

POLICIES AND PROCEDURES

GOVERNING THE ADMINISTRATION OF THE

UNITED NATIONS DEPARTMENT FOR ECONOMIC AND SOCIAL

AFFAIRS (UN/DESA)

FELLOWSHIPS, STUDY TOURS,

GROUP TRAINING, SEMINARS, SYMPOSIA AND WORKSHOPS

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I. GENERAL INFORMATION

1. Fellowships are administered by the Training & Fellowships Section of the Department for Economic and Social Affairs (DESA) of the United Nations Secretariat, under the authority of various resolutions of the United Nations General Assembly.
2. UN/DESA fellowships are awarded only to candidates nominated by their respective Governments.
3. UN/DESA fellowships are not, in principle, awarded for the pursuit of academic studies leading to degrees or diplomas. They are intended to give persons entrusted with functions important to the development of their countries the opportunity to broaden their professional knowledge and experience by acquainting themselves with advanced methods and techniques. A particular training programme may include attendance at an academic institution where a fellowship holder may be called upon to qualify for a specific professional diploma; however, the main purpose of fellowships is to enable the holders to derive from their training the knowledge and professional competence which will enable them to participate more actively in the economic and social development of their countries, and to increase their ability to help solve practical problems upon their return home.
4. UN/DESA fellows must:
 - (a) Conduct themselves at all times in a manner compatible with their status as holders of international fellowships and as representatives of their country;
 - (b) Carry out their studies in the manner and within the period prescribed by the United Nations;
 - (c) Refrain from engaging in political activities (disclosure of such involvement by fellows will result in termination of the award and immediate repatriation);
 - (d) Return to their home countries at the end of the fellowship, unless they are sponsored by another organization for further training.

II. PREPARATION FOR THE FELLOWSHIP PROGRAMME

A. Departure Letter and Travel and Payment Instructions (TPI)

5. A letter is sent to the fellow and to his/her Government indicating that a training programme has been arranged, and naming the host country or countries where it will take place. The travel and payment instructions (TPI) attached to this departure letter stipulate the following:

- (a) Exact dates of the award;
- (b) Host country or countries;
- (c) Office or person to whom the fellow must report on arrival in the host country or countries;
- (d) Amount of the stipend and other allowances;
- (e) Details concerning the fellow's travel to the country or countries of study.

Fellows should read these documents carefully and be sure they understand the contents thoroughly. They must arrange their departure so as to arrive at the reporting office on the date indicated. They should keep the departure letter and the travel and payment instructions (TPI) in their possession throughout the duration of the fellowship programme.

B. Medical Certificate

6. (a) The nomination form TCD.71 (5-89-E) has a medical report section (part V) which requires that fellows undergo a preliminary but thorough clinical and laboratory examination, including chest x-

rays, at the time of submission of nomination forms. In addition, the final medical clearance certificate MS-22 (the blue form) stipulates that candidates should undergo a medical examination not more than four months prior to the effective date of the fellowship award. The completed certificate, including chest x-ray, signed by a physician, should be forwarded to the UN/DESA office responsible for the candidate's training programme. Should the medical certificate be missing, incomplete or unsatisfactory, UN/DESA reserves the right to have the fellows medically examined. All costs relating to medical examinations undergone prior to the beginning of the awards are to be borne by the fellows or their Governments;

(b) For all fellowships up to one month, a statement of good health attested to by a duly-qualified physician would be sufficient.

(c) If a fellow undertakes the award without having undergone a medical examination and is later requested to do so, the cost of the medical examination is to be borne by the fellow or the fellow's Government.

C. Language Proficiency

7. Notification of the award is given to fellows as far in advance as possible, in order that they may prepare themselves to derive the maximum advantage from their training opportunities. Of paramount importance to this end is fluency in the language which fellows will use in the host country or countries. If it proves necessary for fellows to receive language training prior to the commencement of their fellowship programmes, the cost of such training should normally be borne by themselves or by their Governments.

D. Information Concerning Host Countries

8. It is suggested that, before leaving home, fellows request their Governments to arrange for them to visit the information service or the cultural attaché of the embassy of the host country or countries for information on general conditions there, and, especially, for technical literature in their field of study. If

there is a United Nations Information Centre, a Resident Representative's Office of the United Nations Development Programme, or a DESA/Chief Technical Adviser's Office sufficiently near their home, fellows should also visit these offices for further information concerning the activities of the UN/DESA and the possibility of meeting UN/DESA experts in their field.

E. Clothing

9. Fellows are reminded that the climate in the host country or countries may be very different from that in the home country. This applies particularly to fellows from tropical or subtropical countries who 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 essential that they should provide themselves with clothing suitable to the climate of the host country or countries. No clothing allowance will be paid by UN/DDSMS.

F. Family and Dependents

10. UN/DESA fellows are urged not to take family members with them. The monthly stipend rates are sufficient only to cover the normal living expenses of one person. No allowances of any kind will be paid for dependents. Fellows should also consider that, in the course of their award, they may be required to travel under circumstances that would make it difficult or impossible for their dependants to accompany them.

11. The fellow's Government is expected to continue to pay his/her salary in the home country, or to make such other arrangements as may be appropriate to maintain the fellow's dependants while he/she is abroad. DESA can in no case assume responsibility for dependants.

G. Notification of Arrival

12. As early as possible, fellows should advise the reporting office indicated on the travel and payment instructions (TPI) of their expected date of arrival, and whether they require a hotel

reservation. The exact time, flight number and date of arrival should be confirmed to the reporting office by cable before departure from the home country. Travel must not begin until the fellows have been notified by UN/DESA that travel is authorized. They will receive this notification either directly, or through the Government, or through the Resident Representative of the United Nations Development Programme.

H. Briefing

13. Upon arrival at the reporting office, fellows will be briefed on all aspects of their fellowship, particularly with regard to the training programme.
14. The address of the Training & Fellowships Section in New York is as indicated in the travel and payment instructions (TPI). When telephoning, the fellows should ask for the extension number indicated in their travel and payment instructions.
15. If the fellows do not pass through New York, they will be given specific instructions concerning the person to whom they should report.
16. Upon arrival at the reporting office in New York, fellows will receive cards certifying that they are holders of United Nations Fellowships.
17. All correspondence relating to fellowships should be addressed to the Training & Fellowships Section, Department for Economic and Social Affairs, United Nations, New York.

III. TRAVEL DURING THE FELLOWSHIP

A. International Travel

(i) General

18. (a) The official travel of fellows begins and ends in the capital of the home country or the city nearest the fellow's home where there is an international airport. The fellows or their Governments must bear the cost of travel between their home and the capital or the nearest international airport.

(b) The travel arrangements should be undertaken in consultation with the responsible official acting on behalf of the fellow's Government in all matters connected with the award; the official's name is given in the travel and payment instructions (TPI).

(c) Tickets for travel to the reporting office will be provided by the fellow's Government or by UN/DESA, as indicated in the travel and payment instructions (TPI).

(d) If the Government is to provide tickets, this will be arranged through the official designated in the TPI.

(e) If the tickets are to be provided by UN/DESA, fellows will be informed by a travel agency or airline in their country, through the office of the Resident Representative of the United Nations Development Programme, where they are to be collected. Fellows should never purchase their own tickets for international travel, unless specifically instructed to do so by UN/DESA.

(f) Travel reservations should be made, in consultation with the designated official of the fellow's Government, for departure on the date indicated as the first day of the award, so that the fellows may arrive at their reporting office on the date entered under "date of arrival" in the travel and payment instructions (TPI).

(g) If a programme involves visits to more than one host country, fellows should not, for the initial travel, make reservations beyond the first host country. Reservations for subsequent travel can be made in due course, after the fellows' arrival in the first host country, and when the date of departure for the subsequent host country is known. The same rule applies if there are more than two host countries. In cases where fellows are instructed to report first to the UN/DESA Headquarters in New York, they

should make travel reservations only as far as New York.

(h) Well in advance of leaving one host country for another, fellows must ensure that the supervising agency of the next host country is informed, by cable, of their date and mode of travel and if they require accommodation. The name and address of the person to whom fellows are required to report to in each host country will be included in the travel and payment instructions (TPI).

(i) Travel arrangements other than those specified by UN/DESA will not be accepted unless agreed to in advance by UN/DESA. Travel at UN/DESA expense must be arranged by the most direct and economic route. Fellows are required to travel by air, tourist or economy class.

(j) In cases where air travel is impractical or not available, fellows will be authorized to travel by rail or by ship. In this event, the following modes of travel apply:

- Train (international travel) -- first class, with double-type sleeper for night journeys of more than six hours;
- Ship -- the standard immediately below first class on the ship selected.

(k) At the end of their fellowship, fellows may return home by sea under the following conditions:

- (i) The unused air ticket must be endorsable to a shipping company. If the ticket is not so endorsable, fellows must surrender the unused ticket for reimbursement to the UN/DESA and pay the entire cost of the sea travel themselves. They can then claim reimbursement, but only up to the amount recovered by UN/DESA for the return portion of their tickets;
- (ii) The passage must be booked through the official U.N. Travel Agency or its representatives;

- (iii) Any savings resulting from a change in the mode of travel or in the itinerary must accrue to UN/DESA and cannot be applied to offset other expenses;
- (iv) Fellows agree to pay all costs in excess of the value of their unused return tickets.

(l) If the return voyage is not made by air, stipend is not payable for the extra time spent in sea or surface travel. Stipend is paid only from the first to the last day of the award, and these dates are established to include travel time from, and to, the home country by the most direct air route. Travel time cannot exceed two days each way.

(m) Whenever possible, the return ticket will be held by the United Nations in New or by the supervising authority. Fellows are requested to inform UN/DESA, well ahead of time, of the date of their return travel, in order that their final entitlements may be established prior to their departure for the home country.

(ii) Visas

19. (a) Fellows are responsible for obtaining their own passports and visas, including transit visas which may be necessary to permit travel from the home country to the country or countries of study and return. A visa for the United States covering several days stay in New York for briefing purposes may also be needed.

(b) Fellows must ensure that their passports and/or re-entry permits will remain valid for at least one month beyond the end of the planned period of study.

(c) Applications for entry visas to the country or countries of study should contain the following information:

- (i) Duration of the award;

- (ii) A statement to the effect that the applicant was officially nominated by his/her Government, and has been awarded a UN/DESA fellowship;
- (iii) A statement to the effect that in the host country, the fellow will be under the supervision of a governmental or para-governmental agency, or of a university or other academic institution.

(d) If required, the travel and payment instructions (TPI) may be accompanied by letters of introduction to the relevant consulates and embassies or by the necessary visa forms. The fellow's Government is, however, responsible for assistance in securing in advance the necessary passports and visas for all travel connected with the fellowship.

(e) The fellow's Government is also responsible for any expenses involved in obtaining passports and visas before the fellow's departure. If visas are required during the course of a fellowship, UN/DESA will reimburse the cost of such visas.

(iii) Pocket money for outward journey; currency regulations

20. (a) Fellows will need some pocket money in convertible currency for use on the outward journey, and on arrival at their first destination, to cover minor expenses at the airport, bus or taxi fare into town, telegrams, telephone calls, etc. Fellows are urged to obtain before departure a small amount of convertible currency to meet such expenditures; these expenses are not reimbursable by the United Nations.

(b) Before departure, fellows should make inquiries regarding the currency regulations of the country or countries of study, particularly concerning the amount of currency allowed to be carried. National authorities can be strict in this matter, and UN/DESA cannot be held responsible for any loss fellows may incur through disregard of currency regulations.

(iv) Baggage

21. (a) No excess baggage allowance is provided by the United Nations;

(b) All excess baggage must be shipped at the fellows' expense, whether sent by air or by surface;

(c) In lieu of an excess baggage allowance, fellows will be provided with a termination allowance (see "Termination Allowance," para. 35).

(d) Fellows are urged to insure their baggage for the duration of their absence from the home country. The necessary arrangements can be made through any worldwide travel agency. The cost of such insurance -- which is not expensive -- is not reimbursable by UN/DESA.

(v) Accommodation

22. (a) Accommodation can be arranged by the reporting office, if requested, and fellows will be advised of the action taken prior to their departure from their home countries.

B. Local Travel

23. If it is necessary to make any journeys in connection with the fellowship programme, such journeys must be approved in writing by the fellows' supervising authority before any reimbursement of the costs can be made by UN/DESA. Whenever possible, arrangements are made by UN/DESA to provide fellows beforehand with the necessary tickets. Travel by private car is subject to prior authorization by UN/DESA, and reimbursement for such travel is made in accordance with United Nations financial rules. Detailed information on the subject of travel in the country or countries of study will be given to fellows during their briefing in New York or by the supervising authority.

IV. SUPERVISION OF THE TRAINING PROGRAMME

24. While training abroad, fellows are under the general supervision of UN/DESA, but, in each host country, a governmental or semi-governmental department or agency, a university or some other academic institution, is responsible for the direct supervision of the training programme. An official of each such supervising agency plans the programme of studies in the country concerned and designates a technical supervisor to whom the fellow is directly responsible. The name of the official in the supervising agency to whom the fellows should first report, upon their arrival in the host country will be found in the travel and payment instructions (TPI).

25. The services provided by the Government officials with whom fellows come into contact are the former's contribution to promoting the ideals of the United Nations. Fellows should, therefore, understand how important it is to cooperate with Governments and officials to make the fellowship awards as profitable an experience as possible.

V. STIPENDS, ALLOWANCES, AND OTHER PAYMENTS

a. Stipends

(i) General principles

26. (a) Stipend paid to fellows while outside the home country is a monthly allowance intended to cover the cost of lodging, board and other essentials such as laundry and local transport.

(b) Stipend is not a salary or honorarium. It is not intended to cover the fellows' continuing expenses at home for themselves, nor their families. During the fellows' absence abroad, their Governments normally continue payment of their salaries or allowances at home.

(c) Stipend is due from the date the fellows depart from their home countries, and ends on the date of completion of the fellowship, including a maximum travel time of up to two days by the most direct air route. Fellows should make reservations for their return journey in good time.

(d) Stipend is normally payable in the local currency of the host country.

(ii) Stipend rates

27. (a) Stipend rates are established by the United Nations. The rates are reviewed periodically on the basis of actual expenditures incurred by fellows in the various countries of study.

(b) The stipend is normally established at two different rates for each country: the travel rate and the residential rate. For academic fellows in the United States, i.e., those in full-time attendance at universities or other institutions, an academic rate has been established.

(c) Stipend rates established for United Nations fellows are maximum rates. The United Nations reserves the right to pay stipends at a lower rate when conditions of the fellowship programme so warrant.

(d) When fellows are attending a course at an educational or training institution which provides room or meals, or which is paid directly by the United Nations, the stipend paid to fellows is correspondingly reduced. In cases where both board and lodging are provided for fellows, 30 percent of the applicable stipend rate is paid as pocket money. Sixty percent is paid in cases where only board or lodging is included free at the Institute.

(e) The stipend is paid at the travel or residential rate in accordance with the following principles:

- (i) Stipend is paid at the travel rate for the first month spent in each host country, regardless of the nature of the training programme;

- (ii) If the programme calls for a course of study in a single location, the fellows are resident fellows, and, after the first month, the stipend will be paid at the resident rate. When resident fellows have to undertake official short trips away from their base, their stipend will be raised to the travel rate for the specific period spent in travel;
- (iii) If the programme calls for periods of study in several locations successively, they are travelling fellows. Their stipend shall be paid at the travel rate. The stipend is reduced to the resident rate for any period spent in one location in excess of 30 days.

If the training takes place in the fellows' home country, the procedure with regard to establishing stipend rates is as follows:

- (iv) The UNDP Resident Representative is consulted with regard to the adequacy of the stipend rate to be applied;
- (v) Generally, for fellows studying in their home/duty town, the local resident rate is reduced by 50%, and for fellows studying outside their home/duty town, the full local resident rate is payable.

(iii) Methods of payment

28. (a) When the fellow's initial stop is at UN/DESA in New York, they will receive from these offices one month's stipend at the travel rate in their first host country plus their book allowance. They will be advised by the Fellowship Officer of the arrangements made concerning their subsequent stipend payments.

(b) When the fellows' initial stop is in their first host country, their supervising authority in that country will inform them of the manner in which their stipend payments will be made. They will receive

at that time, together with their first month's stipend, the amount due for their book allowance.

(c) Stipend payments can be made in any of the following ways:

- (i) by a United Nations cheque;
- (ii) through a bank in the host country;
- (iii) through the Resident Representative of the United Nations Development Programme;
- (iv) through the supervising authority in the host country;
- (v) by a bank letter of credit;
- (vi) by postal money order.

(d) The authorized date of the fellows' departure from the home country is the date on which their awards begin and stipend payments are normally made on a monthly basis.

(e) At the end of their training programme, fellows must report to their supervising authority, which will help them make arrangements, as required, to return to their home countries. The supervising authority will communicate the exact dates to the UN/DESA office in New York, as the case may be, and payment will then be adjusted to cover stipend up to the day of the return home by the most direct route.

(f) Fellows, who for some reason must return home before the date on which their fellowship is scheduled to end, are reminded that payment of their stipend is due only until the date on which they arrive in their home country by the most direct air route. When fellows draw payment in excess of what is due to them, they will be required to reimburse the amount overdrawn.

B. Allowances

(i) Book allowance

29. (a) All UN/DESA fellows are entitled to receive a book allowance intended for the purchase of technical publications needed for their training or study programme.

(b) The full amount of the book allowance will be paid at the beginning of the award in local currency of the country of study. If the award is extended beyond its original duration, the book allowance due as a result of the extension will be paid in full when the new tenure of award begins.

(c) In certain cases the host country or the officer in charge of special training groups will provide the needed books, and no book allowance will be paid to the fellow.

(ii) Minor equipment allowance

30. Fellows may be reimbursed up to a maximum of \$100 to cover the purchase of minor equipment necessary for their programme of studies. This reimbursement will be made upon submission of supporting evidence and on the written recommendation of the supervisor.

(iii) Thesis allowance

31. When fellows are undertaking an academic programme as an integral part of the training programme arranged by the United Nations, a thesis allowance will be paid by the United Nations up to a maximum of US\$750 in the local currency of the country of study for major non-degree papers, theses and doctoral dissertations. This reimbursement will only be made upon submission of supporting evidence (receipts) and the recommendation of the supervisor.

(iv) Typing of regular course assignments

32. Claims for typing of regular course assignments will not be accepted since they are not considered as major papers or as partial fulfilment of a major paper or thesis.

(v) Final reports

33. No allowance is made for preparation of fellows' final reports required at the end of the fellowship awards.

(vi) Termination (separation) allowance

34. Towards the end of the award, fellows will receive with their last stipend payment in the currency of the last host country a termination allowance in accordance with the following three categories:

- a) A lump sum payment of US\$ 100 for fellowships up to six months.
- b) A lump sum payment of US\$ 200 for fellowships up to one year.
- c) A lump sum payment up to a maximum of US\$ 400 for long-term fellowships, at the discretion of the agency if circumstances of the fellowship, including its duration, so warranted.

(vii) Other payments

35. No reimbursement will be considered for travel expenses which total the equivalent of \$10 or less.

C. Tuition Fees and Other Matters

(i) Tuition fees

36. The United Nations will pay tuition and related fees for fellows, if so required, for courses of study or examinations that constitute an integral part of the training programme arranged by the United Nations.

(ii) Insurance scheme

37. Fellows automatically participate in the UN/DESA Van Breda comprehensive global insurance scheme which covers medical, death and disability. (Details are attached).

(iii) Liability to third parties for damage to persons or property

38. UN/DESA assumes no liability for damage to persons or property caused by holders of UN/DESA fellowships.

VI. FINAL REPORT

A. Submission of Reports

49. (a) At the conclusion of the training programme and before returning home, fellows must submit to their supervisor a final report typewritten in five copies, plus one copy for each additional host country.

(b) No allowance shall be provided by the United Nations for the typing of final reports.

B. Publication of Reports

40. If fellows wish to publish any of the reports that they have prepared for UN/DESA as holders

of UN/DESA fellowships, they must obtain the approval of UN/DESA through the Training and Fellowships Section, which will seek the agreement of the Government concerned. The published report must be prefaced by the following statement:

"The views expressed in this report are those of the author and not necessarily those of either UN/DESA or the authority of the country or countries whose facilities were made available for use by the United Nations Department for Economic and Social Affairs."

GUIDELINE FOR FINAL REPORT WRITING

The submission of reports is one of the responsibilities accepted by each United Nations fellow. The reports indicated below are needed to determine whether the programme is developing satisfactorily, whether it is concluded successfully, and whether good use is being made of the training abroad. They provide valuable information for future fellowships. They also help in evaluating the contribution United Nations fellowships have made to the economic or social development of the various countries whose nationals have received awards.

Language of Reports

Reports should normally be written in English, French or Spanish. Reports should not be written in any other language without prior authorization by the United Nations.

Progress Report

(a) Half-way through your fellowship, you are expected to submit to your supervisor, in triplicate, a report covering the work accomplished during the first half of your award and giving indications as to the activities envisaged for the remainder of your training programme.

(b) the progress report should be brief but informative on the most significant aspects of your training, on the results achieved and the difficulties encountered, if any.

(c) Travelling fellows should indicate the places, institutions, agencies and projects visited as well as future travel plans and expected changes of address.

(d) Resident fellows in academic institutions should report on the courses for which they have registered and their report should be approved by their supervisor who should attach to it, in duplicate, a certified transcript of examination results or an official statement indicating the student's progress, as appropriate.

(e) The supervising agency will forward two copies of the progress report to the United Nations.

(f) Fellows whose training programme lasts for less than three months are not required to submit a

progress report.

Final Report

(a) At the conclusion of your training programme and before returning home, you must submit to your supervisor a final report in five copies. Four copies will be forwarded by the supervising agency to the United Nations, which will in turn transmit one of these to your Government. If you have received training in more than one country, an extra copy is required for each additional host country, so that your report can be transmitted by the United Nations to the additional supervising agencies concerned.

(b) Your final report should be clear, concise and self-contained. Following a succinct statement of the specific problem or problems which led your Government to nominate you for a United Nations fellowship, you are expected to explain, in specific terms, the benefits derived from your training abroad as well as the difficulties, if any, you have experienced. You should indicate in what manner and to what extent the methods, techniques and practices with which you have become acquainted through the United Nations can be adapted to the conditions prevailing in your country and further its development. The recommendations and suggestions you may wish to make to your Government should be included in the report, together with your comments justifying them in the light of a realistic appraisal of the limitations imposed by your country's resources and difficulties of adaptation. The report should also afford a critical evaluation of your training programme. Normally it should not exceed fifteen to twenty pages in length, it being understood that any supporting technical or descriptive material deemed necessary for a full understanding of the conclusions and proposals set forth in it can be attached as annexes. Annexes to the report should include, for instance, a chronological listing of the institutions or agencies and installations or projects which you have visited, and the courses, seminars or meetings in which you have participated.

Follow-up report

The United Nations wishes to remain in contact with you after the termination of your training programme and to be kept informed of how you have been able to use the knowledge acquired during your fellowship to help your country. You should therefore expect to receive, approximately six months

after your return home, a post-fellowship questionnaire. This questionnaire, which should be filled in triplicate, seeks to ascertain, from every former United Nations fellow, information on his activities and the use which is being made of the experience acquired during the fellowship. The proper evaluation and sound development of the United Nations fellowship programme and training activities in general, and for future trainees from your country in particular, is dependent upon every fellow's replying fully to the post-fellowship questionnaire.

Publication of reports

If you wish to publish any of the reports that you have prepared for the United Nations as the holder of a United Nations fellowship, you must obtain approval of the United Nations through the Fellowships Service which will seek the agreement of the Government concerned. You must also preface the published report with the following statement:

"The views expressed in this report are those of the author and not necessarily those of either the United Nations or the authorities of the country or countries whose facilities were made available for the United Nations Department for Economic and Social Affairs."

**VII. RULES GOVERNING THE ADMINISTRATION OF STUDY
TOURS GROUP TRAINING, SEMINARS, SYMPOSIA AND WORKSHOPS**

A. Entitlements of Participants

41. The entitlements of participants are as follows:
- (a) Round-trip international air travel, via the most direct and economical route;
 - (b) Internal travel within country(ies) of study, in accordance with the official programme;
 - (c) Daily subsistence allowance at the established United Nations rate for the country(ies) visited during the study tour. In some cases, the fellowship stipend rate will be applicable, rather than the DSA rate. Subsistence will be payable to participants from official arrival day through the last day of official programme, plus one day's subsistence deemed to cover miscellaneous travel expenses (e.g. subsistence expenses while en route, airport taxes, transportation to and from airport). When the study tour includes more than one country, subsistence will be paid from official arrival day in the first host country through the last day of official programme in the last host country visited, plus one day's subsistence at the rate applicable in the last host country;
 - (d) Tuition or training charges, as previously approved by the United Nations. Interpretation charges may be considered in special cases where the programme so requires, but as this is not a normal entitlement, advance approval by Headquarters is needed;
 - (e) Participants are not entitled to any excess baggage allowance;
 - (f) Where board and lodging are provided for participants in a seminar, the daily subsistence allowance will be reduced to 20%, except for the additional day referred to

in (c) above, which will be paid at the full rate.

B. Medical Benefits

42. Study tour participants automatically participate in the UN/DESA Van Breda comprehensive global insurance scheme which covers medical, death and disability, provided participants have been medically cleared before departure. For study tour awards up to one month, a statement of good health, attested to by a duly-qualified physician, will be sufficient. For study-tour awards of more than one-month duration, the same medical clearance as fellowships will apply (see paragraph 6(a) of this brochure).

C. Waiver of UN/DESA Responsibility

43. The United Nations assumes no liability for damage to persons or property caused by a participant.

D. Obligations of Study Tour Participants

44. (a) To undertake the study programme in accordance with the instructions issued by the United Nations;
- (b) To devote full time to the programme, as directed by the supervising agency in the country of study and by the United Nations.
- (c) To conduct themselves at all times in a manner compatible with their responsibility as holders of a United Nations award;
- (d) To refrain from engaging in political, commercial and any other activities incompatible with the study programme during the period of award;

- (e) To submit a final report on the study tour to the United Nations;
- (f) To return to the home country at the end of the study tour.

E. Final Report

45. Upon completion of the study tour, the participants must submit to the Resident Representative of their countries short reports (approximately 2 to 6 pages, in five copies). The report should describe: (a) how the programme met its objectives; and (b) how it was relevant to the participants' own purposes, and how they expect to apply the benefits derived from the study tour in their future work.

The report should not include a description of day-to-day visits. If the study tour includes more than one participant, the group may submit a joint report which should be signed by all participants. Any participant not signing the group report is expected to submit a separate report covering the points enumerated above.

CIRCULARI A. GROUP MEDICAL SCHEME FOR UN/DESA FELLOWS & STUDY TOUR PARTICIPANTS

A group insurance contract has been signed with J. VAN BREDA and CO. INTERNATIONAL, Plantin and Meratuslei 295, B -2200 Antwerp, Belgium, for this purpose. The general conditions are indicated below and the medical coverage is indicated in the Annex.

1. Commencement and Termination of Coverage

The coverage will start on the day of commencement of the award. Coverage is for the entire period of the award up to and including the last day for which stipend or DSA is payable.

2. Insured Persons

Fellowship holders and study tour participants will be covered by the above medical scheme; dependents are not included in this coverage. To be eligible for this coverage, fellowship holder/study tour participant is required to send to the Training and Fellowships Section, UN/DDSMS, New York, 1) a statement of good health attested to by a duly-qualified physician if his/her tenure is up to one month, 2) an updated medical report and chest X-ray if his/her tenure is more than one month but less than six months, or 3) Medical Form MS22 Entry Medical Examination for Fellowship Candidate (complete exam & chest X-ray) if his/her tenure is over six months.

3. Submission of Claims

Claims for reimbursement of medical expenses must be submitted on the **attached claim form**, preferably within three months from the date on which the expenses are first incurred. This form can also be obtained from the Training & Fellowships Section, DESA, New York.

This form is in triplicate: the fellowship holder or participant retains the pink copy, and sends the yellow copy and the top copy to J. VAN BREDA and CO. INTERNATIONAL, Antwerp, Belgium.

Please make sure that your name is clearly written in the same way with each and every claim. The name should be as indicated on the travel/payment instructions.

The claims for reimbursement should be submitted to J. VAN BREDA and CO. INTERNATIONAL directly together with a copy of your travel/payment instructions. Claims will not be reimbursable if submitted more than two years after the date on which the expenses were incurred for the first time during the insurance period.

If fellowship holders or participants are entitled to reimbursement by another Insurer, reimbursement by J. VAN BREDA and CO. INTERNATIONAL will be made as appropriate on the basis of the costs actually incurred and the reimbursement obtained from other sources.

Claims for reimbursement must be accompanied by a statement of the diagnosis and the medical, surgical, pharmaceutical and hospital bills, etc., as well as by any payment slips made out by other Insurers (with details of the amounts reimbursed).

Confidential information may be sent under seal to the Medical Adviser of J. VAN BREDA and CO. INTERNATIONAL, who will provide the claims department only with that information which is essential to the processing of the claim.

4. In Case of an Accident

The fellowship holder or participant should mention the date, place and circumstances of its occurrence and, if possible, the names and addresses of any witnesses or legal authorities involved.

5. Settlement of Claims

Claims will normally be settled within two weeks, following the receipt of the written evidence by J. VAN BREDA and CO. INTERNATIONAL, by cheque in US Dollars.

The conversion of medical expenses incurred in 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 United Nations will under no circumstances consider claims rejected by J. VAN BREDA and CO. INTERNATIONAL. Costs related to processing of claims, (e.g., postal charges) are to be borne by the fellowship holder or participant.

6. Medical Reservations

Neither the United Nations nor VAN BREDA will assume responsibility for medical expenses incurred by a fellow as participant in respect to medical conditions for which the Medical Service of the United Nations has made a medical reservation. The fellow or participant as well as VAN BREDA will be informed of the nature of the medical reservation by the Medical Service of the United Nations.

II B. DEATH AND DISABILITY INSURANCE COVERAGE

1. As part of the Fellowships Global Insurance Policy for United Nations Fellows and Study Tour Participants which has been negotiated by IAPSU/UNDP with J. VAN BREDA and CO. INTERNATIONAL, Belgium, death and disability has also been included in the coverage.
2. The death benefit amounts to a maximum of US\$25,000; the maximum for disability is US\$40,000. However, in the event of death by natural causes of an insured person over age 60, only 50% of the benefit will be paid.

Annex III
Medical Coverage

The medical insurance scheme provides for reimbursement of medical, hospital and dental treatment up to a maximum of US\$50,000 per fellowship holder or participant in any individual period of coverage, subject to the following limitations:

A. The Insurers undertake to reimburse 100% of the expenses involved in respect of medical treatment prescribed by doctors qualified to treat patients.

At the rate of 100% are also reimbursed the costs of hospital services such as:

- bed and board (maximum rate: the rate of the hospital concerned for a room for two or more patients)
- general nursing service
- use of operating rooms and equipment
- use of recovery rooms and equipment
- laboratory examinations
- X-ray examinations
- drugs and medicine for use in the hospital

B. The following types of treatment alone are subject to certain limitations:

1. Dental treatment

The costs of dental care, of periodontic treatment, of false teeth crowns, bridges, other similar appliances, and of dentofacial orthopaedics is reimbursed only to a maximum sum of US\$500 per individual period of coverage.

2. 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 to a maximum reimbursement of US\$500, for not more than 50 visits per insured person in any consecutive six-month period.
- The costs of radiological treatment are reimbursable only if the patient has been referred

to the specialist by the doctor in attendance.

3. Expenses for or in connection with travel or transportation whether by ambulance or otherwise are covered if a professional ambulance service is used to transport the insured person between the place where he is injured by an accident or stricken by a disease and the first hospital where treatment is given. In case of emergency or major disability, special transport of insured person, including cost of accompanying person or attendant will be allowed, up to a maximum of US\$7,500. In addition, preparation on repatriation to the home country will be covered up to a maximum of US\$ 7,500.

C. Exclusions:

1. Excluded costs:

- Hearing aids, spectacles, fees for examination of the eye for glasses and costs of spa-cures
- periodic, preventive health examinations
- rejuvenation cures and cosmetic treatment. Cosmetic surgery is covered, however, when it is necessary as a result of an accident occurred during the insurance period.

2. Excluded risks:

Following risks are not covered:

- the consequences of sicknesses or accidents resulting from voluntary and intentional action on the part of the insured person;
- the results of wounds or injuries resulting from motor vehicle racing and dangerous competitions in respect of which betting is allowed; normal sports competitions are covered;
- the consequences of insurrections or riots, if by taking part the insured person has broken the applicable laws; the consequences of brawls, except in cases of

self-defense;

- the direct or indirect results of explosions, heat release or irradiation produced by transmutation of the atomic nucleus or by radioactivity or resulting from radiations produced by the artificial acceleration of nuclear particles;
- aircraft accidents are only covered if the insured person is a passenger on board of an aircraft with a valid certificate of air-worthiness, piloted by a person in possession of a valid license for the type of aircraft in question.

IMPORTANT REMARK: Medical expense of the first US\$10 per individual period of coverage are not reimbursable.

Rev. 28/04/99

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