in local currency.

The rates applicable to all WHO fellows, whatever the source of funds, are those of the Common Schedule of Stipend Rates in force at the time payment is due. However, exceptions to the normal schedule of rates may be authorized for individual fellowships of short duration by the regional director concerned. Such exceptions are limited to fellowships with a maximum duration of approximately one month. The amount approved, with due regard being given to the individual conditions, should not exceed that of the "after sixty days" daily subsistence allowance rate for the places or countries concerned.
Similarly, if between the place of origin and the place of study a fellow is required because of airline schedules to stop in one or more places en route and is obliged to obtain hotel accommodation of a standard clearly above that which would normally be covered by the travel stipend rate, a special stipend rate not exceeding the "after sixty days" per diem rate may be approved for that place or places by the regional director concerned. Such cases will be considered only upon production of receipted hotel bills and provided that accommodation has not been provided free of charge by an airline.

If the programme calls for a series of study or observation periods at different places, the fellow is considered as being in travel status and is paid at the travel rate except that for any period of stay in one place in excess of thirty days the resident rate is paid; if, however, it should prove administratively impractical to make a reduction when a fellow stays in one place for a few days beyond thirty days, payment may be continued for that period at the travel rate. If the home town of the fellow is among the places where a period of study has to be spent, the stipend is reduced by 50% during that period.

Fellows in resident status whose study requires them to be away from their base for short periods (less than thirty days) are normally paid at the travel rate for such periods. Where the travel rate does not cover the extra cost of maintaining lodging at the base and other related expenses, an additional payment may be authorized by the regional director for the region of study after consultation, if necessary, with the regional director for the region of origin.

If accommodation and/or board are available to fellows at no cost or at rates considerably below the average on which the stipend has been based, the regional director of the region of study may establish stipend amounts at an appropriate ad hoc rate. The stipend is similarly reduced by the regional director if fellows receive a subsidy in cash or kind from another source (organization, institution, government, etc.) while holding a WHO fellowship, or if they receive free hospitalization which includes subsistence. Regional directors may also establish a reduced stipend for undergraduates, after consultation with the appropriate teaching institution. Regional directors of the region of study establish the ad hoc rates and inform the regional director of the region of origin.

If a fellow takes a holiday during his fellowship, his stipend is stopped for a period equivalent to the duration of the holiday. This does not apply to normal breaks of a few days in organized courses during public holidays, nor to scheduled breaks in academic programmes or between academic sessions.

Fellows following a course of studies lasting for three years or more are authorized to spend one annual vacation in their home country every two years. Such leave is normally granted:

- after two years from the start of the fellowship;
- provided that the programme of the candidate has been successfully carried out up to that time; and,
- provided that one further year of theoretical study remains to be completed before the end of the course.

During this vacation, which should last a minimum of one month, fellows should be encouraged to undertake observation visits or practical training relevant to their course of study in a hospital, dispensary or other institution in their home country. The cost of the journey to and from the home country, which should be made by air at excursion flight rates whenever such fares are available, is borne by WHO and payment of the fellow's stipend continues throughout the vacation. If the fellow is to be in his home town, the stipend granted amounts to 50% of the resident rate applicable in the home country during that period. If the fellow is obliged to continue paying rent and utilities while on home leave, consideration may be given to payment of these charges or to their reimbursement on presentation of receipts and the lease agreement. Exceptions to any of these provisions in individual cases may be made by regional directors.

When a special training programme is organized by WHO and other participating organizations, a suitable special rate for all fellows who are to attend will be established through the normal coordination machinery. Regional directors in those regions where special joint programmes are established should transmit to Headquarters their recommendations for rates, together with
substantiating data, well in advance of the date on which the project will begin, so that Headquarters may come to an agreement with the other participating organizations.

830 Fellows for whom programmes are arranged in more than one country during the period of a month should be paid according to the prevailing stipend rate for the number of days spent in these countries.

Tuition fees and thesis expenses

840 WHO pays tuition fees for courses included in study programmes. Such fees, while accruing in local currency, should normally not be paid by the fellow, but bills should be sent to the regional office of the region of study. Where the presentation of a thesis is a prerequisite for graduation, the cost of final typing and binding and related work, if required, may be paid by WHO. An estimate of these costs should be sent to the regional director who may then authorize the fellow to have the thesis typed and/or bound. When printing is expressly required, only the least expensive process acceptable is authorized. Payment may be made to the fellow on receipt of an account certified by the faculty adviser or similar responsible person up to a maximum of USD 750. In exceptional cases, the regional director may authorize the payment of costs higher than this and a less formal statement of such expenses may be acceptable, if justified by the circumstances. No other typing or reproduction costs, for instance of drafts, are payable by WHO. When it is compulsory for all students to pay fees for such items as health or medical insurance or laboratory or breakage insurance, they are regarded as part of the tuition fees and are paid by WHO.

Book grant

850 For all fellowships, a book grant of up to USD 100 a month may be paid. If the duration of the academic year is at least nine to twelve months, a book grant of up to USD 960 may be provided for this period. In order that they may purchase books best suited and relevant to their course of study, fellows should seek guidance from either their supervisor or other appropriate authority at the institution of study. Each regional office of study is responsible for determining the means and frequency of payment of the book grant for fellowships which it awards (for payment, see paragraph 920).

Educational support materials

860 Under exceptional circumstances, usually for long-term fellowships only and with the support of the adviser and at the discretion of the regional office of study, fellows may be provided an allowance of an additional USD 1000 towards the purchase or lease of a computer and/or related software in order to pursue a research project or academic studies. This is subject to the approval of the regional office of origin.

Medical expenses, illness and accident insurance

870 Where in the country of study there is illness and accident insurance in which fellows are obliged by governmental or institutional regulations to participate, the Organization reimburses to the fellow the cost of coverage for the period of the fellowship award. Even if participation is not compulsory, fellows are encouraged to take out private illness and accident insurance, when it is available, against reimbursement by WHO of the costs of insurance premiums. WHO's involvement is limited to reimbursing the cost of insurance premiums when claimed by the fellow. Submission and settlement of insurance claims as such must be handled directly between the fellow and the insurance company.

880 Apart from reimbursing insurance premiums as described in paragraph 870, WHO does not provide illness or accident insurance coverage for fellows, nor does it undertake to pay those of a fellow's expenses resulting from illness or accident (including dental and optical expenses). However, the divisional or regional director responsible may authorize the payment by the Organization of that part of such expenses (including those for providing an escort to accompany ill or disabled fellows back to their own country) incurred during the period for which the fellowship was awarded as cannot be paid from the stipend. The following factors should be taken into consideration in such circumstances:
Fellowships: Standard Operating Procedures

880.1 whether the fellow is covered by an illness or accident insurance policy or benefit scheme;

880.2 whether in the country of study the fellow has been provided with medical or hospital care (of a kind which WHO would consider appropriate for a person of professional status) either free or at a cost which could have been paid entirely from his stipend;

880.3 whether the Organization was consulted before the expenses were incurred, other than in an emergency;

880.4 whether the disability or illness has arisen from a pre-existing condition which should have been treated before the fellow left the home country to take up the fellowship award.

890 In case of death, the Organization bears the cost of preparing and transporting the deceased fellows to their place of origin, taking into account family wishes.

900 WHO does not pay compensation for the death or disability of a fellow resulting from illness, accident or any other cause, nor does it provide related insurance coverage. However, in certain concentrated risk situations the Organization may, at its discretion, arrange appropriate insurance for national or international groups of fellows or participants on extended study tours, travelling seminars or other group activities, including for example, excursions by such groups to field and other projects as part of their course of study. These arrangements must be initiated direct with the appropriate insurance company by the regional or other office making the awards.

910 All costs incurred under paragraphs 870-900 should be charged to the appropriate fellowship PTAEO.

Payment arrangements and currency

920 The first payment of stipend for a fellowship is normally made by GSC upon request of fellowship officer. Succeeding stipends are paid monthly in advance by GSC upon request of fellowship officer. The book grant is paid at the same time and by the same office as the stipend for the second month (see paragraph 850); it may however be paid in convertible currency if justified.

930 The fellows officer prepares a Fellowship Payment Instruction for each fellow either on a monthly or on a long-term basis. This serves as an authorization to the budget and finance officer to make payments as indicated.

940 The fellowship officer prepares a purchase requisition for each fellow and stipends are receipted monthly when due. Stipends of fellows with less than three months programme are paid in advance.

INTERPRETATION

950 When groups of fellows, or, exceptionally, individuals, are travelling in countries where the language spoken is different from that of the group, and communication problems could diminish the value of the fellowships and increase the difficulties of the host, a professional interpreter may be engaged, with the agreement of the regional directors concerned, to accompany the group in those parts of its travel where interpretation is necessary. The interpreter would be engaged by the host region and the expense borne by the region of origin.

REPORTS

960 Reports on fellowships are made by the fellow during and at the end of the fellowship, by training institutions during the fellowship and by the fellow and the government on the subsequent use made of the fellow's services.

Reports during the fellowship

970 Fellows receive special instructions on reporting which vary according to the country of study. Fellows pursuing studies lasting more than six months are required to submit reports in duplicate after each academic term, or at six-monthly intervals, on form WHO 54. The reports should be sent through the regional office of study to the regional office of origin. Reports serve to maintain contact between fellows and WHO, provide them with a record of their activities which will be useful when they prepare
Fellowships: Standard Operating Procedures

their Termination of Studies Report (see paragraph 1000) and provide WHO with material for evaluation purposes.

980 Training institutions are requested to submit an interim confidential report on fellows pursuing academic studies lasting six months or more.

990 In order to keep national health authorities informed of fellows' progress, the regional director for the region of origin sends to governments, as required, any relevant information contained in fellows' reports or received from the region of study or from the institution in which they are studying.

Reports at the end of the fellowship

1000 Within one month of the end of their fellowship, fellows are required to submit a Termination of Studies Report, typed or in dark copying ink suitable for photocopying, on form WHO 635. This report should be sent to the regional office for the region of origin, which will send copies to the regional office(s) for the region(s) of study; the latter may in turn forward a copy to the training institution.

Reports on the subsequent use of fellows' services

1010 For all fellowships lasting three months or more a report on the Utilization of Fellows' Services (form WHO 55) must be completed in duplicate by the fellow and the national health administration twelve months after the end of the fellowship. For fellowships lasting six months or more an additional utilization report is due after 24 months or 36 months if the length of studies was less than two years, respectively more than two years, in line with the fellow's undertaking to complete minimum service periods (see paragraph 220.6) At the appropriate time, the national health administration sends form WHO 55 to the fellow who completes Side 2 and returns it to the government. The government adds its comments on Side 1, retains one copy and sends the other to the regional office for the country of origin.

Reminders

1020 Regional directors send reminders to fellows whose Termination of Studies Reports (see paragraph 1000) are not received at the appropriate time. If a report is still not forthcoming, a final reminder is sent, with a copy to the fellow's government. Reminders about Utilization of Fellows' Services reports (see paragraph 1010) are sent to the government.

Publication of fellows' report

1030 WHO may publish extracts from any report or, after obtaining the permission of the fellow (and, where appropriate, of the government concerned), the report in extenso.

PUBLICATIONS BY FELLOWS

1040 Fellows are required to submit to WHO, for possible publication in one of the Organization's periodicals, any papers on the work they have performed during the fellowship period. Papers which are not retained for publication will be returned to the fellow. Such papers, if published elsewhere, must state that the work was done during a WHO fellowship, and must indicate that the statements made and the opinions expressed are not necessarily those of WHO; authors must not claim the authority of, or any direct connection with, the Organization, nor claim to speak for their country unless so authorized.

WHO PUBLICATIONS

1050 (deleted)

1060 Fellows may receive catalogues distributed by WHO free of charge. They may also obtain WHO publications at a 50% discount for books and 25% for subscriptions. Both catalogues and publications may be requested by using the order form in the back of the WHO Fellowships booklet.

BREACH OF CONDITIONS OF AWARD

1070 In case of a serious breach of the conditions set out in the previous sections (in particular, non-return to the home country
after completion of study), the fellow will be liable to reimburse to WHO all funds paid, including travel costs and expenses.

EXCEPTIONS

1080 When, in a non-financial matter, a regional director decides to make an exception to normal practice for which he has no specific authorization, but which appears permissible, he should insert a statement explaining the exception in the fellow's file.

GROUP TRAINING

1090 Individuals nominated by their governments to take part in group training courses or study tours (see paragraph 90) may be awarded fellowships in which case the conditions applicable are the same as those for fellowships for individual study (see paragraphs 100-1080 above). This holds true whether fellows are attending an independent course, or one which is organized or assisted by WHO.

1100 Individuals nominated, but not awarded a fellowship, are known as participants and are treated in the same way as those attending meetings such as seminars or symposia (see IX.2). In such cases, neither a selection committee nor a medical examination is normally required and a simple letter of invitation is issued.

1110 At the end of the course or study tour, those taking part are asked to complete either a short appraisal form (for participants) or a final report as for an individual fellowship (see paragraph 1000).

1120 The organizer of the course or study tour also prepares, in collaboration with those attending and the teaching staff, a report assessing the success or failure of the course in relation to its objectives, and, if necessary, offering suggestions on improvements that might be made in the organization or curricula of future similar courses or tours.

Certificates

1130 The Organization does not issue certificates to participants in group training activities unless (a) WHO is entirely responsible for the organization and staffing of the course and (b) there is a terminal examination by which the technical competence of the trainees can be assessed. Proposals to issue a certificate should be referred for decision to the regional director concerned. Participants in training courses held under the auspices of national institutions and to which WHO is only lending technical or administrative support may however be given a certificate by the institution in which a reference is made to the course being in part supported by WHO.

1140 When approval is given for the issue of a certificate by WHO, this may be drawn up in advance, signed by the officer responsible for the activity and printed in sufficient copies for one to be given to each participant successfully passing the terminal examination.

NATIONAL COURSES UNDER RESOLUTION WHO6.35

1150 WHO may assist a government to establish training courses for its nationals at training institutions within its own borders under the terms of resolution WHO6.35, by which the World Health Assembly provided that the Organization would pay a proportion of the costs of attendance at national training courses organized with WHO assistance. These courses are known as "National Courses" and mention should always be made of WHO6.35 when referring to them.

1160 A "National Course" may be organized when the award of fellowships for study abroad is impracticable for one or more of the following reasons:

1160.1 so many persons need training that the government can afford neither the expense nor the loss of manpower resulting from large numbers of its staff being out of the country at the same time and in possible danger of losing contact with the health situation at home;

1160.2 the training to be given is concerned primarily with local conditions or local practices, such as that required by auxiliaries of all kinds, e.g. medical assistants, nurse assistants and aids, midwifery assistants, sanitary assistants and aides, etc.;
1160.3 the candidates lack adequate knowledge of a foreign language;

1160.4 the facilities abroad for students to obtain training of the type required by the health situation in their own country are inadequate in both quantity and quality.

1170 The WHO contribution is made in the form of a study grant paid to a training institution. The institution pays out of the WHO study grant the travelling and living expenses of a certain number of students who would not otherwise be able to follow the course. If considered essential, a subsistence allowance may be paid direct to those students residing outside the site of the course. The amount of the subsistence allowance is established by the regional chief of administration and finance and is based on local living expenses. This type of indirect assistance is to be distinguished from the fellowships granted to nationals to attend international courses held in their own country (see paragraph 110.2).

1180 The regional office obtains the names of students benefiting from the study grant together with the figure for the total number of students attending a course. In addition, the regional office obtains a record of payment containing the signatures of students for the payment of the course allowance. Any unspent amount should be returned to the regional office.

1190 At the end of a course, all those taking part are invited to complete an appraisal form.

VIRTUAL TRAINING COURSES

1200 The aforementioned Fellowship policies and regulations also apply to virtual / e-learning training courses; however, Fellows do not typically receive direct financial entitlements or health and accident insurance coverage unless a component of the studies involves on-site training.

FELLOWSHIP ARCHIVES

1210 Fellowships files are kept intact at the regional offices concerned for six years after the year of award and then destroyed.

1220 Essential details of each fellowship are recorded on the award record (form WHO 63) which is retained indefinitely.

1230 Notwithstanding the above provisions, any material in the fellowships files that is considered to have a lasting value for reference purposes may be retained by the interested office for as long as is thought necessary. Such material might include documents embodying policy decisions, annual reports of particular technical interest, documents certifying the award of a degree or diploma at the end of a fellowship, notes on a fellow's conduct and behaviour, etc.