Guide for WHO collaborating centres

Over 800 institutions...

...in over 80 countries...

...supporting WHO programmes
NOTES

My collaborating centre reference number is [ ] - [ ]
(e.g. CAN-103)

My responsible officer is...

My responsible officer's contact details are...

My designation expiry date is...

This is NOT a promotional flyer. This practical guide is for use by designated WHO collaborating centres and prospective institutions already being considered for designation as a WHO collaborating centre.

Since the information contained in the guide may change at any time, you may access the most updated information, by referring to the following Web site:

http://www.who.int/collaboratingcentres/information/en/

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1. Introduction

The World Health Organization ("WHO" or "the Organization") often requires expert advice as well as scientific and technical cooperation for collecting data for a WHO report, organizing a WHO meeting, or developing a WHO guideline. WHO collaborating centres (WHO CCs) are those institutions that have been solid allies for years in helping WHO to implement its mandated work and that are prepared to continue contributing towards the achievement of its current goals. Through collaboration, the Organization gains access to top institutions worldwide and the institutional capacity to support its work.

Conversely, designation as a WHO CC provides institutions with enhanced visibility and recognition by national authorities, calling public attention to the health issues on which they work. It opens up improved opportunities to exchange information and develop technical cooperation with other institutions, in particular at the international level, and to mobilize additional and sometimes important resources from funding partners.

In this way, the designation is a win-win relationship between WHO and its collaborating centres to build on, and to make a difference in public health globally. We share objectives, pool resources and work together as partners. Therefore, we encourage every institution to make the best of this formal relationship with WHO.

The following guide is intended to provide WHO CCs with a better understanding of the framework of this special relationship with WHO. For further information, as well as the most updated version of this guide, please visit: http://www.who.int/collaboratingcentres/information

All the best wishes for a successful collaboration with WHO!
2. Definition, vision and mission

Since its establishment, WHO has obtained expert advice and support from a multiplicity of institutions. In cases of long-standing successful collaboration with a concrete perspective of joint future activities, the designation of an institution as a WHO CC has been pursued. This is a way of recognizing a history of collaboration with WHO, and at the same time providing a formal framework to the forthcoming jointly planned activities.

A WHO collaborating centre is defined as "...an institution designated by the Director-General to form part of an international collaborative network carrying out activities in support of the Organization’s programme at all levels."¹

Designation as a WHO CC is a time-limited agreement of collaboration between WHO and the designated institution through which the latter agrees to implement a series of concrete activities specifically designed for WHO.

<table>
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<tr>
<th>Vision</th>
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<td>WHO CCs are key institutions with relevant expertise distributed throughout the world. They represent a valuable resource as an extended and integral arm of WHO’s capacity to implement its mandated work.</td>
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<th>Mission</th>
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<td>The WHO CCs are a highly valued mechanism of cooperation in which selected institutions are recognized by WHO to assist the Organization with implementing its mandated work. This is accomplished by supporting the achievement of planned strategic objectives at the regional and global levels; enhancing the scientific validity of its global health work; and developing and strengthening institutional capacity in countries and regions.</td>
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¹ The Regulations for Study and Scientific Groups, Collaborating Institutions and Other Mechanisms of Collaboration. Text approved by the Executive Board at its 69th session (resolution EB69.R21) with amendments approved at its 105th session (resolution EB105.R7).
3. Strategic rationale and functions

Since WHO CCs assist the Organization in implementing its mandated work, all activities must be clearly linked to the WHO strategic plans and reflected in the workplans of the technical programmes to which they contribute. **Granting WHO CC status to an institution is not a mechanism for recognizing the institution as a centre of excellence per se.**

**Typical functions of WHO CCs include:**

a) collection, collation and dissemination of information;

b) standardization of terminology and nomenclature, of technology, of diagnostic, therapeutic and prophylactic substances, and of methods and procedures;

c) development of evidence-based technical guidance tools and resource materials on various topics;

d) development and application of appropriate technology;

e) provision of reference substances and other services;

f) participation in collaborative research developed under WHO's leadership, including the planning, conducting, monitoring and evaluation of research, evaluation of WHO interventions in countries, as well as promotion of the application of the results of research;

g) training, including research training;

h) coordination of activities carried out by several institutions on a given subject;

i) capacity-building work at country level; and

j) provision of monitoring, preparedness and response services to deal with disease outbreaks and public health emergencies.

**Qualifying diplomas are excluded from the functions of WHO CCs.** Courses offered at a University or institution as part of an established certified programme should not be included in a WHO CC workplan.

**Clinical trials should not be undertaken by a WHO CC on its own accord as part of its workplan.** However, the terms of reference could provide that the centre will "participate in collaborative research under WHO's leadership". They would be conducted as WHO clinical trials, following WHO procedures and rules, with WHO support.
4. Eligibility

Each biennium, WHO's technical programmes identify priorities and specific tasks that will require support from external institutions. Then, a search for a suitable institution among existing WHO CCs to provide that support begins. When existing WHO CCs are unsuitable or unable to support WHO's request, other institutions may be approached. Preliminary discussions may be held with several institutions. After at least two years of successful collaboration with WHO in carrying out jointly planned activities, and if warranted by WHO technical programmes' needs, WHO may propose the designation of an institution as a WHO CC.

The following formally established institutions (or, more commonly, parts thereof) may be eligible for designation: universities, research institutes, hospitals or academies. In addition, parts of Governments may be eligible for designation.

Although eligible institutions can be public or private, institutions should not be of commercial or profit-making nature. Further, WHO conditions for interaction with industry and the private sector must be met. Please refer to Chapter 6 for details.

Designations should be as specific as possible: normally only the concerned department, division, laboratory or unit of the institution that collaborates with WHO may be designated.

In order to be considered, eligible institutions must fulfill all of the following criteria:

a) high scientific and technical standing of the institution concerned at the national and international levels;

b) prominent place of the institution in the country’s health, scientific or educational structures;

c) high quality of its scientific and technical leadership, and sufficient number and high-level qualifications of its staff;

d) stability in terms of personnel, activity and funding;

e) strong working relationship with other institutions in the country, as well as at the intercountry, regional and global levels;

f) clear ability, capacity and readiness to contribute, individually and within networks, to WHO programme activities, whether in support of country programmes or by participating in international cooperative activities;

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2 Ineligible for designation are, for example, international intergovernmental organizations, international and national nongovernmental organizations and similar bodies with a membership structure, including professional associations or foundations that only raise resources, fundraising bodies, networks, working groups, partnerships or programmes.
g) clear technical and geographical relevance of the institution and its activities to WHO’s programme priorities;

h) at least two years of previous collaboration with WHO in carrying out jointly planned activities.

Neither joint centres (i.e. two or more institutions, or two or more parts of the same institution, sharing a single designation as a WHO CC) nor multi-site centres (i.e. multiple branches or offices of one institution in different locations) qualify for designation.

In order to be eligible for designation as a WHO CC, proposed institutions must demonstrate at least two years of successful previous collaboration with WHO in carrying out jointly planned activities.

Spontaneous applications or self-nominations by institutions are not accepted. In all cases, it is WHO who initiates the proposal for a designation.

It is not possible to transfer a designation from one institution to another, nor from one part of an institution to another. For instance, in cases where the staff members of a WHO collaborating centre move to a different institution, the designation remains with the original institution (and does not follow the staff).
5. Responsibilities

During the period of designation, a WHO CC is expected to:

a) implement the agreed workplan in a timely manner and to the highest possible standards of quality, and bring to the attention of the responsible officer any issue that can delay the implementation of the workplan;

b) abide by WHO regulations and policies on ethical reviews and clinical trials, when relevant for the agreed workplans;

c) comply with WHO policy for the use of its name and logo;

d) submit annual progress reports via the global electronic processing system (eCC) when requested on the annual anniversary of the designation date; and

e) discuss any possibility of a redesignation with the responsible officer at least six months prior to the end of the current designation.

The WHO responsible officer is the staff member who has the technical knowledge to manage the collaboration. The WHO responsible officer for the WHO CC is expected to:

a) jointly develop with the proposed institution a list of terms of reference and a detailed workplan of activities to be implemented by the WHO CC;

b) ensure that the proposed activities of the WHO CC are linked to the current WHO Medium-term Strategic Plan and Programme Budget;

c) maintain close contact with the WHO CC, communicating directly with the head of the WHO CC regularly. This may include the centre's participation at key meetings and/or regional briefings;

d) monitor the quality of the work being produced and how the agreed workplan is being implemented by the WHO CC;

e) review the annual reports submitted by the WHO CC and provide feedback;

f) initiate all relevant processes in eCC.

Every WHO CC also has a designated technical counterpart (see definition in the glossary at the end of this guide).
6. Funding and conflict of interest

Designation of a (part of an) institution as a WHO collaborating centre (WHO CC)\(^3\) is independent from any kind of financial support from WHO. In most cases, the WHO CC will be expected to cover the costs of the agreed activities through the core budget of the institution and if necessary, by mobilizing additional extra-budgetary resources. This does not prevent WHO from contributing financially in some cases, provided that funds are available and obligated for that purpose.

In order to safeguard the credibility, independence and objectivity of the work conducted by an institution as a WHO CC, WHO seeks to ensure that the interactions which this institution, and in particular the part being proposed for designation, may have with the commercial private sector does not give rise to any real or perceived conflicts of interest in respect of the work of the WHO CC.

The commercial private sector includes:

a) companies;

b) associations representing companies or certain business interests ("trade associations");

c) foundations not at arms' length of their commercial sponsors.

For the purpose of this document, companies, associations representing companies or certain business interests ("trade associations"), and foundations not at arms' length of their commercial sponsors are jointly referred to as "companies".

Below are examples of the types of interaction that may give rise to a real or perceived conflict of interest in respect of the work of the WHO CC. Before the (re)designation of an institution as a WHO CC, the institution must:

- ascertain whether it and/or the responsible WHO CC staff are engaged in any interactions with the commercial private sector (particularly in respect of any activities that fall within the WHO CC’s terms of reference and/or work plan); and

- if so, provide details thereof to WHO (including in particular, details about the identity of the companies in question, their business interests, and the activities, research and/or staff at the WHO CC which are concerned by the interaction).

Should WHO consider that an interaction gives rise to the risk of a real or perceived conflict of interest, every effort should be made to reach a

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\(^3\) For the purpose of this section of the Guide, the term "WHO CC" means that part of the institution that is proposed for designation or re-designation and in relation to the implementation of agreed terms of reference and an agreed work plan. A WHO CC is not a legal entity. The legal entity which controls and is responsible for the WHO CC is the institution or the ministry, academy, university, established research institute or hospital of which the institution forms part.
mutually acceptable solution, consistent with the guidance provided in this section. In the event no such solution can be found, WHO will not be able to proceed with the proposed (re)designation of the institution as a WHO CC.

6. 1 Funding or other support from companies with incompatible business activities

The institution should not accept funding or other support (e.g. in kind or through secondment of employees) from companies whose business activities are incompatible with WHO's work (such as, for example, tobacco companies). This applies to both the activities of the institution as a WHO CC and any other activities of the institution.

6. 2 Funding or other support from companies with a direct commercial interest

The WHO CC should not accept funding or other support (e.g. in kind) from a company, if the company in question has, or may be perceived as having, a direct commercial interest in the outcome of that activity. For example, funds or other support should not be accepted from a manufacturer of insulin for an activity which (even generically) relates to the treatment of diabetes.

6. 3 Funding or other support from companies with indirect commercial interest

A WHO CC should exercise caution in accepting financing or other support from a company that has even an indirect interest in the outcome of an activity (e.g. in the case of an activity relating to the epidemiology of a disease, caution should be exercised in accepting funds or other support from a manufacturer of drugs for the disease). In such cases, it is preferable to secure funding from multiple competing sources (i.e. so as to avoid a perceived close association with one particular company). In addition, the larger the proportion of the donation from any one source, the greater care that should be taken to avoid the possibility of a conflict of interest or appearance of an inappropriate association with one contributor.
6. 4 Unspecified support

In the event of an unspecified donation from a company, or group of companies, for the activities of a WHO CC in general (and not designated for a specific activity), the institution should agree to the following:

a) The donation should not be used to support activities in which the company, or group of companies, has a direct commercial interest (see paragraph 6.2). In the event it is intended to use the donation to support activities in which the company, or group of companies, has an indirect commercial interest, donations should be sought from various sources having a similar interest; and it is preferable that support from multiple competing sources is secured (see paragraph 6.3 above). The larger the proportion of the donation from any one source, the greater the care that should be taken to avoid the possibility of a conflict of interest or appearance of an inappropriate association with one contributor.

b) The overall amount of unspecified support provided by the company, or group of companies, should not be so large that the WHO CC would become dependent on support from a single company, or group of companies, for its continued operations.

6. 5 Support for activities related to the production of WHO guidelines or recommendations

As a general rule, a WHO CC should not accept any funds or other support from companies (regardless of their business interests) for activities related to the production of WHO guidelines or recommendations. The reason for this is that WHO's normative and standard setting work should be free from commercial concerns.

6. 6 Funding to support the salary of specific staff or posts and secondment of company employees

Further, an institution should not accept funds from companies to support the salary of specific staff or posts designated to the activities of the WHO CC (including short-term consultants), if the financial support could give rise to a real or perceived conflict of interest. For example, a conflict of interest would arise if the responsibilities of the staff member or post are directly or indirectly related to the business interests of the commercial contributor.

Similarly, an institution should not accept the secondment of company employees to work on the activities of the WHO CC, if the company has a direct or indirect commercial interest in all or part of those activities.

6. 7 Commissioned research or other work

The activities which an institution conducts as a WHO CC (as part of the WHO CC's terms of reference and/or work plan) should not include any research or other work commissioned by industry. In other words, WHO
CCs should not, as such, perform research or other work which is contracted by companies.

6. 8 Declaration of the interests of the head of the WHO CC and other responsible staff

The institution should ensure and attest to WHO that the head of the WHO CC and staff designated to work on the activities of the WHO CC do not have any interactions, affiliations or relations with and/or financial or other interests in companies (as defined previously) that could give rise to, or be seen as giving rise to, a conflict of interest in respect of any of these activities.

In the event the head of the WHO CC and/or staff have any interactions, affiliations, relations and/or financial or other interests that could give rise to a real or perceived conflict in respect of any of the activities of the WHO CC, the institution should take appropriate measures to address and remove such conflicts. Examples of the type of interactions, affiliations, relations and financial or other interests that could give rise to, or be seen as giving rise to, a conflict of interest, can be found in the Declaration of Interest for WHO experts, which is included in this Guide as Appendix A. It is not, however, intended for use by the institution. The institution should make its own arrangements to ascertain, address and remove any possible conflicts of interest which the head of the WHO CC and/or staff may have.

6. 9 Information to be provided to WHO

In light of the above, before an institution can be (re)designated as a WHO CC, the proposed head of the WHO CC must ascertain whether:

a) the institution receives funding or other support from companies whose business activities are incompatible with WHO’s work (such as, for example, tobacco companies);

b) the institution, as part of the work plan of the WHO CC, will conduct:
   - activities that are funded or otherwise supported by companies (or trade associations or foundations closely associated with their commercial sponsors); and/or
   - research or other work commissioned by industry; and/or

c) the institution receives funding to support the salary of specific staff or posts at, and/or the secondment of company employees for, the WHO CC.

In the affirmative, the institution is asked to provide details about the identity of the contributors in question, their business interests, and the activities, research, staff and/or posts concerned, as well as any other information and/or clarification which WHO may reasonably require.

In addition, the proposed head of the WHO CC must ascertain whether the director and/or staff designated to work on the activities of the WHO CC
have any interactions, affiliations or relations with and/or financial or other interests in companies which could give rise to a real or perceived conflict in respect of any of the activities of the WHO CC. In the affirmative, the institution must take appropriate measures to address and remove such conflicts. The institution will be required to attest to WHO that:

- the director and staff designated to work on the activities of the WHO CC have been required to declare any such interactions, affiliations, relations and financial or other interests; and that

- either no conflicts exist, or appropriate measures have been taken to address and remove them.

6.10 Evaluation by WHO and agreement on possible measures to be taken

Every effort should be made to provide all relevant and potentially relevant information to WHO for evaluation, and where needed, to arrive at a mutually acceptable solution, consistent with the guidance provided in this section. For example, activities that give rise to a conflict of interest as described above or that have been commissioned by industry, will need to be deleted from the work plan, in order for a (re)designation to be approved. Similarly, WHO CC staff who have declared an interaction, affiliation, relation and/or financial or other interest in a company or group of companies that gives rise to a real or perceived conflict in respect of any activity of the WHO CC will need to recuse themselves from working on that activity.

With respect to those contributions from companies which are deemed acceptable, the WHO CC should—for reasons of transparency—always make a public acknowledgement. The basic and most common approach is to insert a discreet acknowledgement in the documentation relating to the activity concerned, including in any publication by the WHO CC of the outcome of this activity.

WHO may also require WHO CCs to publicly disclose the interactions, affiliations, relations and/or other interests of its director and/or staff that are considered to give rise to a conflict of interest.

Before accepting any contributions from companies, WHO CCs should seek the written assurance from the contributors in question that they will not use the results of the work that they have supported for commercial purposes or seek promotion of the fact that they have made a donation. However, they may make reference to donations in their corporate annual reports or similar internal documents.

WHO CCs should at all times maintain full and exclusive control over the activity to which a contribution relates, including over any report of the activity, its contents, whether it is published or disseminated in any form (e.g. electronically), and the timing of such diffusion.
7. Designation as a WHO collaborating centre

Any new proposal for designation will be initiated by a WHO staff member based at either a regional office or at headquarters in Geneva. All proposals for designation are processed through a global electronic processing system called eCC.

After the responsible officer initiates the procedure of designation in eCC, the proposed institution will be requested to complete an online designation form, which includes the terms of reference and workplan of the proposed WHO CC in the event the proposal is successful. The form will be accessed by logging into the WHO CC Portal web site. Details of the web site address, login name and password are sent to the proposed head of the WHO CC via email.

The proposal is subject to various levels of review and ultimately requires approval by the Director-General of WHO.

Step-by-step instructions for the global electronic processing system (eCC) are provided in Chapter 12 in this guide.

7.1 The designation form

Upon designation of a (part of an) institution as a WHO CC, the designation form serves as a binding agreement with WHO. By submitting this document the institution commits to implementing the agreed workplan in line with its terms of reference and workplan.

Institutions unable to submit information in English should discuss their language requirements with the responsible officer prior to the initiation of the proposal. While relevant documentation may be drafted in any of the official languages of the World Health Assembly, information in a language other than English requires a translation prior to being entered into the online form.
The designation form consists of four sections:

1. **Introduction:** This section focuses on the proposed institution and requires details about the origin of the proposal and the previous two-year collaboration period, including a list of specific examples (names, places, dates) of previous jointly planned activities with WHO. Participation in WHO conferences, expert panels or advisory groups by individuals should not be included unless there is a compelling reason why these constitute jointly planned activities between WHO and the proposed institution.

2. **Institutional Profile:** This part of the form requires information about the (part of the) institution which is proposed for designation. The information provided should refer to only the particular unit, division, department, or laboratory, not the entire university, hospital etc. This includes its name, address, institutional characteristics, institutional funding, publications, staff, existing networks, and facilities. The exception to this is the organizational chart, which should show the proposed unit, division or department to be designated as part of the overall institutional structure.

3. **Terms of Reference:** This section is the core of the agreement and it requires a thorough discussion with the responsible officer, as it sets the general framework under which the activities of the workplan will be developed. The terms of reference are short, one-sentence points providing a general high-level overview of the area of future collaboration. The terms of reference must reflect the future collaboration between WHO and the proposed institution, as opposed to the usual work of the institution. No details about the activities should be included, but each term of reference should be linked to at least one concrete activity in the workplan. Examples of terms of reference are: "Assisting WHO in the dissemination of information in the field of food safety", "To contribute to the implementation to WHO vision 20/20 policy", "In agreement with WHO, to provide specialized training courses on blood transfusion safety".

4. **Workplan:** The last section of the form requires a thorough discussion with the responsible officer. The workplan is a detailed list of concrete activities that the proposed institution will implement, if designated as a WHO CC. Each activity must contribute to the achievement of a WHO task, with the role of all participants clearly described for each. Only specific and concrete activities that have been discussed and agreed with the responsible officer should be listed, as opposed to the proposed institution’s standard activities. All activities should fall within the terms of reference described in the previous part of the form, and may take place at the country, intercountry, regional, and especially interregional and global levels. They should be linked to a WHO Office-Specific Expected Result (OSER), have identified funding to allow their implementation, a set deadline for their delivery, and a concrete tangible outcome.

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For each proposed activity in the workplan the following information will be required:

- **Title of the activity**: Provide a short, descriptive name which accurately captures the essence of the proposed activity.

- **Description**: Provide a short description of what the activity consists of and in particular, what concrete actions will be undertaken.

- **Responsible person**: List the name of the scientist(s) at the proposed institution leading the activity.

- **Expected outcome**: Explain what tangible product or service will be delivered. For instance, a complete technical guideline in printed format, a one-week training course delivered annually, etc.

- **Benefits and links with WHO's activities**: Mention the WHO Office-Specific Expected Result (OSER) as well as the name of the WHO programme concerned. If unclear, this information can be obtained from the responsible officer. In addition, explain the benefit to the WHO programme (as opposed to public health in general). The link with WHO planned activities should be clearly indicated.

- **Regional benefits**: Tick the relevant WHO regions that will ultimately benefit from the results of this activity, as appropriate.

- **Methods of disseminating the results**: Explain briefly how the results will be disseminated. Where WHO publications, web sites and similar WHO resources are listed, include "subject to WHO approval".

- **Funding sources**: All proposed activities should have identified funding. Provide the complete list of sources of funding that will be used for this particular activity, not for the institution as a whole. If it has been agreed with the responsible officer that WHO will be one of the sources of funding, please include the disclaimer "subject to availability of funds" next to the WHO name, e.g.: "This activity will be funded by 1) the B&M Gates Foundation, 2) regular budget of the institution, and 3) WHO, subject to availability of funds". The funding of the proposed activities is subject to the WHO Rules for interaction of WHO collaborating centres with industry and private sector in general. For more information regarding funding see Chapter 6.

- **Dates**: Provide the most specific timeframe possible for the implementation of each activity. Include activities throughout the full four years of designation. Avoid generalizations such as “ongoing” or “throughout the designation period”.

![Workplan diagram](image-url)
Drafting terms of reference and a workplan

- The proposed terms of reference (TOR) should be short, one-sentence bullet points. Each point must provide a high level, broad indication of the area of work for future collaboration with WHO. No details such as dates or names should be included, e.g. "To contribute to WHO's work in the development of guidelines on water and sanitation".

- All proposed activities included in the workplan section of the (re)designation form should be related to a term of reference, and vice versa.

- Fewer well-planned activities that contribute to a WHO technical programme are better than too many, which may be difficult to assess and implement.

- The proposal should be concise and avoid any self promotional text.

- All the proposed activities should be detailed and specific, with a concrete deliverable, budget and deadline.

- All proposed activities should be planned with, and tailored for, WHO (as opposed to being standard activities of the institution). Activities must address a WHO technical programme need (this should be explained in the (re)designation form).

- The proposed activities included should not go beyond the typical functions of WHO CCs listed in the Regulations. For example, proposals should not include issuance of qualifying diplomas such as a master's degree, participation in WHO advisory groups, establishment of bodies, advice to Governments of Member States, issuance of national guidelines etc. If an activity refers to training, the WHO name and emblem may not be used on the certificates of attendance awarded in connection with these training activities. If an activity refers to a clinical trial, this will be considered as WHO clinical trial and, as such, is subject to WHO rules for clinical trials.

- If specific WHO's involvement in the proposed activities of the workplan is expected (e.g. by co-implementing, coordinating, advising, etc.), this should be mentioned in the form.

- All proposed activities included should be fully funded (normally they are to be funded by the WHO CCs). If WHO funds are exceptionally committed to any of the activities, the indication "subject to availability of funds" must be added each time WHO's funds are mentioned or committed.

- If any private source of funding is to be used to cover the costs of the proposed activities, such funding is subject to the WHO Rules for interaction of WHO collaborating centres with industry and private sector in general. The compliance with these rules should be mentioned in the (re)designation form.

- All necessary disclaimers should be included in the text. If a proposed activity indicates that results will be disseminated through the WHO Web site or WHO publications, specify the conditions "subject to WHO's approval" on the form. Proposals involving any matter relating to publications or involving intellectual property should be discussed with the responsible officer before the submission of the (re)designation form and the agreement should be mentioned in the form.
7. 2 Review process for new designations

Once the online designation form is finalized and electronically submitted, it is reviewed by WHO technical staff as well as by both a regional and a global screening committee and relevant WHO Departments. The concerned Government is also consulted. **Ultimately, it is the Director-General of WHO who approves designations.**

At any stage throughout the process, a proposal may be returned by a reviewer to clarify certain points or to request revisions. After either the responsible officer or the proposed head of the WHO CC has made the requested changes to the terms of reference, workplan or other part of the designation form, the form will be passed on to the other party for agreement. In this case, the responsible officer or proposed head of the WHO CC has two options: (1) to agree with the changes, or (2) to disagree and make further changes. This process will be repeated until both the responsible officer and the proposed head of the WHO CC agree to all changes made. Once the designation form is re-submitted and sent back to the reviewer, neither the proposed institution nor the responsible officer can make further changes, unless other reviewers return it again for additional revisions.

All changes must be processed through eCC, in which the designation form was initially completed. In each situation where an action by the proposed head of the WHO CC is required, s/he will receive an automated email from eCC with instructions, login name and password.

**Step-by-step instructions for the global electronic processing system (eCC) are provided in Chapter 12 of this guide.**

**It is difficult to estimate the length of the process from start to completion, as each proposal is unique.** In the best case scenario, it is possible to complete the entire process of a proposed designation in as little as six months. However, this is only feasible if the responsible officer and the proposed institution carefully consider the applicable WHO regulations, communicate thoroughly while jointly writing the activities for the workplan, and take immediate action in case of any request for clarification or modification to the original proposal being made by one of the reviewers. Submission of a proposal for designation does not imply that the designation will always be successfully finalized and approved.

7. 3 Designation period, expiry and termination

Upon final approval by the Director-General of WHO, the concerned Regional Director informs the proposed institution by official letter of its designation as a WHO CC **for an initial period of four years.** The designation starts on the date of the letter to the institution. After the first four years of successful collaboration, a redesignation for the same or a shorter period may be proposed by the responsible officer. The designation as a WHO CC automatically expires and the institution ceases to be a WHO CC at the end of the period of designation (e.g. if a WHO CC has been designated on the 20th June 2009, its designation will
expire on the 19th June 2013), unless its redesignation is **approved and notified** (as opposed to initiated or in process) prior to the date of expiry.

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**The designation of an institution as a WHO collaborating centre is a time-limited agreement; it automatically expires at the end of the period of designation.**

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If a redesignation proposal has been initiated but is not successfully completed prior to the expiry date of the initial designation, the designation as a WHO CC expires and the institution ceases to be a WHO CC. As further detailed in Chapter 8 on Redesignations, both the responsible officer and the WHO CC should discuss whether a redesignation could be contemplated at least six months prior to the expiration date.

Designation as a WHO CC may be terminated prior to the expiry date at any time if the work is no longer relevant to WHO programmes or if the relationship is not functioning as expected. The WHO CC may also revoke its designation, should it not be able to fulfil the agreed activities. Notice of the intention to terminate must be given three months in advance.
8. Redesignations

In cases of successful collaboration, and if warranted by WHO programme activities, the responsible officer may propose an extension of the designation as WHO CC for the same or a shorter period.

All proposals for redesignation are initiated by the responsible officer and processed via eCC. After the responsible officer has started the procedure of redesignation in eCC, the proposed institution and the responsible officer will be requested to complete the online redesignation form with revised terms of reference and a new workplan for the future period of collaboration. Access to this online form will be provided to the proposed institution through the WHO CC Portal web site. Details of the web site address, the proposed institution's login name and password are sent to the head of the proposed WHO CC via email after the redesignation proposal has been initiated by the WHO responsible officer.

Step-by-step instructions for the global electronic processing system (eCC) are provided in Chapter 12 of this guide.

The procedure should be initiated by the responsible officer in eCC six months prior to the expiry date, to ensure the process can be approved and finalized beforehand. Even though a redesignation may be in process, this does not prevent the automatic discontinuation of the WHO CC on the expiry date. Submitting a proposal for redesignation does not guarantee that it will be approved.

The process for a redesignation is less complex and has fewer steps than the original designation. However, in most cases, the process can take up to six months to complete. Therefore, it is critical to closely communicate with the responsible officer throughout the final year of the current designation to avoid inadvertent discontinuation.

Six months prior to the expiry date the responsible officer and the Head of the WHO CC may want to discuss whether a redesignation could be contemplated.
The redesignation form has only three sections:

1. **Basic Information:** The first section is an abbreviated version of the institutional profile of the previous designation form which is automatically pre-populated by eCC. It allows updating key contact information that may have changed since the original designation. A designation cannot be transferred to another department or institution. Therefore, only certain fields in the form may be revised.

2. **Proposed Terms of Reference:** Together with the proposed workplan, the terms of reference are the most important part of the proposal. These require a thorough discussion with the responsible officer no later than six months prior to expiration of the current designation. eCC will pre-populate the redesignation form with the previous terms of reference. While it is essential to ensure that the terms of reference reflect the future collaboration between the WHO CC and WHO, only minor changes should be made as required.

3. **Proposed Plan of Work:** Just like the terms of reference, the workplan constitutes the most essential part of the proposal. It requires a thorough discussion with the responsible officer no later than six months prior to expiration of the current designation. Each activity in the workplan should be related to a term of reference.

*Please refer to the sections about Designation and Funding in Chapters 6 and 7 for further details.*
9. Monitoring and reporting

The responsible officer concerned bears the main technical responsibility for monitoring the work performed by a WHO CC. He/she should periodically contact the designated institution to review the activities carried out, revise the workplan if needed, and help the designated institution to achieve the agreed activities. WHO CCs should contact their responsible officer if they would like to discuss any aspect of the designation, particularly any issue related to the implementation of the agreed activities.

WHO CCs should contact the responsible officer to discuss any aspect of the designation or to update the contact information in the WHO CC global database http://www.who.int/whocc/

9. 1 The annual progress report form

Each year during the designation period, the WHO CC must fill in an annual report form in eCC on the progress made in the implementation of the agreed activities over the previous twelve-month period. For instance, if an institution was designated on 1 April 2009, it will receive an email on 1 April 2010 requesting the first annual report form to be completed. It should cover the period from April 2009 to April 2010. WHO CCs must submit their annual progress report form within four weeks of the anniversary of designation. The report should briefly describe the concrete results achieved, any delay or difficulty encountered, as well as any other relevant information. Should an activity not have been implemented as planned, a full explanation should be provided.

Only annual progress report forms submitted via the global electronic processing system (eCC) are accepted. On the anniversary date of the designation, the WHO CC will receive an email, sent to the email address registered in the WHO CC global database for the head of the WHO CC. The email will provide details of the WHO CC Portal web site address, the login name and password.

For step-by-step instructions on how to prepare and submit annual progress reports using eCC, please refer to Chapter 12 in this guide.
The annual progress report form has three questions:

1. In the first part of the form a brief explanation of the following for each main activity agreed prior to designation is required:
   a) how the activity was implemented;
   b) the outcome and impact;
   c) the results of the evaluation (if available, e.g. evaluation of a course by the participants); and
   d) any difficulties encountered (if applicable).

2. The second section asks to briefly describe visits by WHO staff from headquarters or a regional or country office, and/or vice versa, WHO financial support to the WHO CC through contractual or technical services agreement, and any other agreed collaborative activities.

3. The final section asks to briefly describe the nature and outcome of any collaboration with other WHO CCs.

The title and description of the activities cannot be edited at this stage, so if any are no longer relevant, it is important to indicate this in the box underneath the specified activity.

Detailed technical results should not be provided in this form. Depending upon the nature of the activities in the workplan, a responsible officer may request an additional, more specific technical report to be submitted directly to him/her via email or post.

If a WHO CC is successfully approved for redesignation, it is still required to submit the final progress report on the last twelve months of the previous designation.
10. Networks

In January 2000, the WHO Executive Board urged Member States to make full use of WHO CCs as sources of information, services and expertise; and to strengthen their own national capacity for training, research and collaboration for health development. WHO CCs were encouraged to develop working relations with other centres and national institutions recognized by WHO by creating or joining collaborative networks.

Some of the benefits include greater global application and impact of the activities; new synergies and peer-to-peer opportunities for WHO CCs beyond their WHO agreed work; better alignment with WHO programmes; and improved motivation for leadership opportunities. In the last few decades, networks of WHO CC have been developed around thematic areas.

In January 2000 the WHO Executive Board encouraged WHO collaborating centres to develop working relations with other centres in particular by setting up or joining collaborative networks with WHO’s support (EB105.R7)
As of January 2010, examples of successful networks of WHO CCs are:

- The Global Network of WHO CCs for Nursing/Midwifery Development
- Network of WHO CCs for Occupational Health
- Global Environment Monitoring System - Food Contamination Monitoring and Assessment Programme (GEMS/Food)
- The Global Network of WHO CCs working on Communicable Diseases
- WHO Radiation Emergency Medical Preparedness and Assistance Network and Liaison Institutes
- WHO CCs for Nutrition
- WHO CCs for Traditional Medicine
- WHO CCs for International Classifications
- WHO CCs for Tobacco Control
- WHO CCs for Health Promotion
11. Use of WHO name, emblem and flag

As a general rule, a WHO CC may obtain permission to use WHO's name and emblem only in relation to an activity included in their agreed work plan (as opposed to other standard activities that the institution may conduct). All cases are subject to the Director-General's prior approval. Any authorization automatically comes to an end upon expiration of the period of designation of the WHO CC.

To obtain permission to use WHO's name and/or emblem in relation to an activity from the work plan, WHO CCs should contact their responsible officer with a draft in line with the conditions set forth below.

General considerations

a) The WHO emblem and/or name should never be used in isolation. Instead, the exact title under which the institution was designated (referred hereafter as the "title"), as indicated in the official letter of designation and registered in the WHO CC global database (e.g. "WHO Collaborating Centre for Occupational Health") should be used, instead of the WHO name. If the WHO emblem is also to be used, it should only be placed next to the title.

b) The title (and emblem) should be discreetly used, and placed immediately underneath the name of the (relevant part of the) designated institution, which should have a more prominent position.

c) The characters of the title must be smaller than the characters of the regular name of the (relevant part of the) institution, e.g. "WHO Collaborating Centre for Occupational Health" must be typed in smaller characters than "John Smith University, School of Occupational Health".

d) Furthermore, all words in the title must be of the same font size, e.g. "WHO" cannot be larger than "Collaborating Centre for Occupational Health".

e) If, in addition to the title, the WHO emblem is also to be used, the emblem of the institution should also be used, and the former should be of smaller size than the latter. The WHO emblem should be of similar size than the character of the title.

f) If the language used by the WHO CC is not one of the official languages of the World Health Assembly (Arabic, Chinese, English, French, Russian and Spanish) or one officially used by regional offices, one of the latter should also be included.

Example
Example

11. 1 Letterheads

Subject to general rule and considerations stated above, a WHO CC may use its official title and the WHO emblem on letterheads.

11. 2 Web site

Subject to general rule and considerations stated above, and the additional conditions stated below, a WHOCC may use its official title and the WHO emblem on Web pages.

Before submitting the request for permission, the responsible officer should receive a draft web page from the WHO CC to ensure that:

a) the WHO emblem is not used on the main web page of the institution. Instead, in that page a discreet reference to the designation of the institution as a WHO CC may be included, and that reference could be linked to a separate page fully dedicated to the activities of the institution as a WHO CC;

b) the proposed web page is in accordance with the terms of reference and workplan of the WHO CC, i.e. it only refers to those activities of the institution in its capacity as a designated WHO CC as described in the agreed re/designation form;

c) the content of the proposed web page is acceptable to WHO from a technical and scientific point of view;

d) if any financial support from the private sector is to be received for the development of the Web site, this has to be consistent with the WHO Rules for interaction of WHO collaborating centres with industry and private sector in general, including the manner in which contributors are acknowledged.
11.3 Brochures, presentations and published material

They are subject to general rule and considerations stated above.

11.4 Flag

A WHO flag may be obtained upon request from the WHO responsible officer. It may only be requested for temporary use by the WHO CC and on specific occasions (e.g. World Health Day, 7 April), provided it is displayed in conformity with the WHO Flag Code and Regulations (sent along with the flag). The flag must then immediately be returned to the Organization.

11.5 Business or visiting cards

The use of WHO's name or emblem on business or visiting cards of the staff members of the WHO CC is not allowed in any circumstance.
11. 6 Plaques

WHO does not normally authorize the use of plaques bearing its name and emblem by WHO CCs.

11. 7 Training diplomas and certificates

If an activity in the work plan refers to specialized training and/or courses, the WHO’s name and emblem shall not be used on certificates of attendance, diplomas or similar awarded to participants.
12. Electronic tools: eCC

Since 1st June 2007, WHO has activated a global electronic processing system (eCC) to process designations, redesignations and the submission of annual progress reports of WHO CCs. The system is an online, paperless environment that saves time, reduces duplication and allows documents to be submitted directly to the right person.

For eCC to work, it is essential that the email address for each (proposed) head of a WHO CC is recorded correctly in the WHO CC global database accessible at http://www.who.int/whocc. WHO CCs should inform the responsible officer of any changes.

There are two situations when the head of a WHO CC must access eCC:

1. Preparing and submitting the (re)designation form: This form is completed in eCC, in collaboration with the responsible officer.

2. Preparing and submitting annual progress report forms: These reports are automatically requested by eCC on the anniversary of the date of (re)designation. This date is also listed in the WHO CC global database.

Whenever action in eCC is required, the (proposed) head of the WHO CC will receive an email message from whocc@who.int requesting completion of outstanding actions on the work list in the WHO CC Portal web site. The email will provide the unique reference number, web site address, username and password.

The (proposed) head of a WHO CC can access the WHO CC Portal at any time to see if there are any outstanding actions. However, if any action is required, the username and password will be needed to access the respective forms.

Please do not respond to messages from whocc@who.int via email because they are automatically generated and cannot provide a reply.

For additional help with eCC, check the frequently asked questions at http://www.who.int/collaboratingcentres/faq/en/ or contact the responsible officer.
12. 1 Preparing and submitting a designation form in eCC

For details on how to prepare the content of the designation form and which information is requested, please refer to Chapter 7 of this guide.

Step 1 – The proposed head of the WHO CC will receive an automatically generated email from eCC (whocc@who.int) informing that the responsible officer has initiated the proposal for designation. The email will request the user to log in to eCC and complete the online designation form.

Step 2 - By clicking on the link provided in the email, the user will be able to access the WHO CC Portal web site http://www.who.int/whocc. Per the instructions on the website, first search and select the reference number for the centre in the drop-down menu (e.g. DEN-63) and click on the "View Report" button. Below the details of the institution, the work list will indicate which action to take (e.g. in this case to complete the designation form). Click on the link provided to open the designation form.
Step 3 - In order to protect the designation form from unauthorized access, it is only possible to retrieve the application with the Username and Password provided in the email addressed to the head of the proposed WHO CC.

Step 4 – The person completing the form can enter text, or copy and paste it, into the online designation form. The designation form can be completed in several sessions by clicking the "Save" button in the lower right corner of the screen. To move from one section of the form to the next, click on the next tab or scroll to the bottom of the page and click the button marked "Click here to go to Part 2".
TIP: When the form is complete, **before** submitting it, click the button "Print Preview" at the top right of the form. This will create a PDF file to print and/or save for future records. Once submitted, the form cannot be retrieved thereafter by the proposed WHO CC.

**Step 5** - Upon completion of the form, go to the last tab of the online designation form "5 - Validation / Submission" and click the "Submit Form" button.

**Step 6** - After the form is submitted, no more revisions may be made, unless the form is returned by the responsible officer or another reviewer. After submission, the proposed head of the WHO CC will automatically receive an acknowledgment email from whocc@who.int to confirm that the form has been received by WHO. The subject line will read: “WHO Successful Submission”.

As further explained in Chapter 7, at any time during the review process, the designation form may be returned to the proposed institution for further revision. When action is required by the institution, the proposed head of the WHO CC will receive an email message from eCC with detailed instructions.
12. 2 Preparing and submitting an annual progress report in eCC

**Step 1** – The head of the WHO CC will receive an automatically generated email from eCC (whocc@who.int) on the anniversary of the designation. It will alert the WHO CC that an annual progress report form is due.

*TIP: The anniversary date is listed in the WHO CC global database and on the letter announcing the official designation.*

**Step 2** - By clicking on the link provided in the email, the user will be able to view the WHO CC Portal web site http://www.who.int/whocc. Per the instructions on the website, the user must enter the reference number of the WHO CC in the drop-down menu (e.g. DEN-63) and click on the "View Report" button. Below the details of the institution, the work list will show which action to take, in this case to submit an annual progress report. Click on the link provided to open the annual progress report form.

**Step 3** - To protect the designation form from unauthorized access, only the Username and Password provided in the email to the head of the WHO CC allow access to the form.
Step 4 - Enter text or copy and paste text into the annual progress report form. **This form must be completed in one session and cannot be saved until submitted.** It is recommended to prepare the content beforehand in a word or other text document. The report form is automatically pre-populated with the activities in the agreed workplan. In the text box at the top of each report form, the timeframe including the month and year for the reporting period is clearly indicated (e.g. 7/2007 to 7/2008).
Tip: Save a copy of the report **before** submitting the form. Just click the "print preview" button at the top right corner of the form. This generates a PDF file that can be saved and/or printed.

**Step 5** - After submitting the annual progress report form, no more changes can be made, unless it is returned by the responsible officer with a request for clarification. In addition, an automatic email from whocc@who.int is sent to the WHO CC to confirm that the form has been received. The subject line will read: "WHO Successful Submission".

As further explained in Chapter 9, the annual progress report form may be returned to the institution for further clarification or just to provide feedback by the responsible officer. In any situation where action is required, the head of the WHO CC will receive a new email message from eCC with detailed instructions.

**TIP:** eCC routes the automated messages for access to the online forms based on the information in the WHO Global database. Therefore, it is important that all contact information (especially the email address) is kept updated. Please inform the responsible officer of any change, and verify that the change is reflected in the database.

**12. 3 Preparing and submitting a redesignation form in eCC**

*For details on how to prepare the content of the redesignation form and which information is requested, please refer to Chapter 8 of this guide.*

While the redesignation form is different to the designation form, the steps for completion and submission of a redesignation form in eCC is the same as for a designation form (described in Chapter 12.1), with the following exception: The terms of reference section of the workplan is already pre-populated with the terms of reference from the current period of designation. It is possible to edit the terms of reference to introduce minor changes where required.
13. WHO CC global database

The WHO CC global database is the official source of information on all WHO CCs worldwide. It is maintained at WHO Headquarters in Geneva. Since it is accessible through the internet, everyone can use it. The URL for the database is http://www.who.int/whocc/.

All users may search the database in a number of ways, including a combination of several search criteria:

- by reference number assigned to each WHO CC (e.g. CHN-62, DEU-122; USA-127), on the official letter of designation;
- by name of the head of the WHO CC, WHO responsible officer, technical counterpart or institution;
- by geographic location, such as city, country, or region;
- by OWER, subject, type of activity, or key words from the terms of reference or title of the WHO CC;
- by date of designation or expiration.

The entry for each WHO CC includes the following information:

- Reference number to identify each WHO CC;
- Initiator of the designation (WHO Headquarters or Region code);
- Title of the WHO CC;
- Name of the head of the WHO CC (who may or may not be the same as the director of the entire institution);
- Name of the exact subdivision of the institution that has been designated, and its address, phone and email;
Guide for WHO collaborating centres

- Date of original designation, date of last redesignation (if any), date of expiry of current designation;

- Terms of reference of the WHO CC;

- Areas of work of the WHO CC (subject);

- Type of work of the WHO CC (activities listed in the workplan);

- Links to Organization-Wide Expected Results (OWER);

- Name and contact information for the responsible officer (and sometimes also a colleague of the responsible officer);

- Name and contact information for the technical counterpart.
14. Support

In all cases, the WHO responsible officer should be the person to contact first.

The responsible officer will be able to provide advice on any technical issue regarding the implementation of the workplan and relationship with WHO. In addition, the responsible officer can direct any questions about legal issues (such as a request for authorization for the use of the WHO logo) or technical difficulties with eCC forms to the relevant WHO focal points.

Please visit: http://www.who.int/collaboratingcentres/information/en/ for general information, including:

- The most updated version of this guide
- The Quick Reference Guide for WHO CCs
- A comprehensive list of frequently asked question by WHO CCs about the global electronic processing system (eCC) for applications
- The Regulations for Study and Scientific Groups, Collaborating Institutions and Other Mechanisms of Collaboration
- Rules for the Use of WHO's name, emblem and flag
- Rules for the Interaction of WHO CCs with industry and private sector in general

The WHO responsible officer is available to support WHO CCs with guidance and advice, or to direct any questions to the appropriate focal point.
15. Glossary

eCC is an online, “paperless” global electronic processing system developed to process designations, redesignations of WHO CCs. It saves time, reduces duplication and allows documents to be submitted directly to the right person, and eliminates printing, faxing and mailing forms and memoranda.

Global Steering Committee (GSC) is the WHO body which reviews all proposals for designation of new WHO CCs originated from either a region or WHO Headquarters; and serves as a forum to discuss issues regarding WHO's policy on collaborating centres. The committee is comprised of an appointed representative from each WHO region and designated technical managers.

Head (or Director) of the WHO CC is the staff of the designated institution who acts as main focal point for the collaboration with WHO, in particular for communicating with the WHO responsible officer and for overseeing the implementation of the workplan. The head of the WHO CC can or cannot be the head of the designated institution (e.g. it can be the head of the relevant unit or department, or a leading scientists within the designated unit or department). In this guide, prior to a (re)designation being approved, this staff is referred to as the proposed head of the WHO CC.

Office-Specific Expected Results (OSER) are the measurable accomplishment that a WHO department or division in regional office or headquarters is held accountable for achieving through the realization of a series of products and services. Office-specific expected result are logically linked to Organization-wide expected results.

Organization-Wide Expected Results (OWER) are what the WHO Secretariat, as a whole, is committed to achieve, as stated in the Medium-term strategic plan and related programme budgets. It is a desired outcome of the work of the Secretariat, in terms of change or achievement, over a medium-term period.

Proposed institution refers to the unit, division or department of a formally recognized institution (e.g. university, established research institute, hospital, academy or Ministry) which is proposed by a responsible officer as a WHO collaborating centre. After the (re)designation is approved, the proposed institution becomes the designated institution.

Regional Director (RD) is the head of a WHO regional office.

Responsible officer is the WHO staff member (in either WHO headquarters or any of the six regional offices) who initiates the (re)designation and acts as the main focal point for coordinating the work with the WHO CC and overseeing the implementation of the workplan. In all cases, this is the first person WHO CC should contact.
Technical counterpart is a WHO staff member working in the same technical subject area as the responsible officer but in a different geographical location (headquarters or regions). Each time an institution is proposed for designation or redesignation, technical counterparts are called upon to provide comments or recommendations on the proposals.
Appendix A

This form is not to be sent to WHO. Rather, it is to be used a reference as mentioned in section 6 of this Guide.

DECLARATION OF INTERESTS FOR WHO EXPERTS

WHO’s work on global health issues requires the assistance of external experts who may have interests related to their expertise. To ensure the highest integrity and public confidence in its activities, WHO requires that experts serving in an advisory role disclose any circumstances that could give rise to a potential conflict of interest related to the subject of the activity in which they will be involved.

All experts serving in an advisory role must disclose any circumstances that could represent a potential conflict of interest (i.e., any interest that may affect, or may reasonably be perceived to affect, the expert’s objectivity and independence). You must disclose on this Declaration of Interest (DOI) form any financial, professional or other interest relevant to the subject of the work or meeting in which you have been asked to participate in or contribute towards and any interest that could be affected by the outcome of the meeting or work. You must also declare relevant interests of your immediate family members (see definition below) and, if you are aware of it, relevant interests of other parties with whom you have substantial common interests and which may be perceived as unduly influencing your judgement (e.g. employer, close professional associates, administrative unit or department).

Please complete this form and submit it to WHO Secretariat if possible at least 4 weeks but no later than 2 weeks before the meeting or work. You must also promptly inform the Secretariat if there is any change in this information prior to, or during the course of, the meeting or work. All experts must complete this form before participation in a WHO activity can be confirmed.

Answering “Yes” to a question on this form does not automatically disqualify you or limit your participation in a WHO activity. Your answers will be reviewed by the Secretariat to determine whether you have a conflict of interest relevant to the subject at hand. One of the outcomes listed in the next paragraph can occur depending on the circumstances (e.g., nature and magnitude of the interest, timeframe and duration of the interest).

The Secretariat may conclude that no potential conflict exists or that the interest is irrelevant or insignificant. If, however, a declared interest is determined to be potentially or clearly significant, one or more of the following three measures for managing the conflict of interest may be applied. The Secretariat (i) limits full participation, with public disclosure of your interest; (ii) mandates partial exclusion (i.e., you will be excluded from that portion of the meeting or work related to the declared interest and from the corresponding decision making process); or (iii) mandates total exclusion (i.e., you will not be able to participate in any part of the meeting or work).

All potentially significant interests will be disclosed to the other participants at the start of the activity and you will be asked if there have been any changes. A summary of all declarations and actions taken to manage any declared interests will be published in resulting reports and work products. Furthermore, if the objectivity of the work or meeting in which you are involved is subsequently questioned, the contents of your DOI form may be made available by the Secretariat to persons outside WHO if the Director-General considers such disclosure to be in the best interest of the Organization, after consulting with you. Completing this DOI form means that you agree to these conditions.

If you are unable or unwilling to disclose the details of an interest that may pose a real or perceived conflict, you must disclose that a conflict of interest may exist and the Secretariat may decide that you be totally recused from the meeting or work concerned, after consulting with you.

Name:
Institution:
Email:

Date and title of meeting or work, including description of subject matter to be considered (If a number of substances or processes are to be evaluated, a list should be attached by the organizer of the activity):

Please answer each of the questions below. If the answer to any of the questions is “yes”, briefly describe the circumstances on the last page of the form.

The term “you” refers to yourself and your immediate family members (i.e., spouse or partner with whom you have a similar close personal relationship) and your children. “Commercial entity” includes any commercial business, an industry association, research institution or other enterprise whose funding is significantly derived from commercial sources with an interest related to the subject of the meeting or work. “Organization” includes a governmental, international or non-profit organization. “Meeting” includes a series or cycle of meetings.
EMPLOYMENT AND CONSULTING
Within the past 4 years, have you received remuneration from a commercial entity or other organization with an interest related to the subject of the meeting or work?

1a Employment
Yes □ No □

1b Consulting, including service as a technical or other advisor
Yes □ No □

RESEARCH SUPPORT
Within the past 4 years, have you or has your research unit received support from a commercial entity or other organization with an interest related to the subject of the meeting or work?

2a Research support, including grants, collaborations, sponsorships, and other funding
Yes □ No □

2b Non-monetary support valued at more than US $1000 overall (include equipment, facilities, research assistants, paid travel to meetings, etc.)
Yes □ No □

Support (including honoraria) for being on a speakers bureau, giving speeches or training for a commercial entity or other organization with an interest related to the subject of the meeting or work?

INVESTMENT INTERESTS
Do you have current investments (valued at more than US $10 000 overall) in a commercial entity with an interest related to the subject of the meeting or work? Please also include indirect investments such as a trust or holding company. You may exclude mutual funds, pension funds or similar investments that are broadly diversified and on which you exercise no control.

3a Stocks, bonds, stock options, other securities (e.g., short sales)
Yes □ No □

3b Commercial business interests (e.g., proprietorships, partnerships, joint ventures, board memberships, controlling interest in a company)
Yes □ No □

INTELLECTUAL PROPERTY
Do you have any intellectual property rights that might be enhanced or diminished by the outcome of the meeting or work?

4a Patents, trademarks, or copyrights (including pending applications)
Yes □ No □

4b Proprietary know-how in a substance, technology or process
Yes □ No □

PUBLIC STATEMENTS AND POSITIONS (during the past 3 years)

5a As part of a regulatory, legislative or judicial process, have you provided an expert opinion or testimony, related to the subject of the meeting or work, for a commercial entity or other organization?
Yes □ No □

5b Have you held an office or other position, paid or unpaid, where you represented interests or defended a position related to the subject of the meeting or work?
Yes □ No □

ADDITIONAL INFORMATION

6a If not already disclosed above, have you worked for the competitor of a product that is the subject of the meeting or work, or will your participation in the meeting or work enable you to obtain access to a competitor's confidential proprietary information, or create for you a personal, professional, financial or business competitive advantage?
Yes □ No □

6b To your knowledge, would the outcome of the meeting or work benefit or adversely affect interests of others with whom you have substantial common personal, professional, financial or business interests (such as your adult children or siblings, close professional colleagues, administrative unit or department)?
Yes □ No □

6c Excluding WHO, has any person or entity paid or contributed towards your travel costs in connection with this WHO meeting or work?
Yes □ No □
6d. Have you received any payments (other than for travel costs) or honoraria for speaking publicly on the subject of this WHO meeting or work?  
Yes  
No 

6e. Is there any other aspect of your background or present circumstances not addressed above that might be perceived as affecting your objectivity or independence?  
Yes  
No 

7. TOBACCO OR TOBACCO PRODUCTS (answer without regard to relevance to the subject of the meeting or work)  
Within the past 4 years, have you had employment or received research support or other funding from, or had any other professional relationship with, an entity directly involved in the production, manufacture, distribution or sale of tobacco or tobacco products or representing the interests of any such entity?  
Yes  
No 

EXPLANATION OF "YES" RESPONSES: If the answer to any of the above questions is "yes", check above and briefly describe the circumstances on this page. If you do not describe the nature of an interest or if you do not provide the amount or value involved where relevant, the conflict will be assumed to be significant.

<table>
<thead>
<tr>
<th>Nos. 1 - 4:</th>
<th>Name of company, organization, or institution</th>
<th>Belongs to you, a family member, employer, research unit or other?</th>
<th>Amount of income or value of interest (if not disclosed, is assumed to be significant)</th>
<th>Current interest (or year ceased)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of interest, question number and category (e.g., Intellectual Property, copyrights) and basic descriptive details.</td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nos. 5-6:</th>
<th>Describe the subject, specific circumstances, parties involved, time frame and other relevant details</th>
</tr>
</thead>
</table>

CONSENT TO DISCLOSURE: By completing and signing this form, you consent to the disclosure of any relevant conflicts to other meeting participants and in the resulting report or work product.

DECLARATION: I hereby declare on my honour that the disclosed information is true and complete to the best of my knowledge.

Should there be any change to the above information, I will promptly notify the responsible staff of WHO and complete a new declaration of interest form that describes the changes. This includes any change that occurs before or during the meeting or work itself and through the period up to the publication of the final results or completion of the activity concerned.

Date: __________________ Signature: __________________________

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