

WORLD METEOROLOGICAL ORGANIZATION

NOTE ON THE PREPARATION OF REQUESTS FOR FELLOWSHIPS UNDER THE WMO TECHNICAL COOPERATION PROGRAMME

1. Check list of provisions and measures

1.1 In view of the available limited resources and the continuing increase in fellowship costs, the WMO Executive Council drew the attention of Member countries requesting VCP fellowships to the following measures which are necessary to meet the training requirements in an effective way:

- (a) To identify their priority requirements and clearly define the purposes of the training requested for fellows. The necessary documentation should be provided to the Secretariat well in advance of the proposed training period to provide adequate time for the processing and formulation of study programmes;
- (b) To designate candidates who are adequately qualified for the proposed training and who are expected to continue in their respective national Services in a suitable post upon completion of the training;
- (c) To ensure that on return, trainees have opportunities to transfer the acquired knowledge to staff colleagues, thus multiplying the benefit of the training received;
- (d) To take into account the possibility of meeting their training requirements locally or within the Region, bearing in mind the cost factor and language requirements before requesting implementation of fellowships outside their Region. Maximum use should be made of training facilities, available within the Region, in particular of the Regional Meteorological Training Centres (RMTCs);
- (e) To consider accessing increased financial support through VCP, Trust Funds, bilateral schemes and/or TCDC;
- (f) To take steps to have increased allocations for fellowship training in their UNDP projects, taking into consideration that the limited resources available are insufficient to finance the increased number of fellowship requests from VCP or the WMO regular budget;
- (g) Where there are no UNDP-assisted projects in meteorology and hydrology, to make every effort to develop such projects in order to cater for the training requirements. Advantage may be taken of group training activities under umbrella or sub-regional UNDP projects;
- (h) Fellowship candidatures not implemented within two years for short-term fellowships and three years for long-term fellowships after the date of receipt of the application in the Secretariat should be considered as having lapsed until re-submitted by the requesting countries. Pending fellowship cases, to which no replies to repeated Secretariat requests for additional documentation/information have been received from requesting countries, should similarly be considered as lapsed. However, this should not preclude the possibility of the candidature being submitted again at a later date.

2. Documentation

2.1 When governmental approval has been obtained for the designation of a particular candidate for a WMO fellowship under any of the WMO technical cooperation programmes, the following documents, duly completed, are required by WMO in order to arrange for the requested training:

- (a) WMO fellowship nomination forms, in triplicate, duly completed and signed by all concerned;
- (b) WMO medical certificate and a chest X-ray;
- (c) An appropriate language proficiency certificate (some host countries have particular arrangements for language testing, the cost of which has to be borne by the requesting country);
- (d) Certified copies of academic records, giving subjects studied and grades obtained;
- (e) If the candidate is to be considered under the WMO Voluntary Cooperation Programme (VCP), a request for such a fellowship on the prescribed VCP form is also required. The VCP form should be accompanied by the WMO fellowship nomination form which should be completed in detail;
- (f) If a candidature is re-submitted after a time lapse of three years it is to be accompanied by revised copies of the above documents, where applicable.

2.2 The required *WMO fellowship nomination forms* and *the VCP forms* can be obtained either from the WMO Secretariat or from the offices of the Resident Representative of the UNDP in the countries concerned. A VCP form (request for a fellowship under the WMO Voluntary Cooperation Programme) is attached, which can be downloaded from the VCP Home Page.

2.3 For WMO to take the required action, it is imperative that the completed and returned WMO fellowship nomination form provides as much relevant and specific information as possible, all sections of the form should be completed with regard to the requested information. If the information and supporting documents are incomplete, considerable time will be lost in having to request again and obtain the required information. It is therefore necessary that all information be provided right from the start to avoid delays in implementation.

- Attachments:
- VCP Request form for a fellowship
 - Basic conditions governing the award of a fellowship under the Voluntary Cooperation Programme (VCP) or the Regular Budget of WMO

WORLD METEOROLOGICAL ORGANIZATION

Project No.:
(To be completed by WMO)

Request for a Fellowship under the WMO Voluntary Cooperation Programme (VCP)

1. Recipient Member:
2. Name of candidate:
3. Field(s) of study requested:
4. Proposed duration of training:
5. Priority attached to this request:
6. Purpose and objective to be achieved by the implementation of this request

7. Benefits accruing to recipient Member from the implementation of this request and cost-effectiveness of requested fellowship

8. If your candidate is requesting a long-term fellowship, please confirm that he has the mandatory basic degree in science.

9. Basic conditions governing the award of VCP Fellowships:

The undersigned has taken note of the basic conditions printed overleaf and accepts the undertaking of the Recipient Member.

Signed.....

Title.....

Authorized to sign on behalf of the Government of

Place and Date

Important Note: This request must be accompanied by the following documents, duly completed by all concerned:

- 1) WMO nomination forms in triplicate
- 2) WMO medical certificate and a chest X-ray
- 3) An appropriate language certificate
- 4) Certified copies of academic records, giving subjects studied and grades obtained (for academic studies only)
- 5) The "Application form for studies in the Russian Federation" for candidates requesting studies and/or training in the Russian Federation

NO ACTION WILL BE TAKEN ON THIS FELLOWSHIP REQUEST UNTIL THE ABOVE-MENTIONED DOCUMENTS HAVE BEEN RECEIVED

**BASIC CONDITIONS GOVERNING THE AWARD OF A FELLOWSHIP UNDER
THE VOLUNTARY COOPERATION PROGRAMME (VCP) OR THE
REGULAR BUDGET (RB) OF WMO**

I. THE RECIPIENT MEMBER SHALL:

1. Submit a training request to WMO, indicating specific requirement.
2. Select a qualified candidate and submit his candidature to WMO on the prescribed WMO Fellowship nomination form; together with the Fellowship medical certificate form and a chest X-ray; as well as an appropriate language certificate, and transcripts of academic records, indicating subjects studied and grades obtained (for academic studies only).
3. Ensure that the Fellow attends an appropriate course (intensive or refresher) in the language of the host country in preparation for the compulsory language test he will have to take in the home country so that his knowledge of the foreign language can be assessed (i.e. British Council or TOEFL (test of English as a Foreign Language) for English; Alliance Française test for French).
4. Assist the Fellow in obtaining a passport and visa(s) as required, and pay the fees for the passport, visa(s), medical examination (including x-ray), language test, etc., as well as for any local travel to be undertaken in the home country in connection with departure formalities.
5. Obtain from the Fellow a commitment that he will serve in the Meteorological or Hydrological Service as appropriate for at least five years after his return from the Fellowship, and thereafter, maintain the Fellow as a Government official at an appropriate level and pay him the appropriate salary for the duration of his Fellowship.
6. Guarantee that an appropriate post will be available for the Fellow on his return after satisfactory completion of the Fellowship.
7. Provide the travel to and from the host country if this is not included in the Fellowship offer.
8. Forward to WMO, with a copy to the donor Member, as soon as possible after the return of the Fellow to his home country, and annually for five years (two years in the case of non-academic training), a report on the benefits derived from the Fellowship and the manner in which the knowledge and training acquired by the Fellow is being used in the Service.

II. THE WORLD METEOROLOGICAL ORGANIZATION SHALL:

1. Submit the fellowship request for approval to the appropriate authority and circulate it to Departments of the Organization as required by VCP Procedures.
2. Evaluate the qualifications of the candidate before submitting it to the donor Member(s), or to the host country in case of Regular Budget and VCP Trust Fund Fellowships.
3. Obtain medical clearance of the candidate prior to the commencement of the Fellowship and thereafter ensure that the Fellow has accident and health insurance coverage during the fellowship (in the case of WMO/RB Fellows only).
4. Issue the Letter of Award of the WMO/VCP or WMO/RB Fellowship as appropriate.
5. Keep the recipient Member informed of progress made by the Fellow in his academic studies.
6. Accept financial responsibility for Fellowships, if provided under VCP Trust Funds, or the Regular Budget only.

III. THE DONOR MEMBER SHALL:

1. Notify the recipient Member and WMO of the offer of the requested Fellowship.
2. Arrange placement of the candidate at a suitable university or training institution for the requested studies.
3. Issue the necessary entry visa authorization, if required.
4. Provide his travel from an international airport in his home to the host country and return, and any local travel within the host country as required by the programme.
5. Pay tuition, examination and related fees.
6. Pay the Fellow stipend and allowance(s), as appropriate, from his date of arrival in and departure from the host country.
7. Inform the recipient Member by letter (with a copy to WMO) or through WMO of the programme arrangements made for the fellow, the stipend and allowance(s) payable to him as well as of the travel arrangements made on his behalf, shortly before the commencement of the Fellowship.
8. Arrange for accident and health insurance coverage during the Fellowship.
9. On the completion of short-term training, obtain from the University or training institution a statement of the Fellow's performance which should be sent to WMO; and in the case of long-term training, a progress report at the end of each academic year which should also cover his(her) aptitude and overall attitude to work.
10. Have the right to terminate the Fellowship at any time if the university or institution reports adversely on the Fellow's progress or aptitude, informing WMO before termination of the circumstances of the case.
11. Notify WMO of the final date of the VCP Fellowship, as soon as this is known.

IV LIABILITY

The World Meteorological Organization and the donor member will not be responsible for claims for damage to or loss of property, injury to or death of persons caused by any act or omission of the Fellow during his tenure of the Fellowship.

V. ACCEPTANCE OF THE ABOVE BASIC CONDITIONS

1. Acceptance of the above conditions governing the award of Fellowships under the Voluntary Cooperation Programme (which also apply, mutatis mutandis, to those awarded under the Regular Budget of WMO) is implied in the Fellowship request by the recipient Member, its approval by WMO and the offer made by the donor Member in response to the request for assistance.
 2. If any of the above conditions are not acceptable to either the recipient or donor Member, that Member shall immediately notify WMO and the other Member concerned.
-