



This quick reference is intended only for existing, official WHO Collaborating Centres (CCs). Institutions selected for designation as a CC represent a highly valued mechanism of cooperation in support of WHO's planned strategic objectives at the regional and global levels. They enhance the scientific validity of its global health work and are instrumental for developing and strengthening institutional capacity in countries and regions.

The designation as a WHO CC is a time-limited contract between an institution and WHO.

Responsibilities of the CC

WHO CCs are responsible for:

- (a) Implementing the agreed plan of work in a timely manner and to the highest possible standards of quality;
- (b) Notifying the WHO responsible officer of any issue that can delay or compromise implementation of the work plan;
- (c) Abiding by WHO regulations and policies on ethical reviews and clinical trials, when relevant, for the agreed work plans;
- (d) Following the conditions for the use of the WHO name and logo;
- (e) Submitting progress reports via the WHO automated electronic system for CCs (eCC) when requested, on the anniversary of the designation date;
- (f) Discussing with the responsible officer the possibility of a redesignation, by six months prior to the end of the designation.

The WHO CC Global Database

To search the official list of all WHO CCs worldwide, visit the global database at:

<http://www.who.int/whocc/>

It is essential to periodically check the global database to be sure the contact information for your centre is current. Otherwise, this could potentially result in an automatic expiration of the designation. You will receive automatically generated emails sent to the address listed for your centre. They provide you with online access for completing and submitting progress reports and potentially a redesignation form. Therefore, ***it is your responsibility to verify that your email address is correct and report any changes to your responsible officer immediately.***

Annual progress reports

As noted in point (e) above, each year, the CCs have to submit a short annual report, summarizing the progress the centre has made on implementing the agreed activities. On the date of the anniversary of the designation, an automatic message from "whocc@who.int" is sent to the CC.

✓ **Tip:** This date is listed in the global database and on the letter announcing your official designation.

The email message provides you with a temporary username, password and Web link to access the report form.

✓ **Tip:** some browsers may break the Web link making it unusable. If that happens, please eliminate any breaks or spaces in the link. For more help, please visit the frequently asked question (FAQ) n° 1, referred to in the last section of this guide.

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 (ex. 7/2007 to 7/2008). ***The progress report forms can only be completed in one session and cannot be saved until submitted.***

✓ **Tip:** If you have many activities to report or need to consult with colleagues beforehand, it is recommended to work in Word first. Then, you may copy and paste the prepared text into the form online.

The report form has three questions:

1. Briefly explain the following for each main activity agreed with your responsible officer prior to designation: (a) how the activity was implemented; (b) the outcome and impact (c) if available, the results of the evaluation (e.g. evaluation of a course by the participants) and, (d) explain difficulties (if any). Do not provide detailed technical results in this form. Instead, report them separately, directly to the WHO Department you work with. The title and description of the activities cannot be edited, so if any of the activities are no longer relevant, please say so in the box underneath the specified activity.

✓ **Tip:** If there are any new activities that you would like to report on, please do so in the second question of the report.

2. Briefly describe visits by WHO staff (from Geneva or the regional office) to your centre, and/or vice versa, WHO financial support to the centre through contractual or technical services agreement, and any other agreed collaborative activities.

3. Briefly describe the nature and outcome of any collaboration with other CCs.

✓ **Tip:** Save a copy of the report for your centre, before submitting the form. Just click the "print preview" button at the top right corner of the form. This generates a PDF file that you can save or print.

Once the form is ready, please send it to WHO by clicking on the SUBMIT button at the lower right corner of the page. You will receive a confirmation email from the WHO CC Team. At that time, your username and password will become invalid.

When a centre delays in sending a report, the previously requested report must still be submitted. Also, if your centre is proposed for a future redesignation, you are still required to submit the final annual report of the last twelve months of the current designation. It is due on the expiry date of the current period of designation.

Redesignation

After an evaluation of the previous technical cooperation, if warranted by WHO programme requirements, **only the WHO responsible officer may initiate a redesignation.** It may be for four or less years.

The process should begin six months prior to the expiry of the current designation. The responsible officer cannot do so unless you have submitted all of the annual progress reports due until that date. When your institution is invited to apply for a redesignation, you will receive an email providing you a new temporary username and password and a link to access the redesignation form.

The redesignation form has three parts:

1. **Basic information** about your institution to update WHO of any changes since the original designation. This includes: new director, address, phone number, organigram, etc. ***A designation cannot be transferred to another department or institution.*** Therefore, only certain fields in the form may be revised.

NOTE: ***Part 2 and 3 of the form require a thorough discussion with the responsible officer.***

2. **Terms of reference** are broad objectives, providing a general overview of the proposed area of future collaboration.

✓ **Tip:** The terms of reference for the previous period of designation are automatically visible and you may change them upon consultation and agreement with your responsible officer.

3. **Plan of work:** This is a detailed list of concrete activities and products that the proposed institution will implement, if redesignated as a WHO CC. They contribute to the achievement of WHO's objectives and expected results. The activities should be linked to a WHO Organization-wide Strategic Objective, have identified funding to allow their

implementation, a set deadline for their delivery, and a concrete tangible outcome.

✓ **Tip:** This form may be completed in several sessions clicking the "save" button each time. **Before** submitting the form, at any time, you can click "Print preview" at the top right corner of the form. This will create a pdf file to print and save as a hard copy. Once the form is ready, go to the last part, **validation and submission**, and click the SUBMIT button.

When the form is successfully submitted, you will receive a confirmation email from the WHO Team. However, the form may be returned to you with comments and requested revisions to the work plan.

WHO name and logo

Using the WHO name and logo by CCs is subject to strict conditions, which you can find in the Web site mentioned below.

Support and Resources

For the most updated information, a comprehensive guide, list of helpful FAQ from CCs, and policy on use of the WHO name, logo and flag, please visit:

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

For any questions, first contact the WHO officer responsible for your centre (listed in the global database).

© World Health Organization, 2009. All rights reserved.