



directing council

PAN AMERICAN
SANITARY
ORGANIZATION

VIII Meeting

regional committee

WORLD
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ORGANIZATION

VII Meeting



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Topic 17: FELLOWSHIP STIPENDS

The Executive Committee, at its 25th Meeting, after careful study of the topic "Fellowship Stipends" (Document CE25/7 attached hereto), approved the following resolution (Resolution VII):

"THE EXECUTIVE COMMITTEE,

"Having examined carefully the report on fellowship stipends presented by the Director of the Pan American Sanitary Bureau (Document CE25/7 and annexes),

"RESOLVES:

"1. To take note of the report on fellowship stipends and the annexes thereto.

"2. To recommend that the Director transmit to the governments the suggestions made during the discussion of this topic, with regard to the text of the 'Fellowship Program of the Pan American Sanitary Bureau', annexed to Document CE25/7.

"3. To transmit to the VIII Meeting of the Directing Council Document CE25/7 and annexes, together with an analysis of the comments received from the governments."

Accordingly, the Director of the Bureau, on 6 July 1955, transmitted to the Member Governments the opinions expressed during the Executive Committee meeting, together with a request for further comments on the Fellowship Program.

Up to the time of preparation of the present document, replies had been received from twelve governments. The suggestions received agree, in general, with the observations made during the 25th Meeting of the Executive Committee. They refer especially to the following points:

- (a) The amount of the stipend and the advisability of increasing it;
- (b) The possibility of establishing different classifications of

fellowship students, according to the candidate's qualifications;

(c) The need for granting a period of orientation to fellows who are to study in a country where the language spoken is not their mother tongue;

(d) The possibility of establishing stipends in proportion to the cost of living in the various countries of study, as well as making the allowances paid comparable to those received by employees of the sponsoring agencies.

(e) The reduction of the stipend in cases where the fellow receives a subsidy from the government or from an institution in the country of study;

(f) The need for establishing, in all the countries, Committees for Selection of Fellowship Candidates.

(g) The possibility of making the duration of fellowships more flexible, granting them for periods of more than one year or less than three months, when circumstances so warrant;

(h) The difficulty sometimes encountered in meeting the time limits fixed for submission of fellowship applications.

The study of these suggestions has shown that some of them have already been incorporated in the Organization's Fellowship Program and that the remainder could not be included, owing to the need for maintaining uniform procedures in the various international organizations, governmental and nongovernmental, that grant fellowships, a point that was brought out during the 23rd and the 25th Executive Committee Meetings. With respect to this point, the Technical Working Group on Fellowships, composed of representatives of the United Nations and the Specialized Agencies and charged with studying problems common to all fellowship programs, has been fairly successful in coordinating certain aspects of the various fellowships programs, thereby avoiding confusion and also the tendency on the part of candidates to seek more financially advantageous fellowships. The Group's studies on improving existing provisions governing the amount of stipends and the duration of travel and residence periods are well advanced. For example, the Group recently recommended: (1) an extension of the period during which the fellow may be considered on travel status, from 14 to 30 days; and (2) payment in all cases of the stipend corresponding to travel status for the particular place of study or observation during the first 30 days the fellow is in a new location. As soon as these modifications are approved, the necessary steps will be taken to put them into effect. It should be recalled, moreover, that in the Americas the PASB and the WHO act jointly and it is essential to apply similar provisions for fellowships granted by the two organizations.

Mention should be made also of a fact that in recent years has caused certain difficulties which easily could be avoided, to the benefit of the fellowship program and, especially, to that of the fellow himself and his

country. Fellowships are awarded at the request of the Member Governments, whose Public Health Minister or Director, in endorsing the application, certifies to the following:

"The absence of the candidate during his studies abroad would not have any adverse effect on his status, seniority, salary, pension, and similar rights."

However, for various reasons, some governments do not always comply with this commitment and the fellowship recipient must maintain himself and his family on the fellowship stipend he receives.

Article 40 of the Fellowship Program states: "A stipend is not a salary or an honorarium; it is an allowance for room, board, and incidentals paid to a fellow while on official assignment for study abroad. It is not supposed to cover the fellow's routine expenses at home for self or family and should therefore not be considered as a substitute for any salary paid to a fellow at home." It would therefore seem desirable to obtain uniform compliance with the above-mentioned commitment on the part of the governments.

Taking the foregoing into account, the Directing Council may wish to consider the following proposed resolution:

Proposed Resolution

THE DIRECTING COUNCIL,

Having examined Document CD8/15 on fellowship stipends, presented by the Director of the Pan American Sanitary Bureau,

RESOLVES:

1. To take note of the aforesaid document.
2. To recommend to the Director that, in the light of the suggestions made, the study on the amount of stipends be continued so as to ensure the best possible results, in keeping with the objectives and financing of the fellowship program, and that, when appropriate, he report to the Directing Council on this matter.
3. To recommend to the Member Governments the advisability of providing for the retention, by officers in their employ who are studying under fellowships, of the salaries and privileges pertaining to the positions they occupy.



*executive committee of
the directing council*

PAN AMERICAN
SANITARY
ORGANIZATION

*working party of
the regional committee*

WORLD
HEALTH
ORGANIZATION



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Topic 11: FELLOWSHIP STIPENDS

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REPORT ON FELLOWSHIP STIPENDS

At the 22nd Meeting of the Executive Committee, the Representative of Argentina presented a paper (CE22/20) inquiring into the fellowships program of the Bureau, pointing out that candidates for fellowships are professionals established in their profession, having acquired personal financial responsibilities, who find it difficult to decide to apply for fellowships when confronted by the necessity of giving up their regular source of income. The Executive Committee after study of this paper resolved to instruct the Director to present to the Committee at its 23rd Meeting a report on stipends paid to fellows. This was done by Document CE23/6.

After discussion of this document at its 23rd Meeting, the Executive Committee adopted Resolution VI, recommending it for approval by the XIV Pan American Sanitary Conference. The Conference in turn approved the Executive Committee's action and under Resolution XXXIII adopted the Committee's recommendation as follows:

"1. To recommend to the Director:

- (a) That he continue studying the possibility of establishing classifications of fellowships, with different stipends, after consultation with the national and international organizations concerned; and
- (b) That if the conclusions reached in these studies so justify, they be included in draft general fellowship regulations, which will set forth also the basic conditions and requirements for awarding fellowships, such provisions to be sufficiently flexible to make them applicable within the Member Countries.

2. To instruct the Director to present these regulations to the 25th Meeting of the Executive Committee."

Further consultation with agencies awarding fellowships in the Americas has elicited no information regarding their current procedures beyond that already reported in Document CE23/6. This document pointed out that in the Americas joint operation of WHO and PASB fellowships makes it essential that similar procedures apply. Furthermore, with the growth of international collaboration in all educational fields and the participation by other Specialized Agencies of the United Nations in the Expanded Program for Technical Assistance, it has become increasingly apparent that all the Specialized Agencies need to have similar procedures. In view of the experiences of PASB in administration of fellowships at joint training centers in the Americas, the Bureau endorses this position strongly.

In order to study common problems and propose possible solutions, there is in existence a Technical Working Group on Fellowships, composed of representatives of the United Nations and various Specialized Agencies. At its last meeting there was unanimous reaffirmation of the concept that differences in stipend rates should be based only on whether the person is in "travel" or "residence" status. A fellow is considered to be in residence status when his study program requires him to remain at one place for fifteen days or more.

The Working Group emphasized, moreover, that the amount of the stipend should not depend on "higher" or "lower" qualifications of the candidates, and it was the consensus of the Agencies that they are not in favor of establishing a classification of fellowships on this basis. In this connection, it is of interest to note the following statement of the Working Group regarding stipends: "A stipend is not a salary or an honorarium; it is an allowance for room, board, and essential incidentals, such as laundry, local transportation, etc., paid to a fellow while on official assignment for study abroad. It should be adequate to provide a reasonable standard to cover the three components of the stipend rates. It is not supposed to cover the fellow's routine expenses at home for self or family and should therefore not be considered as a substitute for any salary or allowance paid to a fellow at home." Thus, since it is expected that the government will maintain the fellow's salary while he is on study leave, the person of higher qualifications and position will still have a higher total income.

Recommendations in the direction of improving the situation regarding stipend payments were agreed upon by The Working Group. Stipend rates would be established for each country of study and would be based on a realistic appraisal of living costs which fellows have to bear in that country in order to maintain a reasonable standard in an academic environment. The schedule of stipends would be subject to yearly review. In addition, changes would be made whenever the living costs rise so much as to create hardship for the fellow. Another recommendation was that in order to aid in meeting the extra costs which inevitably occur in establishing oneself at the first residence in a new country, the first monthly stipend would always be at the travel rate.

Pursuant to the instructions contained in Resolution XXI of the Executive Committee at its 22nd Meeting regarding general fellowship regulations, "To instruct the Director of the Pan American Sanitary Bureau to transmit to the public health authorities of the Member States of the Pan American Sanitary Organization the available information concerning the award of fellowships, in order that they may inform the Bureau of their opinions and criteria in this respect", the Director has the honor to inform the Executive Committee that the attached Annex dealing with the fellowships program of the Pan American Sanitary Bureau was transmitted to Member Governments on 31 March 1955. It represents the information now being presented to the fellows, and reflects, as well, the provisions of the WHO Manual of Procedures.

ANNEX

FELLOWSHIPS PROGRAM
OF THE
PAN AMERICAN SANITARY BUREAU

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PURPOSE OF THE PASB FELLOWSHIPS PROGRAM

1. The governing bodies of the PASO have repeatedly emphasized the importance of international collaboration in the training of health personnel. The fellowships program has been one of the most effective methods for fulfilling this aim and for promoting an interchange of international information. There is no doubt that it exerts an influence of inestimable value in strengthening and developing national health services, as well as in improving the level of teaching and training in the field of medicine and allied sciences. In order to realize these objectives, the fellowships program of the Pan American Sanitary Bureau offers opportunities and facilities, which may not exist in the candidate's home country, for study and training in the fields of health. Within the limitations of the organization resources, fellowships are awarded in accordance with the following professional or teaching activities:

Personnel now working, or who are going to work on governmental health projects or programs operating with the assistance of the PASB;

Professors of the schools of public health in their various specialties, as well as professors of schools of medicine, nursing, veterinary medicine, engineering, and others responsible for the teaching of preventive medicine and other subjects in the public health field;

Deans of medical faculties and directors of schools of medicine for further study in the basic organization of medical education and program planning;

Public health workers (physicians, dentists, sanitary engineers, nurses, veterinarians, health educators, statisticians, nutritionists, laboratory scientists, etc.), and administrators of hospitals which belong to government services;

Professors of basic sciences in the schools of medicine;

Professors of clinical medicine when training is needed to fill a basic deficiency in the educational program.

So that these fellowships may fulfill the end in view as well as be of real benefit not only to the fellow but to his country, it is essential that candidates give definite proof of their knowledge of the language of the country of study.

2. The Pan American Sanitary Bureau, in addition to its own fellowships program, awards and administers, in its character of Regional Office, fellowships of the World Health Organization, and also those of the United Nations Technical Assistance Program in the field of public health. All of these fellowships embrace, in the majority of cases, similar fields of study, and, frequently, fellows of the various organizations attend the same schools or visit similar services.

Because of the complexity of the procedures which govern the granting and administration of fellowships, and to maintain necessary uniformity and coordination, these regulations are similar to those in use by the WHO except for certain modifications made to suit local characteristics of this Region.

DEFINITION OF A FELLOWSHIP

3. A PASB fellowship means the acceptance by PASB of an individual, on the recommendation of his government, as a person who, given the opportunity to study abroad, will increasingly contribute towards furthering the objective of his government and of PASB. The award of a fellowship by PASB implies providing the fellow with the financial means required for advanced studies abroad and making the necessary arrangements with the most appropriate institutions.

TYPES AND DURATION OF FELLOWSHIPS

4. Fellowships administered by PASB are normally financed from either PASB funds, WHO regular funds, WHO Technical Assistance funds, or Technical Assistance funds of the OAS.

5. The facilities of PASB are at the disposal of governments for the administration of fellowships provided in whole or in part by them as part of their national health programs.

6. On the basis of agreements reached with WHO, facilities may be placed at the disposal of the United Nations, specialized agencies, of other inter-governmental organizations (e.g. UNICEF), and of non-governmental organizations, for the administration of fellowships in the field of health provided in whole or in part by them, and such facilities may be requested by PASB from other organizations.

7. Fellowships may be awarded for:

- (a) attendance at courses and similar group education activities organized or assisted by WHO or PASB;

- (b) attendance at other courses, especially those leading to a postgraduate certificate, degree or diploma;
- (c) observation of practices and techniques or carrying out research; and
- (d) exchanges between countries or persons occupying corresponding posts.

In exceptional circumstances, fellowships may also be granted for other purposes, e.g. in countries which lack facilities for undergraduate study in health subjects, fellowships may be awarded for training abroad in those subjects.

8. Under certain conditions, fellowships may also be granted to nationals of a country to attend courses of a genuine international or regional character held in their own country, which are organized as projects assisted by PASB or other agencies for the training of fellows from other countries. No fellowships are granted to nationals residing in the city where the course is held.

9. Normally, fellowships are not awarded for more than one year or less than six months. However, when justified, fellowships of less than six months duration may be granted.

10. The period for which a fellowship is granted includes the time required for study, international travel and travel in the country or countries of study. If, for any reason, a fellow finishes his studies earlier than expected, the fellowship is considered to have ended on the day he reaches, or could have reached, his country of origin by the quickest route. PASB liability for stipends and expenses ceases on the date of expiry of the fellowship.

11. The PASB may at any time cancel or terminate a fellowship if, for no valid reason, the recipient does not begin it on the date indicated in the Letter of Award, or if for any reason it is inadvisable for him to continue to hold a fellowship. Such reasons include ill-health, changes in the subject for which the fellowship was awarded, unsatisfactory work, etc.

12. Since a fellowship is granted for planned study over a determined period, extensions to that period can be granted only in exceptional circumstances. Extensions of more than 30 days can be considered only if recommended in writing by a senior staff member of the institution in which the fellow is studying and approved in writing by the fellow's national health administration after due consideration of the needs of other applicants for PASB fellowships.

ELIGIBILITY FOR FELLOWSHIPS

13. Fellowships are available to nationals of the Countries and Territories of the Western Hemisphere.

14. Normally, fellowships are granted only to persons:

- (a) who are, or will be, engaged in medical or health work in their national health organization (national health administration, health service of other governmental administrations, local authorities, research and educational institutions);
- (b) for whom the national health administration is prepared to certify that, in the case of a fellowship being granted, full use will be made of the fellow in the field covered by the fellowship;
- (c) who have not less than two years' experience in the subject they wish to study (except for undergraduate studies);
- (d) who have exhausted the opportunities available in their own countries for studying that subject;
- (e) who submit subjects for study which are directly connected with the country's own health programs;
- (f) who undertake in writing to continue in, or place their services at the disposal of, their national health administration for at least three years immediately following their fellowship (this condition does not apply in the case of short group training fellowships);
- (g) who are in good health and not over 55 years of age if the retiring age is 60 or above, not over 50 if the retiring age is below 60; and
- (h) who are able to speak, read and write a language which can be used for the proposed studies.

15. Preference will be given to applicants for training which is necessary for carrying out a governmental health project for which PASB is providing assistance.

16. If a country has no suitable candidates for a fellowship among its own nationals, consideration will be given to persons of other nationality employed in the national health organization. The mutual

obligations of such candidates and the requesting national health administrations are the same as in the case of regular fellowships (see sub-paras. 14 (b) and (f) above).

17. In the case of fellowships for undergraduate studies (see para. 7), the government concerned is asked to undertake that, if for any reason PASB cannot continue the fellowships in subsequent years, it will make financial provision for the students to complete their studies.

APPLICATIONS AND SELECTION OF FELLOWS

Regular fellowships

18. It is desirable that applications reach PASB during the first six months of the year prior to the year in which an academic course is to begin, because it will then be possible for the most suitable arrangements for study to be made and for fellows to be informed about them in good time.

19. Application must be made on the Fellowship Application (form WHO 52), which is provided by national health administrations. So that a study program suitable to the needs of the fellow can be prepared, it is essential that all the information asked for in the form be given, and especially that he show the relationship of his past experience and future work to the health conditions existing in his country when completing points 14 and 15 of the form. The applicant should submit the completed application, which includes a medical report, to the national health administration of his country. Where desirable, a second medical report may be requested shortly before the start of the fellowship period.

20. In those countries where Fellowship Selection Committees exist, the national health administrations should submit applications for fellowships for their consideration. These Committees should interview the candidates, study their professional qualifications, and recommend those best qualified to the respective authorities. In selecting candidates, the Committee should consider the applicant's educational qualifications, his experience in the subject to be studied, his age, his health, his personality and his language qualifications. The national health administration should forward the applications of the selected candidates to the appropriate Zone Representative of PASB.

National health administrations should make every effort to establish Selection Committees in those countries where they do not exist. These committees should be composed of representatives of the national health administration, of the national body concerned with

the education of medical and health personnel, the professional group corresponding to the field in which training is desired (for example, a representative of the Nursing Profession when the candidates are nurses), and, to serve in an advisory capacity without vote, a representative of the Pan American Sanitary Bureau.

21. When an application has been accepted by the PASB Director, he prepares a provisional study program suited to the needs of the fellow. The program, if essentially different from the proposal of the applicant or national health administration, is communicated to the candidate and the national health administration of his country for any observations before final action is taken.

Short group training fellowships

22. When invited by PASB to do so, national health administrations may nominate candidates for fellowships of about one month for group training programs organized or assisted by PASB. Provided that the first page of form WHO 52 is appropriately modified and the name of the group training course is given, pages 1 to 3 of this form may be used for that purpose (omitting "No. 11" on page 2 and completing only "Present position" of No. 12 on page 3). As a rule, candidates for short group training fellowships are not required to appear before a selection committee or undergo a medical examination.

Awards

23. When arrangements have been completed with the countries in which the fellow is scheduled to study, a Letter of Award giving details of the final arrangements is sent to the fellow, a copy being forwarded to his national health administration.

TRAVEL

Definitions

24. The expressions "travel in the country of origin", "international travel" and "travel in the country of study", which are used in the following paragraphs, are defined as follows:

- (a) travel in the country of origin is travel between a fellow's home and the point in his own country at which he embarks or disembarks from an international train, ship, aeroplane, etc.;

- (b) international travel comprises:
 - (i) travel from the point of embarkation in the fellow's own country (see (a) above) to the first country of study,
 - (ii) travel between places in the country of study which are on the international itinerary,
 - (iii) travel between countries of study, and
 - (iv) travel from the last country of study to the point of disembarkation in his own country (see (a) above);
- (c) travel in the country of study is travel from a place in that country, which is on the international itinerary to, from and between other towns in the same country which are not on the international itinerary.

Travel expenses

25. The PASB pays for:

- (a) international travel, to the extent that the government does not undertake to pay for it;
- (b) travel in the countries of study;
- (c) excess baggage for international travel and travel in countries of study only, up to the following limits:
 - (i) travel by surface route - 50 kg.;
 - (ii) travel by air - 50 kg. may be sent by surface route, and, if going by tourist class, the difference in weight between that carried free on standard and tourist class flights over the same route;
- (d) visas required for the approved itinerary which are not obtainable in the country of origin;
- (e) alien head tax.

26. The PASB is not responsible for:

- (a) expenses for travel in the country of origin;
- (b) cost of passport photographs and passports;

- (c) fees for visas obtainable in the country of origin;
- (d) expenses incurred because of avoidable delays in travel, or travel by routes other than those authorized;
- (e) taxi fares or tips; cost of transport of vehicles or insurance, repairs or customs duties;
- (f) packing, insurance, portorage of baggage, or customs duties (and does not accept responsibility for loss of, or damage to, a fellow's baggage); and
- (g) personal accident insurance.

Mode of transport

27. When there is a choice between travel by air, sea or rail the most economical means should be used unless there are special reasons for using other means. The following types of travel and accommodation are provided if available for the dates required:

- (a) by air: tourist class if available, otherwise standard class, on aeroplanes operated by recognized airlines. Sleeping accommodation is not authorized.
- (b) by rail:
 - (i) Europe, except the United Kingdom and Ireland - second class (with sleeper for night travel); for local travel, first class may be authorized when special reasons prevail;
 - (ii) United Kingdom and Ireland - third class; for night travel, first class with a berth in a double-berth compartment; on international trains, second class;
 - (iii) United States of America - for day travel, standard coach accommodation; for night travel, Pullman with sleeper (lower berth);
 - (iv) other countries: equivalent accommodation;
- (c) by sea: cabin class or equivalent accommodation;
- (d) by public road transport.

Travel arrangements

28. The Letter of Award indicates how the fellow is to obtain tickets for authorized travel. Fellows must not buy their own tickets unless they are asked to do so.

29. Travel to the places mentioned in the Letter of Award is automatically authorized. Additional travel in the country of study may be authorized by the person responsible for the fellow's program.

30. When a government pays for all or part of the international travel, it is expected to make all arrangements in consultation with the PASB Zone Office for the country of origin, and provide the ticket. In cases where a government pays only a part of the international travel expenses, PASB will pay for that part not paid for by the government.

31. When a government does not provide for any international travel, the PASB Zone Office for the region in which the fellow's home country is situated makes the arrangements and pays for the ticket.

Passports and visas

32. Fellows are required to obtain their own passports and visas. The PASB will, if requested, support applications for visas. To avoid difficulties, fellows must wherever possible obtain visas, including transit visas, for all countries to be visited, before leaving the country of origin, and ensure that passports and/or re-entry permits are valid for at least two months (six months in the case of the United States of America) longer than the expected duration of the fellowship.

Cancellation of reservations

33. The PASB does not accept any liability for expenses incurred through late cancellation of travel reservations. Fellows are therefore urged to acquaint themselves with the regulations regarding cancellations.

Hotel accommodation

34. Fellows are required to make their own arrangements for hotel accommodation. They are responsible for paying their own hotel bills, including cancellation fees, whether or not the cancellation is due to circumstances beyond their control.

35. Hotel accommodation may be reserved, on request, in the United Kingdom by the British Council, and in Washington, D. C., by the PASB.

Travel schedule

36. Fellows are required to conform to the dates given on the Letter of Award. If at any time a date cannot be met it is essential that the fellow should notify direct, if necessary by cable, the person, institution or office expecting him, as indicated by the Letter of Award, and also the PASB Zone Office for the region in which the delay has occurred.

37. As early as possible before travel to the first or any subsequent place of study, fellows are required to notify the Zone Office of the country of study of the date of departure and arrival. All changes of address during the period of the fellowship must also be similarly reported. When traveling to the United Kingdom of Great Britain and Northern Ireland or to Washington, D. C., the fellow should state whether or not hotel accommodation is to be reserved.

38. Should the address at the future place of study not be known when the travel arrangements are thus notified, notification, stating the new address, must be sent to the respective office immediately on arrival at each new place of study. Failure to comply with these instructions may result in stipend checks, letters, etc. not reaching the fellow.

Reimbursement of travel expenses

39. Reimbursement may be claimed on form WHO 51 for tickets which the fellow has been authorized to buy himself (see para. 28), and for other expenses mentioned under paragraph 25. Claims should normally be made to the PASB Zone Office for the region in which the fellow is at the time, or to the headquarters office. For tickets it must be stated by whom the authorization to buy the tickets was given.

STIPENDS

General

40. A stipend is not a salary or an honorarium; it is an allowance for room, board and incidentals paid to a fellow while on official assignment for study abroad. It is not supposed to cover the fellow's routine expenses at home for self or family and should therefore not be considered as a substitute for any salary paid to a fellow at home.

41. The PASB will not be responsible for the transfer of funds for a fellow from one country to another.

Rates

42. Stipend rates for regular fellowships are determined by the Director of PASB and may be adjusted at his discretion. Monthly stipend rates vary, according to the country of study. Information about the current rates for specific countries can be obtained from PASB Zone Offices. (For the currency in which stipends are paid see para. 49.)

43. Fellows are normally regarded as being in resident status when their program allows them to reside in the same place for 15 consecutive days or more. Otherwise they are regarded as being in travel status.

44. PASB stipend rates may be reduced if a fellow receives a subsidy in cash or in kind from another source (organization, institution, government, etc.), other than his salary (see para. 40), or receives free hospitalization which includes subsistence.

45. If the travel between the country of origin and the country of study or vice versa is made by ship, and the sea voyage exceeds seven days, the stipend commences upon arrival in the country of study and terminates upon departure therefrom. During travel time by ship exceeding seven days a special lump sum allowance of \$30 is paid in lieu of stipend.

46. If a fellow takes a holiday during his fellowship, his stipend is stopped for a period equivalent to the duration of the holiday. This does not apply to normal breaks in organized courses during public holidays not exceeding 10 days.

47. The stipend payable to holders of short fellowships for group training is decided upon for each course.

Payment

48. The first payment of stipend for regular fellowships and the entire stipend for short fellowships for group training will normally be paid by the PASB Zone Office for the region in which the fellow's home country is situated. Subsequent months' stipends for regular fellowships will be paid monthly in advance by the PASB office for the region in which the country of study is situated. As a rule, the book grant will be paid at the same time and by the same office as the stipend for the second month.

Currency of payment

49. Stipends and book grants (see para. 51) will be paid in the currency of the country of study. When the approved program of study requires the fellow to travel in several countries, stipend payments will be made in currencies as determined by the Bureau.

EXPENSES

Tuition fees

50. The PASB pays tuition fees for courses included in study program. Such fees should not be paid by the fellow himself, but bills should be sent to the office for the region in which the country of study is situated.

Book grant

51. A book grant (see para. 49) is paid with the second stipend to holders of regular and undergraduate fellowships. Normally no book grant is made to holders of short group training fellowships. In order that they may purchase the most suitable books, fellows should ask guidance from the national officials making the arrangements for their studies or the chiefs of the institutions where they are studying. Fellows should submit receipts for books bought to the office for the region in which the country of study is situated.

Medical expenses

52. The PASB does not undertake to pay to a fellow sickness or accident expenses (including dental and optical) or compensation for death or disability resulting from sickness or accident or any other cause. However, the PASB may assist with that part of such sickness or accident expenses incurred during the period for which the fellowship was awarded as cannot be paid from the stipend, provided certain conditions are met. Therefore, fellows should consult the office of the region in which the country of study is situated before, or in an emergency as soon as possible after, incurring such expenses.

Other expenses

53. Fellows are required to pay all other expenses, except those mentioned in para. 25, from their monthly stipend.

CONTACT WITH PASB DURING AND AFTER FELLOWSHIP

54. During the period of study close contact is arranged between the fellows and responsible officers in the PASB office for the region in which the country of study is situated, directly or through local officials. Advice and guidance in overcoming any technical or administrative problems can be sought at any time by correspondence. In addition, the staff of the Zone Office will establish personal contact where possible when visiting the country where the fellow is studying. Another method of maintaining contact is through the reporting system, which is described below. The reports are also used as a basis for assessing the value of the program to the fellow and the government, particularly in relation to post-fellowship employment.

Reports by fellows

55. At the end of each quarter fellows are required to submit to the office for the region in which the country of study is situated a short report, in triplicate, on form WHO 54 describing their activities during the period, listing the institutions visited and the principal teachers, and giving brief observations and impressions.

56. At the end of their fellowship, fellows are required to submit a final report, in triplicate, to the office for the region in which their home country is situated. This report must include a summary of the studies undertaken, with an analysis of the knowledge gained and assessment of its value, particularly in relation to the fellow's future work. Fellows should submit with this report any interesting photographic material connected with their fellowship work. The report may be submitted in English, French, Portuguese or Spanish. The PASB may publish extracts of the final report in the PASB "Boletín", after obtaining the permission of the fellow (and, where appropriate, of the government concerned), may publish the report in extenso.

57. After the end of their fellowship, fellows are required to submit, in triplicate, two follow-up reports on the opportunities they have had for applying the knowledge gained during their fellowship. The first report is due at the end of six months and the second at the end of two years after their return home. The PASB Zone Office for the region in which the fellow's home country is situated sends the required report forms as each report becomes due.

58. At the end of their period of study, holders of short fellowships for group training must submit a report, in triplicate, to the PASB Zone Office for the region in which their home country is situated.

Reports by governments

59. Reports by national health administrations on the utilization of fellows' services are requested on forms which are sent to the fellow's government two years after the completion of each fellowship. Such reports are not requested in respect of holders of short fellowships for group training.

PUBLICATIONS BY FELLOWS

60. Fellows are required to submit to the PASB, for possible publication in one of the Organization's periodicals, any papers on the work they have performed during the fellowship period. Papers which are not retained for publication by the PASB will be returned to the fellow. Such

papers, if published elsewhere, must state that the work was done during a PASB fellowship, and must indicate that the statements made and the opinions expressed are not necessarily those of the PASB; the author must not claim the authority of, or any direct connexion with, the Organization, nor claim to speak for his country unless so authorized.

PASB PUBLICATIONS

61. A list of Organization publications is provided to all fellows, in order that they may purchase such publications as they may be interested in. The list gives also the addresses of the book-sellers in the various countries from which publications may be obtained.

62. For a period of one year after the end of the fellowship fellows receive the PASB "Boletín" and the Chronicle of the World Health Organization free of charge.

*executive committee of
the directing council*

PAN AMERICAN
SANITARY
ORGANIZATION



*working party of
the regional committee*

WORLD
HEALTH
ORGANIZATION



23rd Meeting
Santiago, Chile
4-6 October 1954

CE23/6 (Eng.)
27 September 1954
ORIGINAL: ENGLISH

Topic 7: STIPENDS PAID TO RECIPIENTS OF FELLOWSHIPS FROM
THE PAN AMERICAN SANITARY BUREAU.

After consideration of Document CE22/20 presented by the Representative of Argentina and included as Topic 21 on the agenda of its 22nd Meeting, the Executive Committee adopted the following resolution:

"Resolution XIV

"THE EXECUTIVE COMMITTEE,

TAKING INTO ACCOUNT the situation described by the Representative of the Republic of Argentina with respect to the amounts paid under fellowship grants of the Pan American Sanitary Bureau (Document CE22/20).

RESOLVES:

To instruct the Director of the Pan American Sanitary Bureau to present to the Executive Committee, at its next meeting, a report on the stipends paid to recipients of fellowships from the Pan American Sanitary Bureau."

Collaboration with the Member Governments in the field of education and training of medical and public health personnel has high priority among the activities of the Organization. One of the forms of this assistance is through a broad fellowship program. The Bureau's financial commitments for such fellowships fall under three headings: (1) cost of instruction payable to the educational institution on behalf of the fellow, (2) cost of bringing the fellow to the institution and to the places where he will be receiving training; and (3) cost of personal maintenance for the fellow himself.

In meeting the first of these, the Bureau has little choice and accepts responsibility for payment of standard fees charged by the institutions for all students. There is considerable variation in these fees among countries and within countries, from no charge at all to as high as \$1,250 a year.

Provision for travel both internationally and within the country of study is made under standard conditions with due regard to safety, expeditiousness, and comfort. These conditions have been judged to be met most closely by the so-called "air coach" flights, if available, or "standard" flights of the regular commercial airlines, and comparable conditions on other means of transportation when travel by air is not available or feasible.

With regard to the third heading, "cost of personal maintenance," the principle followed is based on the WHO/PASB fellowship rules which state: "A stipend is not a salary or honorarium; it is an allowance for room, board, and incidentals paid to a fellow while on official assignment for study abroad. It is not supposed to cover the fellow's routine expenses at home for self or family and should, therefore, not be considered as a substitute for any salary paid to the fellow at home."

The awards are made at the request of the Member Governments, whose Minister or Director of Public Health certifies to the following:

"The studies to be made under this fellowship are necessary for the strengthening of the National Health Services of the country and in the case of a fellowship being granted, full use would be made of the fellow in the field covered by his (her) fellowship. The absence of the candidate during his studies abroad would not have any adverse effect on his (her) status, seniority, salary, pension and similar rights. On return from the fellowship it is proposed to employ the fellow as follows:

Title of post.
Duties and responsibilities."

No family allowance is paid, therefore, the award being made on the basis that the Government will continue the fellow's salary to take care of commitments at home.

The objective is to provide for suitable living conditions to enable the fellows to derive the greatest advantage

from their studies. Stipends are designed to cover reasonable accommodations of the kind generally available to students in a university community or, when the fellowship is for travel purposes, in an average hotel room. Roughly, 40% of the allowance is expected to cover accommodations. Another 40%, approximately, is supposed to cover necessary cost of food, again on a modest scale but adequate in respect to nutrition, variety and enjoyment. The remaining 20% is expected to take care of incidentals such as laundry, local car fare, and other minor expenses of a personal nature.

For the purpose of uniformity, the Bureau, with regard to its own fellows, has followed the regulations of the World Health Organization in setting a basic allowance in U.S. dollars at \$200 a month. However, while traveling for field studies or observation the allowance is \$300 a month. The higher amount is based on the obviously increased cost when one has to stay in hotels at daily or weekly rates which normally are higher than for living arrangements made on a longer term basis. Stipends are paid in the currency of the country of study. In countries where the cost of living is known to be low or high, stipends are reduced or increased accordingly. The list of these countries varies, changes being effected as the Bureau makes recommendations to the WHO, or concurs with recommendations received. Current variations are listed at the end of this document.

For purposes of comparison a review has been made of stipends paid by various public and private institutions awarding fellowships, including the Foreign Operations Administration (Institute of Inter-American Affairs), Institute of International Education, Kellogg Foundation, and Rockefeller Foundation. The United Nations, its Specialized Agencies, and the Bureau all follow a similar pattern of payments and allowances to fellows, although some differences do exist. Other organizations show more variety. The range of payments is generally from \$100 to \$175 a month, although one goes as high as \$240. Those organizations which do not have a fixed stipend established, use the cost of living in the community and the living facilities available to students as the criteria for determining the amount to be paid. One organization bases its decision on the average actual cost to the student and the recommendation of the foreign student advisor of the university. All organizations, including the Bureau, make a reduction in stipend payments when the fellow receives travel, lodging or other assistance from the institutions where they are studying. The principle of paying a reduced rate in countries where the cost of living is lower is followed by all institutions making awards.

in such countries. Some of the agencies pay in local currency. But there appears to be no fixed policy in this regard.

Only two organizations reported paying a family allowance. One has been paying a stipend of \$175 a month (to be increased to \$200 a month soon) to the student and \$100 a month in local currency to his family. The other pays \$175 monthly as fellowship stipend in the U.S.A. and an additional \$65 if the wife is in the United States. It does not pay if the wife remains at home and has regulations that the wife may not come until the student has been in the U.S.A. two months. It appears to be the consensus that generally the purposes of the fellowship might be better served if fellows travelled without their families. In every case the fellow is expected to pay the travel expenses of any family members.

There appear to be no generally adopted rules for determining the cost of living for the purpose of fixing stipend rates. One organization follows the cost of living tables used by the U.S. Department of State for its foreign service. Another determines the amount by negotiation between its representatives in the country of origin and in the country of study.

A corollary problem, highly vexing and with no easy solution, is the not frequent disproportion between fellowship stipends and the local salaries of instructors or supervisors. There are instances when the fellowship living allowance for a foreign student exceeds the salary of his professor. Many factors need to be considered. While on the one hand a foreigner remaining in a country for less than a year usually has relatively higher costs than a permanent resident, on the other hand it is certainly undesirable for students to have luxuries and a level of income denied to their instructors. It appears necessary to evaluate each local situation on its own merits but it has been most difficult to assemble all the pertinent facts on a current basis.

It is obviously highly desirable to maintain similar stipend rates for all fellows at the same institution of study, regardless of who makes the award. Doing so avoids invidious comparisons and the discontent usually attendant upon them. The Bureau is in periodic consultation with other agencies on the question of stipends and other problems related to fellowships and to education and training. There is considerable agreement in principle, and efforts are proceeding toward obtaining their cooperation.

Latin American Countries for which Special
Monthly Stipends Rates Have Been Established

	<u>Resident Rate</u>	<u>Travel Rate</u>
Ecuador	\$160	\$240
Mexico	\$160	\$240
Paraguay	\$160	\$240
Chile	\$150	\$225
Venezuela	\$1000 Bolivares	\$1500 Bolivares