

Manual on Policies and Procedures for WMO Fellowships

Education and Training Programme

ETR-No. 18



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- 182 – International meteorological vocabulary. Second edition, 1992 (Chinese/English/French/Russian/Spanish and English-French-Russian-Spanish).
- 258 – Guidelines for the education and training of personnel in meteorology and operational hydrology. Volume I–Meteorology. Fourth edition, 2002 (English-French-Russian-Spanish). Volume II–Hydrology. Fourth edition, 2003 (Arabic-English).
- 266 – Compendium of lecture notes for training Class IV meteorological personnel. Volume I–Earth science, 1970 (Arabic-English). Volume II–Meteorology. Second edition, 1984 (English-French-Spanish).
- 364 – Compendium of meteorology for use by Class I and Class II meteorological personnel. Volume I, Part 1–Dynamic meteorology (French); Volume I, Part 2–Physical meteorology (French); Volume I, Part 3–Synoptic meteorology (French-Spanish). Volume II, Part 1–General hydrology (English); Volume II, Part 2–Aeronautical meteorology (French-Spanish); Volume II, Part 3–Marine meteorology (English-French-Spanish); Volume II, Part 4–Tropical meteorology (English); Volume II, Part 5–Hydrometeorology (English); Volume II, Part 6–Air chemistry and air pollution meteorology (English-French-Spanish).
- 385 – International glossary of hydrology. Published jointly by WMO and UNESCO. Second edition, 1992 (English-French-Russian-Spanish).
- 407 – International cloud atlas. Volume I–Manual on the observation of clouds and other meteors. Reprinted in 1995 (English-French-Spanish). Volume II (plates), 1987 (English-French).
- 551 – Lecture notes for training agricultural meteorological personnel. Second edition, 2001 (English-Spanish).
- 593 – Lecture notes for training Class IV agricultural meteorological personnel, 1982 (English–French–Spanish).
- 622 – Compendium of lecture notes on meteorological instruments for training Class III and Class IV meteorological personnel, 1986. Volume I, Part 1–Meteorological instruments; Volume I, Part 2–Meteorological instrument maintenance workshops, calibration laboratories and routines (English-French). Volume II, Part 3–Basic electronics for the meteorologist (English).
- 659 – Marine cloud album, 1987 (English).
- 669 – Workbook on numerical weather prediction for the tropics for the training of Class I and Class II meteorological personnel, 1986 (English-Spanish).
- 701 – Mesometeorology and short-range forecasting–Lecture notes and students’ workbook for training Class I and Class II meteorological personnel. Volumes I and II (Arabic, 1997; English, 1990; Russian, 1988).
- 712 – Mesoscale forecasting and its applications–Lectures presented at the fortieth session of the WMO Executive Council (1988), 1989 (English or French or Russian).
- 726 – Compendium of lecture notes in climatology for Class III and Class IV personnel. Part I–Lecture notes. Part II–Student’s workbook. Part III–Notes for instructors, 1992 (Arabic-English).
- 738 – Meteorological and hydrological risk assessment and disaster reduction–Lectures presented at the forty-first session of the WMO Executive Council (1989), 1991 (English or Russian).
- 770 – Methods of interpreting numerical weather prediction output for aeronautical meteorology. TN-No. 195. Second edition, 1999 (English-French-Spanish).
- 771 – Special topics on climate–Lectures presented at the forty-second session of the WMO Executive Council (1990), 1993 (English or Russian).
- 795 – Scientific lectures presented at the Eleventh World Meteorological Congress (1991), 1993 (English or Russian).
- 798 – Climate change issues–Lectures presented at the forty-fourth session of the WMO Executive Council (1992), 1994 (English).
- 805 – Lectures presented at the forty-fifth session of the WMO Executive Council (1993), 1994 (English or French).
- 822 – Lectures presented at the forty-sixth session of the WMO Executive Council (1994), 1995 (English or Russian).
- 866 – Scientific lectures presented at the forty-eighth session of the WMO Executive Council (1996), 1997 (English).
- 910 – Lectures presented at the forty-ninth session of the WMO Executive Council (1997), 2000 (English).
- 911 – Lectures presented at the fiftieth session of the WMO Executive Council (1998), 2000 (English).
- 916 – Forecasting in the 21st Century, 2000 (English).

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CHAPTER 1

INTRODUCTION

- 1.1 The aim of the WMO Education and Training Fellowships Programme is to help enhance the capabilities of the National Meteorological and Hydrological Services (NMHSs) of WMO Member countries. Its purpose is to educate and train meteorological and hydrological personnel on specially tailored individual and group study training programmes, including management and familiarization visits for senior personnel. Training is provided mainly abroad on subject areas and technologies for which facilities and teaching expertise are not available at home. Emphasis continues to be placed on using, as a first priority, the training facilities within the regions concerned, in particular those of the WMO Regional Training Centres (WMO RTCs).
- 1.2 The programme is cross-cutting. Training fellowships constitute an integral part of each WMO scientific programme. Therefore, the planning and management of fellowships are closely coordinated with the staff involved in the various scientific programmes of the Organization.
- 1.3 WMO has a responsibility to ensure that for all applications associated with the Fellowships Programme:
 - (a) The training objectives dovetail with national development plans, fall within the WMO mandate and are useful to the international meteorological environment;
 - (b) Due consideration is given to least developed countries (LDCs);
 - (c) Due consideration is given to gender equality.
- 1.4 This Manual is meant to serve as a tool for the effective management, internal oversight and coordination of fellowship implementation, and to guide Member countries in their requests for fellowships, group training and familiarization visits.
- 1.5 The Manual is divided into ten chapters and six appendices:

Chapter 2	Outlines the responsibility of the various partners involved in the Fellowships Programme and provides some information about the funding of fellowships and the WMO Fellowships Management System (FellMan Plus).
Chapter 3	Describes the process for applying for a fellowship.
Chapter 4	Describes the process for processing a fellowship.
Chapter 5	Specifies the rules governing travel arrangements for a fellowship.
Chapter 6	Specifies the stipends and allowances associated with a fellowship.
Chapter 7	Describes the WMO health insurance scheme for which WMO has group policy insurance with Vanbreda International.
Chapter 8	Outlines the arrangements in place for monitoring and evaluating a fellowship.
Chapter 9	Describes the arrangements associated with group training.
Chapter 10	Describes the arrangements associated with a familiarization visit.
Appendices	Consist of six appendices, including the <i>WMO fellowship application package</i> , the <i>WMO fellowship award packages</i> and forms for the internal processing of applications.

CHAPTER 2

RESPONSIBILITIES AND BACKGROUND INFORMATION

EDUCATION AND TRAINING FELLOWSHIPS PROGRAMME

- 2.1 The purpose of the WMO Education and Training Fellowships Programme is to educate and train meteorological and hydrological personnel from National Meteorological and Hydrological Services (NMHSs). It also provides fellowships in meteorology and hydrology to bona fide refugees identified as such by the Office of the United Nations High Commissioner for Refugees.
- 2.2 The Fellowships Programme has three components:
- (a) Fellowships;
 - (b) Group training;
 - (c) Familiarization visits.
- 2.3 Training is provided mainly abroad on subject areas and technologies for which facilities and teaching expertise are not available at home. The categories of education and training include basic university degree studies, post-graduate degree studies, non-degree studies, specialized training courses, on-the-job training, as well as technical training for the operation and maintenance of equipment. In view of the rising costs of fellowships, especially for long-term studies, special consideration is given to requests for training at one of the WMO Regional Training Centres (WMO RTCs).

DEFINITIONS

- 2.4 “Fellowship” refers to 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 specific learning objectives. Such training, which may be of short-term (six months or less) or long-term (more than six months) duration and which 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 human resources policies and plans and should aim to have an impact on, and be relevant for, all stakeholders involved. The term “very short-term fellowship” refers to support to be provided to one or more qualified candidates in order to attend training events of less than one month.
- 2.5 “Group training” refers to a flexible arrangement made to meet the requirements of two or more nationals working at an NMHS whereby they: (a) receive training within the country which is designed to upgrade their skills, or (b) attend specially designed, practical training courses, seminars, symposiums, workshops or technical meetings outside the country.
- 2.6 “Familiarization visit” refers to an award for a development cooperation activity given to an individual, usually a newly appointed Permanent Representative of a Member with WMO, a newly appointed Director of a National Meteorological Service or a group of individuals, to visit pre-arranged sites and institutions in one or more selected countries for a short duration (normally no more than two weeks) to observe developments, gather information and exchange experiences.

RESPONSIBILITIES OF PERMANENT REPRESENTATIVES OF MEMBERS WITH WMO

- 2.7 In implementing the policies and procedures associated with the Fellowships Programme, the active collaboration of the Permanent Representatives of Members with WMO benefiting from the programme is paramount. They need to take into account the decisions adopted by the Fourteenth World Meteorological Congress and the fifty-sixth session of the Executive Council which highlighted some of the ways in which Members could contribute significantly to the implementation of the Fellowships Programme.

These include:

- (a) Taking full advantage of the Fellowships Programme by selecting well-qualified candidates for training, bearing in mind the requirements for academic qualifications, relevant experience, language proficiency, gender equality, age limits and other specific requirements;
- (b) Preparing long-term plans for the integration and utilization of the trained personnel within their respective NMHSs, upon completion of their fellowships, in order to strengthen the Services;
- (c) Developing and implementing tripartite fellowship schemes where a donor Member agrees to support a trainee from a recipient country for study in a relevant WMO RTC, rather than only going to the donor Member's country;
- (d) Developing and implementing cost-sharing tripartite arrangements whereby the country hosting the WMO RTC would pay tuition fees, the beneficiary country would meet the cost of the international travel of its candidate, and WMO and the Voluntary Cooperation Programme (VCP) donor would meet the stipend and living expenses of the fellows (see the report of Eleventh Congress (WMO-No. 756), paragraph 3.6.3.5);
- (e) Maintaining commitment to the monitoring of the fellow's study and evaluation of activities in the post-fellowship period for up to two years. The Permanent Representatives of the benefiting countries should undertake to provide the Secretariat with an evaluation of the usefulness of the training and how it is put to use by the Service upon the fellow's return.

RESPONSIBILITIES
OF RECIPIENTS OF
AWARDS UNDER
THE FELLOWSHIPS
PROGRAMME

- 2.8 All those accepting an award under the Fellowships Programme are obliged to:
- (a) Conduct themselves at all times in a manner consistent with their status as holders of an international fellowship and as representatives of their country;
 - (b) Carry out their studies within the period prescribed by WMO;
 - (c) Refrain from engaging in political activities. Disclosure of their involvement in such activities will result in the termination of their award and immediate return to their home country;
 - (d) Submit reports as required by WMO;
 - (e) Return to their home country at the end of their award unless they are authorized by their government to pursue further training sponsored by WMO or another organization.

RESPONSIBILITIES
OF THE EDUCATION
AND TRAINING
DEPARTMENT

- 2.9 The Education and Training Department (ETR) is responsible for the overall coordination and implementation of the WMO Fellowships Programme. It ensures appropriate communication with the Member countries and institutions regarding requests for fellowships and carries out the activities listed in Chapter 3. The Director of ETR (D/ETR) and the Chief of the Fellowships Division (C/FEL) serve as the chairperson and secretary of the Fellowships Committee (FELCOM), respectively.

RESPONSIBILITIES
OF THE
FELLOWSHIPS
COMMITTEE

- 2.10 FELCOM is responsible for ensuring the highest possible level of effectiveness, fairness and transparency in the granting and implementation process of awards under the Fellowships Programme.

RESPONSIBILITIES
OF THE TRAINING
INSTITUTIONS

- 2.11 FELCOM reviews, at least once every three months, the requests submitted by Permanent Representatives to the Secretary-General and makes recommendations to the Secretary-General about which candidates should be granted an award under the Fellowships Programme.
- 2.12 The training institutions provide advice on the suitability of a candidate for admission; subsequently, when the fellowship is awarded, they carry out the required training and provide regular reports about the fellow and in particular his/her academic performance. They should also endorse the fellow's "Confirmation of fellow's arrival" form upon his/her arrival at the institution and the "fellow's report upon completion of study programme".

FELLOWSHIPS
BUDGETARY
RESOURCES

- 2.13 WMO grants fellowships under the following programmes:
- (a) The regular budget of WMO;
 - (b) Approved projects financed by the United Nations Development Programme (UNDP);
 - (c) The WMO VCP;
 - (d) Proposed projects through trust funds.
- 2.14 In addition to the sources of funding described above, some WMO Member countries which do not contribute funds to the VCP fellowships programme are prepared to consider fellowships in meteorology, hydrology and related subjects under their respective bilateral assistance programmes. Some Member countries also assist through the technical cooperation among developing countries programmes.
- 2.15 Taking into account the growing demand for human resources development and capacity-building in the fields of meteorology, hydrology and related areas, as well as the limited financial resources, efforts are being made to mobilize more extrabudgetary resources to complement the traditional fellowship funding programmes. At times, extrabudgetary funds are provided by private sectors and agencies for fellowships. Other possible sources of fellowships include funding mechanisms established for the environment-related conventions. These could be explored at the national level through the UNDP office, the national planning office, the representatives of donor countries, the private sector and development banks.
- 2.16 In order to optimize fellowships resources and enhance their delivery, the cost-sharing tripartite arrangements as recommended by the Twelfth Congress in 1995 are encouraged. The network of WMO RTCs has proved most cost-effective and useful. Within the WMO approved strategy, priority will continue to be given to WMO RTCs in the placement of fellows as decided by Congress.
- 2.17 The Thirteenth Congress in 1999 considered that courses given at a WMO RTC addressed the particular needs and requirements of countries sharing similar meteorological and socio-economic conditions of respective regions. It is cost-effective and useful to train fellows at WMO RTCs because:
- (a) The tuition fees charged by WMO RTCs are sometimes waived or are relatively small;
 - (b) The stipends paid to fellows receiving training at WMO RTCs are far less than the corresponding stipends paid for fellows receiving training in developed countries;

- (c) The cost of travelling to a WMO RTC in a fellow's region is less than the corresponding cost of travelling to training institutions in overseas countries.

2.18 The WMO RTCs assist in reducing the brain drain phenomenon in the field of meteorology and hydrology since fellows invariably return to their home countries upon completion of their training in a WMO RTC. This may not be the case for fellows who complete their training in more developed countries and who sometimes choose to stay on rather than return to their home countries. It should be noted that the WMO Secretariat periodically monitors the WMO RTCs training courses and syllabi.

2.19 Fellowship funds are sometimes used to supplement certain short-term training events, for which funding is provided from the VCP(Fund) and other extrabudgetary sources; for example, the payment of international travel for some participants. This measure should allow WMO to optimize the use of fellowship funds by supporting more participants with the same funds.

WMO FELLOWSHIPS
MANAGEMENT
SYSTEM
(FELLMAN PLUS)

2.20 An integrated database system, the WMO Fellowships Management System (FellMan Plus), is used to manage the Fellowships Programme and monitor programme implementation. This tool allows individual requests for fellowships and familiarization visits to be closely monitored, not only from the programmatic point of view but also from the budgetary and financial point of view.

2.21 FellMan Plus is designed specifically for the WMO Fellowships Division to simplify fellowships management and administration. It supports all phases of the fellowships administration from initial requests, through payments, up to the "former fellows" status. The system is notably integrated with the Oracle Financial System and with the WMO Travel System. Among its other advantages, the system also eliminates the wasted time and efforts associated with entering purchase orders and requisitions in the finance and budget divisions, the redundancy of double entries and of "no cost" adaptations at any time, and provides additional security and the link to the Oracle Database.

2.22 Objectivity in the award of fellowships depends on transparency in the selection process. While WMO, as is the case with other United Nations agencies, can influence but not determine the policies and decisions/selections of Member governments, the Organization is committed to making all appropriate information on fellowships publicly available for the benefit of governments, donors and beneficiaries. FellMan Plus can be used to provide relevant data in a timely manner to all stakeholders.

CHAPTER 3

APPLYING FOR A WMO FELLOWSHIP

- GENERAL
- 3.1 In order to avoid delays in processing requests for WMO fellowships and to ensure that training requirements are met in an effective manner, it is important for candidates and Permanent Representatives to adhere to the criteria and provisions laid down by WMO. The WMO criteria are shown in the box below.
- 3.2 On average, it takes about eight months to initiate and finalize arrangements for training with a host country. The process has to pass through various stages involving the WMO Secretariat, the requesting country and the countries hosting the training, which need sufficient time to explore various training possibilities and propose a suitable programme.
- 3.3 The fellowship can be awarded only once all the arrangements have been made. The award document will provide all the relevant information concerning the field, place and country of study, the duration of the training, the reporting address, as well as the travel and financial arrangements. Fellows should receive confirmation of their award in good time to enable them to complete all relevant formalities, such as entry visas, at home, prior to departure.
- 3.4 When submitting a fellowship application, particular attention should be given to the following points:
- (a) Fellowships are awarded only at the request of the candidate's government, and nominations must be endorsed by the Permanent Representative of the candidate's country with WMO;
 - (b) Only originals of requests and documents duly signed by the officially authorized person are considered; applications made by fax are not acceptable;
 - (c) All correspondence relating to requests for education and training fellowships must be addressed to the Secretary-General of WMO;
 - (d) Requests should indicate clearly the priorities attached to the requested fellowships as well as their purpose and objectives.
- 3.5 Before travelling abroad on a fellowship, each fellow should be fully aware of and agree to the obligations to which he/she subscribed in the fellowship application. In addition, the fellow should follow all instructions issued by WMO with regard to travel and payment arrangements, and any other aspects of the fellowship specified by WMO.
- APPLYING FOR A FELLOWSHIP
- 3.6 For fellowships of one month or more, candidates apply for a WMO fellowship using the **WMO fellowship application package** (Appendix A).
- (a) The package consists of two forms: (i) a *Fellowship nomination form – Request for a WMO fellowship*; (ii) a *Medical clearance certificate for fellowship candidates* and also contains the *Criteria for the award of WMO fellowships*. Each question should be answered clearly and completely. Detailed answers are required so that the WMO Secretariat can arrange for the most appropriate study programme;
 - (b) The candidate must certify that the answers to all the questions are complete and correct to the best of his/her knowledge, and must give an undertaking about his/her conduct if awarded a fellowship.

Permanent Representatives (or duly authorized representatives), acting on behalf of their governments, confirm the nomination by countersigning the “Fellowship nomination form – Request for a WMO fellowship”. The completed application is then sent to the Secretary-General of WMO with a covering letter indicating requirements and benefits.

- 3.7 For a very short-term fellowship (namely, less than one month) the “WMO fellowship application package” should not be submitted. Instead, the Permanent Representative should provide a covering letter including information about the proposed study programme (including the field, start and end dates, and location of study) and the candidate (including qualifications, present position and a brief description of his/her duties). A statement of good health attested by a duly qualified physician is sufficient.

Criteria for the award of WMO fellowships

(as approved by EC-LVIII, June 2006)

1. The aim of the WMO Fellowship Programme is to support the education and training of qualified and suitable candidates, particularly from developing countries. Applications from women are especially encouraged. Fellowships should benefit both the individual candidate and the candidate’s institution, usually National Meteorological and Hydrological Services (NMHSs).
2. WMO may award both short-term (less than six months) and long-term fellowships, based on recommendations of the Fellowships Committee. The emphasis will be on the awarding of fellowships for continuing education and training in meteorology and hydrology rather than acquisition of basic education. Very short-term fellowships (less than one month) may also be awarded for specially tailored individual and group training programmes, in particular programmes on management of NMHSs and familiarization visits for senior personnel of NMHSs.
3. Candidates applying for a WMO fellowship must complete a Fellowship Nomination Form, which must be certified by the Permanent Representative of the recipient WMO Member. The Permanent Representative will specify, amongst others, the expected benefit to the individual (for example to produce a qualified workforce), and the benefit to the nominating institution (for example to assist in the organizational development of the NMHSs in the light of the changing needs of the services required to meet the evolving needs of users).
4. To be considered by the Fellowships Committee for a fellowship, candidates must:
 - (a) Be of sound health as confirmed by their completed medical certificates;
 - (b) Be proficient in the language of study;
 - (c) Possess the required qualification and/or relevant experience for the proposed course of study;
 - (d) Only apply for courses of study directly applicable to meteorology or hydrology. Newly appointed directors of NMHSs are also eligible for very short-term training programmes in the management of NMHSs and for familiarization visits of one-two weeks’ duration.

5. In awarding a fellowship, priority will be given to candidates who:
 - (a) Come from countries with least developed NMHSs as well as developing countries, countries with economies in transition and countries more vulnerable to natural disasters;
 - (b) Request only partial support, for example when a requesting country meets the travel costs and/or the host country waives tuition fees;
 - (c) Apply for courses at WMO RTCs or other training institutions in their own Region;
 - (d) Apply for short-term fellowships or long-term fellowships not exceeding 18 months in duration; very long-term fellowships lasting more than 18 months may be granted in special circumstances acknowledged by the Permanent Representative in the Fellowship Nomination Form, and confirmed by the WMO Regional Office;
 - (e) Are expected to continue to work in their country, preferably in their NMHSs in a suitable post on completion of the fellowship;
 - (f) Have not been awarded a long-term WMO fellowship within the previous four years.

6. In awarding a fellowship, account will be taken of:
 - (a) Whether the candidate comes from a country that has not recently benefited from a WMO fellowship;
 - (b) The need for regional proportional balance;
 - (c) Whether the candidate has been awarded a fellowship in the past;
 - (d) The extent to which the course of study is relevant to the national development objectives and the human resources development priorities identified by the Permanent Representative in the Fellowship Nomination Form;
 - (e) The need to practice equal opportunity policies (see Resolution 33 (Cg-XIV) – Equal opportunities for the participation of women in meteorology and hydrology);
 - (f) Whether the Permanent Representative from the candidates' country has provided WMO with the required report from any previous fellowship.

- THE AWARD**
- 3.8 Successful candidates will be informed via a letter sent by the Secretary-General to the Permanent Representative proposing an award and seeking confirmation of the candidate's availability.

 - 3.9 If the candidate's availability is confirmed by the Permanent Representative, the Director of the Education and Training Department (D/ETR) sends an award letter to the fellow before departure from his/her country, with a copy to the Permanent Representative and the host institution, indicating that a training programme has been arranged and naming the host country or countries where it will take place. However, if it is clear that the letter will not reach the fellow in time, the documents are sent by fax with the originals sent to the host institution, where

the fellow will receive them upon arrival. Accompanying this award letter is the "WMO fellowship award package" (Appendix B), which contains the following documents:

- (a) *"Guide for WMO fellows"* for information;
- (b) *"Acceptance of WMO fellowship award"* to be signed by the candidate and returned to the Secretariat immediately;
- (c) *"Designation, change or revocation of beneficiary"* to be completed by the candidate and returned to the Secretariat immediately;
- (d) *"Fellowship travel and payment instructions"* for information;
- (e) *"Fellowship Identity Card"* signed by the Chief of the Fellowships Division (C/FEL) and accompanied by two Vanbreda International information sheets;
- (f) *"Confirmation of fellow's arrival"* to be completed immediately on arrival in the host country by the fellow, signed by the supervisor and sent to the WMO Secretariat;
- (g) *"Fellow's report upon completion of study programme"* to be completed promptly at the end of the study programme and sent to the Secretariat.

CHAPTER 4

PROCESSING WMO FELLOWSHIPS

- 4.1 A checklist of the procedures for processing WMO fellowships is contained in Appendix C. The process for awarding fellowships, which is described below, also applies to applications for group training (see Chapter 9 for more information about group training). The process for responding to requests for familiarization visits differs from normal WMO fellowships and is described in Chapter 10.
- UPON RECEIPT OF AN APPLICATION
- 4.2 When the application is received in the Fellowships (FEL) Division, action is taken to:
- (a) Verify the authenticity of the documents and check that the request form and other relevant documents have been duly completed. If everything is in order, the candidate is entered into the Fellowships Management System (FellMan Plus) as a “formal candidate”;
 - (b) Send an acknowledgement of receipt of the nomination to the Permanent Representative by letter/fax;
 - (c) Send the application to the Development Cooperation and Regional Activities Department (DCR)/regional office for pre-evaluation;
 - (d) Send the submitted medical information with the “Medical clearance for WMO fellows” (Appendix D) to the Director of the United Nations Joint Medical Service (JMS);
 - (e) Make tentative placement arrangements, when appropriate, by sending a placement letter/fax to universities, institutions, WMO Regional Training Centres (RTCs), and so on, indicating the field of study, level of study, duration of study, preferred academic period, costs of requested training and stipend, and so forth;
 - (f) Prepare a fact sheet about each “formal candidate”.
- APPROVING A FELLOWSHIP APPLICATION
- 4.3 The process of approving fellowship applications is as follows:
- (a) Fact sheets about each “formal candidate” are sent to the Fellowships Committee (FELCOM), which meets at least once every three months;
 - (b) FELCOM reviews all the applications it receives according to the “Criteria for the award of WMO fellowships”, as contained in Chapter 3, and other relevant criteria FELCOM may establish. A decision is then made about whether each “formal candidate” is either “recommended” or “not recommended” for a fellowship. For a candidate who is “not recommended”, the application is kept on file for two years and may be reactivated on the request of the nominating Permanent Representative. The chairperson of FELCOM submits a report to the Secretary-General about the “recommended” candidates;
 - (c) The Secretary-General decides whether a “recommended” candidate is either “approved” or “not approved”.
- MAKING ARRANGEMENTS FOR A FELLOWSHIP
- 4.4 For a candidate who is “approved”, the following steps are taken to establish the fellowship:

- (a) The FEL Division makes formal arrangements for the placement of an “approved” candidate through the Permanent Representative of the proposed country of study or directly with the institution concerned;
- (b) The Chief of the Fellowships Division (C/FEL) submits a “Fellowship payment request” (FPR) to the Director of the Training and Education Department (D/ETR) for endorsement. However, if the fellowship is financed by a trust fund or the United Nations Development Programme (UNDP), the request is sent to the Director of DCR for endorsement before being submitted to D/ETR. C/FEL monitors progress with the FPR;
- (c) D/ETR submits the FPR, along with the necessary attachments such as the FELCOM report, placement confirmation and invoices, to the Resource Management (REM) Department;
- (d) The Chief of the Budget Office (C/BO) within the REM Department certifies funding by signing the FPR and submits it to the Chief of Finance (C/FIN). The process of implementing the fellowship can be instigated as soon as the FPR is signed by C/BO;
- (e) C/FIN signs the FPR and provides a copy to C/FEL. The Finance (FIN) Division, in accordance with the Financial Regulations and Standing Instructions of the Organization, executes the payment of fellowship stipends, tuition fees and other allowances as stipulated in the approved FPR. The FIN Division is responsible for keeping the FEL Division informed through copies of all actions taken.

UPON APPROVAL
OF AN AWARD

4.5 Upon approval of an award:

- (a) The Secretary-General sends a letter to the Permanent Representative proposing an award and seeking confirmation of the candidate’s availability;
- (b) Upon confirmation of the candidate’s availability, D/ETR sends an award letter to the fellow which contains the “WMO fellowship award package” (Appendix B);
- (c) The Travel Unit sends a fax to UNDP offices requesting the provision of air tickets for fellows or makes travel arrangements through Carlson Wagonlit Travel;
- (d) The training institution submits original invoices for tuition fees to the FEL Division for further processing. The FIN Division makes the payment for tuition fees either through the appropriate UNDP office or directly into the bank account of the relevant training institution. Payments of fellowship stipends are made by the FIN Division either through the UNDP offices or into the bank account of the fellow.

MONITORING THE
FELLOWSHIP

4.6 As part of the process of monitoring fellowships, the FEL Division is responsible for:

- (a) Following up on the receipt of the “Confirmation of fellow’s arrival”;
- (b) Monitoring travel authorizations, payment of advances, monthly stipends, book allowances and Vanbreda International medical insurance coverage;
- (c) Following up on progress/academic/annual reports according to the duration of studies.

- 4.7 Towards the end of the fellowship and after its completion, the FEL Division is responsible for:
- (a) Following up on the departure date of a fellow (namely, monitoring travel authorization and payment of termination allowances) and receipt of the “Fellow’s report upon completion of study programme”;
 - (b) Following up on the post-fellowship evaluation report from the Permanent Representative 3 and 18 months after the fellow’s completion of studies.
- 4.8 More information on the monitoring and evaluation of fellowships is given in Chapter 8.
- 4.9 The FEL Division sends the “Medical clearance certificate for fellowship candidates” and the “Medical clearance for WMO fellows” forms to the Director of the JMS in Geneva for verification and medical clearance (Appendix D). The Director of the JMS checks the medical clearance certificate of the candidate concerned and returns the “Medical clearance for WMO fellows” form to the FEL Division indicating whether the candidate is medically fit to study abroad.
- 4.10 The FEL Division does not authorize the candidate to travel abroad unless he/she has been certified medically fit to study abroad by the Director of JMS. Furthermore, after such certification is obtained, the FEL Division arranges for the medical insurance coverage of the candidate by Vanbreda International. WMO has a long-term contract with Vanbreda International for the medical insurance of all WMO fellows.
- 4.11 More information about the WMO health insurance scheme for fellowships is given in Chapter 7.

MEDICAL
CLEARANCE

CHAPTER 5

TRAVEL DURING THE FELLOWSHIP

INTERNATIONAL TRAVEL – GENERAL PRINCIPLES

- 5.1 The official travel of fellows begins and ends in the capital of their home country or in the city nearest to their home which has an international airport. Fellows or their governments must bear the cost of travel between their home and the capital or the nearest international airport.
- 5.2 Travel arrangements should be made in consultation with the responsible official acting on behalf of the fellow's government in all matters connected with the award; the official's name is given in the "Fellowship travel and payment instructions" (TPI). A copy of the form is contained in Appendix B.
- 5.3 Tickets for travel to the reporting office will be provided by the fellow's government or by WMO, as indicated in the TPI. If the government is to provide tickets, this will be arranged through the official designated in the TPI. If the tickets are to be provided by WMO, fellows will be informed by a travel agency or airline in their country, through the United Nations Development Programme (UNDP) office, where the tickets are to be collected. Fellows should never purchase their own tickets for international travel, unless specifically instructed to do so by WMO.
- 5.4 Travel reservations should be made, in consultation with the designated official of the fellow's government, for departure on the date indicated as the first day of the award, so that the fellows will arrive at their reporting office on the date entered under "date of arrival" in the TPI.
- 5.5 If a programme involves visits to more than one host country, fellows should not, for the initial travel, make reservations beyond the first host country. Reservations for subsequent travel can be made in due course, after the fellow's arrival in the first host country, and when the date of departure for the subsequent host country is known. The same rule applies if there are more than two host countries. When fellows are instructed to report first to the WMO Headquarters in Geneva, they should make travel reservations only as far as Geneva.
- 5.6 Well in advance of leaving one host country for another, fellows must ensure that the supervising agency of the next host country is informed of their date and mode of travel and if they require accommodation. The name and address of the person to whom fellows are required to report in each host country will be included in the TPI.
- 5.7 Travel arrangements other than those specified by WMO will not be accepted unless agreed to in advance by WMO. Travel at WMO's expense must be arranged by the most direct and economical route. Fellows are required to travel by air (tourist or economy class).
- 5.8 When air travel is not possible or available, fellows will be authorized to travel by rail or ship. In this event, the following modes of transport should apply:
 - (a) *Train (international travel)*: First class, with double-type sleeper for night journeys of more than six hours;
 - (b) *Ship*: The standard immediately below first class on the ship selected.

INTERNATIONAL
TRAVEL – PRIVATE
CAR/SEA/RAIL

- 5.9 Travel by private car is not normally authorized, especially for extended travel. In principle, internal travel by motor vehicle should be applicable only when the host institution organizes such travel in a group for study purposes with a professional driver. If fellows choose to travel by car for personal reasons, they must first inform their programme supervisor and WMO.
- 5.10 Fellows will not be reimbursed for expenses incurred in this connection unless such travel has been expressly authorized by WMO. If fellows choose to travel by car, they do so at their own risk and WMO will not assume any financial or other responsibility for any damage to persons or property resulting from such travel.
- 5.11 Expenses incurred for authorized car travel will be reimbursed at fixed rates established by WMO, within the limits of the cost of direct travel, either by air (economy class) or rail (first class, with double-type sleeper for night journeys of more than six hours), as applicable. In the case of two or more fellows travelling together in the same car, reimbursement will be made for one person only.
- 5.12 Travel claims must be signed by the fellow and countersigned by his/her supervisor, and must indicate the exact itinerary, the distance covered and the dates of travel.
- 5.13 At the end of their fellowship, fellows may return home by sea under the following conditions:
- (a) The unused air ticket must be endorsed to a shipping company. If the ticket is not so endorsed, fellows must surrender the unused ticket to WMO for reimbursement and pay the entire cost of the sea travel themselves. They can then claim reimbursement, but only up to the amount recovered by WMO for the return portion of their air tickets;
 - (b) The passage must be booked through the official WMO travel agency or its representatives. Any savings resulting from a change in the mode of transport or itinerary must accrue to WMO and cannot be applied to offset other expenses;
 - (c) Fellows agree to pay all costs in excess of the value of their unused return tickets.
- 5.14 If the return voyage is not made by air, a stipend is not payable for the extra time spent at sea or for surface travel. A stipend is paid only from the first to the last day of the award, and these dates are established to include travel time from and to the home country by the most direct air route. Travel time cannot exceed two days each way.
- 5.15 Whenever possible, the return ticket will be held by WMO or the supervising authority. Fellows are requested to inform WMO well in advance of the date of their return travel, so that their final entitlements may be established prior to their departure for the home country.

VISAS

- 5.16 Fellows are responsible for obtaining their own passports and visas, including transit visas, which may be necessary to permit travel from the home country to the country or countries of study and for the return journey.
- 5.17 Fellows must ensure that their passports and/or re-entry permits are valid for at least one month beyond the end of the planned study period.
- 5.18 Applications for entry visas to the country or countries of study should contain the following information:

- (a) The duration of the award;
- (b) A statement that the applicant was officially nominated by his/her government and has been awarded a WMO fellowship;
- (c) A statement that, in the host country, the fellow will be under the supervision of a governmental or para-governmental agency, or a university or other academic institution.

5.19 If required, letters of introduction to the relevant consulates and embassies may accompany the TPI or the necessary visa forms. The fellow's government is, however, responsible for providing assistance in securing in advance the necessary passports and visas for all travel connected with the fellowship.

5.20 The fellow's government is also responsible for any expenses involved in obtaining passports and visas before the fellow's departure. If visas are required for official travel during the course of a fellowship, WMO will reimburse the cost of such visas, upon presentation of a signed receipt from the consular office concerned.

SPENDING MONEY
FOR OUTWARD
JOURNEY;
CURRENCY
REGULATIONS

5.21 Fellows will need some spending money in convertible currency for use on the outward journey and upon arrival at their first destination to cover minor expenses at the airport, bus or taxi fares into town, telegrams, telephone calls, and so forth. Fellows are urged to obtain a small amount of convertible currency before departure to meet such expenditures; these expenses are not reimbursed by WMO.

5.22 Before departure, fellows should make inquiries regarding the currency regulations of the country or countries of study, particularly concerning the amount of currency allowed to be carried. National authorities can be strict in this matter, and WMO cannot be held responsible for any loss fellows may incur through disregard of currency regulations.

BAGGAGE

5.23 WMO will not provide any excess baggage allowance (above 20 kilos/44 lbs). All excess baggage must be shipped at the fellow's expense, whether sent by air or surface travel.

5.24 In lieu of an excess baggage allowance, fellows will be provided with a termination allowance (see 6.21 for more information).

5.25 Fellows are urged to insure their baggage for the duration of their absence from the home country. The necessary arrangements can be made through any worldwide travel agency. The cost of such insurance, which is not expensive, is not reimbursed by WMO.

ACCOMMODATION
WITHIN THE HOST
COUNTRY

5.26 Accommodation can be arranged by the host institution in the host country, if requested, and fellows will be advised of the action to be taken prior to their departure from their home countries.

LOCAL TRAVEL
WITHIN THE HOST
COUNTRY

5.27 WMO bears the cost of any travel within the host country which is either specified in the approved programme or which becomes necessary during training and for which WMO's prior approval must be obtained.

5.28 Depending on the circumstances, WMO either arranges for the required ticket to be given to the fellow or asks the fellow to pay for the transport and to submit a claim for reimbursement. Such claims must be signed by the fellow and countersigned by his/her programme supervisor. The documents should clearly indicate the dates of travel, the itinerary and the cost incurred, and must be supported by ticket stubs, receipts or any other proof available.

HOME LEAVE
TRAVEL – GENERAL
PRINCIPLES

- 5.29 Long-distance travel within the host country is usually by air, unless the training location can be reached only by train or overland coach or bus. The authorized classes of travel are as follows:
- (a) *By air*: Economy class;
 - (b) *By rail*: Second class, but first class with a double-type sleeper for night journeys exceeding six hours.
- 5.30 Reimbursement will not be considered for travel expenses that total the equivalent of US\$ 10 or less and for travel using urban transport (taxis, buses, trams and underground or suburban trains).
- 5.31 If the duration of the fellowship is three years or more, fellows may be granted home leave travel after two full academic years (21–24 months) and thereafter every year.
- 5.32 Fellows on home leave should receive:
- (a) Round-trip economy travel;
 - (b) Rent in the country of study, if applicable;
 - (c) A 50 per cent stipend at the resident rate for fellows who do not receive a salary in their home country while they study abroad.
- 5.33 Fellows who temporarily return home to conduct thesis research as part of the training programme should receive:
- (a) Round-trip economy travel;
 - (b) Rent in the country of study, if applicable;
 - (c) A 50 per cent stipend at the resident rate while conducting research work in the field, away from their home country.
- 5.34 Approval for home leave travel should be requested well in advance from WMO through the fellow's supervisor.

HOME LEAVE
TRAVEL FOR
EMERGENCIES

- 5.35 Should fellows need to travel home due to the death of a member of their immediate family (parents, children or spouse), the cost of the air ticket will be borne by them or their home country authorities. The approval of the supervising authority must be obtained, and WMO must be informed of the exact dates of their absence from their host country. Fellows will not be paid any stipend during their absence from the host country.
- 5.36 The arrangements for the suspension of the fellowship will be as follows:
- (a) Fellows on one-year fellowships should be granted a one-week fellowship suspension to compensate for home leave;
 - (b) Fellows on two-year fellowships should be granted a two-week fellowship suspension to compensate for home leave.

In either case, suspension should be optional. Travel expenses should be the responsibility of the fellow.

CHAPTER 6

STIPENDS AND ALLOWANCES FOR FELLOWSHIPS

PURPOSE OF THE STIPEND	6.1	The stipend received by fellows for the duration of the approved training programme (including authorized travel time to and from the host country) is a monthly living allowance, intended to cover the fellow's expenses in the host country, namely, board (food), lodging (room) and incidentals (including laundry and urban transport).
	6.2	The stipend is not a salary or an honorarium. It is not intended to cover fellows' continuing expenses at home for themselves and their family. During the time spent abroad, their governments are expected to continue to pay their salary and allowances at home.
ENTITLEMENT TO A STIPEND	6.3	Payment of the stipend is due on the authorized date of departure from the home country and ends on the date of return to the home country on completion of the fellowship, including travel time by the most direct air route, which should not normally exceed two days.
CURRENCY OF PAYMENT	6.4	The stipend is paid in the currency of the host country. WMO is not responsible for the transfer of funds from one country to another.
ESTABLISHMENT AND REVIEW OF STIPEND RATES	6.5	Stipend rates are established by the United Nations. They are periodically reviewed on the basis of actual expenditures incurred by fellows of the United Nations system in various countries. As the United Nations stipend rates are maximum rates, WMO reserves the right to pay stipends at lower rates when circumstances so warrant. The applicable rates are indicated in the award document.
ACADEMIC RATE	6.6	When fellows attend a course at an educational or training institution which provides accommodation or meals or when these are paid for directly by WMO, the stipend paid to fellows will be reduced accordingly, as follows: (a) 30 per cent of the applicable stipend rate will be paid as spending money when both board and lodging are provided; (b) 60 per cent of the applicable stipend rate will be paid when only board or lodging is provided free of charge at the host institution.
TRAVEL AND RESIDENT RATES	6.7	The stipend is paid at the travel or resident rate in accordance with the following principles: (a) The stipend may be paid at the travel rate for the first month spent in each host country, depending on the nature of the training programme; (b) If the programme calls for a course of study in a single location, the fellows are considered to be resident fellows, and, after the first month, the stipend will be paid at the resident rate. When resident fellows have to undertake official short trips away from their base, their stipend will be raised to the travel rate for the specific period spent in travel; (c) If the programme calls for periods of study in several locations successively, they are considered travelling fellows. Their stipend will be paid at the travel rate. The stipend will be reduced to the resident rate for any period spent in one location in excess of 30 days.

- 6.8 If the training takes place in the fellow's home country, the procedure for establishing stipend rates is as follows:
- (a) The United Nations Development Programme (UNDP) Resident Representative is consulted with regard to the adequacy of the stipend rate to be applied;
 - (b) Generally, for fellows studying in their home/duty town, the local resident rate is reduced by 50 per cent; for fellows studying outside their home/duty town, the full local resident rate is payable.

STIPEND DURING
HOSPITALIZATION

- 6.9 If fellows are hospitalized for more than 10 days, their stipend will be reduced to one third. However, if one third of the stipend is not adequate to cover the actual cost of the retained accommodation, fellows may put in a claim and be reimbursed the actual amount expended to retain their accommodation, up to a maximum of one third of the stipend.

METHODS OF
PAYMENT

- 6.10 When fellows make their initial stop at WMO Headquarters in Geneva, they will receive one month's stipend at the travel rate in their first host country plus their book allowance. They will be advised by the Fellowships Officer of the arrangements made concerning their subsequent stipend payments.
- 6.11 When the fellows' initial stop is in their first host country, their supervising authority in that country will inform them of the manner in which their stipend payments will be made. They will receive at that time the amount due for their book allowance along with their first month's stipend.
- 6.12 Stipend payments can be made in any of the following ways:
- (a) Through a bank in the host country;
 - (b) Through the UNDP Resident Representative;
 - (c) With a bank letter of credit;
 - (d) By postal money order.
- 6.13 The authorized date of the fellows' departure from the home country is the date on which their awards begin. Stipend payments are normally made on a monthly basis.
- 6.14 At the end of their training programme, fellows must report to their supervising authority, which will help them make arrangements, as required, to return to their home countries. The supervising authority will communicate the exact dates to WMO and the payment will then be adjusted to cover the stipend up to the day of the return journey home by the most direct route.
- 6.15 Fellows who for some reason must return home before the date on which their fellowship is scheduled to end are reminded that the payment of their stipend is due only until the date on which they arrive in their home country by the most direct air route. When fellows draw payment in excess of what is due to them, they will be required to reimburse the amount overdrawn.

BOOK ALLOWANCE

- 6.16 Fellows receive a book allowance for the purchase of relevant publications needed for their training or study programme. This allowance is paid in the currency of the host country. Payment is normally made in advance for twelve months or for part thereof, as determined by the actual duration of their fellowship. The monthly rate of this allowance is indicated in the award document (US\$ 100 at present).

- 6.17 Whenever the host country authorities or organizers of a training course provide the books needed, the book allowance will not be paid.
- MINOR EQUIPMENT ALLOWANCE** 6.18 Fellows may be reimbursed up to a maximum of US\$ 100 to cover the purchase of minor equipment necessary for their programme of studies. Reimbursement will be made in the local currency upon submission of supporting evidence and on the written recommendation of the supervisor. Requests for minor equipment allowances must be made, at the latest, up to three months prior to the termination of the fellowship. Fellows do not receive a major equipment allowance.
- THESIS ALLOWANCE** 6.19 Fellows enrolled in an academic programme requiring the submission of a major non-degree paper, thesis or doctoral dissertation may receive an allowance. This allowance will be paid only upon submission of supporting evidence and on the written recommendation of the supervisor or director of studies. Payment will be made in the local currency for actual expenses incurred within the limit of US\$ 750. An advance may be granted, but cannot exceed 80 per cent of the estimated costs.
- CLAIMS FOR ASSIGNMENTS, REPORTS AND MINOR TRAVEL EXPENSES** 6.20 Claims will not be accepted for the following items:
- (a) Typing of regular course assignments: Claims for typing regular course assignments will not be accepted since they are not considered as major papers or as partial fulfilment of a major paper or thesis;
 - (b) Final reports: No allowance is made for the preparation of fellows' final reports required at the end of fellowship awards;
 - (c) Other payments: No reimbursement will be considered for travel expenses that total the equivalent of US\$ 10 or less.
- TERMINATION (SEPARATION) ALLOWANCE** 6.21 WMO does not accept any financial responsibility for excess baggage or shipping expenses. However, WMO helps defray such expenses by paying a termination allowance. This allowance will be paid to fellows, together with their last stipend, in the currency of the last host country. The amount of the allowance is as follows:
- (a) A lump sum payment of US\$ 100 for fellowships of up to six months;
 - (b) A lump sum payment of US\$ 200 for fellowships of up to one year;
 - (c) A lump sum payment up to a maximum of US\$ 400 for fellowships of more than one year, at the discretion of WMO, if the circumstances of the fellowship, including its duration, so warrant.
- UNIVERSITY TUITION FEES** 6.22 WMO will pay registration, tuition and examination fees directly to the university upon receipt of the appropriate documentary evidence, including original invoices, from the university.
- OTHER TRAINING FEES** 6.23 WMO will pay all training fees relating to the approved programmes directly to the training institutes/authorities/companies concerned. These fees may include cost elements for training supervision, guidance and instruction and also for reasonable quantities of training supplies or services (but not for the purchase of training equipment).
- INSURANCE SCHEME** 6.24 Fellows automatically participate in the WMO Vanbreda International comprehensive global insurance scheme, which covers medical expenses, death and disability (see Chapter 7 for more information).

- LIABILITY 6.25 WMO and the host country will not be responsible for claims for damage to or loss of property, or for injury to or death of persons caused by any act or omission during the fellowship.
- TAX EXEMPTION 6.26 WMO fellows are tax exempt. Every effort should be made by agencies to ensure that the governments of host countries exclude fellows from national taxation. This exemption does not include value added tax (VAT) and tax applicable sales in the host country.

CHAPTER 7

WMO HEALTH INSURANCE SCHEME

GENERAL PRINCIPLES

- 7.1 The WMO health insurance scheme is the medical health insurance financed solely by WMO for fellows during the period of the fellowship to guarantee access to medical treatment. It also provides for payments/compensation in the event of disability or death during the fellowship period.
- 7.2 WMO has a group insurance contract with Vanbreda International (Plantin en Moretuslei 299, 2140 Antwerpen, Belgium). The medical insurance premiums are paid by WMO.
- 7.3 Coverage starts on the day of commencement of the award (namely, the day on which direct travel to the host country to take up a fellowship begins). Coverage is for the entire period of the fellowship, up to and including the last day for which the stipend is payable.

INSURED PERSONS

- 7.4 Fellowship holders and group training participants are covered by the medical scheme, but dependants are not covered. To be eligible for this coverage, fellowship holders and familiarization visit/group training participants are required to submit:
- (a) A statement of good health certified by a duly qualified physician if their tenure lasts up to one month;
 - (b) An updated medical report and chest X-ray if their tenure lasts more than one month but less than six months;
 - (c) Medical Form MS.22 (Entry Medical Examination for Fellowship Candidates) (complete exam and chest X-ray) if their tenure lasts over six months.

SUBMISSION AND SETTLEMENT OF CLAIMS

- 7.5 Claims for the reimbursement of expenses must be submitted on WMO claim forms, normally within three months from the date on which the expenses are first incurred. Claims for reimbursement should be submitted to Vanbreda International through the supervising agency or the United Nations Development Programme (UNDP) Resident Representative in the host country (and not to WMO), unless fellows are instructed otherwise. Claims should be submitted no later than six months after the date of receipt of the bill.
- 7.6 If fellows are entitled to reimbursement by another insurer, reimbursement by Vanbreda International will be met, as appropriate, on the basis of the difference between the costs actually incurred and the reimbursement obtained from other sources. Under no circumstances will WMO consider claims rejected by Vanbreda International. Any costs in connection with claims (for example, postal charges and fees for certificates) must be borne by the fellow.
- 7.7 Reimbursement claims must be supported by documentary evidence (in particular, medical, surgical, pharmaceutical and hospital bills and receipts) and any payment slips made out by other insurers (with details of the amounts reimbursed).
- 7.8 In the event of an accident, fellows should describe the circumstances of the accident and indicate the place and, if possible, the names and addresses of any witnesses or legal authorities involved.

- PAYMENT OF BILLS** 7.9 Claims will normally be settled within two weeks following receipt by Vanbreda International. Payments will be made through the supervising agency or the UNDP Resident Representative, as indicated on the claim for reimbursement. Such reimbursement will be made in the same currency as the payments made by the insured person. The conversion of medical expenses incurred into a currency other than US dollars will normally be made at the United Nations operational rate of exchange in force on the date the claim form is signed. The copy of the claim for reimbursement and the cheque are sent together to the payment address indicated on the claim form. They cannot be sent separately.
- DIRECT BILLING** 7.10 In the event of in-patient hospitalization (namely, hospital admission including at least one overnight stay), Vanbreda International can arrange direct billing with the care providers. These providers are then expected to submit to Vanbreda International the diagnosis and corresponding treatment, the exact dates of admission and discharge as well as the detailed costs of each type of care required.
- 7.11 Once a provider has been selected, the fellow should inform Vanbreda International prior to hospital admission.
- 7.12 If the diagnosis and treatment are covered under the terms and conditions of the policy, and the related expenses prove to be reasonable and customary, Vanbreda International will send a letter of guarantee to the care providers.
- 7.13 These invoices are then directly settled, leaving only the balance to be paid by the fellow. He/she will be informed of the latter amount by means of a corresponding settlement note.
- 7.14 Out-patient expenses, however, must first be settled by the fellow. Afterwards, he/she can claim reimbursement by means of the appropriate claim form, accompanied by the original, detailed invoices, proof of payment and – if possible – a detailed medical report.
- MEDICAL RESERVATIONS** 7.15 Neither WMO nor Vanbreda International will assume responsibility for medical expenses incurred by a fellow in respect of medical conditions for which the United Nations Joint Medical Service has made a medical reservation. The United Nations Joint Medical Service will inform the fellow or participant, as well as Vanbreda International, of the nature of the medical reservation.
- OTHER MATTERS** 7.16 Fellows are expected to avail themselves of free national medical services or those available at universities or training institutions in the host country.
- 7.17 The Director of the United Nations Joint Medical Service (Palais des Nations, CH-1211 Geneva 10, Switzerland) must be notified of the illness by the supervising authority, or the UNDP Resident Representative in the host country, as quickly as possible, and preferably in advance. When fellows must be hospitalized or repatriated on medical grounds, except for emergency treatment, prior clearance for surgery should be obtained from the United Nations Joint Medical Service.
- 7.18 Fellows can put their queries on coverage, claims paid and reimbursements to Vanbreda International Medical Claims Centre:
Dedicated tel.: + 32 3 217 69 65
Fax: + 32 3 663 2810
Dedicated e-mail: mcc011@Vanbreda.be
- REIMBURSEMENT** 7.19 The medical insurance scheme provides for the reimbursement of medical, hospital and dental treatment up to a maximum of US\$ 50 000 per fellowship holder or participant during any individual period of coverage, subject to the limitations described below.

- 7.20 The insurers undertake to reimburse 100 per cent of the expenses involved in respect of medical treatment prescribed by doctors qualified to treat patients.
- 7.21 The cost of hospital services such as the following is also reimbursed at the rate of 100 per cent:
- (a) Bed and board (maximum rate: the rate of the hospital in question for a room for two or more patients);
 - (b) General nursing services;
 - (c) Use of operating rooms and equipment;
 - (d) Use of recovery rooms and equipment;
 - (e) Laboratory examinations;
 - (f) X-ray examinations;
 - (g) Drugs and medicine for use in the hospital.
- 7.22 Only the following types of treatment are subject to certain limitations:
- (a) Dental treatment: The cost of dental or periodontal treatment, false teeth, crowns, bridges or other similar appliances and of dentofacial orthopaedics is reimbursable only to a maximum sum of US\$ 500 per individual period of coverage;
 - (b) Special examinations and treatment: The cost of psychiatric treatment including psychoanalysis is reimbursable only if a psychiatrist treats the patient. The cost of psychiatric treatment is reimbursable only at the rate of 50 per cent and to a maximum reimbursement of US\$ 500, for not more than 50 visits per insured person in any consecutive 6-month period;
 - (c) Radiological treatment: The cost of radiological treatment is reimbursable only if the patient has been referred to the specialist by the doctor in attendance.

**TRAVEL AND
TRANSPORT**

- 7.23 Expenses for, or in connection with, travel or transport, whether by ambulance or otherwise, are covered if a professional ambulance service is used to transport the insured person between the place where he/she is injured in an accident or stricken by a disease and the first hospital where treatment is administered. In the event of an emergency or major disability, the cost of transporting the insured person, including the cost of an accompanying person or attendant, will be allowed up to a maximum of US\$ 10 000. In addition, preparations for repatriation will be covered up to a maximum of US\$ 10 000.

EXCLUDED COSTS

- 7.24 Costs not covered include the following:
- (a) Hearing aids, spectacles, fees for eye examinations relating to the use of spectacles and spa cures;
 - (b) Periodic preventive health examinations;
 - (c) Rejuvenation cures and cosmetic treatment. Cosmetic surgery is covered only when it is necessary following an accident occurring during the insured period.

- EXCLUSIONS 7.25 The following risks are not covered:
- (a) The consequences of sickness or accidents resulting from voluntary and intentional action on the part of the insured person;
 - (b) The results of wounds or injuries resulting from motor vehicle racing and dangerous competitions for which betting is allowed; however, normal sports competitions are covered;
 - (c) The consequences of insurrections or riots if, by taking part, the insured person has broken the applicable laws;
 - (d) The consequences of brawls, except in cases of self-defence;
 - (e) The direct or indirect results of explosions, heat release or irradiation produced by transmutation of the atomic nucleus or by radioactivity or resulting from radiation produced by the artificial acceleration of nuclear particles;
 - (f) Aircraft accidents are covered only if the insured person is a passenger on board an aircraft with a valid certificate of airworthiness, piloted by a person in possession of a valid licence for the type of aircraft in question;
 - (g) Car accidents, if the person driving is legally proven to be under the influence of alcohol and/or drugs;
 - (h) Mobilization, or if the fellow/participant volunteers for military service.
- 7.26 Medical expenses up to the first US\$ 10 per individual period of coverage are not reimbursable.
- DISABILITY AND DEATH 7.27 Disability coverage provides for the payment of a capital sum of US\$ 40 000 for total disability. For partial disability, a percentage of US\$ 40 000 will be paid in accordance with usual disability schemes.
- 7.28 Coverage is limited to accidents that occur during the period of the WMO fellowship and that are brought to the attention of Vanbreda International within three months of their occurrence.
- 7.29 A capital sum of US\$ 25 000 is payable on death from accident or illness. Repatriation of the deceased is covered up to US\$ 7 500. All death and disability claims arising from AIDS will be excluded. In the event of the death by natural causes of an insured person over the age of 60, only 50 per cent of the benefit will be paid.
- LEGAL LIABILITY 7.30 The legal liability scheme provides coverage in respect of claims made against fellows for bodily injury to persons or disease (fatal or non-fatal), or damage to property, caused by any accident occurring during the period of the WMO fellowship. The maximum coverage in respect of any one accident or series of accidents arising from one event is US\$ 1 500 000 for bodily injuries and US\$ 250 000 for damage to property. However, the first US\$ 50 of property damage will be borne by the fellow.
- 7.31 Liability does not cover the following:
- (a) Bodily injury sustained by fellows during their WMO fellowship;
 - (b) Damage to property owned or occupied by or in the care, custody or control of fellows;

- (c) Damage to any property on which fellows are or have been working during their training;
- (d) Bodily injury or damage to property:
 - (i) Arising from the use during training of any mechanically propelled vehicle or any power-operated lift, hoist or crane;
 - (ii) Directly or indirectly caused by a ship, vessel, craft or aircraft;
 - (iii) Arising from the pollution of air, water and soil, unless it is proven to be caused by immediate discharge resulting from an accident;
 - (iv) Directly or indirectly occasioned by, happening through or as a consequence of war, invasion, acts of foreign enemies, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection or military or usurped power;
 - (v) Caused by wilful intent of the fellow; however, the liability of other fellows who have not participated in causing the injury or damage remains covered;
 - (vi) Directly or indirectly caused by, or contributed to, or arising from ionizing radiation or contamination by radioactivity from any source of nuclear radiation.

7.32 Fellows must give WMO immediate notice in writing, with full particulars, of any occurrence likely to give rise to a claim under the legal liability scheme. Fellows must not admit liability for, or offer to settle, any claim without the written consent of WMO.

7.33 If fellows are covered in whole or in part by any other insurance scheme, the liability of Vanbreda International is limited to the rateable proportion of any such claim.

CHAPTER 8

MONITORING AND EVALUATION OF FELLOWSHIPS

- GENERAL PRINCIPLES**
- 8.1 In order to improve the effectiveness and efficiency of the WMO Education and Training Fellowships Programme and to assess the benefits of WMO fellowships to National Meteorological and Hydrological Services (NMHSs), it is necessary to continuously monitor and evaluate all WMO fellowships.
- 8.2 Various mechanisms have been put in place to ensure effective reporting by the fellow, the supervisor and the Member's Permanent Representative with WMO. Reports on fellowships are made by:
- (a) Training institutions during the fellowship;
 - (b) The fellow at the end of the fellowship;
 - (c) The fellow's government (Permanent Representative) on the subsequent use made of the fellow's services.
- 8.3 The submission of reports is one of the responsibilities accepted by each WMO fellow and his/her Permanent Representative. For the proper evaluation and sound development of the WMO Fellowships Programme, it is essential that reports be accurate, completed in full and submitted on time. The specific objectives of the reports are as follows:
- (a) To evaluate the suitability of the study programme and the problems encountered, if any;
 - (b) To determine what action, if any, would be necessary to improve the various aspects of similar study programmes in the future;
 - (c) To help evaluate the contributions WMO fellowships have made to the socio-economic development of the various beneficiary countries.
- 8.4 Reports should normally be written in English, French, Russian or Spanish. Reports should not be written in any other language without prior authorization by WMO. No allowance is provided by WMO for the typing of reports.
- ROLE OF THE EDUCATION AND TRAINING DEPARTMENT**
- 8.5 The Education and Training Department (ETR) is responsible for monitoring fellows and evaluating the effectiveness of the Fellowships Programme. This is done by analysing various reports and through occasional visits to institutions by staff from ETR, and by other WMO staff on missions. Information can also be gained by making telephone calls to, and holding informal discussions with, the fellows' supervisors.
- 8.6 The Fellowships (FEL) Division of ETR oversees the reporting process. This includes sending reminders to fellows, supervisors and the Permanent Representatives if reports are not received at the appropriate time.
- ARRIVAL CONFIRMATION**
- 8.7 Immediately upon arrival in the host country, the "Confirmation of fellow's arrival" should be completed by the fellow, signed by the supervisor and sent to the WMO Secretariat. This form is included in the "WMO fellowship award package" (Appendix B) and was discussed in Chapter 3.
- ACADEMIC AND PROGRESS REPORTS**
- 8.8 Training supervisors are required to submit reports on WMO fellows at the following intervals:

- (a) Short-term fellowships (six months or less) – quarterly reports;
- (b) Long-term fellowships (more than six months) – biannual reports.

8.9 Progress reports should include:

- (a) Information about the fellow’s academic performance and conduct;
- (b) A critical evaluation of the fellow’s training programme.

As required, national authorities would be provided with any relevant information contained in fellows’ reports received from the institution in which they are studying.

FINAL REPORT

8.10 After finishing his/her training programme, the fellow should complete the “Fellow’s report upon completion of study programme”. The final report should be submitted to the WMO Secretariat, through the supervisor, within one month of the end of the fellow’s study programme, and preferably before leaving the host country. A copy could be forwarded to the Permanent Representative of the beneficiary country, when required. This report form is included in the award documentation provided to the fellow. A copy of the report form is included in the “WMO fellowship award package” (Appendix B).

8.11 The final report should include details of:

- (a) The benefits derived from the training;
- (b) The way and manner in which these benefits could be realized and implemented at home to benefit the fellow’s home country;
- (c) Any difficulties encountered during the training;
- (d) Difficulties likely to be encountered in the realization and implementation of the acquired benefits in the fellow’s home country;
- (e) Recommendations and suggestions.

REPORT ON
POST-FELLOWSHIP
ACTIVITIES

8.12 As soon as the fellow arrives in his/her home country to resume duty, the Permanent Representative should complete the “Report on post-fellowship activities of WMO fellows (three months)” (Appendix E). The report should be sent to the Secretariat no later than three months after the deployment of the officer. This report form is included in the award documentation provided to the fellow.

8.13 The report on post-fellowship activities provides:

- (a) Confirmation that the fellow has returned home after the completion of his/her studies;
- (b) An assessment of the progress being made in the fellow’s career.

8.14 For fellowships lasting three months or more, the Secretariat will monitor the progress being made in the fellow’s career and the impact of his/her training in the Service. Therefore, the Permanent Representative is expected to complete a second report, the “Report on post-fellowship activities of WMO fellows (18–24 months)” (Appendix F) and send it to the Secretariat within 18 to 24 months of the officer’s deployment to the relevant department in the Service.

- 8.15 The second post-fellowship report seeks to ascertain from the Permanent Representative information about the extent to which the officer has used his/her knowledge and skills acquired during the fellowship programme for the advancement of the Service.

OTHER REPORTS

- 8.16 A variety of people may visit fellows to discuss their experiences and any problems. The following people, among others, could visit fellows:

- (a) The Permanent Representative of the host country;
- (b) Staff from nearby WMO regional and subregional offices;
- (c) Members of the Panel of Experts on Education and Training on external assessment missions who are mandated to monitor fellows in the institution.

Such visits could result in reports being provided to ETR.

PUBLICATION OF
REPORTS

- 8.17 If a fellow wishes to publish any of the reports prepared as the holder of a WMO fellowship, he/she must obtain the approval of WMO, which will seek the agreement of the government concerned. The following statement must preface the published report:

The views expressed in this report are those of the author and not necessarily those of either WMO or the authority of the country or countries whose facilities were made available for use by WMO.

CHAPTER 9

GROUP TRAINING

GENERAL PRINCIPLES

- 9.1 Group training is a flexible arrangement designed to meet the needs of two or more nationals working on a project or programme who are required either:
- (a) To receive training within the country which is designed to upgrade participants' skills; or
 - (b) To attend specially designed practical training courses, seminars, symposiums, workshops or technical meetings outside the country.
- 9.2 Candidates nominated by the Permanent Representatives of their countries to take part in group training courses may be awarded fellowships, in which case the applicable conditions and process followed are the same as those for fellowships (see Chapters 3 and 4). When fellowships are awarded for group training, the type and content of the training programme and the composition of the group are determined prior to the selection of fellows fulfilling the requirements. In some cases, the Fellowships Committee (FELCOM) may decide to grant a lump sum for the group training.

9.3 The approach to group training funded by WMO is based on the harmonized procedures for group training implemented within the United Nations system.

9.4 In-country (in-service) training for individuals is treated in the same way as group training.

TRAVEL ARRANGEMENTS

9.5 Each participant is provided with the most economical air ticket using the most direct route.

STIPEND AND SPENDING ALLOWANCE

9.6 For training outside a participant's own country, the participant receives a stipend from the day of arrival to the last day of the programme. The full stipend is paid unless board and/or lodging are provided, as follows:

- (a) 70 per cent of the stipend when board is provided;
- (b) 50 per cent of the stipend when lodging is provided;
- (c) 20 per cent of the stipend when board and lodging are provided.

The amount of stipend paid to participants in advance is at WMO's discretion.

9.7 For training inside a participant's own country the following apply:

- (a) A participant not residing in the city where the training takes place may receive a local stipend if meals and accommodation are not provided free of charge. If one or two meals are provided through other arrangements, the local stipend is reduced by 10 per cent for each meal (meals make up 30 per cent of the stipend);
- (b) A participant residing in the city where the training takes place may receive a lump sum local stipend as a spending allowance.

TERMINAL
EXPENSES

- 9.8 Terminal expenses should be paid according to the following:
- (a) If there is no airport pick-up service, terminal expenses are paid prior to departure for each country in the programme;
 - (b) If the United Nations Development Programme (UNDP) confirms that the itinerary includes an overnight stay in a third country owing to connecting flights, terminal expenses are paid prior to departure;
 - (c) If the stopover was not anticipated, terminal expenses should be reimbursed upon the receipt of a "Travel expense claim" and other supporting evidence from the participants.

In a cost-sharing arrangement, terminal expenses are borne by the agency that provides the travel.

TRAVEL TIME
PAYMENTS

- 9.9 There are no provisions for travel time payments. The stipend is applicable from the day of arrival to the last day of the training. If participants arrive earlier or depart later due to the non-availability of flights, the stipend is paid for those days.

EXCESS BAGGAGE,
VISA FEES AND
AIRPORT TAXES

- 9.10 Participants are not entitled to excess baggage allowance, and visa fees and airport taxes must be paid by the beneficiary country.

MEDICAL
INSURANCE

- 9.11 Participants who travel abroad are medically insured by WMO. Each participant should provide WMO with a certificate of good health.

CHAPTER 10

FAMILIARIZATION VISITS

GENERAL PRINCIPLES

- 10.1 A “familiarization visit” is arranged for an individual, usually a newly appointed Permanent Representative of a Member with WMO, a newly appointed Director of a National Meteorological and Hydrological Service (NMHS) or a group of such individuals, to visit pre-arranged sites and institutions in one or more selected countries. Such visits, of short duration (normally less than two weeks), are designed to facilitate the observation of developments, information gathering and the exchange of experience with host counterparts in fields pertaining to specific country agreements or project documents.
- 10.2 The approach to familiarization visits funded by WMO is based on the harmonized procedures of study tours (familiarization visits) within the United Nations system.

APPLICATION FOR A FAMILIARIZATION VISIT

- 10.3 WMO will consider organizing a familiarization visit when a newly appointed Permanent Representative or Director of an NMHS submits a request. A familiarization visit might also be organized for a Permanent Representative/Director if substantial reorganization or modernization is being proposed or is under implementation in his/her NMHS.
- 10.4 A request for a familiarization visit should be submitted by letter to the Secretary-General (the “WMO fellowship application package” may not be used for this purpose). The Fellowships Committee (FELCOM) will then consider the request and make a recommendation to the Secretary-General.

DURATION AND COST OF A FAMILIARIZATION VISIT

- 10.5 Up to three countries, including the WMO Secretariat and/or the WMO regional offices, could be visited within a maximum of nine working days, of which at least three would be allotted for the Secretariat. Travelling time and weekends are not included. A familiarization visit should be carried out in one stretch, as far as possible.
- 10.6 WMO would normally bear all or part of the cost of international travel (air, land and sea) and provide a daily subsistence allowance (DSA), if requested. WMO would neither bear the cost of excess baggage nor pay for the expenses of any person accompanying the Permanent Representative/Director on the familiarization visit. Sharing the cost of the tour would be explored on an individual basis.
- 10.7 WMO would normally provide financial assistance for only one complete familiarization visit during the tenure of the Permanent Representative/Director, unless there is a pressing need for another familiarization visit.

GUIDING PRINCIPLES OF FAMILIARIZATION VISIT PLANNING

- 10.8 The main guiding principles are the need to acquaint the Permanent Representative/Director with WMO activities and also for him/her to benefit from briefings from staff within WMO. In this regard, it is appropriate that familiarization visits include, preferably at the start, a visit to the WMO Secretariat, where the Permanent Representative/Director is expected to meet the Secretary-General, the Deputy Secretary-General, the Assistant Secretary-General and the Directors of departments and offices whose activities are relevant to those of the NMHS of the country concerned.
- 10.9 In order to enable the Secretariat to address the issues to be discussed in a thorough manner, the Permanent Representative/Director is requested to send,

well in advance, a briefing indicating the salient issues to be raised, particularly the needs and concerns of his/her NMHS.

10.10 With a view to helping the Permanent Representative/Director acquire knowledge that can be used to develop his/her National Service, it is recommended that the familiarization visit should include the following:

- (a) A visit to a regional/subregional office;
- (b) A visit to a country hosting a Regional Meteorological Centre (such as a Regional Specialized Meteorological Centre (RSMC), a WMO Regional Training Centre (RTC), a Regional Telecommunication Hub (RTH), and so forth) with which the Permanent Representative's country is associated. The aim is to acquaint the Permanent Representative/Director with the development within the centre in question and to ensure the smooth technical operation of his/her NMHS with the relevant RSMC/RTH and WMO;
- (c) A visit to a country within the same region with similar economic development, climate and weather and with a relatively more developed NMHS. The aim is to make the Permanent Representative/Director aware of how a country with similar economic capability to that of his/her country has developed its NMHS.

10.11 The WMO Secretariat prepares the programme visit in consultation with the Permanent Representative/Director and host countries/centres. In this regard, it is pertinent to involve, as far as possible, the Regional Directors/Subregional Representatives when planning a visit.

TRAVEL ARRANGEMENTS

10.12 The mode of travel between countries should normally be by air and should always be by the most economical and direct route. The Permanent Representative/Director is entitled to internal travel in the host countries if such travel is part of the programme, as follows:

- (a) If internal travel is by air, it should be included in the original ticket;
- (b) If travel is by train or car, it should be reimbursed following the submission of travel claims and proof of ticket purchase.

10.13 Official travel starts at the closest international airport in the home country. If the Permanent Representative/Director needs to travel by train or air to the closest international airport for departure, such travel should be included in the overall budget of the familiarization visit.

DAILY SUBSISTENCE ALLOWANCE

10.14 The Permanent Representative/Director receives a DSA from the arrival day to the last day of the programme. The full DSA will be paid unless board and/or lodging are provided, as follows:

- (a) 70 per cent of the DSA when board is provided;
- (b) 50 per cent of the DSA when lodging is provided;
- (c) 20 per cent of the DSA when board and lodging are provided.

The amount of the DSA advanced to familiarization visit participants is at WMO's discretion.

- TERMINAL EXPENSES** 10.15 Terminal expenses should be paid according to the following:
- (a) If there is no airport pick-up service, terminal expenses are paid prior to departure for each country in the programme;
 - (b) If the United Nations Development Programme (UNDP) confirms that the itinerary includes an overnight stay in a third country owing to connection flights, terminal expenses are paid prior to departure;
 - (c) If the stopover was not anticipated, terminal expenses should be reimbursed upon receipt of a “Travel expense claim” and other supporting evidence from the participants.
- In a cost-sharing arrangement, terminal expenses are borne by the agency that provides the travel.
- TRAVEL TIME PAYMENTS** 10.16 There are no provisions for travel time payments. The DSA is applicable from the day of arrival to the last day of the familiarization visit. If the Permanent Representative/Director arrives earlier or departs later due to the non-availability of flights, the DSA will be paid for those days.
- EXCESS BAGGAGE, VISA FEES AND AIRPORT TAXES** 10.17 The Permanent Representative/Director is not entitled to excess baggage allowance, and visa fees and airport taxes are to be paid by the beneficiary country.
- MEDICAL INSURANCE** 10.18 A Permanent Representative/Director on a familiarization visit is not covered by WMO medical insurance. As a government official, he/she is expected to be covered by the employer’s medical insurance.
- FINAL REPORT** 10.19 At the end of his/her familiarization visit, the Permanent Representative/Director should send a report to the Education and Training Department of the WMO Secretariat which covers the following:
- (a) Effectiveness of the familiarization visit;
 - (b) Experience gained;
 - (c) Problems encountered;
 - (d) Recommendations.
- The report would guide the WMO Secretariat in planning and organizing further familiarization visits. When applicable, payment of the balance of 20 per cent of the DSA should be linked to the submission of the final report.
- WAIVER OF WMO’S RESPONSIBILITY** 10.20 WMO assumes no liability for damage to persons or property caused by a familiarization visit participant.

APPENDICES

Appendix A – WMO fellowship application package

Fellowship nomination form – Request for a WMO fellowship

Medical clearance certificate for fellowship candidates

Criteria for the award of WMO fellowships

Appendix B – WMO fellowship award package

Guide for WMO fellows

Acceptance of WMO fellowship award

Designation, change or revocation of beneficiary

Fellowship travel and payment instructions

Fellowship Identity Card

Confirmation of fellow's arrival

Fellow's report upon completion of study programme

Appendix C – Checklist of internal procedures for the implementation of WMO fellowships

Appendix D – Medical clearance for WMO fellows

Appendix E – Report on post-fellowship activities of WMO fellows (three months)

Appendix F – Report on post-fellowship activities of WMO fellows (18–24 months)

APPENDIX A

WMO FELLOWSHIP APPLICATION PACKAGE

The **WMO fellowship application package** contains the forms needed to apply for a WMO fellowship. The package contains two forms: a **Fellowship nomination form** and a **Medical clearance certificate for fellowship candidates**. To assist you in completing the application, the package also contains the **Criteria for the award of WMO fellowships**.

Completed forms should be returned to:

The Secretary-General
World Meteorological Organization
For the attention of: Fellowships Division, Education
and Training Department
7 bis, avenue de la Paix
P.O. Box 2300
CH-1211 Geneva 2
Switzerland

All the information supplied will be treated in the strictest of confidence.

WORLD METEOROLOGICAL ORGANIZATION



FELLOWSHIP NOMINATION FORM

REQUEST FOR A WMO FELLOWSHIP

Issued by the Permanent Representative of the nominating Member with WMO
(Instructions for the completion and submission of this form are given under Section VII.)

I. PROPOSAL, REQUIREMENTS AND OBLIGATIONS (to be completed by the Permanent Representative)

1. The Government of (recipient WMO Member country):

nominates (Name of the candidate: last, first and other names; please, underline the family name by which the candidate will be referred to.):

.....

for a fellowship (proposed host country, and duration – in months*):

to study (field(s) of study requested):

2. The Permanent Representative of the recipient WMO Member certifies that:

- (a) The information provided by the nominee is complete and correct;
- (b) The nominee satisfies the entry requirements in terms of academic qualifications and experience for the programme of study;
- (c) The nominee has adequate knowledge, which has been appropriately tested, of a language that can be used for working purposes in the proposed host country;
- (d) The nominee has the commitment, adaptability and capability to successfully complete the proposed programme of study;
- (e) The criteria for the award of WMO fellowships approved by the WMO Executive Council are satisfied;
- (f) A plan will be put in place to ensure that his/her Service gains the planned benefits resulting from the fellowship;
- (g) The required post-fellowship reports will be provided;
- (h) The absence of the nominee during his/her studies abroad will not have any adverse effects on his/her status, seniority, salary, pension and similar rights.

II. EXPECTED BENEFITS (to be completed by the Permanent Representative)

1. In what way will your Service benefit from the fellowship? (Identify the way in which the fellowship fits in with the human resources development plan of your Service and its strategic aims, and the specific benefits coming from the fellowship.)

.....

.....

2. How will the fellow be employed at the end of the fellowship? (Be as specific as possible in terms of the title of the post and the associated responsibilities.)

.....

.....

* WMO reserves the right to propose an alternative host country if it judges the desired facilities to be equally or more satisfactory in such a country, or if the desired facilities are unavailable in the country proposed by the candidate. The length of time required for study may also be adjusted by WMO in accordance with its own judgment and the available budget.

3. How will the expertise gained from the fellowship be shared within your Service? (Identify ways in which others within your Service will benefit from the fellowship.)

.....

Place and date: **Signature of the Permanent Representative:**
 (A specimen signature of the Permanent Representative should be available at WMO. For signatures on behalf of the Permanent Representative, the “delegation of authority to sign” should also be available at WMO.)

III. CANDIDATE INFORMATION (to be completed by the candidate)

Family name (use capital letters):	Country of birth:
First and other names:	Date of birth:
Mailing address:	Nationality:
Home address:	Marital status:
Telephone:	Sex (M/F):
Fax:	Name and address of person to be notified in case of emergency:
E-mail address:

Languages	Read			Write			Speak			Residence in foreign countries in relation to the applicant’s study or professional interests		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair			
											Year(s)	Country

Education (start with last attended institution and work backwards)

Name of institution and place of study	Years of study: from — to	Major fields of study	Degrees/ Diplomas

Employment record (Give complete information, details of your duties and responsibilities for each post you have occupied.)

1. Present or most recent post:

Years of service: From	to	Description of your work, including responsibility:
Title of your post:		
Name and address of employer:		
.....		
.....		
Name of supervisor:	
.....	

2. Previous post:

Years of service: From	to	Description of your work, including responsibility:
Title of your post:		
Name and address of employer:		
.....		
.....		
Name of supervisor:	
.....	

IV. PROPOSED STUDY PROGRAMME (to be completed by the candidate)

1. What is the training need for which a programme of study is required? (Indicate why your programme of study is required to meet the training needs of you and your Service.)

.....

.....

2. What are the key components of a training programme required to satisfy the training need? (Give as much detail as possible about the main components of the required training programme.)

.....

.....

3. What training programme would meet your requirements in a cost-effective way? (Indicate the country of study, the institution, and the content and length of the training programme. Give two options in order of preference.)

.....

.....

4. What are the entry requirements for the proposed programme of study? (Specify the entry requirements and explain the extent to which you satisfy them.)

.....

.....

5. What practical uses will you make of this study on your return home? (Indicate how you and your Service will benefit from the programme of study.)

.....

.....

6. What fellowships or scholarships have you been awarded? (Indicate any fellowships or scholarships that you have held in the past or hold at present, and any for which you are currently a candidate.)

.....
.....

7. What steps have you taken to gain information about the training programmes available to meet your needs? (Indicate how you identified the proposed training programme.)

.....
.....

8. Any other matters you consider relevant (For example, if you are awarded a fellowship, please indicate periods when you cannot be absent from your home country.)

.....
.....

V. CERTIFICATION (to be completed by the candidate)

I certify that my statements in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. If selected as a WMO fellow, I undertake:

- (a) To conduct myself at all times in a manner consistent with my status as the holder of a WMO fellowship;
- (b) To spend the full duration of the award period on the study programme as directed by the agency in the country of study and WMO;
- (c) To refrain from engaging in political, commercial or any other activities other than those covered by my work programme;
- (d) To submit reports in accordance with the arrangements made by WMO;
- (e) To return to my home country at the end of the fellowship.

Place and date: Signature of the candidate:

VI. RECOMMENDATIONS OF THE SELECTION COMMITTEE (to be completed by the chairperson of the Committee)

1. Comments on the education and qualifications of the candidate, and his/her experience (if any) in the subject to be studied:

.....
.....

2. Comments on the linguistic ability in the language of the course, age, personality and motivation of the candidate:

.....
.....

3. Comments on the proposed country of study, preferred institution(s) in that country and the duration of the fellowship:

.....
.....

4. Comments on the use to be made of the fellow's training on his/her return home, in the context of national plans for human resources development:

.....
.....

Place and date: **Signature of the Committee chairperson:**

Official position and address:

.....

VII. INSTRUCTIONS FOR THE COMPLETION AND SUBMISSION OF THIS FELLOWSHIP NOMINATION FORM

1. This fellowship nomination form (FNF) should be completed as follows:

- Sections I and II by the Permanent Representative of the nominating Member with WMO;
- Sections III, IV and V by the candidate;
- Section VI by the chairperson of the Selection Committee;
- For requests for attendance at WMO training events of less than one month's duration another (simpler) form is to be used.

2. Selection Committee:

- This is a generic name for a body which oversees, directly or indirectly, the human resources development planning for meteorology and hydrology;
- In the absence of such a body, the authority supervising the NMHS may designate a local selection committee to this effect.

3. Submission of the FNF:

- The Permanent Representative will send by post the **original** of this FNF to WMO, Geneva;
- Advance copies may be submitted to WMO by fax in order to launch FNF processing. However, no implementation action will be taken until WMO has received the signed **original** version of the FNF;
- A specimen signature of the Permanent Representative and/or of the person authorized by the Permanent Representative to sign on his/her behalf must be (made) available to WMO before the FNF is posted.

4. Additional documents required:

- Medical clearance certificate;
- Recent chest X-ray;
- Copies of relevant diplomas and certificates.

5. Note:

- Following the receipt of the completed FNF, WMO approaches relevant training institutions in order to tentatively identify cost-effective options for providing the requested training;
- Upon the receipt of replies from the institutions concerned, the FNF and the potential training offers are submitted to the Fellowships Committee, which meets once every three months in order to screen every candidature in view of the Executive Council criteria for the award of WMO fellowships. The Committee thoroughly examines the FNF information, in particular elements related to the training needs of the candidate in the context of the human resources development plans of his/her Service;
- The chairperson of the Fellowships Committee submits all the candidature recommendations made by the Committee to the WMO Secretary-General for his review and approval;
- The processing of any fellowship award begins only once the Secretary-General has given his approval. Accordingly, the time lapse from FNF submission to the actual implementation of the fellowship may be from five to eight months.

WORLD METEOROLOGICAL ORGANIZATION



MEDICAL CLEARANCE CERTIFICATE FOR FELLOWSHIP CANDIDATES

(CONFIDENTIAL)

To: Joint Medical Service
Palais des Nations
CH-1211 Geneva 10, Switzerland

Date:

Re:
(name of candidate)

Date of birth:

This part should be completed by the candidate

1. Have you ever had any of the following?

(check each item)	Yes	No	(check each item)	Yes	No
Scarlet fever	<input type="checkbox"/>	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	<input type="checkbox"/>
Rheumatic fever	<input type="checkbox"/>	<input type="checkbox"/>	Epileptic fits	<input type="checkbox"/>	<input type="checkbox"/>
Tuberculosis	<input type="checkbox"/>	<input type="checkbox"/>	Nervous or mental illness	<input type="checkbox"/>	<input type="checkbox"/>
Venereal disease	<input type="checkbox"/>	<input type="checkbox"/>	Hernia (rupture)	<input type="checkbox"/>	<input type="checkbox"/>
Malaria	<input type="checkbox"/>	<input type="checkbox"/>	Kidney stones	<input type="checkbox"/>	<input type="checkbox"/>

2. Please give details of any illnesses, injuries or operations during the past five years:

(types of illnesses, injuries or operations)	(period of disability)
.....
.....
.....
.....
.....

3. Do you have any condition or disability that may require further treatment during your fellowship?

.....

.....

I certify that the above statements are true, complete and correct to the best of my knowledge and belief.

Signature of the candidate:

WORLD METEOROLOGICAL
ORGANIZATION



MEDICAL CLEARANCE
CERTIFICATE FOR FELLOWSHIP
CANDIDATES

(CONFIDENTIAL)

This part should be completed by the examining physician

Physician's comments on the foregoing affirmative answers or a physical examination:

.....
.....
.....
.....
.....
.....

Do you believe that the candidate is physically and mentally able to carry out a full course of study involving long hours of work in a college or university?

.....
.....

Signature of the examining physician:

<p>RESULT OF CHEST X-RAY: (please airmail X-ray film with this report)</p>

<p>Name (in capital letters):.....</p> <p>Address:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Date:</p>
--

Criteria for the award of WMO fellowships

(as approved by EC-LVIII, June 2006)

1. The aim of the WMO Fellowship Programme is to support the education and training of qualified and suitable candidates, particularly from developing countries. Applications from women are especially encouraged. Fellowships should benefit both the individual candidate and the candidate's institution, usually National Meteorological and Hydrological Services (NMHSs).
2. WMO may award both short-term (less than six months) and long-term fellowships, based on recommendations of the Fellowships Committee. The emphasis will be on the awarding of fellowships for continuing education and training in meteorology and hydrology rather than acquisition of basic education. Very short-term fellowships (less than one month) may also be awarded for specially tailored individual and group training programmes, in particular programmes on management of NMHSs and familiarization visits for senior personnel of NMHSs.
3. Candidates applying for a WMO fellowship must complete a Fellowship Nomination Form, which must be certified by the Permanent Representative of the recipient WMO Member. The Permanent Representative will specify, amongst others, the expected benefit to the individual (for example to produce a qualified workforce), and the benefit to the nominating institution (for example to assist in the organizational development of the NMHSs in the light of the changing needs of the services required to meet the evolving needs of users).
4. To be considered by the Fellowships Committee for a fellowship, candidates must:
 - (a) Be of sound health as confirmed by their completed medical certificates;
 - (b) Be proficient in the language of study;
 - (c) Possess the required qualification and/or relevant experience for the proposed course of study;
 - (d) Only apply for courses of study directly applicable to meteorology or hydrology. Newly appointed directors of NMHSs are also eligible for very short-term training programmes in the management of NMHSs and for familiarization visits of one-two weeks' duration.
5. In awarding a fellowship, priority will be given to candidates who:
 - (a) Come from countries with least developed NMHSs as well as developing countries, countries with economies in transition and countries more vulnerable to natural disasters;
 - (b) Request only partial support, for example when a requesting country meets the travel costs and/or the host country waives tuition fees;
 - (c) Apply for courses at WMO RTCs or other training institutions in their own Region;
 - (d) Apply for short-term fellowships or long-term fellowships not exceeding 18 months in duration; very long-term fellowships lasting more than 18 months may be granted in special circumstances acknowledged by the Permanent Representative in the Fellowship Nomination Form, and confirmed by the WMO Regional Office;
 - (e) Are expected to continue to work in their country, preferably in their NMHSs in a suitable post on completion of the fellowship;
 - (f) Have not been awarded a long-term WMO fellowship within the previous four years.
6. In awarding a fellowship, account will be taken of:
 - (a) Whether the candidate comes from a country that has not recently benefited from a WMO fellowship;
 - (b) The need for regional proportional balance;
 - (c) Whether the candidate has been awarded a fellowship in the past;
 - (d) The extent to which the course of study is relevant to the national development objectives and the human resources development priorities identified by the Permanent Representative in the Fellowship Nomination Form;
 - (e) The need to practice equal opportunity policies (see Resolution 33 (Cg-XIV) – Equal opportunities for the participation of women in meteorology and hydrology);
 - (f) Whether the Permanent Representative from the candidates' country has provided WMO with the required report from any previous fellowship.

APPENDIX B

WMO FELLOWSHIP AWARD PACKAGE

Congratulations on your award of a WMO fellowship. The “WMO fellowship award package” contains a “Guide for WMO fellows”, which provides information to help you prepare for the fellowship, including information on travel arrangements, stipends and allowances. It also contains important information on your obligations during and after the period of study.

Your next step is to sign and return the “Acceptance of WMO fellowship award” form to the WMO Secretariat. By signing this form, you agree to fulfil all the obligations that you subscribed to in your application form. You should also complete and return the “Designation, change or revocation of beneficiary” form to the WMO Secretariat.

The “Fellowship travel and payment instructions” form is for information only. The Fellowship Identity Card is provided to facilitate travel formalities and other matters associated with your studies.

The “Confirmation of fellow’s arrival” form must be signed by your supervisor upon arrival at your place of study and returned to the WMO Secretariat. At the end of your studies, you are requested to complete a “Fellow’s report upon completion of study programme”. This report is used to evaluate the suitability of your study programme and to help determine what action, if any, should be taken to improve this and similar study programmes. The form should be returned to the WMO Secretariat immediately following the completion of your studies.

Once again, congratulations on your award, and we wish you every success with your studies.

Checklist

<i>Document</i>	<i>Action</i>
Guide for WMO fellows	Retain for information
Acceptance of WMO fellowship award	Sign and return to WMO Secretariat
Designation, change or revocation of beneficiary	Sign and return to WMO Secretariat (note: this form must be countersigned by two witnesses)
Fellowship travel and payment instructions	Retain for information
Fellowship Identity Card	Retain
Confirmation of fellow’s arrival	Supervisor must sign and return to WMO
Fellow’s report upon completion of study programme	Complete, sign and return to WMO

GUIDE FOR WMO FELLOWS



WORLD METEOROLOGICAL ORGANIZATION

Geneva, December 2006

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1. INTRODUCTION

This Guide contains information on the policies and procedures governing the award and administration of the fellowships of the World Meteorological Organization (WMO).

2. GENERAL INFORMATION

WMO fellowships are administered by the Education and Training Department at the WMO Secretariat:

Postal address: 7 *bis*, avenue de la Paix
P.O. Box 2300, CH-1211 Geneva 2
Switzerland
Telephone number: + 41 (0)22/730 81 11
Telefax number: + 41 (0)22/730 81 81
Telex number: + 41 41 99 OMM CH
Telegraphic address: METEOMOND GENEVA

3. OBLIGATIONS OF WMO FELLOWS

- (a) WMO fellows must conduct themselves at all times in a manner compatible with their status as holders of an international fellowship and as representatives of their country;
- (b) They must carry out their studies within the period prescribed by WMO;
- (c) They must refrain from engaging in political activities. Disclosure of their involvement in such activities will result in the termination of their award and immediate return to their home country;
- (d) They must submit reports as required by WMO;
- (e) They must return to their home country at the end of their fellowship.

4. PREPARATION FOR THE FELLOWSHIP

(a) Medical clearance

Fellows must be medically cleared before they leave their home country to start their fellowship. For this purpose, the WMO medical clearance certificate for fellowship candidates should be completed by the fellow and an examining physician, and sent to WMO together with the fellow's full-size chest X-ray. Should the fellow's departure be delayed for more than four months, an additional certificate of good health, issued by the examining physician, is required. WMO will not bear any costs relating to medical clearance examinations.

(b) Clothing

Fellows are reminded that the climate in the host country, or countries, may be very different from that in their own country. This particularly applies if they come from a tropical or subtropical country and will be going to countries in the northern hemisphere during the period October–April or in the southern hemisphere during the period May–October. It is therefore essential that fellows provide themselves with clothing suitable to the climate of the host country or countries.

No clothing allowance will be paid by WMO, with the exception of fellowship candidates nominated for studies or training in the Russian Federation.

(c) Family and dependants

WMO assumes no financial or other responsibility for dependants. The monthly stipend rates are sufficient to cover the normal living expenses of one person only, and no allowances will be paid by WMO for dependants.

Fellows should also consider that, in the course of the award, they may be required to travel under circumstances that would make it difficult, or impossible, for their dependants to accompany them.

Governments are expected to continue to pay salaries to fellows in their home country or to make such other arrangements as may be appropriate to maintain their dependants while they are abroad.

(d) Currency regulations – petty cash

Before leaving their country, fellows should enquire about the currency regulations of their country and those of the host country or countries, particularly concerning the amounts of various currencies they will be allowed to carry during their journey. National authorities can be strict in this matter, and WMO assumes no responsibility for any loss that fellows may incur or legal action taken against them through the non-observance of any currency regulations.

Fellows will need some petty cash in convertible currency for use on the outward journey, and upon arrival at their first destination, to meet minor expenses at the airport, for bus or taxi fares into town, initial hotel expenses, facsimile transmissions or telephone calls, and so on. Before their departure, fellows should therefore obtain a sufficient amount of convertible currency to meet such expenditures.

(e) Passports and visas

Fellows should obtain their own passport and visas (including any transit visas) which may be required for travel from their home country to the country or countries of study and the return trip. Their government authorities are responsible for helping to secure the necessary passport and visas and for the payment of the expenses involved. They must ensure that their passport and/or re-entry permit will remain valid for at least one month beyond the end of the planned period of study. If visas have to be obtained for official travel during the course of their fellowship, WMO will reimburse the cost of such visas, upon the presentation of a signed receipt from the consular office concerned.

(f) Travel in the home country

The award document stipulates the point of departure for WMO purposes. Costs incurred for travel within the home country, including transport to and from the point of departure, are not borne by WMO.

(g) Notification of arrival

Fellows should advise the reporting office indicated in the award document, as soon as possible, of their expected date of arrival, and whether they require a hotel room reservation. The exact time and date of arrival and the flight number must be confirmed with the reporting office by cable or facsimile prior to departure.

5. TRAVEL

(a) International travel (when provided by WMO)

Fellows will be provided with an economy class air ticket for their international travel by the most direct route. For short-term fellowships, a round-trip ticket is provided. For fellowships of eleven months or more, a one-way ticket is issued and the return ticket is made available shortly before the end of the fellowship. International travel arrangements are normally made by WMO through the United Nations Development Programme (UNDP) office in the home country, or through the WMO travel agent.

(b) Baggage

When travelling by air, fellows are normally entitled to carry 20 kilos (44 lbs) of baggage. WMO will not provide any excess baggage allowance. All baggage in excess of the authorized 20 kilos (44 lbs) must be shipped at the fellow's own expense, whether sent by air or surface.

(c) Insurance of personal effects

WMO will not accept any liability resulting from damage to, or loss or theft of, personal effects. Fellows are therefore advised to insure their baggage for the duration of their absence from their home country. The necessary arrangements can be made through any worldwide travel agency. The cost of such insurance is not reimbursed by WMO.

(d) Travel within the host country

WMO bears the cost of any travel within the host country which is either planned in the approved programme or for which the need arises during training, for which WMO's prior approval must be obtained.

Depending on the circumstances, WMO either arranges for the required ticket to be given to the fellow or asks the fellow to pay for the transport and submit a claim for reimbursement. Such claims must be signed by the fellow and countersigned by his/her programme supervisor. The documents should clearly indicate the dates of travel, the itinerary and the cost incurred, and must be supported by ticket stubs, receipts or any other proof available.

Long-distance travel within the host country is usually by air, unless the training location can only be reached by train or overland coach or bus. The authorized classes of travels are as follows: by air, economy class; by rail, second class, or, for night journeys exceeding six hours, first class with a double-type sleeper.

Reimbursement will not be considered for travel expenses that total the equivalent of US\$ 10 or less or for travel using urban transport (taxis, buses, trams and underground or suburban trains).

(e) Home leave travel

If the duration of the fellowship is three years or more, fellows may be granted home leave travel after two full academic years (21–24 months) and thereafter every year. A round-trip air ticket as well as 40 per cent of the applicable stipend in the country of study for the period of the leave will be provided. Approval for home leave travel should be requested from WMO through the fellow's supervisor well in advance.

(f) Home leave travel (for emergencies)

Should fellows need to travel home due to the death of a member of their immediate family (parents, children or spouse), the cost of the air ticket is borne by them or their home country authorities. Approval of the supervising authority must be obtained and WMO must be informed of the exact dates of their absence from their host country. Fellows will not be paid any stipend during their absence from the host country.

(g) Travel by private car

Travel by private car during the fellowship is not normally authorized. If fellows choose to travel by car for personal reasons, they must first inform their programme supervisor and WMO.

Fellows will not be reimbursed for expenses incurred in this connection, unless such travel has been expressly authorized by WMO. If fellows choose to travel by car, they do so at their own risk and WMO will not assume any financial or other responsibility for any damage to persons or property resulting from such travel.

Expenses incurred for authorized car travel will be reimbursed at fixed kilometric or mileage rates established by the United Nations, within the limits of the cost of direct travel, either by air (economy class), or rail (second class), as applicable. In the case of two or more fellows travelling together in the same car, reimbursement will be made in for one person only.

Travel claims must be signed by the fellow and countersigned by his/her supervisor, and must indicate the exact itinerary, the distance covered and the dates of travel.

6. STIPEND

(a) Purpose of the stipend

The stipend received by fellows for the duration of the approved training programme (including authorized travel time to and from the host country) is a monthly living allowance, intended to cover the fellows' expenses in the host country, namely, board (food), lodging (room) and incidentals (including laundry and urban transport).

The stipend is not a salary or an honorarium. It is not intended to cover fellows' continuing expenses at home for themselves and their family. As already indicated in paragraph 4(c), during the time spent abroad, their government is expected to continue to pay their salary and allowances at home.

(b) Entitlement to a stipend

Payment of the stipend is due on the authorized date of departure from the home country and ends on the date of return to the home country upon completion of the fellowship, including travel time by the most direct air route, which should not normally exceed two days.

(c) Currency of payment

The stipend is paid in the currency of the host country. WMO is not responsible for the transfer of funds from one country to another.

(d) Stipend rates

Stipend rates are established by the United Nations. They are periodically reviewed on the basis of actual expenditures incurred by fellows of the United Nations system in various countries. As the United Nations stipend rates are maximum rates, WMO reserves the right to pay stipends at lower rates when circumstances so warrant. The applicable rates are indicated in the award document and defined below:

(i) Travel rate

The stipend is normally paid at this rate during the first month in the host country, and whenever approved programmes require fellows to travel. In the latter case, the resident stipend will be adjusted to the travel rate for the period in travel status, unless programmes require fellows to travel continuously, in which case fellows will be paid at the travel rate throughout their fellowship. All travel rates include an amount to cover local travel expenses, taxis, portage, and so forth.

(ii) Resident rate

The stipend will be paid at this rate for the subsequent months of the fellowship in respect of any period spent in one location in excess of 30 days, unless a special rate or an academic rate is payable.

(iii) Academic rate

This rate will be applied if fellows are in full-time attendance at a university.

(iv) Special stipend rate

In agreement with the host country authorities, fellows will be paid a special stipend rate if accommodation and/or meals are available at a considerably lower cost than the average on which the normal resident stipend is based.

(v) Spending money

When board and lodging are provided at no cost to fellows, they will receive 30 per cent of the applicable resident rate as spending money.

(vi) Stipend during hospitalization

If fellows are hospitalized for more than 10 days, their stipend will be reduced to one third. If one third of the stipend is not adequate to cover the actual cost of the retained accommodation, fellows may put in a claim and be reimbursed the actual amount expended to retain their accommodation, up to a maximum of one third of the stipend.

(vii) Refund of overdrawn stipend

If, for some reason, fellows must return home before the date on which their fellowship is scheduled to end, they should remember that payment of their stipend is due to them only until the date on which they arrive back in their home country, after having travelled by the most direct air route. Should fellows draw their stipend in excess of their entitlement, they must reimburse the overdrawn amount to WMO.

7. ALLOWANCES

(a) Book allowance

Fellows receive a book allowance for the purchase of relevant publications needed for their training or study programme. This allowance is paid in the currency of the host country. Payment is normally made in advance for 12 months or part thereof, as determined by the actual duration of their fellowship. The monthly rate of this allowance is indicated in the award document.

Whenever the host country authorities or training course organizers provide the books needed, the book allowance will not be paid.

(b) Minor equipment allowance

Fellows may be reimbursed up to a maximum of US\$ 100 to cover the purchase of minor equipment necessary for their programme of studies. Reimbursement will be made in the local currency upon submission of supporting evidence and on the written recommendation of the supervisor. Requests for minor equipment allowances must be made, at the latest, up to three months prior to the termination of the fellowship.

(c) Thesis allowance

Fellows enrolled in an academic programme requiring the submission of a major non-degree paper, thesis or doctoral dissertation may receive an allowance. This allowance will be paid only upon submission of supporting evidence and on the written recommendation of the supervisor or director of studies. Payment will be made in the local currency for actual expenses incurred within the limit of US\$ 750. An advance may be granted, but cannot exceed 80 per cent of the estimated costs.

(d) Termination (separation) allowance

As already indicated in paragraph 5(b), WMO does not accept any financial responsibility for excess baggage or shipping expenses. However, the Organization helps defray such expenses by paying a termination allowance. This allowance will be paid to fellows together with their last stipend in the currency of the last host country. The amount of the allowance is as follows:

- A lump sum payment of US\$ 100 for fellowships of up to six months;
- A lump sum payment of US\$ 200 for fellowships of up to one year;
- A lump sum payment of 10 per cent of a first class one-way ticket to the home country by the most direct route, with a minimum of US\$ 200.

8. TUITION FEES

(a) University fees

WMO will pay registration, tuition and examination fees directly to the university upon the receipt of appropriate documentary evidence from the university.

(b) Other training fees

WMO will pay all training fees relating to the approved programmes directly to the training institutes/ authorities/companies concerned. These fees may include cost elements for training supervision, guidance and instruction and also for reasonable quantities of training supplies or services (but not for the purchase of training equipment).

9. FINAL REPORT

At the conclusion of the training programme and before returning home, fellows must submit a final report on their studies to their supervisor. The form to be used for this purpose, which sets out the objective of the report, is attached. Additional copies may be obtained from the WMO website. No allowance is payable by WMO for the typing of the final report.

10. MEDICAL SERVICES

Fellows are expected to avail themselves of free national medical services or those available at universities or training institutions in the host country.

11. HOSPITALIZATION

The Director of the United Nations Joint Medical Service (Palais des Nations, CH-1211 Geneva 10, Switzerland) must be notified by the supervising authority, or the UNDP Resident Representative in the host country, as soon as possible, and preferably in advance, when fellows have to be hospitalized or repatriated on medical grounds. Except for emergency treatment, prior clearance for surgery should be obtained from the United Nations Joint Medical Service.

12. GROUP MEDICAL, ACCIDENT, DISABILITY AND DEATH INSURANCE SCHEME FOR FELLOWS

(a) Name and address of insurer

WMO has a group insurance contract with Vanbreda International (Plantin en Moretuslei 299, 2140 Antwerpen, Belgium). The main features of this scheme are described below.

(b) Commencement and termination of coverage

Coverage starts on the day of commencement of the fellowship, namely, the day on which direct travel to the host country to take up the fellowship begins. Coverage is for the entire period of the fellowship, up to and including the last day for which the stipend is payable. Dependants are not included in this coverage.

(c) Payment of premiums

Premiums will be paid by WMO.

(d) Submission and settlement of claims

Claims for the reimbursement of expenses must be submitted using the attached WMO claim forms, normally within three months from the date on which the expenses are first incurred. This form can be obtained from the UNDP office or supervising agency in the host country or the WMO website.

Claims for reimbursement should be submitted to Vanbreda International through the supervising agency or the UNDP Resident Representative in the host country (**and not to WMO**), unless fellows are instructed otherwise. Claims must be submitted no later than six months after the date of receipt of the bill.

If fellows are entitled to reimbursement by another insurer, reimbursement by Vanbreda International will be met, as appropriate, on the basis of the difference between the costs actually incurred and the reimbursement obtained from other sources. Under no circumstances will WMO consider claims rejected by Vanbreda International. Any costs in connection with claims, for example, postal charges, fees for certificates, and so on, must be borne by the fellow.

Claims for reimbursement must be supported by documentary evidence, in particular, medical, surgical, pharmaceutical and hospital bills and receipts, and so on, and any payment slips made out by other insurers (with details of the amounts reimbursed).

Should an accident occur, fellows should describe the circumstances of the accident and indicate the place and, if possible, the names and addresses of any witnesses or legal authorities involved.

(e) Payment of bills

Claims will normally be settled within two weeks following receipt by Vanbreda International. Payments will be made through the supervising agency or the UNDP Resident Representative, as indicated on the claim for reimbursement. Such reimbursement will be made in the same currency as the payments made by the insured person. The conversion of medical expenses incurred into a currency other than US dollars will normally be made at the United Nations operational rate of exchange in force on the date the claim form is signed. The copy of the claim for reimbursement and the cheque are sent together to the payment address indicated on the claim form. They cannot be sent separately.

(f) Medical expenses

The medical insurance scheme provides for the reimbursement of 100 per cent of the following expenses, up to a maximum of US\$ 50 000 in any 12-month period:

- (i) Medical treatment prescribed by doctors qualified to treat patients;
- (ii) Hospital services such as:
 - Bed and board (at the maximum rate of a room for two or more patients);
 - General nursing services;
 - Use of operating rooms and equipment;
 - Laboratory examinations;
 - X-ray examinations;
 - Drugs and medicine for use in the hospital.

Expenses incurred for dental treatment and special examinations and treatment are subject to certain limitations, such as the following:

Dental treatment

The cost of false teeth, crowns, bridges, other similar appliances and dentofacial orthopaedics is reimbursed only to a maximum of US\$ 500 in any consecutive 12-month period.

Special examinations and treatment

The cost of psychiatric treatment, including psychoanalysis, is reimbursable only if the patient is treated by a psychiatrist. The cost of psychiatric treatment is reimbursable only at the rate of 50 per cent and up to a maximum reimbursement of US\$ 500 for not more than 50 visits in any consecutive 6-month period.

The cost of radiological treatment is reimbursable only if the patient has been referred to the specialist by the doctor in attendance.

Coverage does **not** extend to:

- Periodic preventive health examinations;
- The consequences of sickness or accidents resulting from voluntary or intentional action on the part of the fellow, for example attempted suicide or voluntary mutilation;
- Mobilization, or if the fellow volunteers for military service;
- The results of wounds or injuries resulting from motor vehicle racing and dangerous competitions for which betting is allowed; however, normal sport competitions are covered;
- Car accidents, if the person driving is legally proven to be under the influence of alcohol and/or drugs;
- The consequence of insurrections or riots if, by taking part, fellows have broken the applicable laws; and the consequences of brawls, except in cases of self-defence;
- Rejuvenation cures and cosmetic treatment. However, cosmetic surgery is covered when it is necessary following an accident for which coverage is provided;
- The direct or indirect results of explosions, heat release or irradiation produced by transmutation of the atomic nucleus or by radioactivity or resulting from radiation produced by the artificial acceleration of nuclear particles;
- Expenses for, or in connection with, travel or transport, whether by ambulance or otherwise. However, expenses for a professional ambulance service used to transport the insured person between the place where he/she is injured in an accident or stricken by a disease and the first hospital where treatment is given will not be excluded hereunder. In the event of an emergency or major disability, the cost of transporting the insured person, including the cost of the accompanying person or attendant, will be allowed up to a maximum of US\$ 10 000.
- Hearing aids, spectacles, fees for eye examinations relating to the use of spectacles and spa cures.

Aircraft accidents are covered only if fellows are on board an aircraft with a valid certificate of airworthiness, piloted by a person in possession of a valid licence for the type of aircraft in question.

(g) Disability and death

Disability coverage provides for the payment of a capital sum of US\$ 40 000 for total disability. For partial disability, a percentage of US\$ 40 000 will be paid in accordance with usual disability schemes.

Coverage is limited to accidents that occur during the period of the WMO fellowship and that are brought to the attention of Vanbreda International within three months of their occurrence.

A capital sum of US\$ 25 000 is payable upon death from accident or illness. Repatriation of the deceased is covered up to US\$ 7 500. All death and disability claims arising from AIDS will be excluded.

13. LIABILITY TO THIRD PARTIES FOR DAMAGE TO PERSONS OR PROPERTY

WMO assumes liability for damage to persons or property caused by holders of WMO fellowships only within the legal liability coverage as described below.

(a) Name and address of insurer

WMO has a group insurance contract with AXA Assurances (Avenue de Cour 26, CH-1000 Lausanne 3, Switzerland).

(b) Commencement and termination of coverage

Coverage starts on the day of commencement of the fellowship, namely, the day on which direct travel to the host country to take up the fellowship begins. Coverage is for the entire period of the fellowship, up to and including the last day for which the stipend is payable. Dependants are not included in this coverage.

(c) Payment of premiums

Premiums will be paid by WMO.

(d) Legal liability

The legal liability scheme provides coverage in respect of claims made against fellows for bodily injury to persons or diseases (fatal or non-fatal), or damage to property, caused by any accident occurring during the period of the WMO fellowship. The maximum coverage in respect of any one accident or series of accidents arising from one event is US\$ 1 500 000 for bodily injury and US\$ 250 000 for damage to property; however, the first US\$ 50 of property damage is borne by the fellow.

Liability does not cover the following:

- (i) Bodily injury sustained by fellows during their WMO fellowship;
- (ii) Damage to property owned or occupied by or in the care, custody or control of fellows;
- (iii) Damage to any property on which fellows are or have been working during their training;
- (iv) Bodily injury or damage to property:
 - Arising from the use during training of any mechanically propelled vehicle or any power-operated lift, hoist or crane;
 - Directly or indirectly caused by a ship, vessel, craft or aircraft;
 - Arising from the pollution of air, water and soil, unless it is proven to be caused by immediate discharge resulting from an accident;
 - Directly or indirectly occasioned by, happening through or as a consequence of war, invasion, acts of foreign enemies, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection or military or usurped power;
 - Caused by wilful intent of the fellow; however, the liability of other fellows who have not participated in causing the injury or damage remains covered;
 - Directly or indirectly caused by, or contributed to, or arising from ionizing radiation or contamination by radioactivity from any source of nuclear radiation;
- (v) Fellows must give WMO immediate notice in writing, with full particulars, of any occurrence likely to give rise to a claim under the legal liability scheme. Fellows must not admit liability for, or agree to settle, any claim without the written consent of WMO.

If fellows are covered in whole or in part by any other insurance scheme, the liability of AXA Assurances is limited to the rateable proportion of any such claim.

WORLD METEOROLOGICAL
ORGANIZATION



ACCEPTANCE OF WMO
FELLOWSHIP AWARD

Name of fellow:

I accept the WMO fellowship that has been awarded to me.

I confirm that I undertake to fulfil all the obligations to which I subscribed in my application, namely:

- (1) To conduct myself at all times in a manner consistent with my responsibilities as the holder of a WMO fellowship;
- (2) To spend the full duration of my fellowship on the study programme as directed by the supervising agency in the country of study and WMO;
- (3) To refrain from engaging in political, commercial and any activities other than those covered by the study programme during the award period;
- (4) To submit reports as required by WMO;
- (5) To return to my home country at the end of this fellowship or at the end of its prolongation by WMO.

I will follow the travel and payment instructions issued by WMO.

I am prepared to bear the costs of all medical expenses for which WMO will not assume specific responsibility.

Date: Signature of fellow:

Name and address (use capital letters):
.....
.....
.....

WORLD METEOROLOGICAL ORGANIZATION



FELLOWSHIP TRAVEL AND PAYMENT INSTRUCTIONS

1. Name of beneficiary:
2. Address in home country:
3. Field of study:
4. Country and place of study (list all):
5. Duration of award (including direct travel time):
 From:
 To:
6. Office acting of behalf of your government:
7. Authorized itinerary: By the most direct route
8. Mode of travel: By air, economy class
9. Ticket information:
 The UNDP Resident Representative has been requested to provide your air ticket for the itinerary indicated under item No. 7 above.
 Your homeward journey air ticket will be provided in due course.
 Your air ticket will be provided by your government.
10. Reporting address and supervising authority:
11. Please fax arrival details to:
 Copy to WMO: +41 (0)22 730 80 41
12. Stipend information: See WMO Guide/Not applicable

Country	Monthly rates				
	Travel rate	Resident rate	Academic rate	Special rate	Spending money

13. Allowances: See WMO Guide/Not applicable
 Book allowance: See WMO Guide/Not applicable
 Termination allowance: See WMO Guide/Not applicable
 Other allowances: See WMO Guide/Not applicable
 14. Fellowship awarded under: UNDP VCP (F) RB TF
 Account No.:
 15. Other information:
- Date:

FELLOWSHIP IDENTITY CARD

WORLD METEOROLOGICAL ORGANIZATION		FELLOWSHIP IDENTITY CARD
This is to certify that		
holds a fellowship to study		
for the period _____ and to kindly request the authorities and persons with whom he may come into contact to facilitate the necessary travel formalities and other matters associated with his studies.		
Geneva,	Chief, Fellowships Division	

WORLD METEOROLOGICAL ORGANIZATION



CONFIRMATION OF FELLOW'S ARRIVAL

Name:

(to be completed and signed by the fellow's supervisor and returned to WMO)

1. Date on which fellow left home country:

2. Date on which fellow arrived in your country:

3. Details of air ticket in fellow's possession:

(a) The exact and complete itinerary of the fellow's air ticket:

.....
.....
.....

(b) The date on which the air ticket expires:

(c) Air carrier and ticket No.:

4. If the fellow did not travel by air, indicate the tickets in his/her possession and their validity:

.....
.....

5. Remarks:

.....
.....
.....

Date:

Signature of supervisor:

WORLD METEOROLOGICAL ORGANIZATION



FELLOW'S REPORT UPON COMPLETION OF STUDY PROGRAMME

GENERAL INFORMATION

1. Family name: First name: Other names:

2. Country of origin: 3. Date of birth:

4. Contact details (home address, telephone and e-mail):
.....
.....

5. Field(s) of study during fellowship/title of training event:
.....
.....

6. Dates of fellowship:
From: To:

7. Country of study:

8. Institution:

9. Qualifications obtained (if any):
.....
.....

STUDY PROGRAMME

10. Do you feel that the study programme met the objectives, as stated in your award documents?

Yes No

Please explain:
.....

11. Do you think that your studies have prepared you to contribute more effectively to the activities of the meteorological/hydrometeorological/hydrological Service of your country?

Yes No

Please explain:
.....

12. Do you consider that the duration of your fellowship was adequate?

Yes No

If "No", what would you consider to be a suitable duration?

Months: Years:

13. Do you feel that your studies were relevant to the work you will be doing on return to your home country?

Yes No

Please explain:
.....
.....

NON-ACADEMIC ASPECTS OF THE FELLOWSHIP

14. Did you receive your travel and other instructions in time, and were your travel arrangements satisfactory?

Yes No

If "No", please explain:
.....

15. Did you encounter any difficulties in receiving stipend payments and other entitlements?

Yes No

If "Yes", please explain:
.....

16. Have you any suggestions for improving the social life of fellows in the country or countries in which you studied?

Yes No

If "Yes", please explain:
.....

17. Please give a brief comment, if appropriate, on any issue of importance not covered in this questionnaire, such as board and lodging, relations with colleagues and the academic and non-academic staff of your training institution, and provide any recommendations.

.....
.....

Note: If you have prepared a report on your programme for your government, you are invited to submit a copy to WMO.

Date: Signature of fellow:

APPENDIX C

CHECKLIST OF INTERNAL PROCEDURES FOR THE
IMPLEMENTATION OF WMO FELLOWSHIPS

WORLD METEOROLOGICAL
ORGANIZATION



CHECKLIST OF INTERNAL
PROCEDURES FOR THE
IMPLEMENTATION OF WMO
FELLOWSHIPS

A. Upon receipt of requests from Member governments and Permanent Representatives:

1. Verification of the authenticity of documents and signature of the Permanent Representative. In the affirmative, the candidature is entered in the FellMan Plus as “formal candidate”;
2. Entry in the FellMan Plus database of the candidature, opening of the candidate’s file, submission of his/her medical certificate and X-ray to the United Nations Joint Medical Service;
3. Placement letter/fax sent to universities, institutions, RMTCs, and so on, according to the request of the Permanent Representatives and indicating the field of study, level of study, duration of studies, preferred academic period, costs of requested training and stipend, and so forth;
4. Acknowledgement letter/fax sent to the Permanent Representative;
5. Preparation of fact sheets for submission to FELCOM members;
6. Consideration of “formal candidate”, who is either “recommended” or “not recommended” after a FELCOM meeting;
7. Submission of “recommended” candidates to the Secretary-General;
8. Consideration of “recommended” candidates, who are either “approved” or “not approved” by the Secretary-General.

B. Upon approval by the Secretary-General:

1. Acceptance/confirmation of placement by universities, institutions, RMTCs, and so forth, including the information requested under item A.3;
2. Letter sent to the Permanent Representative proposing the award and seeking confirmation of the candidate’s availability;
3. Preparation and monitoring of the fellowship payment request (FPR);
4. Preparation of award documents, as far as possible, before the start of the fellow’s studies and at the latest two to three weeks after the fellow has commenced studies;
5. Monitoring of travel authorization, the payment of advances, monthly stipends and book allowances and of Vanbreda International medical insurance coverage;
6. Follow-up on receipt of the “Confirmation of fellow’s arrival” form (information to be entered in the FellMan Plus);
7. Follow-up on progress/academic/annual reports according to the duration of studies;
8. Follow-up on the departure date of the fellow (an end-of-fellowship award letter is prepared, and travel authorization and the payment of termination allowances are monitored) and on the receipt of the “Fellow’s report upon completion of study programme”;
9. Follow-up on the post-fellowship evaluation report from the Permanent Representative 3 months and 18 months after the fellow has completed his/her studies.

NOTE: If a candidature is “not recommended”, the file should be kept active for at least two years for re-entry in the FellMan Plus once the candidature has been resubmitted by the Permanent Representative.

APPENDIX D

MEDICAL CLEARANCE FOR WMO FELLOWS

WORLD METEOROLOGICAL
ORGANIZATION



MEDICAL CLEARANCE FOR
WMO FELLOWS

(CONFIDENTIAL)

To: Director, United Nations Joint Medical Service, Geneva
From: Chief, Fellowships Division, Education and Training Department
Subject: Medical clearance request

The fellow mentioned below has been requested to undergo a medical examination and to send the completed medical certificate and X-ray to WMO.

1. Name and nationality of fellow:
2. Duration of award:
3. Country of study:
4. Estimated starting date:
5. Remarks:

X-ray and medical certificate are attached.

Date: Fellowships Division:

To: Chief, Fellowships Division, Education and Training Department
From: Director, United Nations Joint Medical Service, Geneva
Subject: Medical clearance request

1. The above-named fellow is medically fit to study abroad
2. The above-named fellow is not medically fit to study abroad
3. The above-named fellow can be accepted for study abroad
subject to certain medical reservations of which he/she has been
informed.
4. Remarks:

Date: Signature of the Director, Joint Medical Service:

APPENDIX E

REPORT ON POST-FELLOWSHIP ACTIVITIES OF WMO FELLOWS
(THREE MONTHS)

WORLD METEOROLOGICAL
ORGANIZATION



REPORT ON POST-FELLOWSHIP
ACTIVITIES OF WMO FELLOWS
(THREE MONTHS)

Objective of the report

The main objective of this report is:

- (a) To confirm the return of a WMO fellow to his/her country after completion of his/her studies;
- (b) To monitor the progress being made in his/her career.

One report should be completed for each fellow returning home and sent to the WMO Secretariat no later than three months after the completion of studies, at the following address:

**The Secretary-General
World Meteorological Organization
7 bis, avenue de la Paix
P.O. Box 2300
CH-1211 Geneva 2
Switzerland**

GENERAL INFORMATION

1. Family name: First name: Other names:

2. Country of origin: 3. Date of birth:

4. Field(s) of study during fellowship/title of training event:
.....
.....
.....

APPENDIX F

REPORT ON POST-FELLOWSHIP ACTIVITIES OF WMO FELLOWS
(18–24 MONTHS)

WORLD METEOROLOGICAL
ORGANIZATION



REPORT ON POST-FELLOWSHIP
ACTIVITIES OF WMO FELLOWS
(18–24 MONTHS)

Objective of the report

The main objective of this report is:

- (a) To evaluate the impact of the former fellow as well as the training programme on the NMHS;
- (b) To determine what action, if any, would be necessary to further improve the fellowship deliveries and various aspects of the WMO fellowships programmes.

One report should be completed by the Permanent Representative for each former fellow, 18 to 24 months after he/she has completed his/her studies and has been assigned to the relevant department where the acquired training would be effectively used for the advancement of the National Service.

Please complete and return this report to the WMO Secretariat, at the following address:

The Secretary-General
World Meteorological Organization
7 bis, avenue de la Paix
P.O. Box 2300
CH-1211 Geneva 2
Switzerland

PART A

GENERAL INFORMATION

(TO BE COMPLETED BY THE FORMER FELLOW)

1. **Family name:** **First name:**
2. **Country of origin:**
3. **Date of birth:**
4. **Dates of fellowship:** From: To:

5. Country of study: 6. Institution:

7. Field(s) of study during fellowship/title of training event:

.....
.....

8. Qualifications obtained (if any):

.....
.....

9. Did you receive honours and awards during the study period?

Yes

No

If "Yes", please specify:

10. Post held on commencement of fellowship:

.....
.....

11. Job description of post held on commencement of fellowship:

.....
.....
.....
.....

12. Current post:

Your current job primarily focuses on: Policy matters

Management

Operational services

Information/knowledge dissemination

Other (please specify):

.....

13. Job description of current post held:

.....
.....

14. After completion of your fellowship, have you pursued another degree training programme?

Yes

No

If “Yes”, please specify the degree and field of study:

Degree: Field of study:

15. Please specify any diplomas obtained and training programmes attended:

(a) Diploma(s):

Place and date:

(b) Training programme(s):

Place and date:

Date and place: Signature of former fellow:

PART B

CAREER PROGRESSION

(TO BE COMPLETED BY THE PERMANENT REPRESENTATIVE)

1. Benefits of the qualifications obtained for the NMHS/country

Please tick the relevant box
(1–very much so; 5–not at all)

(a) Extent to which he/she gained knowledge that is useful in the job 1 2 3 4 5

(b) Improvement in his/her confidence about performing the work 1 2 3 4 5

(c) Progression in the same job 1 2 3 4 5

(d) Greater job mobility 1 2 3 4 5

(e) Higher income in the same job/across jobs 1 2 3 4 5

(f) Recognition of his/her enhanced skills in the NMHS/country 1 2 3 4 5

(g) Relevance of the enhanced skills to the country’s needs 1 2 3 4 5

2. How would you describe the impact of the fellowship in the current post?

Very satisfactory

Satisfactory

Not satisfactory

3. Please provide details regarding this impact:

.....
.....
.....

Date: Signature of the Permanent Representative with WMO: