

# WHO collaborating centre Proposals: Checklist for WHO Responsible Officers

Checklist	Correct example	Incorrect example	WHO Manual Reference & Comments
<input type="checkbox"/> There are no more than 8 TOR.			<i>Normally, 1-4 are fully sufficient.</i>
<input type="checkbox"/> Each TOR is a one sentence statement. There are no paragraphs, lists or sub-bullet points.	"In collaboration with WHO, to provide specialized training courses on blood transfusion safety."	<del>"In collaboration with WHO, to provide specialized training courses on blood transfusion safety. This includes: collecting the lessons learned from these courses, distributing them to other WHO CCs and to use them to revising the existing curriculum. implementing the existing face to face training courses as a distance learning programmes."</del>	
<input type="checkbox"/> The TOR are broad and general and do not include details about planned activities, locations, timeframes, target groups etc. No names of individual countries or regions are included.	"On request of WHO, to provide technical assistance to Member States in the field of water and sanitation."	<del>"We will implement a quality assurance programme for senior officials of national water suppliers in the African Region under the regional office's collaboration with the Spanish AECID, and in particular to work on the drinking water supply project in the city of Nouakchott in Mauritania."</del>	
<input type="checkbox"/> The TOR clearly demonstrate WHO's	"Assisting WHO in the	<del>"We will disseminate and</del>	<i>This is best achieved by</i>

<b>involvement and role.</b>	dissemination of information in the field of food safety”	<del>distribute information packages, publications, guidelines, brochures etc. about food safety.”</del>	<i>starting the TOR with e.g. “On request of WHO”, “In collaboration with WHO”, “In consultation with WHO”, “Together with WHO”, “To assist WHO”, “To provide WHO with”, “To support WHO by”... or similar.</i>
<input type="checkbox"/> <b>The TOR do not authorize an institution to perform a WHO function on behalf of WHO, or to “act/serve as a centre of excellence/regional reference centre/training centre/research centre/coordination point/clearing house/knowledge hub/advisor” or similar.</b>	“To support WHO by providing information on sexual and reproductive health.”	<del>“To act as a center of excellence and regional coordination hub for information on sexual and reproductive health.”</del>	WHO Manual XV.5.1.90-110
<input type="checkbox"/> <b>Provision of advice to Member States on policy and legislative matters is not included.</b>		<del>“To advise authorities and countries on policies for improving access to ...”</del>	WHO Manual XV.5.2.130
<input type="checkbox"/> <b>Technical assistance to Member States is only provided on specific WHO request, or as part of a specific WHO task, and this is worded accordingly.</b>	Example of a TOR: “On request of WHO, provide technical assistance to Member States on ...”	<del>“Assist Governments to develop their national ...”</del>	WHO Manual XV.5.1.90-110
<input type="checkbox"/> <b>No education or training delivered as part of or leading to or endorsing academic qualifications or degrees (e.g. Bachelor's degrees, Graduate Certificates, Diplomas, Master's degrees, Doctorates) are included.</b>		<del>“The CC will develop and implement a specialized Master of Nursing programme for ...”</del>	WHO Manual XV.5.2.130
<input type="checkbox"/> <b>Research is in line with the functional scope of WHO CCs “participation in collaborative</b>	“To participate in jointly planned and implemented	<del>“To conduct various research projects and develop and</del>	WHO Manual XV.5.2.

research developed under WHO's leadership", and this is worded accordingly.	research developed under WHO leadership in the field of sexual and reproductive health"	<del>implement research proposals with other partners in the field of sexual and reproductive health"</del>	<i>Where WHO is interested in the results of an institution's research, an activity may be focused on contribution of results/advice/data/evidence towards WHO products or on WHO request, as opposed to conducting research.</i>
<input type="checkbox"/> Membership or participation of individuals in expert or advisory committees, panels, groups (or similar bodies) is not mentioned.		"The head of the CC will be participating in the expert committee on ..."	
<input type="checkbox"/> No WHO fellowships, staff secondments or internships as well as supervision of students or PHD candidates are included.		"We will offer 2 placements for fellows for hands-on training on ..."	<i>These are agreed under a separate contractual agreement and are not included under the WHO CC framework.</i>
<input type="checkbox"/> All activities are jointly planned and implemented with WHO and/or specifically tailored for WHO.			WHO Manual XV.5.1.90-110  <i>Activities which are generally in line with WHO goals or good for public health but which do not specifically support a technical units' planned work should not be listed.</i>
<input type="checkbox"/> None of the activities which the proposed institution conducts independently as part of its own regular work are included.		"We will continue to offer our regular continuing education programme on ... which forms an essential part of our School's reputed	

		teaching programme"	
<input type="checkbox"/> The activities support WHO's work at the regional or global level and are not purely national activities.			WHO Manual XV.5.1.80  <i>Where all activities of a proposed CC are of national scope, the mechanism "National institution recognized by WHO" may be more appropriate.</i>
<input type="checkbox"/> Activities that are conducted collaboratively with third parties e.g. UN, EU, USAID but not WHO are not included.		<del>"This project is implemented as part of our longstanding collaboration with USAID..."</del>	WHO Manual XV.5.1.90
<input type="checkbox"/> Activities that are commissioned or fully paid by WHO through an APW, consultancy contract, TSA or similar are excluded.		<del>"We have been commissioned by the WHO Department to evaluate..."</del>	WHO Manual XV.5.7.10
<input type="checkbox"/> For each "Expected Deliverable" subject to copyrights or patents, a provision for intellectual property rights attribution is included.	"Book chapter (Copyright as per Terms and conditions 3.1.1); New health technology (IPR as per 3.2.2)"	<del>"Book chapter; New Health Technology"</del>	WHO Manual XV.5.8  <i>Normally, this would refer to paragraph 3.1.1 or 3.1.2 or 3.2.1 or 3.2.2 of the Terms and conditions for WHO CCs, but some exceptions apply. If IPR is not mentioned, 3.1.1 and 3.2.1 apply as default. If a different provision than one of the four standard paragraphs is required, the legal department may be contacted for advice.</i>

<input type="checkbox"/> The “Connected WHO Task” lists the specific WHO task or project the CC activity supports.	“Task 2.2 from the WHO research initiative on alcohol, health and development”	<del>“This activity helps to achieve WHO’s goals and mission and is important for the WHO technical programme dealing with substance abuse.”</del>	
<input type="checkbox"/> Every activity has an identified funding source.	“This activity will be funded by 1) the B&M Gates Foundation, 2) regular budget of our institution”.	<del>“N/A”, “None”, “Funding sources are still to be determined”</del>	<i>Where the proposed institution funds an activity through its own regular budget or in-kind (e.g. in the case of staff time), they should be listed as the funding source.</i>
<input type="checkbox"/> For each activity, the institution provides or raises the necessary funds. WHO is not the exclusive or the primary funding source for an activity.	“This activity will be funded by 1) the B&M Gates Foundation, 2) regular budget of our institution”.	<del>“WHO HQ, and possibly EURO”</del>	WHO Manual XV.5.7.10
<input type="checkbox"/> The name of every single funding source is listed and the field does not include generalizations such as “external funding” “other funds”, “various partners”, “donors” etc.	“This activity will be funded by 1) the B&M Gates Foundation, 2) regular budget of our institution”.	<del>“This activity will be funded by various public sources and our partners.”</del>	