



WORLD HEALTH ORGANIZATION
ORGANISATION MONDIALE DE LA SANTÉ
WELTGESUNDHEITSORGANISATION
ВСЕМИРНАЯ ОРГАНИЗАЦИЯ ЗДРАВООХРАНЕНИЯ

REGIONAL OFFICE FOR EUROPE
BUREAU RÉGIONAL DE L'EUROPE
REGIONALBÜRO FÜR EUROPA
ЕВРОПЕЙСКОЕ РЕГИОНАЛЬНОЕ БЮРО

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Date: 11 February 2008

Dr Vinjar Fonnebo
National Research Center in Complementary and
Alternative Medicine (NAFKAM)
University of Tromsø
N-9037 Tromsø
Norway

Our reference: Tromsø-Fonnebo-NOR
Notre référence: pda
Unser Zeichen:
См. наш номер:

Dear Dr Fonnebo,

I take great pleasure in confirming that the World Health Organization, after consultation with your Government, has designated the National Research Center in Complementary and Alternative Medicine (NAFKAM), University of Tromsø, as a *WHO Collaborating Centre for Traditional Medicine*. The designation is effective for a period of four years as from the date of this letter. It is understood that you will be head of the centre.

A copy of both the agreed terms of reference and a document entitled "Guidelines for institutions wishing to collaborate with WHO" is enclosed. The Guidelines include an extract of the WHO Manual concerning the use of the WHO emblem in letterheads and use of the WHO flag. Please note that a report of activities undertaken as part of the agreed plan of work must be submitted annually. You will receive an e-mail with a web link to an electronic reporting form which is used for this purpose.

The designation of the Institute as a WHO Collaborating Centre will automatically expire at the end of the four-year period unless a subsequent Redesignation process is initiated. It is important to note that the redesignation process should commence at least six months prior to the end of the designation period. Either party may revoke the designation at any time by giving notice three months before the end of that year.

The HQ website (<http://whocc.who.int>) provides you with general information on WHO Collaborating Centres, as well as information on other collaborating centres working in your specific area or related areas which could be of interest to your work.

Copy for information:

Division for International Cooperation and Preparedness, Department of Administration Ministry of Health and Care Services, P.O. Box 8011 Dep., N-0030 Oslo, Norway

Directorate for Health and Social Affairs, Department of International Cooperation, PO Box 7000, St. Olavs Plass N-0130 Oslo, Norway

8, Scherfigsvej
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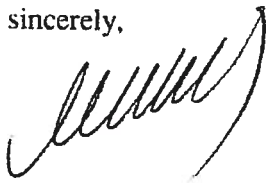
E-mail: postmaster@euro.who.int
Web site: <http://www.euro.who.int>

It should be noted that the Regional Office for Europe is administratively responsible for the WHO Collaborating Centres geographically located in the European Region whether initiated by Headquarters or a Region. Questions regarding the technical content of the agreement (e.g. terms of reference, workplan) should be directed to the Responsible Officer as per the attached.

Should there be any changes in the future that might affect this arrangement, I should be grateful if you would inform the Regional Office. For further information on administrative matters, please contact Phyllis Dahl, Focal Point, WHO Collaborating Centres (pda@euro.who.int).

I look forward to our successful cooperation.

Yours sincerely,



Dr Nata Menabde
Deputy Regional Director

Enclosures:



WHO Collaborating Centre for Traditional Medicine

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*Responsible Officer in HQ: Dr Xiaorui Zhang, HTP-TCM-TRM
Technical Counterpart in EURO: Mr Kees de Joncheere, CPS-HTP*

PROPOSED TERMS OF REFERENCE

1. To promote communications and information exchange in the field of Traditional Medicine/Complementary and Alternative Medicine (TM/CAM) through maintaining and updating the Centre's database of TM/CAM.
2. To promote research, particularly of clinical study of TM/CAM through organizing training programmes/workshops/symposiums on research approaches and evaluation of TM/CAM.
3. To develop principal and appropriate methodology for clinical research and evaluation of safety and efficacy of TM/CAM, through cooperation with WHO and other research institutions worldwide.
4. To engage in international collaborative efforts, and to provide consultation relative to CAM research and training, upon the request of WHO.



Guidelines for institutions wishing to collaborate with WHO

This document provides information on:

- *Definition and functions of WHO collaborating centres*
- *Designation process (including criteria for designation)*
- *Monitoring and reporting of the activities of collaborating centres*
- *Criteria for the use of WHO's name, emblem and flag*
- *Financial implications*
- *Redesignation and termination procedures.*

Definition and functions

Definition

A WHO collaborating centre is an institution designated by the Director-General to form part of an international collaborative network carrying out activities in support of WHO's programme at all levels.

The World Health Organization requires expert advice for overall scientific and technical guidance, as well as for direct support of global, interregional and regional technical cooperation programmes for national health development. Since its establishment, WHO has obtained expert advice and support from a very large multiplicity of institutions. In cases of long-standing successful collaboration where there is a concrete perspective of joint future activities, the designation of an institution as a WHO Collaborating Centre can be explored. This is a way of recognizing a long history of collaboration with WHO, and at the same time providing a formal framework to the forthcoming jointly planned activities.

Not only entire institutions may be designated as WHO collaborating centres. A department or laboratory within an institution or a group of facilities for reference, research or training belonging to different institutions may be designated as a collaborating centre; one of the constituent institutions acts for them in relation to WHO.

Functions

The functions of WHO collaborating centres include:

- (a) the promotion of WHO's policies and priorities; and
- (b) the collection, collation and dissemination of information regarding *inter alia*:
 - standardization of terminology and nomenclature, of technology, of diagnostic, therapeutic and prophylactic substances, and of methods and procedures;
 - development and application of appropriate technology;
 - provision of reference substances and other services;

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- participation in collaborative research developed under WHO's leadership, including the planning, conduct, monitoring and evaluation of research, as well as promotion of the application of the research results;
 - training, including research training;
 - coordination of activities carried out by several institutions on a given subject.

A WHO collaborating centre participates in activities based on a Plan of Work, jointly prepared by the centre and WHO in line with WHO procedures. The activities may take place at the country, intercountry, regional, interregional and global levels. They also contribute to increasing technical cooperation with and among countries by providing them with information, services and advice, and by stimulating and supporting research and training.

Designation of a WHO collaborating centre

Criteria for selection

Both institutions showing a growing capacity to fulfil a function or functions related to WHO's programme, and institutions of high scientific and technical standing having attained international recognition, may qualify for designation as WHO collaborating centres. A period of at least two years active collaboration with WHO should precede the designation.

The criteria to be applied in the selection of an institution for designation as a WHO collaborating centre are:

- the scientific and technical standing of the institution at the national and international levels, with particular reference to its recent record of achievement and its ongoing activities;
- the place the institution occupies in the country's health, scientific and educational structures and its relations with the national authorities concerned, in terms both of its contribution to national health development programmes and of the governmental support it receives;
- the quality of the institutions's scientific and technical leadership, the number and qualifications of its staff, and the adequacy of its equipment, laboratory or teaching premises and other facilities;
- the institution's prospective stability in terms of personnel, activity and funding;
- the working relationship that the institution has developed with other institutions in the country as well as at the intercountry, regional and global levels;
- the institution's ability, capacity and readiness to contribute, individually and within networks, to WHO programme activities, whether in support of country programmes or by participating in international collaborative schemes;
- the technical and geographical relevance of the institution and its activities to WHO's mandate and programme priorities;
- the institution's will, where appropriate, to develop its potential with the scientific and technical support of WHO; and
- the ability and readiness of the institution to provide services over a sufficient period of time and not only for a single, limited task.

Designation process

The WHO Regional Director for Europe is responsible for proposing institutions for designation as WHO collaborating centres in the European Region.

The initiative for the proposal may come from either the WHO Regional Office for Europe or WHO headquarters.

Proposals for designation are reviewed by both a regional and a global screening committee in terms of:

- (a) the relevance of a proposed institution and work plan;
- (b) how effectively collaboration with the institution has been managed;
- (c) how collaboration could be improved, in terms of management and usefulness/impact; and
- (d) alternative cooperation mechanisms and their cost-effectiveness.

As a first step in the designation process, the proposed institution – in consultation with WHO staff – drafts a Plan of Work, identifying products and activities in WHO's approved programme budget in which the institution would be able and willing to collaborate and the type of collaboration envisaged.

Once agreement is reached between the institution, the originating technical unit and WHO headquarter counterpart(s) on the principle of designation, and on the contents of the proposed Plan of Work, the proposal for designation is submitted through the eCC (electronic Collaborating Centre system) to the Divisional Director concerned, together with a detailed report on collaborative activities undertaken during the previous two years. The Director checks that the proposal is in line with agreed criteria for designation, taking due consideration of the programmatic and geographical distribution of existing centres. The proposal is then reviewed by a Regional Screening Committee. If the review is positive, the proposal, with comments if any, is forwarded to the Global Screening Committee.

When the proposal is cleared by the Global Screening Committee, the Regional Director writes to the government concerned asking for its formal acceptance, giving a deadline of four weeks for reply.

If the reply is positive, the Regional Director formally requests the approval of the Director-General.

When this approval is obtained, the Regional Director informs the institution of its designation as a WHO collaborating centre for an initial period of four years. The period of designation starts on the date of the letter to the institution.

The above designation process applies to proposals for *all* institutions located in the European Region, whether the originating technical unit is from the Regional Office or WHO headquarters.

Monitoring and reporting

Once designated, the collaborating centre submits through the eCC an annual report of activities undertaken, as part of the agreed Plan of Work. An e-mail with a link to the eCC is sent to the collaborating centre at the end of each year of designation. The results achieved over the year and any documents issued by the centre is briefly described. Should an activity not have been implemented as planned, a full explanation should be provided.

The WHO programme manager concerned bears the main technical responsibility for evaluating the work performed by a collaborating centre. He/she should periodically visit the centre to review the activities carried out, revise the Plan of Work if needed, and help prepare a new Plan of Work for the next designation period when appropriate.

Title and use of WHO's emblem and flag

A WHO collaborating centre may use the name "WHO" or "World Health Organization" and the WHO emblem *in its letterhead* under the following conditions.

- (a) The WHO name and emblem are to be used solely for correspondence related to the centre's activities as a collaborating centre.
- (b) If the term "WHO" or "World Health Organization" is used in the letterhead, it should be printed in the same type size as that used for the title of the centre.

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- (c) If the language used by the centre for its letterhead is not one of the official languages of the World Health Assembly (Arabic, Chinese, English, French, Russian, Spanish) or another language used officially by a regional office, then one of the latter should also be included.
- (d) Any letterhead using WHO's name should conform to the title under which the institution has been designated and contained in the official letter of designation.
- (e) For other purposes (including web pages) and especially commercial purposes, the use of the WHO emblem must be authorized by the Director-General. Collaborating centres should contact their counterpart in WHO for permission to use the emblem under such circumstances.
- (f) A collaborating centre may obtain a WHO flag on request for use on certain occasions (on World Health Day, 7 April; or on the occasion of any official event related in some way to the World Health Organization) provided it is displayed in conformity with the Flag Code (sent at the same time as the flag).

Financial implications

In general, the WHO collaborating centre is expected to secure its own funding, including that for activities in the agreed Plan of Work. Designation is in itself an important form of support that WHO can provide to an institution. Financial support should be viewed as an independent type of support.

Any financial support by WHO should be related to the Plan of Work and to WHO's approved policies and activities. If it is decided to give financial support to a centre, an agreement must be prepared by WHO; the actual Plan of Work should not contain any financial obligations for WHO.

Redesignation and termination procedures

Redesignation

On the basis of the annual report and discussions with the centre and in WHO, the delivery of products and services is evaluated by WHO in line with established evaluation criteria and procedures.

The redesignation process is initiated along the same lines as for designation through the eCC.

Redesignation may be for a period of *up to 4 years*.

Termination/expiry date

Collaboration can be terminated on completion of the designation period, or at any time if the work is no longer relevant to WHO's programmes or if the centre is not functioning as expected. Either party would, however, be able to revoke the designation in any year by giving notice of its intention to do so three months before the end of that year.

The following steps are taken for termination:

- the WHO counterpart and the centre discuss the proposed termination;
- the WHO counterpart discusses termination with other WHO staff, including those at WHO headquarters; and
- the Regional Director sends a letter of termination to the centre.

Please note that if redesignation procedures have not been initiated within the last six months of the designated period, the designation will automatically expire at the end of the designated period.



eCC System

An electronic system to process re/designations, discontinuations and reports

Presenting the new eCC system

The eCC allows designations and redesignations of collaborating centres to be processed electronically via the e-Work web-based interface. Proposals can be initiated in the system by filling out an online form. The form is then electronically processed as a request for authorization as it moves from one assigned user to the other. The online system includes the ability to look for information on proposals and to assign individuals to specific roles in the process.

The eCC allows for a seamless, on-line and “paperless” environment with the following benefits:

- Decrease the time spent on a paper-based manual process
- Establish a repository of collaborating centres for quick information retrieval
- Establish a history of proposals
- Manage designation/redesignation proposal and approval processes more efficiently
- On-line reporting

How does eCC work?

The eCC system follows the same steps that the old paper-work system but all internal steps are done electronically. Only the letter of consultation with the national authorities and the official letter of designation to the centres will be sent in hard copy.

The WHO responsible officer is responsible for initiating a proposal for (re)designation using the eCC.

Once a designation or redesignation is initiated, the proposed institution will receive an email with a web link which they will be requested to access using a username and password (which are provided in the email). On that web page, the proposed institution will be able to complete the (re)designation form electronically. This form will then go to the WHO responsible officer proposing the (re)designation for his/her comments and clearance.

Annual reports: The eCC will send an email to each CC at the end of each year of designation requesting them to briefly report on the activities agreed in the workplan. The responsible officers will be able to access those annual reports through the eCC system at any time.