

Important information for Fellows from the WHO South-East Asia Region



REGIONAL OFFICE FOR

**World Health
Organization**

South-East Asia

Important information for Fellows from the WHO South-East Asia Region

(Annex to Letter of Award)



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Contents

	<i>Page</i>
1. About WHO and its Fellowships programme.....	1
2. Obligations of a WHO Fellow.....	2
3. Award of Fellowships.....	2
3.1 Letter of Award.....	2
3.2 Preparation prior to travel abroad.....	3
3.3 Travel arrangements and cancellations.....	3
3.4 Passport and visas.....	4
3.5 Timetable, notifications, and accommodation.....	4
4. Travel expenses.....	5
5. Medical expenses, illness, and accident insurance.....	6
6. Stipend.....	7
7. Settlement of claims.....	8
8. Recovery of overpayment.....	8
9. Tuition fees.....	9
10. Book grant.....	9
11. Security clearance.....	9
12. Fellowships Termination Allowance.....	10
13. Fellowships reports.....	10
13.1 Publication of Fellowships reports.....	11
13.2 Publication by Fellows.....	11
14. Request for modification/extension of Fellowships Programme.....	11
15. Cancellation or termination of a Fellowship.....	11
Annexures.....	13
Short answers to frequently asked questions.....	14

1. About WHO and its Fellowships programme

The World Health Organization (WHO) is the Specialized Agency of the United Nations for health. Its objective, under its Constitution, is the “attainment by all people of the highest possible level of health”.

Under its Constitution, WHO is required:

- to assist governments in the strengthening of health services;
- to promote cooperation among scientific and professional groups which contribute to the advancement of health; and
- to promote improved standards of teaching and training in the health, medical and related professions.

Through activities aimed at furthering WHO’s Constitutional mandate, the WHO Fellowships programme aims to help national health administrations to progress towards universal health coverage and raise the level of health and reduce health inequity in countries. For more information on WHO and its goals, policies, and achievements, please refer to its website: <http://www.who.int/en/>.

The WHO Fellowships programme is one mechanism used by the Organization to help countries achieve these aims. Fellowships provide individuals and groups with opportunities for:

- training and study in health areas that are not available in the candidate’s own country (training can be provided in another country or through distance/virtual learning);
- international exchange of scientific knowledge and transfer of technology; and
- specialist training in the candidate’s own country where suitable facilities exist.

Training and study in health areas for four weeks or more, leading to certification, falls under the Fellowships programme. All trainings below four weeks do not fall under the domain of Fellowships.

The Fellowships programme has always been accorded the highest importance by the Member States of WHO. It is recognized as one of the most effective means whereby Member States can prepare staff for leading positions in their health services.

The application for the award of a Fellowships constitutes a joint undertaking by WHO, the host country, the Fellow, and the government. Thus,

- WHO, in agreement with the home government and the Fellow, establishes appropriate plans for study, makes the necessary arrangements with countries and training institutions, and provides financial assistance;
- The host country (in cases of study abroad) agrees to provide the experiences prescribed for the Fellows;
- The Fellow commits to return to his/her home country immediately at the end of the study and work as required by the national health administration (see also Section 2); and

- As specified on the application form, the home government assures that it will make full use of the knowledge and experience gained by the participant as a WHO Fellow. It also assures that the Fellow's status, seniority, salary, pension, and other rights will not be adversely affected by his/her absence from home for the purpose of your Fellowships study.

For a Fellowships to succeed, all the above obligations must be well integrated and fulfilled.

2. Obligations of a WHO Fellow

WHO Fellows are advised to read this information booklet carefully. It gives them all necessary information on their entitlement and obligations as a WHO Fellow.

Upon award of a WHO Fellowships, by signing the Fellowships Application Form (see Annex) and accepting the Fellowships, the Fellow makes a commitment to return to his/her home country and place his/her services at the disposal of their national health administrations immediately after the end of the Fellowships programme.

The specified minimum period of service required is determined by the duration of the Fellowships, and is as follows:

- at least 1 year of service for Fellowships of less than 6 months
- at least 2 years of service for Fellowships of 6 months to 2 years
- at least 3 years of service for Fellowships of 2 to 4 years
- equal to length of study for Fellowships of 4 years or more.

3. Award of Fellowships

3.1 Letter of Award

The Letter of Award (see Annex) is the only formal documentation relating to the Fellowships studies issued by WHO. The details included in the Letter of Award (LoA) for in-person Fellowships studies are:

- a) Award sequence number
- b) exact subject of study or full title of the course
- c) duration of the Award and exact start date
- d) reporting address(es)
- e) itinerary, contact information and instructions on how to obtain your tickets
- f) stipend rate(s)

In case of virtual Fellowships studies, details of itinerary and stipend rate will not be included in the LoA as these are not applicable.

Fellows are requested to carefully check the information in the LoA. In case of any doubt or uncertainty, they should immediately contact the WHO office that issued the LoA for clarification or correction.

3.2 Preparation prior to travel abroad

3.2.1 Customs, climate, food, and clothing

Fellows are strongly advised to collect as much information as possible about the host country/countries from the Internet or from Fellow(s) of their own country who had been to that host country previously or other available sources to adjust themselves as best as possible to the customs, practices, climate, and food, etc. of the country of study.

Many countries provide valuable information in their websites for visitors and foreign students on lodging, food, weather conditions, culture, etc. Fellows are advised to buy suitable clothing before departure for weather conditions of the host country as there is no stipend to purchase clothes.

3.2.2 Preparation for field of study

Before leaving home, the Fellows should prepare for their Fellowships by reading up on important sections of the curriculum or study programme. In addition, Fellows enrolled in a postgraduate public health course are encouraged to gather and take with them, study materials such as statistics, graphs, and photographs about health conditions in their home country to contribute to seminars or prepare for a thesis.

3.3 Travel arrangements and cancellations

The Letter of Award (LoA) provides information regarding the training programme, contact details, duration, stipend, and travel arrangements.

- Fellows must not buy their own tickets, as WHO will not reimburse the ticket cost in such circumstances.
- Travel is authorized to the place(s) listed in the LoA. Additional travel in the country of study may be authorized by the WHO Fellowships Officer based on the need of the Fellowships studies and in consultation with the host institution's focal person and relevant WHO Country Office supporting the Fellowships studies.
- The mode of travel is normally by air, by the most direct, fastest, and economical route and airline, in economy class.
- Round-trip tickets for international travel will be purchased at the beginning of the Fellowships if they are valid for the duration of the training programme.
- When the itinerary is not covered by air services, alternative travel by sea, rail or road may be approved, as per the following stipulations:
 - sea: tourist class or equivalent
 - rail: tourist class or equivalent, with sleeping accommodation
 - road: public transport. {Travel by private car is not authorized and not paid for by WHO.}
- Deviation in travel itinerary is not allowed. In case of any deviation, the consequent additional cost and travel time will be the personal liability of the Fellow.

- Fellows are not usually received at the airport. Therefore, they should make their own arrangements for transport unless arranged by host institutions or other authorized agencies.
- No stipend entitlement will accrue for any extended period beyond the authorized duration for whatsoever reason. In case of any doubt, Fellow(s) should contact, well in advance, the WHO Country Office or Regional Office for return booking and travel tickets.
- On completion of their travel, Fellows should send a scanned copy of their boarding passes to the WHO Regional Office for South-East Asia (WHO-SEARO).
- Air tickets purchased by WHO cannot be cancelled for part of the round-trip travel if this entails a loss to WHO. If tickets can be cancelled without loss, alternative tickets will be made available to the Fellow only after WHO has been reimbursed by the travel agency.
- WHO does not accept any liability for expenses that Fellows may incur because of late cancellation of travel reservations. Fellows must be aware of the airline's regulations on ticket cancellation.
- WHO is not responsible for any loss or additional charge that may incur due to expiry of return tickets.
- Fellows are advised to set all relevant dates as reminders in their calendars, both electronic and hard copy.

3.4 Passport and visas

- Obtaining a passport and visas for travel to 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 for visas which are not obtainable in the country of origin will be reimbursed on submission of proof of payment.
- Visa for travel to the United States of America is issued by the Embassy or Consulate of the United States in the country of origin of the Fellow, normally based on a visa permit DS2019 sent by WHO, Washington, and onforwarded directly to the Fellows, through the respective WHO Country Offices.
- It is the responsibility of Fellows to ensure that their passports and visas have adequate validity for the purposes of their study programme.

3.5 Timetable, notifications, and accommodation

- Fellows are required to conform to the dates given on the LoA. If at any time a date cannot be met, it is essential that Fellows notify directly, by the fastest means of communication, the institution or office expecting them, as indicated by the LoA, and the WHO Regional Office that issued the LOA.

- Fellows are advised to let the “Contact person” in the host institute, or the WHO Country Officer/Regional Office concerned know of their ETA, as soon as possible, at the telephone/email address indicated in the LoA.
- Immediately upon arrival in the country of study, Fellows are requested to inform the WR/RO concerned about the date of their arrival, mailing address and other contact details, 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 WHO contact person.
- If accommodation is not arranged by the study country/institute, the Fellows must make their own arrangements for accommodation. As a WHO Fellow, they are expected to pay all bills, including advance deposits and cancellation fees, even when the cancellation is due to circumstances beyond their control. Sometimes institutions in the host country can provide practical support or advice on suitable accommodation.
- As a WHO Fellow, one should not bring their family to the study country. However, if it must be done, WHO and the host should be informed in advance of travel. It is the responsibility of the Fellow to ensure that the family does not interfere with the study programme or accommodation arrangements if they were made by the host.
- All costs related to their family, including accident and health insurance, are the sole responsibility of the Fellows.
- The Fellowships stipend is for the Fellow only, and not for the family.

4. Travel expenses

- To facilitate the study programme outlined in the Letter of Award, WHO assists with some expenses:
 - International travel from home country to other countries and return, only if the government or other organization does not pay for it.
- It is the responsibility of the Fellows (NOT WHO) to take care of the expenses listed below:
 - travel inside the home country, except when the residence is more than 50 km from an international airport
 - cost of passport and photographs
 - fees for visas
 - expenses incurred because of avoidable delays in travel, or any travel not authorized
 - taxi or airport bus fares or tips

- packing, baggage insurance, portage of luggage or Customs duties (WHO does not accept any responsibility for loss of, or damage to, baggage)
- travel expenses in the country of study
- any travel out of the country of study before the end of the Fellowships, except for home vacation as outlined in Section 6(b)
- If WHO approves an extension of the studies beyond the validity of the ticket, Fellows should ask WHO Regional Office of their country of study for revalidation of the ticket at least two months in advance of its expiry.
- Regarding the reimbursement of authorized expenses:
 - Fellows should keep all original receipts for submission
 - claims for valid and reimbursable travel expenses should be made on a travel claim (Form WHO 51, see Annex). The purpose of and authority for any expenditure must be stated clearly on the travel claim
 - Travel claims should be sent with original receipts to the WHO Regional Office within one month of the date of the first (oldest) expense being claimed
 - Reimbursement is normally made to Fellow's bank account within one month of receipt of a properly completed claim for valid and verifiable travel expenses.
 - Claims for expenses over six months old will not be reimbursed.

5. Medical expenses, illness, and accident insurance

- In cases where, in the country of study, illness and accident insurance is available and Fellows are obliged by governmental or institutional regulations to participate in such a health insurance plan, the Organization will reimburse to the Fellow the cost of coverage (insurance premium) for the duration of the Fellowships award.
- **Even if such insurance participation is not compulsory, Fellows are strongly recommended to take out an illness and accident insurance cover privately against reimbursement of premium costs by WHO.**
- All such arrangements must be made directly between the Fellows and the insurance company, including payment of premium or any subsequent submission and settlement of claims.
- Administratively, WHO does not involve itself in these matters except to deal with reimbursement of the cost of insurance participation when it is claimed by Fellows.

Steps for reimbursement of premium cost:

- Fellows should submit the receipt of the premium amount paid (proof of payment) along with the copy of insurance cover note (policy extract) to

Fellowships unit, Regional Office for South-East Asia Region, New Delhi vide email: sear_csf@who.int.

- 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 for a Fellows' expenses resulting from illness or accident (including dental and optical expenses).

6. Stipend

(a) Mode of payment and determination of rate

- A stipend is an allowance for room, board and incidental expenses incurred during the period of in-person Fellowships.
- Stipend rates vary from country to country because of difference in cost of living and are established by a world-wide inter-agency agreement to ensure that all Fellows in a country are paid uniformly and equitably.
- Stipend is not meant to cover clothing or routine expenses at home for themselves or their family and is not a substitute for any salary normally paid to a Fellow at home.
- The stipend system provides for a travel rate for the first 30 days to cover initial expenses for settling in and a resident rate (lower monthly rate) for the subsequent period. **Unless otherwise indicated, an advance or 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 by electronic transfer to the Fellow's bank account.
- For Fellowships exceeding six months, Fellows must open a bank account in the country of study in local currency and notify the WHO Regional Office of the bank's name, address, SWIFT code, local clearing code, and account number.
- If a programme calls for a series of study or observation periods at different places, Fellows are paid a stipend at travel rate except for any period in one place longer than 30 days, in which case stipend at resident rate will be applicable.
- If the Fellow's home country is among the places of study, during that period, the Fellow will be paid 50% of the resident stipend applicable in their home country.
- If a programme is arranged in more than one country during the period of a month, the Fellow will be paid according to the prevailing stipend rate for the number of days spent in each country.
- If a husband and wife are both WHO Fellows studying in the same place, each is paid 75% of the standard stipend.
- If the Fellow leaves the country of study during the Fellowships, except for home vacation and vacation in-between semesters or equivalent, the stipend is

stopped for that period. The Fellow must notify WHO whenever he/she leaves the country of study. Failure to do so may result in termination of Fellowships.

- The stipend will be reduced if a Fellow receives a subsidy in cash or kind from another source.

(b) Home vacation after 2 years

- If the study of a Fellow lasts 3 years or more, air travel to the home country for a vacation of at least one month may be paid every two years, provided that:
 - the leave is availed after two years from the start of the Fellowships.
 - the Fellow has secured passing grades in the programme; and
 - another full year of study abroad remains to be completed before the scheduled end of the course.
- The Fellow must plan the home vacation four months in advance. WHO will arrange and pay for the most direct and economical air tickets to and from the home country.
- Fellows should not purchase their own tickets for home vacation. WHO will not reimburse the Fellow.
- While on home vacation, the stipend is usually 50% of the resident rate in the home country. If the Fellow must pay rent in the country of study while the Fellow is away, they can claim up to 100%, but must send the original signed lease agreement and receipts of the rent paid to the WHO Regional Office.

	Home vacation	Vacation in-between semesters	Vacation during semesters
Air fare	c/o WHO	Personal	Not allowed
Stipend	50% resident rate of home country and reimbursable rental fee		Not paid by WHO, not allowed

7. 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).

8. Recovery of overpayment

- Any overpayment resulting either from subsidized accommodation, food or payment made for a period not covered under the Fellowships' 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.

9. Tuition fees

- WHO pays tuition fees for all courses, both in case of in-person and virtual training programmes, directly to the study institution. The cost estimate/budget is approved by the WHO Regional Office of the country of origin before the start of the programme. The host institution must send the invoice for tuition fees to the WHO Regional Office for payment.
- Tuition fee is paid in two instalments, i.e., 75% prior to start of the training programme and 25% upon successful completion.
- Registration fee for participation in virtual training programmes will be fully paid by the WHO Regional Office to the host institution prior to the start of the training programme as per the decided timelines.
- Fellows should not pay tuition fee or registration fee directly to a study institution as WHO will not reimburse the amount.
- The Fellows, on arrival at the place of study, are advised to pay **out of their stipend** to the institute of study the caution money if they are expected to live in a hostel or 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/departure from the host country.**
- WHO may pay where the presentation of a thesis is a prerequisite for graduation, the cost of final typing, binding, and related work, if required.

10. Book grant

- The Fellows are entitled to receive a book allowance of US\$ 100 per month for in-person Fellowships.
- No book allowance is payable for a programme of less than four weeks.
- 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. This amount may be paid in two instalments, together with the second- and sixth-month's stipend. This is normally paid in the currency of the country of study.
- Short extensions, up to three weeks, will not automatically lead to any extra book allowance entitlement. Where study material is provided by the host, the book grant is not paid separately to the Fellow.

11. Security clearance

- The United Nations Department of Safety and Security (UNDSS) clearance is required for official travel regardless of the security alert phase of the destination.

- The Fellow will receive a Security Clearance Requirement Instruction by e-mail – please read this instruction carefully.
[If in doubt, please check with the Fellowship focal point at WHO Country Office or WHO Regional Office in New Delhi.]

12. Fellowships Termination Allowance

- Fellowships Termination Allowance (FTA) is paid only for in-person Fellowships studies, upon receipt of the Fellowships Termination of Studies Report (FTSR) completed and submitted within 1 month of completion of Fellowships duly endorsed by the Fellow's supervisor at the home country.
- The FTA is paid as follows:

For Fellowships awarded for periods:

Up to 6 months	US\$ 100
More than 6 months, up to 12 months	US\$ 200
More than 12 months	US\$ 400

- Fellows should note that no excess baggage allowance (EBA) is payable to the Fellows.

13. Fellowships reports

Fellowships reports are submitted as follows:

- by the Fellow during and at the end of the Fellowships,
- by training institutions during the Fellowships, and
- by the Fellow and his/her government on the use of his/her services after the Fellowship.
[Please see Annex for Forms/Templates for reports]
- For Fellowships longer than six months, a six-monthly progress report must be submitted to the WHO Regional Office and end-of-term and confidential report must be submitted through the course supervisor.
- WHO requests training institutions to submit an Interim Report on the performance of Fellows pursuing studies for more than six months.
- For all Fellowships lasting three months or more, a report on the Utilization of Fellows' Services (Form WHO 55, see Annex) must be completed by the Fellow and the national health administration 12 months after the end of the Fellowship.
- For Fellowships lasting six 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" (Form WHO 55) soon after 12, 24, or 36 months after the end of the Fellowships corresponding to the length of studies undertaken.

- Within one month of the end of in-person Fellowships, the Fellows are required to submit “Fellowships Termination of Studies Report” (FTSR) on Form WHO635 (see Annex), to be sent electronically to the WHO Regional Office. FTSR should be sent with claim documentation, wherever applicable, to settle payment in one go. The reports should not be identical to each other when from members of the same group.

13.1 Publication of Fellowships reports

WHO may publish extracts from any report and/or may publish the report in full after obtaining permission from the Fellow (and, where appropriate, of the concerned government).

13.2 Publication by Fellows

- 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 Fellowships period.
- Any articles that WHO chooses not to publish will be returned to the Fellow. If any of these articles are later published elsewhere, Fellows must state that the work was done during a WHO Fellowships and must indicate that the statements made, and the opinions expressed are not necessarily those of WHO.
- The Fellow and any co-authors must not claim the authority of, or any direct connection with, the Organization, nor claim to speak for their country unless authorized to do so.

14. Request for modification/extension of Fellowships Programme

- The training programme for a Fellow is finalized in consultation with the WHO technical team, country of origin of the Fellow and the host institute prior to commencement of the programme. Modifications should not be entertained unless in exceptional circumstances.
- Normally, no request for extension of Fellowships is entertained. However, in exceptional cases, Fellows should send their requests through their academic supervisors to their governments for approval/decision, with a copy to the host WHO Regional Office concerned; it being clearly understood that this will be agreed to only if the sponsoring government supports the request. Such requests should be sent sufficiently well in advance.

15. Cancellation or termination of a Fellowship

- WHO may at any time cancel or terminate a Fellowships if a Fellow inexplicably does not begin on the date indicated in the Letter of Award, or if it is inadvisable for the individual to continue to hold a Fellowships. Reasons could

include ill health; inadequate credentials or pre-requisites for the course; inadequate language skills; changes in study subject; unsatisfactory performance; failure to keep WHO informed of whereabouts; failure to ensure valid visas; inappropriate use of Fellowships funds; and personality issues.

- Any conviction for a violation of the common law in the study country, whatever the nature of the offence, is a reason for cancelling a Fellowships.
- Academic courses are structured differently in different countries. If in two academic years, Fellows fail 50% or more of their courses/units or their host institution indicates unsatisfactory performance, they may lose their Fellowships Award.
- If an Award is terminated, any 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 would be given.
- If a Fellow for any reason discontinues his/her study earlier than indicated in the Letter of Award, the Fellowships is considered terminated on the last day of study plus necessary travel time for return to the home country; the Fellow will be required to reimburse the stipend paid for the period beyond that day.
- A breach of the conditions of a Fellowships occurs when any of the requirements outlined in this WHO Fellowships Information Booklet are not met.
- When, any of the conditions of the Fellowships has been breached, the Fellow will be liable to reimburse to WHO all Fellowships funds paid, including tuition fees, travel costs, stipends, health insurance costs, book grants, and all other allowances and payments.

Annexures

1.	Checklist for FAFs
2.	Fellowships Application Form with Endorsement Sheet
3.	Travel Claims (Form WHO-51)
4.	Six-monthly Fellowships Progress Report
5.	End of Fellowships Programme Performance Evaluation Form
6.	Fellowship Termination of Services Report (Form WHO-635)
7.	Utilization of Services Report (Form WHO-55)

Short answers to frequently asked questions

(For details, please carefully read "WHO Fellowships Information Booklet")

a) How was the Fellowships arranged?

Arrangements have been made for your Fellowships by WHO on the request of your government. This has involved selecting a suitable place for your study and planning 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.

What are the financial arrangements?

WHO pays for (a) stipend; (b) cost of travel from duty station to the country of study and return as per approved travel itinerary; (c) book allowance for Fellowships of more than one month; cost of premium **only** for illness and accident insurance cover upon submission of receipt and a copy of policy; Fellowships Termination Allowance – payable to the Fellows on submission of Fellowships Termination of Studies Report after completion of Fellowships; visa fees for a visa which cannot be obtained in your home country; additional travel if authorized by the host institute/government. Tickets will be provided by WHO (please see Letter of Award). Do not buy tickets on 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 section on Medical expenses, illness and accident insurance; (h) transport cost in places of study or (i) expenses arising out of late cancellation.

Who books accommodation and pays for such bills?

Hotel reservations and payment of bills are the 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.

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 the Regional Office of WHO for the Region in which the delay occurs.

Who should be notified of expected date of arrival and what are the airport pick-up arrangements?

Fellows need to send an 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).

What is stipend and what does it cover?

Stipend is a monthly allowance payable to the Fellows through electronic transfer to the Fellow's registered bank account, 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.

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

Yes, WHO pays for tuition fees for your training programme. The Fellows are entitled to receive a book allowance of US\$ 100 per month, if the study material is not provided by the host. For Fellowships of more than three months, book grant is normally paid in the second month. No book allowance is payable for a programme of less than four weeks. If the duration of the academic year is at least nine to 12 months, a book grant of up to US\$ 960 may be provided for this period.

Can the Fellowship be extended?

Yes, only in exceptional circumstances (Ref.: “WHO Fellowships Information Booklet”).

Does WHO require any report on the fellowships undertaken?

Yes, Fellows must make a “**Fellowships Termination of Studies Report**” (FTSR) within a month 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 Fellowships corresponding to the length of studies undertaken.

