WHO Expert Advisory Panel New Membership
(Initiated by HQ)

1. After RD’s approval, SOP submits memo* with complete documents to ADG/Cluster
   * through : Director (if TU=SOP)
   ** through : Director (if TU=SOP)
   ** cc : RPC

2. After ADG’s approval, (ONLY IF 2 nationalities, or nationality and residence are different, RPC consults the Legal Department)

3. RPC prepares and sends Consultation letter* to the Gov’t (IF OLA is not English/French, send copy to TRANS for translation)
   *clearance: RPC, SOP, Director, ADG/Cluster, ADG (IER), GBS, DGO
   ** bcc : RO, RPC, SOP

4. RPC enters membership in Expert Advisory Panel database
   (available on the Intranet: HQ & ROs)
   http://intranet.who/whoeadp/

5. After Gov’t’s agreement OR 8 weeks later, RPC prepares and sends Invitation letter* to the Expert
   *clearance : RPC, SOP, Director, ADG/Cluster, ADG (IER), DGO
   ** bcc : RO, RPC, SOP

6. Expert accepts and sends Acceptance letter

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ADG : Assistant Director-General
DGO : Office of the Director-General
Form D: Personal information form
GBS : Office of Governing Bodies
Gov’t : Government
HQ : WHO Geneva Headquarters
IER : Information, Evidence and Research
RD : Regional Director
RO : Regional Office
RPC : Research Policy & Cooperation
SOP : Secretary of the Panel (HQ)
TU : Technical Unit

Department of Research Policy & Cooperation (RPC/HQ)
28 January 2009 http://www.who.int/rpc

Fig. 1 WHOEAP - New Membership -HQ
FOR INTERNAL USE ONLY

http://intranet.who.int/homes/rpc/expert/