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**Meeting of Senior Fellowship Officers of the United
Nations System and Host Country Agencies**

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Final Report

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I. Introduction

1. Upon the recommendation of the 13th Meeting, UN/DESA as Focal Point for Inter-Agency Fellowship Coordination prepared and organized with the support of IAEA the 14th regular Meeting of the Senior Fellowship Officers of the United Nations system organizations and other staff members of the UN agencies and entities dealing with fellowships. The Meeting took place at the IAEA Headquarters in Vienna, Austria, from 18 to 20 November 2002. The International Tropical Timber Organization participated for the first time. The representatives of the Joint Inspection Unit and the UN Compensation and Classification Policy Unit also took part. As is customary, J. Van Breda & C^o International as well as several National Placement and Supervising Agencies attended the Meeting, as well. The United Nations Department of Economic and Social Affairs (UN/DESA) was the Focal Point for inter-agency fellowship coordination. The list of the participants is reproduced in Annex III.

2. The representatives elected unanimously Ms. Farida Abou-Shady, Chief, Fellowships Section, UNESCO, as Chairperson of the Meeting. Ms. Simone Alz, Associate Expert, UN/DESA, was elected as Rapporteur. Mr. Furio de Tomassi, Chief, Project Personnel Service, UN/DESA, served as Secretary of the Meeting. This function belongs traditionally to DESA as inter-agency Focal Point.

3. The agenda of the Meeting is detailed in the programme of work as reproduced in Annex I. It comprised a wide range of issues, both of an operational and administrative nature. A review of the agendas of the past thirteen meetings indicated a repetition of some items without any conclusive decision. In order to pave the way for a more extensive discussion of fellowship issues in the future, in line with the new expected “architecture” of technical cooperation activities, the organizers of the Meeting deemed it necessary to revisit all the harmonized and unharmonized procedures and entitlements of the various types of trainees in order to reach a definitive common inter-agency position. In the span of two and a half days of intensive deliberations, **the Meeting achieved for the first time a breakthrough in the harmonization of all the fellowship procedures and entitlements, including the definition of a fellowship** DESA distributed two working papers on Study Tours and Group Trainings. Due to time constraints, procedures and policies on these two types of trainings were not taken up for discussion. However, the Meeting took note of them. The major topic for discussion was Transparency in the Fellowship Selection Process: Current Practices and Trends. The majority of the speakers gave audio-visual presentations. The Meeting adopted a series of conclusions and recommendations which are reproduced in Annex II of the report.

II. Opening Statements

A. Opening Address by Mr. Jihua Quian, Deputy Director -General of the Department of Technical Cooperation, the International Atomic Energy Agency

4. The Meeting was opened by Mr. Jihua Quian, Deputy Director General, Department of Technical Co-operation, IAEA. He underlined the importance of the fellowship programmes in the framework of technical cooperation for development. Such programmes have contributed to great achievements in human resources development and capacity building in the recipient countries. He pointed out that, since its inception, the International Atomic Energy Agency had taken the training in the field of nuclear science very seriously with a view to promoting peaceful uses of nuclear energy. Since 1958 the IAEA has trained many scientists who have become leaders in their fields of competence, such as: Nuclear Power; Nuclear Fuel Cycle; Radioactive Waste Management; Food and Agriculture; Human Health; Industry and Earth Sciences as well as Physical and Chemical Sciences. The IAEA's fellowship programme is related to technical co-operation projects in the member states and the training is therefore designed to meet the project objectives. The main goal is that fellows, once trained, will participate in the project development and act as trainers of future trainees in their countries. This concept of training of the trainers is designed to lead to capacity building in the developing countries.

5. Mr. Quian stated that the fellowship programme had evolved over the years. The duration of fellowship trainings had been decreasing. In order to redress the problem, the IAEA has designed the Sandwich Fellowship Programme, which is geared toward building manpower in scientific areas that are lacking in member states. Within this programme, which started in Africa, fellows spend some time in the host institutions and some time in their own countries in an alternate manner until an academic degree is awarded.

6. In his address he acknowledged that the IAEA training programmes had been facing challenges in terms of finding host institutions, placing the fellows and ensuring that the trainings were completed within the lifetime of the project. In order to overcome such challenges and improve the efficiency, IAEA was attempting to simplify the fellowship procedures, to resort more extensively to the use of the available information technology and outsource the fellowship trainings to reputed host organizations. The trend was to build strong partnerships with most host countries to better place and administer the fellows.

B. General Introduction by Mr. Furio de Tomassi, Chief, Project Personnel Service, UN/DESA, in his capacity as Secretary for Inter-Agency Fellowship Coordination

7. Mr. de Tomassi made a general introduction in his capacity as Secretary for Inter-Agency Fellowship Coordination. He thanked the Department of Technical Co-operation of IAEA for the gracious offer to host the 14th Meeting of Senior Fellowship Officers. He noted that DTC/IAEA had always been a catalyst for the strengthening of the inter-agency coordination on fellowships in line with the mandate of the Meeting of Senior Fellowship Officers of the United Nations System.

8. Mr. de Tomassi recalled that the Meeting of Senior Fellowship Officers of the United Nations system, which came into being in 1974, is the unique inter-agency Forum on fellowships. Its mandate is to serve as the main framework for inter-agency coordination on system-wide issues relating to the management of fellowships. The coordination machinery for fellowships in technical cooperation is well in place. It is recognized system-wide that fellowships in technical cooperation is perhaps the best-coordinated activity in the United Nations system. The agenda of the Meeting has evolved significantly over the past 28 years from solely administrative issues to operational and

substantive issues. The objective of the Meeting, he said, was to lay the groundwork for a consolidated approach on fellowship administration and management as stipulated by major UN conferences.

9. He drew the attention of the participants to the Report of the Secretary-General on the Strengthening of the United Nations: an Agenda for Further Change and the New Partnership for Africa's Development (NEPAD) which would eventually bring about a new technical cooperation "architecture" and notably affect the training and fellowship activities. He pointed out that speaking about Africa, the Secretary-General suggested the need to redirect the resources allocated by bilateral donors for technical assistance to human and national capacity building in Africa. "There is no better time for Africa's development partners to convert technical assistance resources to capacity building in Africa...than now when the implementation of the New Partnership, an African-owned and African-led programme is under way" (A/57/156, p.10).

10. Mr. de Tomassi underlined that technical assistance within the United Nations system used to be mainly North-South. Nowadays it has assumed new dimensions. It can be North-South, South-South or intertwined. One of the factors that has contributed to the implementation of South-South cooperation is the growth of technical capacity within the developing countries. Testimony to this is the increase in the placements of fellows in the regional training institutions. The fellowship services have been highly involved in national capacity building as the main thrust of the training programmes with a view to creating the systems and skills necessary for the recipient countries to develop and integrate into global economy.

11. Talking about the topics on the agenda, Mr. de Tomassi invited the participants to consider as possible objectives of the Meeting the following:

- To make transparency in the fellowship selection process a priority of fellowship services;
- To revisit all the fellowship procedures and entitlements with the hope that full interagency harmonization would be achieved;
- To establish a Peer Review Group, which would review the quality of the training programmes and would prepare the groundwork for the next meeting in 2004.

III. Operational Issues

A. Transparency in the Fellowship Selection Process: Current Practices and Trends

12. Transparency in administrative services, as an emerging and significant concept in the reform policies which were underway worldwide in the context of globalization, was the main topic of the agenda. It is a significant requirement of international institutions, donors and governments to ensure that their development assistance programmes are properly managed and implemented. UN/DESA invited the audience to view administrative transparency in the framework of the admirably comprehensive definition of transparency in the “Code of Good Practices on Transparency in Monetary and Financial Policies” which was adopted by the International Monetary Fund in 1999. **The Code defines transparency as “an environment in which the objectives of policy, its legal, institutional, and economic framework, policy decisions and their rationale, data (related to the proper exercise of agencies’ functions), and the terms of agencies’ accountability, are provided to the public on an understandable, accessible and timely basis.”**

13. Mr. Bischoff, Head, Experts and Training Section A, IAEA, gave an overview on transparency in the Technical Cooperation Implementation Section and delivered several figures pertaining to the development of his agency’s fellowship programme. Within the last 10 years the number of fellows almost doubled (1516 fellows in 2001). There has been an increase of almost 30% in the number of host countries and a slight increase in the number of nominating countries. The total cost of the fellowship programme stabilized around \$10 million a year within this timeframe. He laid out the objectives of his Agency’s training programme, which were:

- To assure that the training met the goals of national projects/interests;
- To approve the expenditure of funds in the most effective and productive manner;
- To monitor training so as to assure maximum return of quality education and experience for the costs expended.

14. Talking about the selection process, he underlined the important fact that the IAEA fellowships were tied to on-going technical cooperation projects in member states. The selection process, therefore, starts from the member states where the candidates are nominated and submitted to the Agency for consideration and approval. The Agency’s fellowship evaluation and selection process is computerized in a database, which is updated regularly. Mr. Bischoff noted that each fellow is expected to submit during the timeframe of the award a first technical report, a trimester technical report and a final technical report.

15. Mr. Bischoff summarized three main approaches to ensure transparency:

- The project based programme included a transparent project appraisal, the pre-selection of a fellow by the nominating country and the evaluation by the IAEA (Technical Officers) with regard to the project needs;
- The training follow-up included the submission of technical reports to the technical officers and an evaluation by the host institution;
- The database comprised external consultation (pyramid report) and experience feedback for future host selection.

16. Based on the IMF definition of transparency, Mr. Rudi analyzed in practical terms the training environment in DESA and identified at least four essential conditions, which would ensure good practices and full transparency in the fellowship selection process. He pointed out that over the past few years DESA had witnessed an upsurge in shorter, more focused fellowships, more diversity in study tours and greater levels of commitment to in-service training. The statistics indicated that study tours constituted more than half of the overall implemented budget of DESA for training

activities, followed by fellowships with 30% and group training with 17%. Over the past five decades, DESA and its predecessors have granted through the Training and Fellowships Section more than 110,000 awards for fellowships, study tours and group trainings with a monetary value of more than 150 million dollars. It was emphasized that the urgency of governments to have a pool of skilled human resources available as soon as possible has shortened the lead-time required by the Training and Fellowships Section for the proper selection of candidates. The rush to execute such trainings has brought to the fore a crucial element, which was somewhat overlooked in the past - the need for transparency in the selection of candidates for such trainings.

17. Mr. Rudi turned to the conditions that UN/DESA environment requires to attain effective transparency. The first condition was to have clarity of roles, responsibilities and objectives. He elaborated on UN/DESA fellowship procedures which were well-established and guaranteed clear roles in the “division of labour” among all the agents concerned i.e. Governments, UN Resident Coordinators, Substantive Offices, Training and Fellowship Section, as well as the fellows themselves.

18. The second condition was to ensure an open process for formulating and reporting policies and decisions. In this connection, it was noted that the level of transparency in the stages of the project cycle differed. For instance, more transparency should be shown during the process of project formulation. At this stage, it was the Substantive Office and the project authorities in the field who determined, from a substantive point of view, the optimal component balance of the project, i.e. the project staff, the training and the equipment. However, there was full transparency in the process of selection, administration and monitoring of all fellowships and study tours. UN/DESA has in place a Fellowship Selection Panel, which remains seized of the matter throughout these stages. It consists of representatives from the Substantive Offices, Training and Fellowships Section and sometimes also Project Finance. The Panel operates under the chairmanship of the Training and Fellowships Section. The latter receives the nominations from the governments through the UNDP country offices, establishes files, reviews the nominations and makes observations. If the nomination forms and other related documents are complete, they are submitted to the Fellowship Selection Panel for consideration and approval. Once a candidate has been approved and the training programme has been agreed upon, Training and Fellowships Section takes over the direct handling for further action. Responsibility for the award of the UN Technical Cooperation fellowships and study tours is vested in the Training and Fellowships Section. An area where more transparency is required is the selection of participants in Workshops, Seminars and Conferences. The focal point for the selection of candidates for such group trainings is the Substantive Office. The absence of a Fellowship Officer in such a selection process has given rise to concerns about the participation of one and the same person many a time in training activities and the lack of opportunity for other government officials to be trained.

19. Mr. Rudi turned to the third condition of transparency, which was the public availability of information on fellowships. The Training and Fellowship Section of DESA is responsible for the overall administration of training programmes entrusted to the Department. Awards are primarily granted to government officials from developing countries upon specific requests from the governments, endorsed by the UNDP country offices, on the basis of existing technical cooperation projects that DESA might have with such countries. All awards were project-related. Therefore, the availability of information on fellowships and study tours does not target the public at large but individuals in government positions. Ever since the Training and Fellowship Section came into being, it has created an extensive network of training opportunities available to developing countries. It provides a wide range of publications, brochures, etc. on training facilities available in its fields of competence. Since the introduction of the Integration Management Information System (IMIS) in the area of fellowships, the Section has maintained computerized data on fellowships, study tours and

group trainings. Full and accurate data can be provided to the governments in a timely manner. In addition to that, a Fellowship Website was recently constructed. This is another indicator of the commitment of DESA to expand the availability of information beyond the United Nations.

20. Accountability and integrity is the fourth condition of transparency in the fellowship selection process. In a transparent administration there can be no situation where the decision-maker is not legally identifiable. Since there is a multiplicity of bodies involved in the fellowship selection process, accountabilities, responsibilities and inter-organizational dependencies need to be identified in transparent country agreements and project documents that contain clear performance standards and assurances of integrity. Each of such bodies must ensure compliance with the rules, fiscal soundness, educational achievement and organizational viability. Training and Fellowship Section of DESA works to achieve these requirements in three levels:

- The Fellowship Service itself disclosed complete, accurate and timely information;
- Substantive Offices were constantly requested to disclose complete information about their selection criteria and administrative procedures for group trainings;
- The governments were expected to routinely disclose information on the selection and screening of candidates.

21. Mr. Rudi stated that a lack of full transparency by the bodies involved had brought up several concerns and suggested ways of approaching them:

- Gender Imbalance: Training and Fellowship Officers should be involved in the selection of candidates in order to ensure full compliance with UN policies on gender. A portion of project funds should be allocated to the training of women. Project documents should offer some training programmes designed for women only.
- Bias, nepotism and favoritism: Government officials should be reminded of the selection criteria. They should set up a selection mechanism, such as a selection panel or committee, in order to be more accountable and transparent. Special training courses related to selection procedures should be offered to government representatives.
- Monopolization of awards by a few officials, especially in study tours and group trainings, required the establishments of a set of restrictions. For instance, a former fellow should not receive a second fellowship, an individual should not be awarded more than one study tour within a twelve-month period and an individual should not be selected for a group- training award within a six-month period.
- Excessive number of countries to be visited in a study tour programme reduced the impact of training: The maximum number should be limited to four (in exceptional cases).
- Mismatch between fellows' educational background and the requirements of prestigious trainings institutions. Fellows who attend such institutions may need to undertake preliminary or induction courses prior to the commencement of the award or may be placed in the region.

22. Mr. Al-Mashat, Scholarship Administrator, the World Bank, underscored, particularly, two aspects that characterized the World Bank Fellowships:

- The scholarship programme at the World Bank was not project related but was a Master's degree programme which was based on individual merits. Therefore, there was no role for governments;
- Regarding the dissemination of information, the application forms could be found on the website and applications could be made online. Hard copies were also provided since internet access was not always guaranteed. He added that in order to prevent nepotism relatives of World Bank members were not eligible to apply.

23. Mr. Al-Mashat pointed out that the World Bank Institute had been administering both the Robert S. McNamara Fellowships Program for two decades and the Joint Japan/World Bank Graduate Scholarship Program (JJ/WBGSP) since its inception in 1987. Both programmes were highly competitive and sponsored mid-career professionals from developing countries for Master's degree studies in development-related fields. The JJ/WBGSP draws thousands of highly qualified applicants each year. He noted that the selection process was efficient in identifying strong candidates and 97 percent of fellows completed their degrees successfully.

24. He underlined that the JJ/WBGSP consisted of the Regular Programme and the Partnership Programmes and that the selection process for each was different. Within the Regular Programme candidates apply to any university of their choice outside their home country. The selection process for the Regular Programme is the responsibility of the JJ/WBGSP Secretariat and Steering Committee. In the Partnership Programmes the selection process is shared between the JJ/WBGSP Secretariat and 11 partner Universities in Japan, the United States and Africa. Mr. Al-Mashat drew attention to the fact that the Secretariat used a two-screen procedure for the JJ/WBGSP Regular Programme selection process. The initial screen serves to eliminate applicants who clearly do not meet the basic eligibility criteria. Approximately 20% of the applicants are eliminated at this stage. The reviews are conducted by members of the Secretariat as well as additional personnel. Within the second screen reviewers prepare an evaluation sheet assessing each applicant on the basis of three factors – academic excellence, professional experience, and relevance of the proposed study programme. Approximately 90% of the qualifying applicants are eliminated at this stage. Once the final rank list is prepared, the Secretariat chooses the top candidates by country to be submitted to the Steering Committee for final selection. Within the JJ/WBGSP Partnership Programmes selection process the JJ/WBGSP's eleven partner universities disseminate their own application forms and apply their own admission criteria in addition to the basic JJ/WBGSP eligibility criteria. Each institution sends the JJ/WBGSP Secretariat twice as many candidates as the number of scholarship awards specified in the institution's Grant Agreement. The Secretariat prepares the semi final list and presents it to the Steering Committee for selection in accordance with the programme priorities such as regional, country and gender balance.

25. Mr. Al-Mashat also addressed the Robert S. McNamara Fellowships Program selection process. He stated that Princeton University is the World Bank Institute's partner University for the Robert S. McNamara Fellowships Program. Application forms are obtained directly from the University. The actual selection process is equivalent to the one of the JJ/WBGSP partnership Programmes.

26. Ms. Faccin, Head, Fellowships Service, ITU/BDT, indicated in her presentation that the Fellowships Service of ITU Telecommunication Development Bureau was responsible for:

- Identifying, negotiating and coordinating training programmes for telecommunications staff from developing countries for whom the ITU regular budget provides funding for training outside their home countries;
- Implementing the fellowship component of ITU executed projects funded from UNDP or Funds-in-Trust projects;
- The administration of participants from developing countries attending a wide variety of ITU seminars and workshops financed from the ITU budget or voluntary contributions.

27. She singled out several criteria of the ITU fellowship selection process:

- ITU encourages the nomination of women candidates, thereby making a conscientious effort to promote gender balance through training and participation of women in telecommunication activities. Qualified women are given priority in the selection process;

- Fellowships awarded for individual training programmes are in response to requests from ITU Membership. Priority is given to candidates from the Least Developed Countries. Only those applications received through official channels are eligible for consideration;
- A fellowship award is nominative and requires an acceptance of a candidate's qualifications by the Regional Office, Headquarters' Regional Unit or focal point responsible for the programme, through submission of a completed nomination form, validated by the national authority in the fellow's home country;
- Fellowships are generally short-term awards (2 to 4 weeks) to enable a person to up-date a specialized field or become familiar with new technologies and their applications. Training should respond to priorities established by the administration/organization to improve the telecommunication services in the home country. The minimum for processing requests is one month;
- Fellowships awarded under Special Training Arrangements have a slightly different process in that ITU announces the training activity and makes a call for candidatures. The preliminary selection is done by ITU and final selection is done in coordination with the host authorities. These training opportunities are a cost-sharing arrangement;
- Fellowships for group activities are awarded to participants who meet the appropriate qualifications of the specific theme of the activity and who are from an eligible country, telecommunication administration or organization as defined by the organizers of the activity. ITU technical seminars are a form of training that enables the participants from developing countries to renew and update their knowledge on specific telecommunication subjects;
- For most group activities, where fellowship funding is available, an invitation letter announcing the activity is sent to ITU Membership and/or targeted audience and includes a one-page nomination form. Requests must be validated by the nominating organization/administration. A deadline is set for submission of candidatures.
- ITU also has a separate programme of distance learning courses that is administered by the Human Resources Development Unit within the ITU-Development Sector. Criteria for selection of trainees is based on geographical balance, gender balance and the fact that people enable change in the development of the sector. An application form is transmitted by the organization with the profile of the candidate, position, function in the organization and the reason chosen by the organization to follow the distant learning course.

28. Attending the Meeting for the first time, Ms. Aoki, Research Assistant, ITTO Fellowship Programme, started her presentation by giving an overview on the International Tropical Timber Organization followed by an introduction to the ITTO Fellowship Programme. The ITTO Fellowship Programme, which started in 1989, provides specialist training for people who work in the forestry sector and forest industry. The programme is designed for short-term training, such as short training courses, internships, participation in key international conferences and seminars, intensive study tours relevant to a specific problem and emerging technology, and preparation of technical documents. It also provides partial tuition fees and research costs for post-graduate degree programmes. To date, ITTO has given a total of 708 awards, of which 22% went to women. The balance of geographic distribution has also been considered by the Selection Panel. The majority of the fellowship recipients undertake their trainings in the developing countries.

29. The ITTO's selection process, according to her, is quite simple and transparent. All applications are received by the Secretariat and reviewed first by the Fellowship Programme Officer. An evaluation by technical officers of the Secretariat according to the criteria and priorities set by the Council follows. The applications, together with one-page briefing sheet, are submitted to and appraised by a Fellowship Selection Panel, which meets twice a year during the Sessions of the International Tropical Timber Council (ITTC). The Selection Panel members are elected by two

caucuses: the producer and the consumer member countries. The Panel comprises three individuals from timber producer countries and three from timber consumer member countries, and is chaired by the Vice-Chairman of the ITTC. The recommendations of the Panel are reported to the ITTC, and the Council gives a final approval of the recommendation.

30. ITTO assesses the fellowship applications against the following criteria:

- Consistency of the proposed activity with the programme's objectives and priority area;
- Qualifications of the applicants to undertake the proposed fellowship activities;
- The potential of skills and knowledge acquired or advanced under the Fellowship activity to lead to wider applications and benefits nationally and internationally;
- Reasonable costs in relation to the proposed fellowship activity.

31. The Panel gives additional consideration to geographic and gender balance among the ITTO priority areas and, whenever applicable, competency in the language in which the training will be conducted. ITTO does not have its own training programmes. Instead, it provides potential applicants information on short training courses, seminars and conferences concerning forestry and its related fields. Generally, the quality of these training programmes is high and meets ITTO's standards.

32. Ms. Aoki suggested the establishment of an information network among the agencies to exchange information on training and fellowship opportunities. She also proposed the establishment of clearing-houses with the goal of redirecting suitable candidates to other programmes/sources of funds.

33. Mr. Goubarev, Scientist, WHO Geneva, delivered his presentation on behalf of all WHO Regional Offices. He pointed out that WHO can contribute to related policies, establish priorities and actually cast votes for candidates when it is involved in the selection process. Within this process many countries have established a special selection committee for fellowships, whose membership sometimes includes representatives from other sectors. In some cases, explicit selection criteria are followed, derived from human resources development plans. Within the regional offices, further screening of fellowship applications is undertaken at three levels: by the Fellowship Officer (administrative appraisal), the Regional Adviser (technical appraisal), and the Director of the Division under which the Fellowship Unit works (approval on behalf of the Regional Director), (In WHO/EURO appraisal of the Director of the Division is not needed). WHO has only limited influence on the determination of fellowships and study tours, once country plans have been agreed upon. Furthermore, the quality of selection processes varies from country to country and also within the countries.

34. Sometimes WHO is faced with the issue of language difficulties on the part of some fellows. Under current arrangements, a language proficiency certificate is required to be submitted along with the application forms but in some cases the fellows assess their own language skills. This self-assessment is unreliable and provides a poor basis for developing appropriate training programmes. He pointed out the success of the WHO office in Vietnam in raising the language standards of programme candidates. Excellent results were reached by conducting independent language testing. Recognizing that language skills are one of the most important determinants of successful fellowships, WHO should require independent assessment of the applicants' skills as part of the selection process.

35. Mr. Goubarev stated that all agencies have selection criteria but that these serve little purpose if they are not adhered to (which too often seems to be the case), and if the implementer is not, at least to a degree, the selector. He expressed concern that in many a case there is an inadequate

screening of nomination forms by the WHO regional offices. It is imperative that WHO representatives, substantive and fellowship services assume greater responsibilities in the selection/identification process. The key to the effectiveness of fellowships appears to be the degree of control exercised over the selection process by the sponsors/implementers. WHO should consider:

- Ensuring sufficient resources for evaluation with an adequate monitoring system, prior to commencing any fellowship process;
- Ensuring that fellowship programmes are compatible with organizational objectives, adequately defined within mission statements, and that impact findings are submitted to the EB/WHA more systematically and regularly;
- Ensuring its greater control of the nominating process and its involvement in all the phases of evaluation, selection, monitoring, liaison with allies, data retrieval and maintenance of ties with fellows;
- More resources should be spent on ways and means of selecting the right candidates for fellowships and short term trainings;
- The concept of institutional rather than individual awards should be borne in mind, with the establishment of partner institutions and collaboration with national centers of excellence;
- The benefit of regional training should be borne in mind, with the increasing resort to a range of in-country training exercises, while maintaining the element of international exposure;
- Improving its involvement and leverage in country planning exercises, such as through the WHO country cooperation strategy (CCS);
- Considering a country specific fellowship framework or agreement that would specify the roles of WHO and governments in the fellowship processes, including the selection of candidates.

36. The presentations were followed by discussions on how to make transparency work in fellowship administration. One of the issues had to do with the way the training programmes were measured in light of the transparency criteria, particularly by IAEA and DESA. Mr. Bischoff clarified that IAEA had an Evaluation Section, which evaluated the trainings. However, he admitted that still there was room for improvement. DESA referred to the presentation which underlined that the achievements were measured and reported in: (a) absolute terms, i.e. the fellow's performance vis-a-vis the school's standards; (b) value-added terms, i.e. how much more a fellow knows at the end of the fellowship; (c) comparative terms, i.e. in relation to national norms and performance in other schools.

37. In response to a query about the distinction between a fellowship and a scientific visit, Mr. Bischoff explained that a scientific visit was not longer than two weeks and did not include more than two institutions and two countries a time. Furthermore, scientific visits were usually meant to be for people who reached a management level. The fellowships were in general longer than one month and they focused on technical training. He added that the figures shown in his presentation included both fellowships and scientific visits.

38. The representatives of the agencies agreed that the dissemination of information throughout the UN system was a pre-requisite for successful fellowship transparency. However, some agencies such as UNESCO and WHO/SEA maintained that such information should be made available not only to the UN system but also to related agencies and the public at large. This position was not shared by all participants because of the project-related nature of the training activities. Mr. de Tomassi stated that there had been communication only with the governments because all the DESA fellowship awards were project-related and geared toward trainees who were in government positions. Nevertheless, DESA responded in writing to all individual applicants by informing them

of the whole procedure of the fellowship programme. Mr. Bischoff also reiterated that the fellowships awards of IAEA are project related as well.

39. There was a feeling among certain participants that many of the mentioned subjects had been discussed over the past five years and inquired if the topics were still on the agenda because there hadn't been any progress before or whether there was any possible resistance from certain offices. As drafter of the agenda, DESA noted that, unlike in the past, fellowship issues this time were viewed from the perspective of transparency. Treating them from this angle did not deny the fact that there had been a lot of progress in fellowship streamlining and harmonization during the past few years. Regarding a possible resistance from other sources, there was no denial that it was never easy to deal with the recipient governments, who selected the candidates, nor with the UNDP offices, who endorsed them. It happened that the candidates selected did not seem suitable. Requests for additional information were answered with some delay. In general, there was good collaboration but in order to ensure full transparency there should be a more interactive relationship among all the stakeholders concerned. On the issue of fellowship selection, for example, UNESCO submitted the JIU recommendations to the Executive Board of UNESCO for consideration. The Board decided to do an in-depth study on the impact and results of fellowships at UNESCO. An external firm undertook an evaluation. Given the vast range of fellowships, one of the recommendations of the external firm was to put expert committees in charge of the evaluation during the selection process. These selection committees consist of experts and are chaired by UNESCO to ensure that the best candidates are identified.

40. Some representatives questioned whether the requirement for maintaining a gender balance in the selection process was over-emphasized in some presentations. Given that people were trained in order to enhance capacity building in developing countries, the representative of the JIU cautioned against turning gender balance into an end in itself. According to him, there may be fields in which there is an imbalance in favour of women as well, which might be justified. DESA deemed it pertinent for the fellowship officers to look at gender balance during the selection process in order to bridge the existing gap between male and female trainees. Experience has shown that gender balance tends to be neglected when the fellowship officers are partially or not at all involved in the selection process, particularly with group trainings which are screened by the Governments and the Substantive Offices alone. In addition, gender balance was one of the recommendations of the Millennium Declaration as well as of the Joint Inspection Unit. The representative of UNESCO informed the participants that UNESCO had managed to reach at least 40% of female fellows, partly by stressing out that special attention had to be given to female applicants and reminding all parties to submit an adequate number of applicants. ITTO and the World Bank also include gender balance among their priority areas in the course of the final selection.

41. Delegates debated the number of fellowships that the UN agencies should award to one individual. For the sake of transparency and in order to train abroad as many nationals of a certain country as possible, DESA would prefer not to award a second fellowship to a former fellow. A database containing all relevant information about the candidates was very useful for tracking the records of new or former candidates. Ms. Akiti pointed out that within IAEA the history of a fellow was stored in the database, including the information when a fellow had received a former fellowship or benefited in any way from the agency. With ITTO, a fellow cannot apply for another fellowship within the following two years after finishing the final report. In the application form fellows are required to state the number of fellowships the candidate had previously received in order to enable the Selection Panel to make an objective decision.

42. Due to the somewhat distinct nature of the fellowship programmes of the World Bank and its selection criteria, some representatives of WHO had several questions pertaining to the fields

of study that the World Bank supported, its fellowship database, how nepotism was averted while filtering applications, if the World Bank cooperated with specific agencies or predominantly on an individual basis and whether the World Bank accepted applications from individuals or they had to be endorsed by governments, as was the case for WHO fellows. Mr. Al-Mashat explained that the World Bank did accept applications from individuals without any endorsement by governments. World Bank had no restraints arising from government pressure. It highly welcomed cooperation with agencies and in certain ways that cooperation was established. The World Bank boasted of a database where all applications were stored and were evaluated according to a formula, which was created a few years ago and proved to be very effective. That formula took into account several criteria, such as academic excellence, professional experience and relevance of the programme. He noted that applications of relatives of World Bank staff could only be detected by the last name, which was used for registration among all employees. The World Bank sponsored a wide range of development-related studies.

43. One issue that drew a lot of discussion was the application of distance learning. Agencies that did not apply such fellowships were very interested to have a closer look at the modalities used by the agencies that did offer such training. It had been stated in the JIU Report of 1997 that within the opportunities and challenges of the information age it could be more cost effective to save on travel costs and stipends and, instead, to provide training online. The representative of WMU noted that there had been a lot of discussions about distant learning within his organization. He personally shared the view that this kind of learning prevented the participants from gaining international exposure and from improving their linguistic capabilities and proficiency. Distance learning has generated a lot of discussion in the World Bank, too, because the original idea was to enable applicants to gain experience outside their countries. To sponsor distance learning would deprive them of that opportunity. Presently, the World Bank is setting up business learning facilities, such as video conferences, in several countries to reach out for more professionals. UNESCO had also remained seized of this matter. UNESCO's position was that even though there were only limited funds and distance learning might be helpful in that regard, there was still an advantage of traveling abroad. It would give the fellows an opportunity to gain international understanding and knowledge about different cultures and people. Representatives of WHO underscored the advantages of distance learning by explaining that those programmes were not necessarily pure online programmes, but comparable to a regular Master's degree study programme, offering a mix of different aspects of technology. They acknowledged that WHO was shifting to this kind of training, as well.

44. ITU is perhaps the agency which is applying distance learning more than any other agency. To this agency distance learning is an additional programme, which is not meant to replace the original fellowships. ITU has currently 30 programmes available and has trained 60 fellows so far. These courses are all very structured. As with the regular programmes there is a selection process and they are monitored. All group trainings are well defined. They are set up for the specific needs of a group in a regional or global context. The individual trainings are either requested by member states or special training agreements are made. These courses are not organized by the ITU but by other institutions. However, ITU in conjunction with the host authority, is responsible for the selection of candidates.

45. WHO emphasized the need for Governments to be well aware of the eligibility criteria in the fellowship selection process. This view was also shared by DESA. A lot of debate ensued. WHO stressed again the peculiarities of WHO fellowships. According to them, fellowships were given to governments, which, in turn, regarded them as their right to select the candidates. Other agencies such as IMO, FAO and the World Bank also deemed it very useful to draft a set of selection criteria, which could be distributed to the relevant governments and would eventually bring about more transparency in the fellowship selection process.

46. In this connection the Chairperson of the Meeting recommended to work on these criteria and disseminate them individually to the relevant governments since the programmes of the agencies differed. She added that governments should also be requested to present at least two candidates to choose from to ensure transparency and quality. However, she was of the opinion that a difference had also to be drawn when it came to project-related or non-project-related fellowships. Such a distinction would affect the set of eligibility criteria since the Fellowship Officer should know whom the agency was going to train in a project-related fellowship. The Secretary of the Meeting suggested to include in the recommendations that each agency was responsible for providing the governments with the necessary information.

B. Quality of Training Programmes

47. Ms. Karagulova, Fellowship Medical Officer, WHO/EURO, presented a Room Paper on the Quality of Training Programmes on behalf of WHO as the biggest fellowship provider in the UN system. The quality of the fellowship training programmes was a key to fellowship success under the motto: "Proper training is a prerequisite for proper intelligence and proper intelligence is a prerequisite for proper actions in the country".

48. She listed a number of training programme requirements that would lead to fellows' success and suggested to review them before the next meeting of the UN Fellowship Officers:

- Training programmes should correspond to the interest of the fellows and should be based on the needs of the member-states as well as on the objectives of the UN Agencies' programmes;
- UN Fellowships Officers should receive preliminary programmes from the training institution before commencing the training;
- Each training programme should be assessed by the appropriate Technical Officer of the UN Agency and Fellowships Officer before the training starts;
- Training programmes should be forwarded to the fellow for consideration, comments, proposals, amendments and approval;
- Progress and final reports from a fellow should be forwarded to the UN Fellowship Officer;
- Confidential reports from the host institutions should be forwarded to the Fellowship Officer;
- Training Programmes should be subjected to a process of continuous monitoring, evaluation and, when needed, to relevant modifications.

49. Ms. Karagulova offered several examples of WHO documents in which the issue of quality of training was raised. She suggested that this topic be the main item at the 15th Meeting of Senior Fellowship Officers of the UN System in 2004. Until then, a serious survey should be done. Moreover, in order to assure that fellowships services contribute to the effectiveness of the UN Agencies' programmes and national capacity building, a system for continuous monitoring of the quality of training programmes should be developed. Ms. Karagulova recommended the establishment of a team/working group to work on this matter. It was finally agreed by all the participants that Ms. Karagulova serves as a focal point of this working group.

C. The Implementation of the Recommendations of the 13th Meeting of Senior Fellowship Officers

50. Mr. Rudi reported on the activities of DESA as focal point for inter-agency coordination in the implementation of the recommendations of the 13th Meeting. He was pleased to announce that all the recommendations were implemented in full.

51. The first recommendation was the endorsement of the SFO report and recommendations by the appropriate UN bodies. As was customary, DESA submitted the report and the recommendations of the last meeting to the High Level Committee on Programmes (HLCP) and the High Level Committee on Management (HLCM) and maintained constant consultations with them. In October 2001 the United Nations System Chief Executives Board (CEB) decided, as part of the reform of its working methods, that coordination should be pursued through more informal and flexible mechanisms with an increased reliance on ad hoc, time-bound and result-oriented arrangements, rather than on permanent or standing bodies. Against this background, both HLCP and HLCM felt that the network of Senior Fellowship Officers in the system had already functioned in that manner. Rather than being a subsidiary body, the Meeting was fostering collaboration and coordination on fellowship matters among the agencies system-wide in a less formal manner. As and when there would be a need to bring some specific issues requiring policy advice or a more formal follow-up or a common approach in administrative areas, such issues could be brought to the attention of the body concerned. Depending on the nature of the issues involved, matters would be brought to the attention of CEB/HLCP or CEB/HLCM for policy advice.

52. On the other hand, it was felt that CEB/HLCP and CEB/HLCM might draw on the Senior Fellowship Officers network, where required, for specific advice rather than establish a new ad hoc mechanism to address related issues arising in the context of their work. Proceeding from this, it was agreed that the increase in book allowance would need the approval of the High Level bodies whereas the final report of the last meeting and the convocation of the 14th Meeting no longer needed their approval.

53. Mr. Rudi pointed out that the second recommendation to increase the book allowance was approved. Effective December 1, 2002, the monthly book allowance for fellows would be \$100.

54. He stated that the 13th Meeting requested the Focal Point for inter-agency fellowship coordination to review the possibility of developing a fellowship information system bulletin board accessible to all the agencies. To this end, he reported that DESA created a fellowship website at the following address: <http://esa.un.org/techcoop/fellowship.asp>.

55. The security status of fellows was an issue that was raised particularly by UNESCO at the November 2000 Meeting. Pursuant to the recommendation to include the fellows of the United Nations system in the monthly advisory on field security status and security related travel instructions, UN/DESA Focal Point sent a formal request to the United Nations Security Coordinator. Mr. Rudi was pleased to report that the recommendation on the security of fellows was endorsed. According to the Office of the UN Security Coordinator, "the United Nations is obliged to assist fellows, who are included in the Field Security Handbook, a copy of which is with every Designated Official for Security". For the purpose of security arrangements, most of the provisions of the Handbook are intended to apply also to United Nations fellows, either non-resident fellows studying in the country, or nationals who are on leave from the country of study. If the security conditions in the host country so warrant, agencies should obtain security clearance for their fellows from the UNDP Security Coordinator in the host country before sending fellows to study there.

56. The participation of more women in the training activities for developing countries continued to be a challenging issue. A more unified approach was required on the part of the fellowship services to enforce stricter selection terms that would give priority to women candidates.

More pressure should be exerted on the technical staff and managers to consider designing projects specifically for women in sectors where women were particularly well qualified.

57. Inter-agency coordination on fellowships had been strengthened during the past two years. It had encompassed all the UN agencies and had transcended the UN boundaries to reach governments as well. More and more agencies were showing a greater desirability for a coordinated approach on matters of common concern. Several governments and national institutions had decided to adopt the UN policies and procedures on fellowships. The Focal Point had provided them with the UN fellowship policies as well as with the fellowship stipend rates.

58. Interagency coordination had also focused on matters that required periodic and regular review, such as stipend rates. The Focal Point had prepared them monthly in both US dollars and local currencies and had distributed them to all agencies electronically. All stipend rates would be reviewed and updated. This process had already started. The UNDP offices in twenty countries had been requested to undertake a review of the stipend rates in order to determine their adequacy.

59. UN/DESA was in charge of organizing the 14th Meeting, as well. In close consultation with the host, the Department of Technical Cooperation of the IAEA and, in particular with its designated official, Mr. Tetteh Akiti, invitations were sent to all the UN agencies without exception as well as to several major National Placement and Supervising Agencies.

60. The representatives praised the excellent work of DESA as Focal Point in the period between the two meetings. Ms. Karagulova informed the participants that WHO was about to introduce a new fellowships booklet, including a special section on the security issue. She welcomed the increase in book allowance and underlined the need for further streamlining of fellowship procedures and entitlements in the interest of all the agencies. Ms. Abou-Shady wanted to place on record that the recommendations of the Meetings leave room for interpretation by each agency. Mr. Rudi acknowledged the diversity of training programmes among the agencies. Hence, the need for the Meeting to try to streamline and harmonize the procedures to the extent possible. He underscored that if the agencies would live up to the recommendations and decisions of past meetings, the Senior Fellowship Officers would be close to full inter-agency harmonization of all the fellowship procedures and entitlement. He urged the agencies to implement them to the letter.

D. Presentation of DESA Fellowship Website

61. Ms. Alz, Associate Expert, UN/DESA, made a visual presentation of the Fellowship Website of her Department. She explained how to access the website via the UN Intranet or Internet. The Internet address <http://esa.un.org/techcoop/> leads to the site of the Technical Cooperation of UN/DESA which offers a link to Fellowships. The Fellowships site delivers an overview of the Fellowships Programme. At the bottom of the page several links give access to additional information:

- Guidelines for prospective fellows;
- Maximum stipend rates by country;
- Nomination, entry medical exam and study tour forms;
- Sample award letter sent to successful fellows;
- Standard letter of acceptance of a fellowship.

62. Ms. Alz noted that the guidelines for prospective fellows could be accessed either via each chapter or downloaded as a whole. The maximum stipend rates are posted in US dollars and local currencies for each month. The information is updated on a regular basis. Fellowship forms can also be downloaded as required. Furthermore, Ms. Alz referred to the links given on top of the web

page. The Home link leads to the homepage of The Department of Economic and Social Affairs. The link Parliament gives access to documents and meeting information, serviced by UN/DESA or held in economic, social or related fields. The Research link provides access to development research and analysis. The link Government provides access to national information networks and information about the Permanent Missions to the United Nations in New York and Geneva. She noted that the website was built to meet the demands of the agencies dealing with fellowships and was subject to further adjustments. Additional links and possibly information about the inter-agency coordination activities and meetings may be added if the representatives of the agencies so decide.

63. The representatives expressed satisfaction that DESA was able to create a fellowship website which would serve all the agencies. Discussions focused on ways how to improve and expand the website. Participants suggested to look at the possibility of linking the websites of various agencies and establishing information links. Concerns were expressed by them about the security of the website, the types of materials to be posted and whether passwords should be applied.

64. Mr. Ouedraogo raised the specific issue of multilingualism. He informed the Meeting that the JIU was about to complete a report on multilingualism. In line with the conclusions of that report, he suggested that the documents on the fellowship website should be in more than one language in order to reach as large an audience as possible. Referring to this issue, Mr. de Tomassi assured the representatives that DESA would make every effort to translate the documents and make them available on line in as many languages as possible. However, he recalled that the website was created pursuant to the recommendation of the 13th Meeting to meet solely the needs of the agencies. Due to limited resources at this stage, it would be far from realistic to set deadlines. In terms of other links on the website, he welcomed the idea and invited the participants to make suggestions at any time. Ms. Abou-Shady said that UNESCO was trying to provide as many documents in Arabic as possible to be able to also target the Arab region. She suggested that a recommendation tackling multilingualism should be manifested at the conclusion of the Meeting.

E. Special Session on Training Institutions and the IAEA Fellowship Database

65. Mr. Kemppainen, Head, TC Information Systems Unit, IAEA, focused his presentation on the IAEA Fellowship information systems. IAEA has a decentralized IT organization. A special IT group of 10 staff members has been set up for TC programmes. Users consist of the staff of the Department, all members of the agency who work for TC programmes as well as users in member states. An integrated system is developed for TC projects of which Fellowship is one component. Mr. Kemppainen pointed out that all user interfaces are web-based. Therefore, the service can be made available to any user. He summarized the duties of the TC Information Systems Unit, as follows:

- Develop and maintain TC programmes and systems, local IT infrastructure (network, servers, desktops);
- Support TC users on their use of applications and office tools;
- Support TC projects with IT components;
- Ensure integrated systems, real-time data access, avoid data redundancy;
- Deliver a single platform;
- Ensure usage of Microsoft tools;
- Provide new developments based on Internet technology.

The Fellowship and Training System application includes the following:

- Fellowship data during the lifecycle;
- Previous involvement of the applicant;
- Generation of letters to nominating country, host country and fellow;
- Track status of the fellowship process;

- Generation of financial transactions: obligations, travel etc. to the Financial System of the Agency;
- Real time financial status;
- Production of statistical data.

66. The IAEA Department of Technical Cooperation uses public websites to support the process in a simple way. Forms, procedures and guidelines are accessible on the website. A research done five years ago showed that users wanted to have access to practical information, primarily details of the project including contact information and general forms.

67. The Technical Cooperation Internet system, TC-PRIDE, provides an easy interface to detailed, real-time information on TC projects. Different reports can be requested and received via e-mail. TC-PRIDE is available to agency staff and member state representatives. A registration is required. He explained that Fellowship Pyramid Reports, which can be requested, are real-time snapshots of the status of fellowships and scientific visits. The TC Contact Information System includes institutions involved in TC activities as recipients or hosting institutions, persons involved in any TC activities and some detailed information such as name, institution hierarchy, mailing address, telephone, fax, e-mail, web link, etc.

68. Mr. Kemppainen pointed out that there is an ongoing reengineering project which aimed at optimizing the process. He mentioned several objectives such as: to shorten the lead times, to reduce the workload, to improve the quality and to improve the service to member states.

He described the following solutions as possible vehicles to reach those objectives:

- Real time status information to member states;
- Electronic support for the evaluation process;
- Hosting institution information improvement;
- Electronic nominations.

69. While admitting that IAEA could be seen as a model regarding the technical facilities, agencies wanted to know to what extent the IAEA system could be shared with other agencies and if the fellows themselves had access to the database. Mr. Kemppainen pointed out that from the technical point of view, IAEA was not prepared to share the database with other agencies. Nevertheless, the concept could be used by any agency. As regards the fellows, they did not have access automatically but they could apply for it.

F. Presentation of the Status of Implementation of the JIU Recommendations

70. Prior to the Meeting, DESA had distributed a questionnaire to be completed by each agency on the status of the implementation of the recommendations of the JIU fellowship report. At the request of IAPSO, which could not be represented, DESA circulated at the Meeting another document from Mr. Niels Ramm, Manager, Inter-Agency Services, UNDP/IAPSO, which referred to recommendation one, item c, of the JIU report. The participants took note of the request by IAPSO to re-evaluate the current reporting format of the fellowship data, re-affirm the various organizations' commitment to supplying the requested data on fellowships to IAPSO and provide IAPSO with an updated list of contact persons in each organization.

71. Mr. Ouedraogo, JIU Inspector, underscored that the success of the recommendations of the JIU depended on the extent to which they were implemented. Therefore, a follow-up seemed to be important and timely. He drew the attention to a report by the Secretary General of the United Nations on behalf of ACC (A53/154/1), which included the recommendations pertaining to fellowships. As regards the definition of a fellowship, he underlined that the JIU did not stress the

need for a common definition only, but also the indispensability for member states to understand what fellowship implies. He reminded the participants that there were many differences among the agencies in terms of budgets for fellowships.

72. The establishment of a database, in his eyes, was still important. The recommendation of the JIU had been approved by ACC. He stressed that an extended effort in this matter still seemed advisable.

73. With respect to the issue of fellowship evaluation, he stated that, despite the many efforts and resources needed to evaluate them, it was indispensable that the end-result matched the original objectives. Besides best practices, negative examples should be shared as well to avoid making the same mistakes.

74. Mr. Ouedraogo reiterated that the United Nations had a primary role in the coordination of the fellowship activities. He praised the fact that the United Nations Secretariat had taken that responsibility through its Department of Economic and Social Affairs. He added that, besides DESA, each agency had a duty to contribute. As he put it: "Coordination should never be a one-way street".

75. The Chairperson noted that the presence of the JIU inspector was regarded as a large contribution of the JIU to the Meeting of the Senior Fellowship Officers. Her organization, UNESCO, had always taken the recommendations of the JIU very seriously with positive results. She also drew the attention to a report prepared by UNESCO reacting to the JIU report (156EX41, UNESCO website) and to the document including the results of the evaluation made in line with the recommendations of the JIU (161EX19, UNESCO website).

76. It was decided that the agencies should either hand over to DESA the completed questionnaires on the implementation of the recommendations of the JIU, or provide them to Mr. Rudi electronically at a later stage.

VI. Administrative Issues Re-visited

A. Fellowships: Allowances and Entitlements Revisited

77. Mr. Rudi presented a Working Paper on this issue. He affirmed that the meetings of Senior Fellowship Officers of the United Nations system had played a significant role in ensuring a large measure of uniformity, but there was still work to be done to reach the common objective, which was full compliance and harmonization of policies, procedures and terminology. A review of them would enable fellowship services to keep pace with the current trends in technical cooperation activities. It would also facilitate the removal of some discrepancies that still existed among the UN agencies. His presentation contained tables showing what had already been harmonized and what still needed to be harmonized. He asked the participants to provide their input in order to reach conclusions for matters that still required harmonization.

78. One of the issues that had long been discussed in almost all the meetings was the definition of a fellowship in the United Nations. For twenty-eight years the meeting of the Senior Fellowship Officers had not been able to reach a common understanding in this matter. It appeared that this time the representatives were determined to bridge the differences and find a compromise. There was a growing need for a common definition in order to facilitate data collection and comparison across the system. In this regard, Mr. Rudi drew the attention to the distributed paper, which has been sent by IAPSO. He asked the audience to take note of the fact that IAPSO found that over the previous five years the response rate from relevant UN agencies reporting on personnel components and quality of data submitted had steadily deteriorated, thus seriously jeopardizing the accuracy and representation of the data in the final report.

79. Quoting the fellowship definitions of DESA, WHO and that of the JIU contained in its last report (JIU/REP/98/1), Mr. Rudi proposed the following as a basis for a consensus: "A fellowship in the United Nations system is a technical cooperation programme award given to a qualified candidate in the context of a UN agency's training activity for a period of time of more than thirty days in fields specifically identified and linked to one or more of the immediate objectives of the corresponding project/programme document" and invited the participants to discuss the suggestion.

80. Ms. Abou-Shady preferred the JIU definition, which UNESCO applied with minor modifications. UNESCO had added to the definition that fellows might receive ad-hoc stipends or contributions. She introduced the UNESCO definition as another basis for the discussion: "Fellowships are specially tailored training programmes, which are designed to give qualified persons practicing or intending to practice a profession in the field of UNESCO an opportunity to receive additional theoretical and practical training thus contributing to the advancement of knowledge and also to development and enhancement of international understanding. Fellowships are of short duration usually lasting up to six months and rarely exceeding an academic year. They are intended for specialized training abroad at the post-graduate level and not for studies leading to a degree. Fellows may receive ad hoc stipend or contributions in kind."

81. The general duration of fellowships and the flexibility of the definition toward the diverse programmes of the agencies were raised and discussed intensively. WHO representatives, supported by FAO, ITU and IMO suggested not to include a specific duration, nor the venue of the training. JIU also expressed reservations concerning the venue of the training. Other participants insisted that the definition should contain both the duration and the venue in order to determine the entitlements.

82. It was agreed by all to take the JIU definition as a basis: “A fellowship in the United Nations system is a specially tailored or selected training activity that provides a monetary grant to a qualified individual or group of qualified individuals for the purpose of fulfilling special learning objectives; such as training, which may be of short or long duration and may take place in an appropriate training institution or in the field inside or outside the fellow’s country, should be in response to nationally approved resources policies and plans, and should aim at impact and relevance for all stakeholders involved.”

83. Finally, a consensus was reached on the definition of a fellowship by the UN System Agencies, except for the minimum duration. The definition is:

“A Fellowship in the United Nations System is a specially tailored or selected training activity that provides a monetary grant to a qualified individual for the purpose of fulfilling special learning objectives; such training, which may be of at least 30 days duration and may take place in an appropriate training institution, usually abroad, should be in response to nationally approved human resources policies and plans, and should aim at impact and relevance for all stakeholders involved” .

84. Mr. Rudi also pointed out the lack of a common fellowship terminology. He invited the participants to discuss these issues and possibly reach an eventual endorsement. It was agreed to use “trainee” as a general term and “fellow” or “fellowship -holder” as a specific term.

85. As in past meetings, stipend rates were an object of broad discussion, too. Mr. Wayling expressed concern as to how the stipends were determined and suggested that the focal point review the stipend rates not only for the countries where they were too low but also for the countries where they were too high. UN/DESA prepares the stipend rates based on percentages and bands established by the Compensation and Classification Policy Unit and the UNDP upon the recommendations of the UNDP country offices. In cases when stipend rates were questioned, UNDP local offices were requested to fill out questionnaires on the costs of living in order to reassess their adequacy. These matters were resolved on an ad hoc basis. The objective of the Focal Point is to update all the stipend rates before the next meeting in 2004. Participants were reminded that stipend rates were established as maximum rates. The agencies could apply lower rates in cases where this was justified. Mr. Lindon of The British Council elaborated on the topic of stipend rates by comparing the UN rates with UK Government rates. He pointed out that in general the government rates were higher than the UN rates. Mr. Lindon agreed on providing their stipend rates to UN/DESA as reference material. The representatives of WHO commented that their organization always entitled the fellows to the maximum stipend rates and a reduction in specific cases could not be justified in the eyes of the fellows since they were often very focused on these rates. DESA reiterated that the methodology of determining the stipend rates had been established by previous meetings of SFO. Therefore, stipend rates, be they travel, resident or academic, should be applied by all agencies across the board in accordance with the UN rules.

86. The languages of the final reports provoked some debate. Participants were of the opinion that it was not sufficient to accept final reports in English, French and Spanish. Mr. de Tomassi commented that years ago these three languages covered almost 100% of all the projects of Technical Cooperation. He suggested that the Substantive Offices might revisit the issue of including Russian and Arabic. Ms. Abou-Shady agreed that in view of multilingualism it should be noted that reports could also be written in acceptable languages of the region.

87. The participants did not agree on certain items. Fellows should not receive major equipment allowance which would cover the purchase of computers and/or software. Such

equipment should be purchased through procurement offices. Non-return allowance for fellows who could not return home for security reasons after finishing their studies was not recommended. Those cases should be dealt with on an individual basis. The possibility of providing the fellows with a clothing allowance was left to the discretion agencies since it was not applicable across all agencies. All other items concerning fellowship policies and entitlements were fully harmonized.

B. Presentation by J. Van Breda and C° International on Insurance Policy for Fellows

88. Most of the United Nations agencies insure the trainees medically with J. Van Breda and C° International on the basis of a global insurance policy that UNDP/IAPSO negotiated with J. Van Breda & C° International in 1992. Under that policy, which has not been changed ever since, fellows enjoy Medical Insurance and Life/Disability Insurance. In his address to the Meeting Mr. Benedikt Butaye, Account Manager, J. Van Breda and C° International focused on those two aspects. He drew a balance sheet of the premiums versus the reimbursements over the past few years. He informed the participants that as a result of the “upward” trend in terms of premiums received and reimbursements made during the period 1996-2002, the overall expenses had increased more than the premiums and had forced the insurers to increase the premiums for Medical Insurance by 40% and to reintroduce the ten-dollar deductible effective 1 January 2003. The new premiums would remain unchanged for 3 years. In connection with the Life and Disability Insurance, he noted that there had been an increase in premiums by 21% and an increase in reimbursements by 19%. However, the existing rates for Life and Disability Insurance would remain unchanged.

89. To support the new changes, Mr. Butaye presented a table of some core figures. The figures for 2002 were an extrapolation for the whole year based on figures of the first 10 months. He pointed out that the number of participants continued to increase considerably. The total amount of premiums increased accordingly. The overall expenses had increased more than the premiums. In 2000 the expenses slightly decreased compared to 1999, but in 2001 expenses increased by 19% and the same proportional increase was expected in 2002. The same evolution had been noticed with regard to the reimbursement. Mr. Butaye explained that this increase was mainly due to the increase in the number of claims (+ 50% over the last 4 years) which was more than proportional to the increase in the number of participants (+ 11% over the last 4 years) and the increase in the evolution of the average reimbursement per subscriber (“medical inflation”: 12% per year over the last 4 years). The protection level (reimbursement/expenses) was very high and remained stable over the years (94 to 95%). Mr. Butaye stated that the net loss ratio (= ratio reimbursement versus premiums after overheads) for 2001 amounted to 1,13. He concluded that this meant a loss of US\$111.114 for the insurers. For 2002 the insurers expected a technical loss of US\$253.666.

90. The presentation of figures and the unexpected premium increase by 40 per cent caused a lot of concern among the participants and provoked a lengthy debate. Basically the debate concentrated on why the fellows were lumped together with NPPP, experts and consultants under government executed projects and Service Contract Holders and who negotiated the new changes with J. Van Breda and C° International from the UN side. They requested the representatives of J. Van Breda & C° International to re-examine the issue in order to break down the insured into categories and look into the possibility of applying different rates to different categories. The representatives of J. Van Breda & C° International expressed their doubts whether the differentiation by groups could be done retroactively. However, they were willing to do so in the future. They acknowledged that there was no UN counterpart but J. Van Breda & C° International would appreciate cooperating with a UN focal point. Mr. Butaye mentioned that a letter dated 19 November 2002 was sent to all contact persons in each agency informing them of the new rates.

91. The Chairperson proposed that UN/DESA, as focal coordinator, should send a letter to UNDP/IAPSO on behalf of all the agencies asking them to provide clarification on this matter. Mr. de Tomassi agreed that UN/DESA would contact UNDP/IAPSO and would function as a contact point for J. Van Breda & C° International until this issue was resolved.

92. WHO requested J. Van Breda & C° International to provide information on the insurance in French for the French-speaking fellows.

93. Mr. Rudi requested J. Van Breda & C° International to reconfirm its policy on the need for medical clearance for trainings of less than a month, i.e. study tours and group trainings. Mr. Butaye reaffirmed that the position of J. Van Breda & C° International concerning the medical clearance remained unchanged, i.e. for the duration of up to one month a statement of good health, attested to by a qualified physician, was sufficient.

V. Closing Statements

A. Mr. Byung-Koo Kim, Director, TCPB, IAEA

94. Mr. Kim expressed his appreciation for the hard work of the participants in the Meeting. He stated that the IAEA was very proud to host the Meeting of Senior Fellowship Officers of the United Nations System. He also expressed his gratefulness to the representatives of major host countries represented by the British Council, the Canadian Bureau of International Education, the InWent gGmbH and the Zentralstelle fuer Arbeitsvermittlung from Germany as well as to the representatives of the insurance company J. Van Breda & C^o International.

95. Mr. Kim emphasized that the fellowship programme was very important for the IAEA as well as for all the agencies. He expressed his confidence that the vital recommendations, which were a large outcome of the Meeting, would facilitate the administration of fellowships. He appreciated the ambition of all participants to harmonize and streamline the procedures, which he regarded as a success factor. Mr. Kim thanked the audience on behalf of the Director General of the IAEA for accepting the invitation to come and hold the Meeting at the IAEA Headquarters in Vienna.

B. Ms. Farida Abou-Shady, Chairperson of the Meeting

96. Ms. Abou-Shady took the floor to deliver her closing statement: "I would like to say my sincere thanks go first to our hosts, the IAEA and especially to the Deputy Director General Mr. Kim and to Mr. Akiti, who have made painstaking efforts to ensure a warm welcome and a lovely reception and excellent facilities for the work of our Meeting. I would like then to thank the organizers of the Meeting, Mr. de Tomassi and Mr. Rudi, and we would also like to comment on the quality input and the documents, which gave us more than ample food for thoughts. I would also like to thank especially our colleague, Mr. Ouedraogo from the JIU, whose valuable input was indispensable to put on track our ideas, when it was very necessary to do so in a very neutral and objective manner. I also want to thank all the national placement agencies for their participation and for their input to our deliberation and hope that in spite of some long intensive debates you go away with a good impression about our work. All sister agencies present here are thanked for the excellent contribution and sense of solidarity and the willingness to work together to reach consensus and an agreement. The ideas that have been expressed here today will be valuable to us in our everyday work and enable us to better deliver fellowship services with more efficiency and more quality. Lastly, I would like to thank our rapporteur, Ms. Alz, for her work, the secretaries, the clerks, and the technician without whom we would not have been able to make a success of the Meeting. I would like to say "see you soon" in two years and bon voyage."

C. Mr. de Tomassi, Secretary of the Meeting

97. Mr. de Tomassi took the floor as focal point for inter-agency coordination. He joined Ms. Abou-Shady in praising the host, IAEA, for the excellent working conditions and hospitality. He thanked Mr. Quian and Mr. Kim for their presence and support. In the name of all representatives he expressed the appreciation of the leadership of Ms. Abou-Shady who chaired the Meeting with competence and diligence. She was instrumental in bringing the Meeting to a successful conclusion.

Annex 1

PROGRAMME OF WORK

Monday, 18 November 2002

10:00 am

Registration

10:15 am

Organizational Session

Election of Officers

Adoption of Agenda

10:30 am

1. Opening Address by Mr. Jihua Quian, Deputy Director-General of the Department of Technical Cooperation, the International Atomic Energy Agency
2. General Introduction by Mr. Furio de Tomassi, Chief of UN/DESA, Project Personnel Service, in his capacity as Secretary for Inter-Agency Fellowship Coordination

11:00 am

Coffee Break

11:15 am

I Operational Issues

A. Transparency in the Fellowship Selection Process: Current Practices and Trends

1. Mr. Gerard Bischoff,
Head, Experts and Training Section A, IAEA
2. Mr. Tom Rudi,
Fellowships Officer, Training and Fellowship Section, UN/DESA
3. Mr. Abdul-Monem Al-Mashat,
Scholarship Administrator, the World Bank

Lunch Break (13:00 - 14:30)

14:30

4. Ms. Patricia Faccin,
Head, ITU/BDT Fellowship Service
5. Ms. Chisato Aoki,
ITTO Fellowship Programme
6. Mr. Alexandre Goubarev,
Scientist, WHO Geneva, (on behalf of WHO six regional offices)

15:30

B. Quality of Training Programmes

Room Paper by Ms. Jibek Karagulova,
Fellowship Medical Officer, WHO/EURO

16:00

- C. Up-date by UN/DESA Focal Point on Implementation of the Recommendations of the 13th Meeting of Senior Fellowship Officers

17:00

Cocktail

Tuesday, 19 November 2002

10:00 am

- C. Up-date by UN/DESA Focal Point on Implementation of the Recommendations of the 13th Meeting of Senior Fellowship Officers (cont.)

10:30 am

- D. Presentation of the Fellowship Web-site
Simone Alz
Associate Expert, UN/DESA

11:00 am

- E. Special Session on Training Institutions and the IAEA Fellowship Database
Mr. Makku Kemppainen
Head, TC Information System Unit, Department of Technical Co-operation, IAEA

11:30 am

Guided visit to the International Atomic Energy Agency

Lunch Break (13:00 - 14:30)

14:30

- F. Presentation of the Status of Implementation of the JIU Recommendations
Mr. Louis Dominique Ouedraogo,
Inspector, JIU

15:00

II. Administrative Issues re-visited

Presentation by UN/DESA:
Fellowships: Allowances and Entitlements
Study Tours: Allowances and Entitlements
Group Trainings: Allowances and Entitlements

Wednesday, 15 November 2002

9:00 am

Presentation by J. Van Breda & C^o International on Insurance Policy

10:00 am

Presentation and Endorsement of the Conclusions and Recommendations of the 14th Meeting

12:15 am
Wrap-up and Closing Statements

12:30 am
Departure

CONCLUSIONS AND RECOMMENDATIONS OF THE 14TH MEETING

1. Definition of Fellowship

All agencies reached for the first time a consensus on the definition of a fellowship in the United Nations system, except for the minimum duration. The definition is:

A Fellowship in the United Nations System is a specially tailored or selected training activity that provides a monetary grant to a qualified individual for the purpose of fulfilling special learning objectives; such training, which may be of at least 30 days duration (except in the case of WHO and some other agencies) and may take place in an appropriate training institution usually abroad, should be in response to nationally approved human resources policies and plans, and should aim at impact and relevance for all stakeholders involved (please also see discussion of definition above).

2. Provide Specific Information to Governments on the Fellowship Selection Criteria

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Enhance, whenever necessary, modalities and means to disseminate information about procedures, eligibility criteria and selection procedure in order to enable governments to propose the most qualified candidates, in the adequate numbers, to guarantee the best possible choice by the agency/host institution. Efforts will be made to disseminate this information in as many languages as possible.

3. Gender Status

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Fellowship Officers should encourage the selection of women candidates in order to ensure full compliance with each organization's policies on gender and a portion of fellowship programmes should be designed for women only.

4. Bias, Nepotism and Favoritism

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Officials involved in the identification and pre-selection of the candidates should be adequately informed of the selection criteria: academic merit, professional aptitude, leadership potential, long-term commitment to the field of study, national development, linguistic proficiency and gender. They should set up, as appropriate, a selection mechanism, for instance, a selection panel or committee. National officials should be given opportunities to attend special briefings related to selection procedures whenever possible.

5. Ensuring More Equitable Distribution of Fellowship Awards

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The following guidelines may be taken into consideration:

- Fellowships: A former fellow should not be entitled to receive a second fellowship. (This is not applicable to WHO fellowships);
- Study tours: An individual should not be awarded more than one study tour within a twelve-months period;
- Group training: An individual should not be awarded more than one such training within a six-months period;
- The maximum number of countries to visit in one study tour should not exceed four.

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6. Establishing Peer Review on the “Quality of Fellowship Programmes”

Ms. Karagulova, WHO/EURO, acting as a coordinator, will analyze and collect the best existing practices that ensure quality of fellowship programmes in the different agencies with the active collaboration of all Senior Fellowship Officers. The coordinator will present the summary of the findings at the next meeting. An informal distribution of the collected information may be circulated at mid-term, for relevant comments and further contributions.

7. Enrichment of Website

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- Additional information materials, particularly official public reports related to various fellowship issues, will be provided to the Fellowships Coordinator in UN/DESA and links, in particular to UN agency websites, will be established on the UN/DESA website;
- The possibility of creating a limited access chat-room for use by members of the Meeting of Senior Fellowship Officers will be investigated and confirmed at a later date;
- The information on the web should be in as many official languages as possible.

8. Recommendation Regarding the Next Meeting

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The Meeting, noting the usefulness and the fruitful results of the 14th Meeting of Senior Fellowship Officers, commends UN/DESA for the excellent preparatory work and for the quality of background papers presented during the Meeting and requests UN/DESA to organize, in its capacity as Focal Point for fellowship coordination, the next meeting in two years (2004). The Meeting suggests that the main topic on the agenda will be “the Enhancement of the Quality of Fellowship Programmes”. As proposed by ITTO, the idea of establishing a clearing-house to exchange information about fellowship applications should also be explored during the next meeting. WHO is invited to consider hosting the 15th Meeting of Senior Fellowship Officers. The participation of the JIU Representative, being extremely valuable, is encouraged at the forthcoming meeting.

9. Harmonized Issues

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The Meeting, after careful consideration of the revisited procedures for fellowship implementation presented by UN/DESA, recommends to all agencies to adapt their standards of implementation to the set of operational procedures as amended during the discussion. The Meeting, for what concerns study tours and group trainings, takes good note of the list of procedures already harmonized (please see annex 5).

10. Insurance of fellows

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- Following the sudden announcement of the increase in premiums for medical insurance of fellows, UN/DESA as Focal Point for inter-agency fellowship coordination, is requested to approach UNDP/IAPSO, as the initial negotiator, and enquire about the terms and conditions of the contract signed by them with J. Van Breda & C^o International in 1982, especially the appropriateness of including the service contract holders, and report to the agencies in due time.
- J. Van Breda & C^o International reconfirmed its policy as stated in its Group, Life, Disability and Medical Insurance Policy, that “for durations up to one month, a statement of good health, attested to by a duly -qualified physician, will be sufficient”.

Annex 3

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Annex 4

TABLE: Fellowship Standardized Procedures

FELLOWSHIP STANDARDIZED PROCEDURES	
1. STIPENDS	There are three established fellowship stipend rates normally payable in the currency of the host country: (a) Travel rate for the first month. (b) Resident rate for subsequent months. (c) Academic rate for fellows in full-time attendance at universities in specific countries.
2. BOOK ALLOWANCE	Book allowance is \$100 per month.
3. EQUIPMENT ALLOWANCE	Minor equipment allowance is up to a maximum of \$100 upon presentation of supporting evidence.
4. THESIS ALLOWANCE	A thesis allowance up to a maximum of \$750 may be paid in the local currency of the country for major non-degree papers, thesis and doctoral dissertations upon submission of supporting evidence and recommendation of supervisor.
5. FINAL REPORTS	(a) Fellows should submit mid-term and final reports. (b) There is no allowance for the preparation of the mid-term or final reports.
6. SEPARATION ALLOWANCE	There are three categories of separation (termination) allowance: (a) \$100 for fellowships up to 6 months. (b) \$200 for fellowships up to 1 year. (c) \$400 for long-term fellowships.
7. TUITION FEES	The UN agencies should pay tuition and related fees for fellows if the fees pertain to the training programme arranged by the UN agencies.
8.INSURANCE SCHEME	Fellows are medically insured with J. Van Breda & C° International. Insurance covers medical, disability and death.

9. LIABILITY TO 3 RD PARTY	The United Nations assumes no liability for damage to persons or property caused by UN fellows.
10. REPORT PUBLICATION	Fellows can publish their reports. They should seek the approval of the agency which, in turn, will request the agreement of the government concerned. The published report must be prefaced: “The views expressed in this report are those of the author and not necessarily those of either the UN(agency ’s name) or the authority of the country or countries whose facilities were made available for use by the United Nations (agency’ name)”.
11. TYPING OF ASSIGNMENTS	Claims for typing of regular course assignments will not be accepted.
12. BAGGAGE ALLOWANCE	There is no excess baggage allowance. Termination allowance covers such expenses.
13. VISA ALLOWANCE	There is no visa allowance. Fellow or government is responsible for passport and visa expenses.
14. INTERNATIONAL TRAVEL	There are three modes of travel for fellows: (a) By air – the most direct economy class travel. It begins and ends in the capital of the home country or in the city with the nearest international airport. (b) By Rail – first class, with double-type sleeper for night journeys of more than six hours. (c) By ship – standard immediately below first class
15. INTERNAL TRAVEL	Fellows are entitled to internal travel when it is part of the training programme.
16. LANGUAGE PROFICIENCY	If fellows need language training prior to starting the fellowship programme, the cost of such training should be borne by the fellow or the government.
17. MEDICAL CERTIFICATE	Fellows should undergo clinical and laboratory examinations by completing MS-22 Form. X-ray is needed for medium- and long-term trainings.

18. FAMILY MEMBERS	UN Fellows should not take their family members with them. No allowances of any kind will be paid for dependants.
19. QUESTIONNAIRES	Each fellow is expected to complete and submit a post-fellowship questionnaire at least six months after returning home.
20. LANGUAGE OF REPORTS	Reports should normally be written in English, French or Spanish, but not limited to them alone.
21. FELLOWSHIP DEFINITION	A Fellowship in the United Nations System is a specially tailored or selected training activity that provides a monetary grant to a qualified individual for the purpose of fulfilling special learning objectives; such training, which may be of at least 30 days duration (except the case of WHO and some other agencies) and may take place in an appropriate training institution, usually abroad, should be in response to nationally approved human resources policies and plans, and should aim at impact and relevance for all stakeholders involved
22. FELLOWSHIP TERMINOLOGY	(a) Trainee: general term. (b) Fellow, Fellowship-holder: specific terms.
23. EXTERNAL TRAVEL MODE	(a) Special fares should be applied only in cases when the agency is certain that there will be no changes in the dates of the award. (b) Fellows should not be allowed to travel by car.
24. INTERNAL TRAVEL MODE	Travel by motor vehicle should be applicable only when the host institution organizes such travel in a group with a professional driver for study purposes.
25. TAX EXEMPTION	UN fellows are tax-exempt. Every effort should be made by agencies to ensure that governments of host countries exclude fellows from national taxation.
26. HOME LEAVE	(a) One-year fellows should be granted a one-week fellowship suspension to compensate for home leave.

Annex 5

TABLES: Study Tours and Group Trainings: Procedures Shared by the Majority of Agencies and in Need of Harmonization

SUMMARY OF STUDY TOUR PROCEDURES SHARED BY THE MAJORITY OF AGENCIES	
1. DURATION	Study tours have a maximum duration of two months.
2. DSA	<p>All study tour participants receive Daily Subsistence Allowance as follows:</p> <ul style="list-style-type: none"> (a) Full DSA from the arrival day to the last day of the programme. (b) 20% of DSA when board and lodging are provided. (c) 70% of DSA when board is provided. (d) 50% of DSA when lodging is provided.
3. BUDGET LINE	Study tours have a separate budget line in the project document.
4. INTERNATIONAL TRAVEL	The most direct and economical route.
5. INTERNAL TRAVEL	Study tour participants are entitled to internal travel as part of the programme.
6. TRAINING CHARGES	UN agencies pay training charges to host institutions as required.
7. INTERPRETATION CHARGES	Such charges are not a normal entitlement. They may be paid in special cases when the programme so requires.
8. EXCESS BAGAGGE ALLOWANCE	Study tour participants are not entitled to excess baggage allowance.
9. MEDICAL INSURANCE	All study tour participants are medically insured with J. Van Breda & C ^o International.
10. FINAL REPORTS	Each study tour should submit a final report of 2-6 pages.

11. WAVER OF UN RESPONSIBILITY	The United Nations assumes no liability for damage to persons or property caused by a study tour participant.
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**SUMMARY OF STUDY TOUR PROCEDURES
IN NEED OF HARMONIZATION**

1. DEFINITION	A study tour in the United Nations system is “a technical cooperation award given to an individual or group of individuals to visit pre-arranged sites and institutions in one or more selected countries for a maximum of two months to observe developments, gather information and exchange experience with host counterparts in fields pertaining to specific country agreements or project documents.
2. NUMBER OF HOST COUNTRIES	Since three countries in one study tour do not appear to be always enough, five countries are too many. We suggest that a maximum of four countries may be acceptable.
3. TERMINAL EXPENSES	Terminal expenses should replace one additional day of DSA in lieu of terminal expenses. This is a fixed amount, which does not depend on DSA rates.
4. MODE OF TRAVEL	1. For study tours of longer than one week, the mode of travel should be economy. 2. For less than one-week study tours, the level of Ministers and Deputy Ministers should be entitled to business class travel.

**SUMMARY OF GROUP TRAINING PROCEDURES
SHARED BY THE MAJORITY OF AGENCIES**

1. DSA	(a) Abroad: Each participant is entitled to DSA from the arrival day to the last day of the training event. (b) In-country: Participants coming from various regions of the country receive full DSA.
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2. TERMINAL EXPENSES	<p>Participants residing in the city of the training receive 20% of DSA as pocket money.</p> <p>In a cost-sharing arrangement, if travel is provided by another agency, our agencies do not pay terminal expenses to participants.</p>
3. INTERNATIONAL TRAVEL	The current policy is to provide each participant with economy class ticket.
4. MEDICAL INSURANCE	All group-training participants who travel abroad are insured medically with J. Van Breda & C ^o International.

**SUMMARY OF GROUP TRAINING PROCEDURES
IN NEED OF HARMONIZATION**

1. DEFINITION	Group Training in the United Nations system is “a flexible arrangements made to meet the requirements of two or more nationals working in a project/programme whereby they (a) receive practical training within the country designed to upgrade the skills, or (b) attend specially designed, practical training courses, seminars, symposia, workshops or technical meetings outside the country.
2. MODE OF TRAVEL	The level of Ministers, Deputy Ministers and Presidential Advisors must travel business class based on the nine-hour rule. All others should travel economy class.
3. MEDICAL CLEARANCE	Participants traveling at UN expense should submit a certificate of good health unless otherwise instructed by J. Van Breda & C ^o International.
4. IN-COUNTRY TRAINING	In-country training is group training.
5. TERMINAL EXPENSES	Like study tour participants, group training participants should receive terminal expenses in

	stead of one day DSA in lieu of terminal expenses.
6. IN-COUNTRY ENTITLEMENTS	DESA has raised the question if the 20% of DSA applied to participants from home town is indeed necessary.