
GUIDE FOR WMO FELLOWS



WORLD METEOROLOGICAL ORGANIZATION

Geneva, July 2011

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1. INTRODUCTION

This Guide contains information on the policies and procedures governing the award and administration of the fellowships of the World Meteorological Organization.

2. GENERAL INFORMATION

Fellowships of the World Meteorological Organization are administered by the Education and Training Department in the Secretariat of the World Meteorological Organization:

Address	: 7 bis, avenue de la Paix
Postal address	: Case postale No. 2300, CH-1211 GENEVA 2
Telephone number	: ++ 41 22 / 730 81 11
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Telegraphic address	: METEOMOND GENEVA

3. OBLIGATIONS OF WMO FELLOWS

- (a) WMO fellows must conduct themselves at all times in a manner compatible with their status as holders of an international fellowship and as representatives of their country;
- (b) They must carry out their studies within the period prescribed by WMO;
- (c) They must refrain from engaging in political activities. Disclosure of their involvement in such activities will result in the termination of their award and immediate return to their home country;
- (d) They must submit reports as required by WMO; and,
- (e) They must return to their home country at the end of their fellowship.

4. PREPARATION OF THE FELLOWSHIP

(a) Medical Clearance

Fellows must be medically cleared before they leave their home country to start their fellowship. For this purpose, the WMO medical clearance certificate should be completed by the fellow and an examining physician, and sent to WMO together with the fellow's full-size chest X-ray. Should the fellow's departure be delayed for more than four months, an additional certificate of good health, issued by the examining physician, is required. No costs relating to medical clearance examinations will be borne by WMO.

(b) Clothing

Fellows are reminded that the climate in the host country, or countries, may be very different from that in their own country. This applies particularly if they come from a tropical, or sub-tropical country and will be going to countries in the Northern Hemisphere during the period October-April or in the Southern Hemisphere during the period May-October. It is therefore essential that fellows provide themselves with clothing suitable to the climate of the host country or countries.

No clothing allowance will be paid by WMO, excluding fellowship candidates nominated for studies or training in the Russian Federation.

(c) Family and Dependants

WMO assumes no financial or other responsibility for dependants. The monthly stipend rates are sufficient to cover the normal living expenses of one person only, and no allowances whatsoever will be paid by WMO for dependants.

Fellows should also consider that, in the course of the award, they may be required to travel under circumstances that would make it difficult, or impossible, for their dependants to accompany them.

Governments are expected to continue to pay salaries to fellows in their home country, or to make such other arrangements as may be appropriate to maintain their dependants while they are abroad.

(d) Currency Regulations – Petty Cash

Before leaving their country, fellows should enquire about currency regulations of their country and those of the host country or countries, particularly concerning the amounts of various currencies they will be allowed to carry during their journey. National authorities can be strict in this matter and WMO assumes no responsibility for any loss they may incur, or legal action taken against them, through non-observance of any currency regulations.

Fellows will need some petty cash in convertible currency for use on the outward journey, and on arrival at their first destination, to meet minor expenses at the airport, bus or taxi fares into town, initial hotel expenses, facsimile transmissions or telephone calls, etc. Before their departure, they should therefore obtain a sufficient amount in convertible currency to meet such expenditures.

(e) Passport and Visas

Fellows should obtain their own passport and visas (including any transit visas) which may be required for their travel from their home country to the country or countries of study and return. Their government authorities are responsible for assisting them to secure the necessary passport and visas and for payment of the expenses involved. They must make sure that their passport and/or re-entry permit will remain valid for at least one month beyond the end of the planned period of study. If visas have to be obtained for official travel during the course of their fellowship, WMO will reimburse the cost of such visas to them, upon presentation of a signed receipt from the consular office concerned.

(f) Travel in the Home Country

The award document stipulates the point of departure for WMO purposes. Costs incurred for travel within the home country, including transportation to and from the point of departure, are not borne by WMO.

(g) Notification of Arrival

Fellows should advise the reporting office indicated in the award document, as early as possible, of their expected date of arrival, and whether they require a hotel room reservation. Exact time, flight number and date of arrival must be confirmed to the reporting office by cable or facsimile, prior to departure.

5. TRAVEL

(a) International Travel (when provided by WMO)

Fellows will be provided with an economy class air ticket for their international travel by the most direct route. For short-term fellowships, a roundtrip ticket is provided. For fellowships of eleven months or more, a one-way ticket is issued and the ticket for the return is made available shortly before the end of the fellowship. International travel arrangements are normally made by WMO through the Office of the United Nations Development Programme (UNDP) in the home country, or through the WMO travel agent.

(b) Baggage

When travelling by air, fellows are normally entitled to carry 20 kilos (44 lbs.) of baggage. No excess-baggage allowance will be provided by WMO. All baggage in excess of the authorized 20 kilos (44 lbs.) must be shipped at the fellow's own expense, whether sent by air or surface.

(c) Insurance of Personal Effects

WMO will not accept any liability resulting from damage to, or loss or theft of personal effects. Fellows are therefore advised to insure their baggage for the duration of their absence from their home country. The necessary arrangements can be made through any worldwide travel agency. The cost of such insurance is not reimbursable by WMO.

(d) Travel within the Host Country

WMO bears the cost of any travel within the host country which is either planned in the approved programme or for which the need arises during training and for which WMO's prior approval has to be obtained.

Depending on circumstances, WMO either arranges for the required ticket to be given to the fellow or asks the fellow to pay for the transportation and submit a claim for reimbursement. Such claims must be signed by the fellow and countersigned by his/her programme supervisor. The documents should clearly indicate the dates of travel, the itinerary and the cost incurred, and must be supported by ticket stubs, receipts or any other proof available.

Long-distance travel within the host country is usually by air, unless the training location can only be reached by train or overland coach or bus. The authorized classes of travels are as follows: by air (economy class), by rail (2nd class) or for night journeys exceeding 6 hours: 1st class with double type sleeper.

No reimbursement will be considered for travel expenses which total the equivalent of USD 10 or less; and for travel by urban transport (taxi, buses, trams, underground or sub-urban trains).

(e) Home Leave Travel

If the duration of the fellowship is three years or more, fellows may be granted home leave travel after two full academic years (21-24 months) and thereafter, every year. A roundtrip air ticket, as well as 40% of the applicable stipend in the country of study for the period of the leave will be provided. Approval for home leave travel should be requested from WMO through the fellow's supervisor, well in advance.

(f) Home Leave Travel (for emergencies)

Should fellows have to travel home due to the demise of a member of their immediate family (parents, children or spouse), the cost of the air ticket will be borne by them or their home country authorities. Approval of the supervising authority has to be obtained and WMO informed of the exact dates of their absence from their host country. Fellows will not be paid any stipend during their absence from the host country.

(g) Travel by Private Car

Travel by private car during the fellowship is not normally authorized. If fellows choose to travel by car for personal reasons, they must first inform their programme supervisor and WMO.

Fellows will not be reimbursed for expenses incurred in this connection, unless such travel has been expressly authorized by WMO. If fellows do travel by car, they do so at their own risk and WMO will assume no financial or other responsibility for any damage to persons or property resulting from such travel.

Expenses incurred for authorized car travel will be reimbursed at fixed kilometric or mileage rates established by the United Nations, within the limits of the cost of direct travel, either by air (economy class), or rail (2nd class), as applicable. In the case of two or more fellows travelling together in the same car, reimbursement will be made in respect of one person only.

Travel claims must be signed by the fellow and countersigned by his/her supervisor, and must indicate the exact itinerary, the distance covered and the dates of travel.

6. STIPEND

(a) Purpose of Stipend

The stipend which fellows will receive for the duration of the approved training programme (including authorized travel time to and from the host country) is a monthly living allowance, intended to cover the fellows' expenses in the host country, i.e. board (food), lodging (room) and incidentals (including laundry and urban transportation).

The stipend is not a salary or an honorarium. It is not intended to cover the fellows' continuing expenses at home for themselves and their family. As already indicated in paragraph 4(c), during their absence abroad, their government are expected to continue payment of their salary and allowances at home.

(b) Entitlement to Stipend

Payment of stipend becomes due on the authorized date of departure from the home country and ends on the date of return to the home country on completion of the fellowship, including travel time by the most direct air route, which should normally not exceed two days.

(c) Currency of Payment

Stipend is paid in the currency of the host country. WMO will not be responsible for the transfer of funds from one country to another.

(d) Stipend Rates

Stipend rates are established by the United Nations. They are periodically reviewed on the basis of actual expenditures incurred by fellows of the United Nations system in various countries. As the United Nations stipend rates are maximum rates, WMO reserves the right to pay stipends at lower rates when circumstances warrant this. The applicable rates are indicated in the award document and defined below:

(i) *Travel Rate*

Stipend is normally paid at this rate during the first month in the host country, and whenever approved programmes require fellows to travel. In the latter case, resident stipend will be adjusted to the travel rate for the period in travel status, unless programmes require fellows to travel continuously, in which case fellows will be paid at the travel rate throughout their fellowship. All travel rates include an amount to cover local travel expenses, taxis, portage, etc.

(ii) *Resident Rate*

Stipend at this rate is paid for the subsequent months of the fellowship in respect of any period spent in one location in excess of 30 days, unless a special rate or a academic rate is payable.

(iii) *Academic Rate*

This rate is applied if fellows are in full time attendance at a University.

(iv) Special Stipend Rate

In agreement with the host country authorities, fellows will be paid a special stipend rate if accommodation and/or meals are available at considerably lower cost than the average on which the normal resident stipend is based.

(v) Pocket Money

When board and lodging are provided at no cost to fellows, they will receive 30 percent of the applicable resident rate as pocket money.

(vi) Stipend during Hospitalisation

If fellows are hospitalised for more than 10 days, their stipend will be reduced to 1/3. In case the one-third of the stipend is not adequate to cover the actual cost of the retained accommodation, fellows may put in claim and be reimbursed the actual amount expended to retain their accommodation, up to a maximum of 1/3 of the stipend.

(vii) Refund of Stipend Overdrawn

If, for some reason, fellows must return home before the date on which their fellowship is scheduled to end, they should remember that payment of their stipend is due to them only until the date on which they arrive back in their home country, having travelled by the most direct air route. Should fellows draw their stipend in excess of their entitlement, they will have to reimburse the amount overdrawn to WMO.

7. ALLOWANCES

(a) Book Allowance

Fellows will receive a book allowance for the purchase of relevant publications needed for their training or study programme. The allowance will be paid to them in the currency of the host country. Payment is normally made in advance for twelve months or for part thereof, as determined by the actual duration of their fellowship. The monthly rate of this allowance is indicated in the award document.

Whenever the host country authorities or organisers of a training course provide the needed books, the book allowance will not be paid.

(b) Minor Equipment Allowances

Fellows may be reimbursed up to a maximum of USD 100 to cover the purchase of minor equipment necessary for their programme of studies. Reimbursement will be made in local currency upon submission of supporting evidence and on the written recommendation of the supervisor. Request for minor equipment allowance must be made, at the latest, up to 3 months prior to the termination of fellowship.

(c) Thesis Allowance

If fellows are enrolled in an academic programme where they are required to submit a major non-degree paper, thesis or doctoral dissertation, they may receive an allowance. This allowance will only be paid upon submission of

supporting evidence and on the written recommendation of the supervisor or director of studies. Payment will be made in local currency for actual expenses incurred within the limit of USD 750. An advance not to exceed 80% of the estimated costs may be granted.

(d) Termination (Separation) Allowance

As already indicated in paragraph 5(b), WMO does not accept any financial responsibility in respect of excess baggage or shipping expenses. However, the Organization contributes towards such expenses by paying a termination allowance. This allowance will be paid to fellows together with their last stipend in the currency of the last host country. The amount of the allowance is as follows:

- A lump sum payment of USD 100 for fellowships of up to 6 months;
- A lump sum payment of USD 200 for fellowships of up to one year; and,
- A lump sum payment of 10% of the 1st class one-way ticket to the home country by the most direct route, with a minimum of USD 200.

8. TUITION FEES

(a) University Fees

Registration, tuition and examination fees are paid by WMO directly to the university on receipt of appropriate documentary evidence from the university.

(b) Other Training Fees

WMO pays all training fees relating to the approved programmes directly to the training institutes/authorities/companies concerned. These fees may include cost elements for training supervision, guidance and instruction and also for reasonable quantities of training supplies or services (but not for the purchase of training equipment).

9. FINAL REPORT

At the conclusion of the training programme, and before returning home, fellows must submit to their supervisor a final report on their studies. The form to be used for this purpose, which sets out the objective of the report, is attached. Additional copies could be obtained from the WMO website. No allowance is payable by WMO for the typing of the final report. The same form should be completed in electric form and accessible via:

<http://www.wmo.int/fellowships/completionreport.html>
password: please contact msuwa@wmo.int

10. MEDICAL SERVICES

Fellows are expected to avail themselves of free national medical services or those available at universities or training institutions in the host country.

11. HOSPITALIZATION

The Director, UN Joint Medical Service, Palais des Nations, CH-1211 Geneva 10, Switzerland, must be notified by the supervising authority, or the Resident Representative of the UNDP Office in the host country, as quickly as possible, and preferably in advance, when fellows have to be hospitalised or fellows have to be repatriated on medical grounds, except for emergency treatment, prior clearance for surgery should be obtained from the UN Joint Medical Service.

12. GROUP MEDICAL, ACCIDENT, DISABILITY, AND DEATH SCHEME FOR FELLOWS

(a) Name and Address of Insurer

WMO has a group insurance contract with Van Breda International, Plantin en Moretuslei 299, 2140 Antwerpen, Belgium. The main features of this scheme are described below.

(b) Commencement and Termination of Coverage

Coverage will start on the day of commencement of the fellowship i.e., the day on which direct travel to the host country to take up fellowship begins. Coverage is for the entire period of the fellowship, up to and including the last day for which stipend is payable. Dependants are not included in this coverage.

(c) Payment of Premiums

The premiums will be paid by the World Meteorological Organization.

(d) Submission and Settlement of Claims

Claims for reimbursement of expenses must be submitted on the attached WMO claim forms, normally within three months from the date on which the expenses are first incurred. This form can be obtained from the UNDP Office or supervising agency in the host country or the WMO website. Claims for reimbursement should be submitted to Van Breda International through the supervising agency or the UNDP Resident Representative in the host country (**and not to WMO**), unless fellows are instructed otherwise. Claims shall be submitted not later than 6 months after the date of receipt of the bill.

If fellows entitled to reimbursement by another insurer, reimbursement by Van Breda International will be met, as appropriate, on the basis of the difference between the costs actually incurred and the reimbursement obtained from other sources. WMO will in no circumstances consider claims rejected by Van Breda International. Any costs in connection with claims i.e., postal charges, fees for certificates, etc. have to be borne by the fellow.

Claims for reimbursement must be supported by documentary evidence, in particular, medical, surgical, pharmaceutical and hospital bills and receipts, etc. and by any payment slips made out by other insurers (with details of the amounts reimbursed).

In the case of an accident, fellows should describe the circumstances of its occurrence and indicate the place and, if possible, the names and addresses of any witnesses or legal authorities involved.

(e) Payment of Bills

Claims will normally be settled within 2 weeks following the receipt by Van Breda International. Payment will be made through the supervising agency or the Resident Representative of the UNDP Office, as indicated on the claim for reimbursement. Such reimbursement will be made in the same currency as the payments made by the insured person. The conversion of medical expenses incurred in a currency other than US dollars will normally be made at the UN operational rate of exchange in force on the date the claim form is signed. The copy of the claim for reimbursement and the cheque are sent together to the address for payment indicated on the claim form. No separate mailing is possible.

(f) Medical Expenses

The medical insurance scheme provides for reimbursement of 100% of the following expenses, up to a maximum of USD 50'000 in any 12-month period:

- (i) Medical treatment prescribed by doctors qualified to treat patients;
- (ii) Hospital services such as:
 - Bed and board (at the maximum rate of a room for 2 or more patients)
 - General nursing services
 - Use of operating room and equipment
 - Laboratory examinations
 - X-ray examinations
 - Drugs and medicines for use in the hospital.

Expenses incurred in respect of dental treatment and special examinations and treatment are subject to certain limitations such as follows:

Dental treatment

The cost of false teeth, crowns, bridges, other similar appliances and dento-facial orthopaedics is reimbursed only up to a maximum of USD 500 in any consecutive 12-month period.

Special examinations and treatments

The costs of psychiatric treatment including psychoanalysis are reimbursable only if the patient is treated by a psychiatrist. The costs of psychiatric treatment are reimbursable only at the rate of 50% and up to a maximum reimbursement of USD 500 for not more than fifty visits in any consecutive 6-month period.

The costs of radiological treatment are reimbursable only if the patient has been referred to the specialist by the doctor in attendance.

Coverage does not extend to:

- Periodic preventive health examinations;
- The consequences of sickness or accidents resulting from voluntary or intentional action on the part of the fellow e.g., attempted suicide or voluntary mutilation;
- Mobilization or if fellows volunteer for military services;

- The results of wounds or injuries resulting from motor-vehicle racing and dangerous competitions in respect of which betting is allowed, normal sport competitions are covered;
- Car accidents, if the person driving is legally proven to be under the influence of alcohol an/or drugs;
- The consequence of insurrections or riots if, by taking part, fellows have broken the applicable laws, the consequences of brawls, except in cases of self-defence;
- Rejuvenation cures and cosmetic treatment, however, cosmetic surgery is covered when it is necessary as the result of an accident for which coverage is provided;
- The direct or indirect results of explosions, heat release or irradiation produced by transmutation of the atomic nucleus or by radioactivity or resulting from radiation produced by the artificial acceleration of nuclear particles;
- Expenses for or in connection with travel or transportation whether by ambulance or otherwise, except that charges for professional ambulance service used to transport the insured person between the place where he is injured by accident or stricken by a disease and the first hospital where treatment is given will not be excluded hereunder. In case of emergency or major disability, special transport of the insured person, including the cost of the accompanying person or attendant will be allowed, up to a maximum of USD 10'000.
- Hearing aids, spectacles, fees for examinations of the eyes for glasses and costs of spa cures.

Aircraft accidents are only covered if fellows are on board of an aircraft with a valid certificate of air-worthiness, piloted by a person in possession of a valid licence for the type of aircraft in question.

(g) Disability and Death

Disability coverage provides for payment of a capital sum of USD 40'000 for total disability. For partial disability, a percentage of USD 40'000 will be paid accordingly to usual disablement schemes.

Coverage is limited to accidents which occur during the period of the WMO fellowship and which are notified to Van Breda International within 3 months of their occurrence.

A capital sum of USD 25'000 is payable on death from accident or illness. Return transportation of the deceased is covered up to an amount of USD 7'500. All death and disability claims arising from AIDS will be excluded.

13. LIABILITY TO THIRD PARTIES FOR DAMAGE TO PERSONS OR PROPERTY

WMO assumes liability for damage to persons or property caused by holders or WMO fellowships, only within the Legal Liability Coverage as described below.

(a) Name and Address of Insurer

WMO has a group insurance contract with AXA Assurances, Avenue de Cour 26, CH-1000 Lausanne 3, Switzerland.

(b) Commencement and Termination of Coverage

Coverage will start on the day of commencement of the fellowship i.e., the day on which direct travel to the host country to take up fellowship begins. Coverage is for the entire period of the fellowship, up to and including the last day for which stipend is payable. Dependents are not included in this coverage.

(c) Payment of Premiums

The premiums will be paid by the World Meteorological Organization.

(d) Legal Liability

The legal liability scheme provides coverage in respect of claims made against fellows for bodily injury or disease (fatal or non-fatal) to persons, or damage to property, caused by any accident occurring during the period of the WMO fellowship. The maximum coverage in respect of any one accident or series of accidents arising out of one event is USD 1'500'000 for bodily injuries and USD 250'000 for damage to property, except that the first USD 50 of property damage shall be borne by the fellow.

The liability does not cover:

- Bodily injury sustained by fellows during their WMO fellowship;
- Damage to property owned or occupied by or in the care, custody or control of fellows;
- Damage to any property on which fellows are or have been working during their training;
- Bodily injury or damage to property:
 - Arising out of use during training of any mechanically propelled vehicle or any power-operated lift, hoist or crane;
 - Directly or indirectly caused by any ship, vessel, craft or aircraft;
 - Arising out of the pollution of air, water, soil, unless it can be proved to have been caused by immediate discharge resulting from accident;
 - Directly or indirectly occasioned by, happening through or in consequence of war, invasion, act of foreign enemy, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection or military or usurped power;
 - Caused by wilful intent by the fellow, remaining covered, however, the liability of other fellows who have not participated in the intent;
 - Directly or indirectly caused by or contributed to or arising from ionising radiation or contamination by radioactivity from any source of nuclear radiation.
- Fellows shall give WMO immediate notice in writing, with full particulars, of any occurrence likely to give rise to a claim under the legal liability scheme. Fellows shall now admit liability for, or offer to agree to settle any claim, without the written consent of WMO.

If fellows are covered in whole or in part by any other insurance scheme, the liability of AXA Assurance shall be limited to the rateable proportion of any such claim.