

The United Nations Fellowship Program

THE United Nations fellowship program is an integral part of the programs of technical assistance of the Organization, which are aimed at promoting economic and social progress and development in conformity with Article 55 of the United Nations Charter.

They are financed out of allocations from the regular budget of the Organization and from the funds made available by the member governments under the expanded program of technical assistance to the various organizations which compose the United Nations family.

Fellowships, like expert services and related equipment, are granted in the following fields: economic development, social welfare, public administration, human rights and narcotics control.

United Nations fellowships are not awarded for the mere pursuit of academic studies leading to degrees or diplomas. They are intended to give persons already or soon to be entrusted with functions important for the

development of their countries the opportunity to broaden their professional knowledge and operational experience by acquainting themselves with more advanced methods and techniques. A particular training program may include attendance at an academic institution where a fellowship holder may take examinations and prepare a thesis or dissertation; however, the main purpose of every fellowship is to enable the holder to derive from his training an increased ability to solve concrete problems on his return home.

Only those candidates who are nominated by their governments can be considered for United Nations fellowships. In the application form, the candidate must give full particulars concerning his academic and professional background, his proficiency in languages, the study or training desired and the practical use he intends to make of the knowledge or experience to be acquired abroad. In the letter of transmission, the requesting government is expected to give indications as to the duties and responsibilities

ties with which the fellow will be entrusted on his return home. Final selection is made at United Nations Headquarters after consideration of the qualifications of the candidates and within the limits of the financial resources that may be allocated to the country concerned. Depending on the requirements in each case, a fellowship may be granted or extended for any period up to a maximum of two years, with further extensions possible in exceptional cases.

The United Nations fellowship program is small and must be very selective in order to be effective. Training abroad is of greatest value when it can be related to specific development projects of significant impact. Special attention is therefore given to fellowships requested for the counterparts of United Nations experts or for the administrators or technicians who are to continue or carry further the projects that these experts have helped to initiate or activate.

Training Programs

There is a great diversity in training programs, for each fellow's program is adapted to his specific needs, his professional and linguistic abilities and also to the available placement facilities in the field concerned.

The placement of United Nations fellows is sought with the help of the authorities of the prospective host countries. The fellows study or observe in public or private institutions and agencies, or even in factories in the case of engineers who must be trained at the machine or whose research must be conducted in industrial plants.

A geologist may be trained both in the field and in the classroom on the use of the latest methods of geological exploration which can be adapted to the conditions prevailing in his country; and, in order to give him comparative experience, the training program may be so arranged as to take him to various parts of the world where he can see different approaches to the solution of a common problem.

A bank manager from an underdeveloped country may be trained abroad in both public and private banking institutions not only to equip him to help improve banking practices in his own country but also to assist him in developing financial relations between his country and the world capital markets.

In 1959, the Director of Electricity for the Republic of Korea studied the construction of hydroelectric installations in North America and in France. His program in North America included visits to the sites of several dams, especially earthen dams. It was arranged by a special Vancouver centre which had been set up by the United Nations with the help of the Government of Canada and the participation of the University of British Columbia to arrange for individualized training programs in the western part of Canada and the United States, a region which is undergoing rapid economic and social development. In France the emphasis of the program was on the observation of the use of tidal energy which may be exploited similarly in river estuaries in Korea.

Also in 1959, the Director of Social Welfare of the State of Punjab, India, spent three months in the United States to observe the administration

and operation of social welfare programs at the city, county, state and federal levels. A Turkish administrator studied the theory and practice of public administration in the United Kingdom and in continental western Europe as a preparation to his assuming the direction of the organization and methods unit recently established in the Turkish Institute of Public Administration. An official from the Japanese Government visited the United Kingdom and the United States to study the legislation enacted or proposed in those countries to regulate insurance against nuclear risks.

Eighteen port engineers and merchant marine administrators from Arab countries participated in a seminar on port and shipping questions in Copenhagen, Denmark. The latter country also provided long-term training facilities to United Nations fellows from Indonesia and Thailand for qualifying as marine engineers and deck officers. Indian engineers went for practical training in the iron and steel industry of the USSR.

United Nations fellows from the Federation of Rhodesia and Nyasaland, Ghana, Greece, India, Pakistan, the Philippines, Poland, Thailand and Turkey attended a course of the secretariat of the General Agreement on Tariffs and Trade on international trade policies, mechanisms and procedures.

Such cases are indicative of the wide variety of training programs which are arranged from United Nations Headquarters or from the European Office of the United Nations to meet government requests.

Training abroad is supplemental to training within one's own country, for

in many of the United Nations field missions the experts devote considerable time to training local personnel on the spot. The needs for training abroad are great, however, and, in the economic field, study and observation in more advanced countries are supplemented by the in-service training provided by the United Nations for African economists at Headquarters, for economists of Asia and the Far East in Bangkok, for European economists in Geneva, and for Latin American economists in Santiago de Chile. In the Latin American course in 1959, for example, eighteen participants followed such subjects as cost accounting, price theory, monetary policy, demographic and transport problems, agricultural, industrial and resource development programming; these courses were taught with the participation of Professor J. Tinberger, professor of economics at the Rotterdam Technical University and Director of the Netherlands Technical Institute.

Specialized Training

The United Nations also sponsors and takes advantage of the setting up and operation, in both developed and underdeveloped countries, of special training courses and facilities. Thus, it sends fellows to the International Program in Taxation organized by Harvard University for the training of government officials at the policy-making level in the fiscal field and to the course in social welfare of the University College of Swansea in South Wales. Similarly, it awards fellowships for participation in the Demographic, Training and Research Centre of Chembur, India.

Awards in 1959

In 1959, United Nations fellowships were awarded to 1,045 persons from ninety-one countries and territories in all parts of the world. Their training was arranged in more than forty different countries, including developing countries like Brazil, Ghana, India and Thailand. The table below shows the distribution of these fellowships by field of activity:

<i>Economic surveys and programming</i>	59	<i>Transport and Communications (Cont.)</i>	
<i>Trade promotion and marketing</i>	42	Posts and shipping	57
<i>Fiscal and financial matters</i>	29	Railways	20
<i>Industrial development and productivity</i>	181	Other	4
Chemical industries	18	<i>Social welfare</i>	244
Engineering	13	Community development	52
Industrial management	20	Family and child welfare	25
Primary metals industries	72	Housing, building and planning	49
Printing	4	Medical welfare	1
Pulp and paper	3	Population	49
Small-scale industries	8	Public assistance	2
Textile industries	5	Rehabilitation of the handicapped	12
Other	38	Social defence	25
<i>Natural resources and power development</i>	80	Social development	18
Atomic power	2	Other	11
Mineral and fuel resources	38	<i>Narcotics control</i>	9
Power resources	14	<i>Human rights</i>	60
Surveys	21	<i>Public administration</i>	149
Water resources	5	Local and municipal administration	12
<i>Statistics</i>	59	Organization and methods	17
National income statistics	19	Personnel administration	8
Population and vital statistics	7	Postal administration	2
Other	33	Public finance administration	34
<i>Transport and communications</i>	133	Other	76
Highways	30		
Inland waterways	22	TOTAL	1,045

*Reprinted from the United Nations Review, August 1960
Published by United Nations Office of Public Information*

ADMINISTRATIVE GUIDE
for
HOLDERS OF UNITED NATIONS FELLOWSHIPS



UNITED NATIONS

ADMINISTRATIVE GUIDE
for
HOLDERS OF UNITED NATIONS FELLOWSHIPS



Bureau of Technical Assistance Operations
DEPARTMENT OF ECONOMIC AND SOCIAL AFFAIRS
UNITED NATIONS

New York, 1961

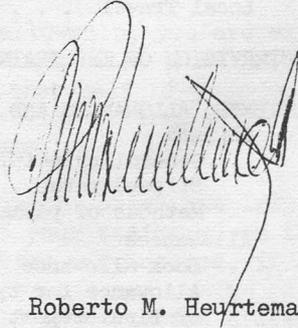
TABLE OF CONTENTS

Paragraphs

FOREWORD	
I. GENERAL INFORMATION	1 - 3
II. PREPARATION FOR THE FELLOWSHIP	
Departure Letter and Travel and Payment Instructions	4
Medical Certificate	5
Language Proficiency	6
General Information	7
Clothing	8
Family and Dependents	9 - 10
Notification of Arrival	11
Briefing	12 - 16
III. TRAVEL DURING THE FELLOWSHIP	
International Travel	
General	17
Visas	18
Pocket money for outward journey; currency regulations	19
Baggage	20
Accommodations	21
Local Travel	22
IV. SUPERVISION OF THE TRAINING PROGRAMME . .	23 - 24
V. STIPEND, ALLOWANCES AND OTHER PAYMENTS	
Stipend	
General principles	25
Stipend rates	26
Methods of payment	27
Allowances	
Book allowance	28
Allowance for typing of final report	29
V. STIPEND, ALLOWANCES AND OTHER PAYMENTS (continued)	
Tuition Fees	30 - 32
Medical Benefits	33 - 36
Liability to Third Parties for Damage to Persons or Property	37
VI. REPORTS	
Submission of reports	38
Language of reports	39
Progress reports	40
Final report	41
Follow-up report	42
Publication of reports	43

FOREWORD

It gives me great pleasure to welcome you as the holder of a fellowship award under the United Nations programme of technical assistance to governments. The notes included in this paper are intended to help you find your way amongst the many administrative provisions and rules governing the implementation of fellowship awards. They explain the practical arrangements to be followed if delay and inconvenience are to be avoided during your tenure of the award. As Commissioner for Technical Assistance it is my hope that you will succeed in deriving the maximum advantage from your fellowship and that you will be able to make full use of your new knowledge on your return home.

A handwritten signature in dark ink, appearing to read 'Roberto M. Heurtematte', with a long, sweeping underline that extends downwards and to the right.

Roberto M. Heurtematte

I. GENERAL INFORMATION

1. Fellowships are one of the main elements of the United Nations programme of technical assistance to Governments. This programme also includes provision of expert advice, pilot and demonstration projects, training of technicians and officials through the establishment of regional or national training centres, seminars, and the dissemination of technical information. It is administered by the Bureau of Technical Assistance Operations, a unit within the Department of Economic and Social Affairs of the United Nations Secretariat, under the authority of various resolutions of the United Nations General Assembly.

2. United Nations fellowships, like expert services, are granted upon specific request of the Government concerned in the following main fields: economic survey, fiscal and financial matters, industrial development and productivity (including training in management), natural resources and power development, statistics, transport and communications, trade promotion and marketing, public administration, social welfare, human rights and narcotics control. Fellowships in other fields of specialization such as health services, agriculture and communications are available through the technical assistance programmes of the respective specialized agencies.

3. United Nations fellowships are not awarded merely for the pursuit of academic studies leading to degrees or diplomas. They are intended to give persons entrusted with functions important for 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 every fellowship is to enable the holder to derive from his training an increased ability to solve practical problems on his return home.

II. PREPARATION FOR THE FELLOWSHIP

Departure Letter and Travel and Payment Instructions

4. You have already been notified that you have been awarded a United Nations fellowship and that a programme was being prepared for you. A Departure Letter has now been sent to you and your Government indicating that a programme has been arranged in the host country or countries indicated therein. Attached to that letter are your Travel and Payment Instructions. Please read these documents carefully and arrange to arrive at the reporting office on the date indicated. You should keep both documents with you throughout your fellowship.

Medical Certificate

5. You should send an up-to-date and complete medical certificate to the reporting office. The medical examination should take place not more than four months before you leave your country. If your medical certificate is missing, incomplete or unsatisfactory, the United Nations reserves the right to have you examined by the United Nations Medical Service.

Language Proficiency

6. You have been notified of the award of your fellowship as far in advance as possible, so that you can prepare yourself to derive the maximum advantage from your training opportunities. Of paramount importance to this end is your fluency in the language used in the host country or countries. If you do not have a sufficient knowledge of the language in which you are expected to study you will be required to undertake systematic training prior to commencing your fellowship programme.

General Information

7. It is suggested that, before leaving your own country, you ask your Government to arrange for you 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 on the technical literature in your field. If there is a United Nations Information Centre or Resident Representative's Office near your home you should also visit that office for further information concerning the activities of the United Nations and introductions to United Nations experts in your field.

Clothing

8. It is important to remember that the climate in the host country or countries may be very different from that in your own country. This applies particularly to fellows from tropical or sub-tropical countries who are due to study in the Northern Hemisphere during the period October-April or in the Southern Hemisphere during the period May-October. It is essential that you should provide yourself with clothing suitable for the climate of the host country or countries. No clothing allowance will be paid by the United Nations.

Family and Dependants

9. You are requested not to take your family with you. Monthly stipend rates are sufficient only to cover the normal living expenses of one person (see para. 25). No allowances of any kind will be paid for dependants. Moreover, it may be necessary for you, during your fellowship, to travel under circumstances in which it will be impossible for your family to accompany you.

10. Your Government is expected to continue to pay your salary in your home country or to make such other arrangements as may be appropriate to maintain your dependants while you are abroad. The United Nations can in no case assume any responsibility for dependants.

Notification of Arrival

11. You should advise the reporting office shown on the Travel and Payment Instructions as early as possible of your expected date of arrival, and whether you wish a hotel room to be reserved for you. Exact time, flight number and date of arrival should be confirmed to the reporting office by cable before departure from your home country.

Briefing

12. Many fellows visit either New York or Geneva for one or two days before commencing their programmes of study or proceeding to their first host country. During this visit they are briefed on their own individual awards, on the regulations and requirements of fellowships, and on the United Nations technical assistance programme as a whole.

13. In New York, the Training and Fellowship Programmes Section is situated on the twenty-third floor of the Secretariat Building, United Nations Headquarters, Forty-Second Street and First Avenue, New York City; the telephone

number is PLaza 4-1234. In Geneva, the Technical Assistance Office is situated in the Palais des Nations; the telephone number is 33-10-00. When telephoning, please ask for the extension number indicated in your Travel and Payment Instructions.

14. If you are not passing through New York or Geneva, you will be given specific instructions where to report.

15. Upon arrival at your reporting office you will receive a card certifying that you are the holder of a United Nations fellowship.

16. All correspondence relating to a fellowship award by the United Nations (except for training programmes in Europe) should be addressed to the Training and Fellowship Programmes Section, Bureau of Technical Assistance Operations, United Nations, New York 17, New York, USA. Correspondence regarding training programmes in Europe should be addressed to the Technical Assistance Office, United Nations, Palais des Nations, Geneva, Switzerland. You are welcome to correspond through these offices with the United Nations officials specializing in your particular field, should you have occasion to seek their advice.

III. TRAVEL DURING THE FELLOWSHIP

International Travel

17. General

(a) Your travel arrangements should be undertaken in consultation with the official responsible on behalf of your Government for all matters connected with your award; his name is given in the Travel and Payment Instructions.

(b) Tickets for travel to the reporting office will be provided by your Government or by the United Nations, as indicated in the Travel and Payment Instructions.

(c) If your Government is to provide tickets, transportation will be arranged through the official designated in this document.

(d) If the tickets are to be provided by the United Nations, you will be informed by the designated travel agency or airline in your country where they are to be collected. You should never purchase your own tickets for international travel.

(e) Bookings should be made, in consultation with the designated official of your Government, for departure on the date indicated as the start of your award so that you arrive at your reporting office on the date entered under "Date of Arrival" in the Travel and Payment Instructions.

(f) Please do not make any bookings for your initial journey beyond your first reporting office and do not inform the supervising agency of your first host country of your arrival details, 1/ as it may be necessary to change your plans in the light of briefing arrangements, desirability of fellows arriving together in the first host country, etc. These matters are dealt with by the reporting office for all fellows at the beginning of their awards.

(g) If you will be studying in more than one host country, however, it is important that you yourself notify the supervising agency of each host country after the first well in

1/ Unless you are arriving there direct without first coming to New York or Geneva, in which case you should cable arrival details to the supervising agency of the first host country (see your Travel and Payment Instructions).

advance, of your arrival and whether you wish a hotel reservation to be made for you. The name and address of the official to whom you should cable will be found in your Travel and Payment Instructions.

(h) Travel arrangements different from those specified by the United Nations will not be accepted unless the change has been agreed upon beforehand by the United Nations office which issued the travel instructions. Travel at United Nations expense must be arranged by the most direct and economic route: fellows are required to travel by air, tourist or economy class.

(i) In cases where air travel is impractical or not available, fellows will be authorized to travel by rail or boat. 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;
- boat - cabin class or minimum first where cabin class does not exist on the ship used.

(j) Subject to prior authorization by the United Nations, fellows may return by sea, but only if the unused air tickets are endorsable to a shipping company and if the fellow agrees to pay any extra costs involved. Bookings for sea travel must be made by the fellow himself. Savings, if any, will revert to the United Nations, through Thomas Cook and Sons, and cannot be applied to offset any other expenses. Stipend is not payable for the extra time spent in sea travel; the starting and finishing dates of a fellowship are fixed so as to cover only the time taken for travel by air by the most direct route.

18. Visas

(a) You must obtain your own passport and visas, including any transit visas which may be necessary to permit travel from your home country to the country or countries of study and return. You may also need a visa from the United States or Swiss Government valid for several days' stay in New York or Geneva for briefing purposes.

(b) You must ensure that your passport and/or re-entry permit 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) the duration of the award;
- (ii) a statement to the effect that you have been awarded a United Nations fellowship for which you were officially nominated by your Government;
- (iii) a statement to the effect that you will be under the supervision of a governmental or semi-governmental agency in the country of study.

(d) Whenever required, the Travel and Payment Instructions are accompanied by letters of introduction to the relevant consulates and embassies or the necessary visa forms. The Government which sponsors your application is, however, responsible for assisting you to secure in advance the necessary passport and visas for all travel connected with your award. Your Government is also responsible for any expenses involved in obtaining a passport and visas before your departure.

19. Pocket money for outward journey; currency regulations

(a) You will need some pocket money in convertible currency for use on your outward journey, and on arrival at your first destination, to cover minor expenses at the airport, and bus or taxi fare to the town, telegrams or telephone calls, etc. You are therefore urged to obtain, before departure from your home country, a sufficient amount in convertible currency to meet such expenditures.

(b) Before leaving your home country, please make enquiries regarding its currency regulations, particularly concerning the amounts of various currencies you will be allowed to carry during your journey. National authorities are strict in this matter, and the United Nations cannot be responsible for any loss you may incur through disregard of currency regulations.

20. Baggage

(a) If you travel by air the maximum weight of the baggage you will be entitled to carry is 30 kilogrammes (66 pounds). On most airlines, however, the free baggage allowance for tourist or economy class travel is 20 kilogrammes. An exchange order is normally provided to that effect. If you have not received such an exchange

order, you should pay for your excess baggage and later submit to the authorities responsible for your ticket a claim for reimbursement of up to 10 kilogrammes. All baggage in excess of the authorized limit must be shipped at your own expense, whether sent by air or surface transportation. An excess baggage allowance authorized but not actually used on any journey is forfeited and cannot be applied towards other portions of your itinerary.

(b) You are urged to consider insuring your baggage for the duration of your absence from your home country. Any world-wide travel agency can make the necessary arrangements for you. The costs of such insurance - which are not high - are not reimbursable by the United Nations.

21. Accommodation

(a) Accommodation can be arranged by the reporting office, if requested, and you will be advised of the action taken prior to your departure from your home country. If this cannot be done, you will be paged on arrival at the New York airport by a member of the Committee for Friendly Relations among Foreign Students who will direct you to your hotel. If you arrive in Geneva without knowing the booking made for you, telephone the Palais des Nations (telephone number: 33-10-00) and ask for the extension indicated in your Travel and Payment Instructions. At night or during weekends the conciierge at the Palais des Nations will answer the telephone and give you this information. The staff members administering the United Nations fellowship programme are few in number and cannot meet you at the airport or station upon your arrival in New York or Geneva.

Local Travel

22. If it is necessary to make any journeys in connexion with your studies, such journeys must be approved in writing by your supervisor before any reimbursement of the cost can be obtained from the United Nations. Whenever possible, arrangements are made by the United Nations to provide you beforehand with the necessary tickets. Travel by private car is subject to prior authorization by the United Nations and reimbursement for such travel is subject to the United Nations financial rules. Detailed information on the subject of travel in the country of study will be given to you during your briefing in New York or Geneva.

IV. SUPERVISION OF THE TRAINING PROGRAMME

23. While you are training abroad you are under the general supervision of the United Nations, but in each host country a governmental or semi-governmental department or agency is responsible for the direct supervision of your training programme. One official of each such supervising agency plans the programme of studies in the country concerned and designates a technical supervisor to whom you are directly responsible. The name(s) of the official(s) in the national supervising agency (or agencies) to whom you should first report on arrival in the country will be found in your Travel and Payment Instructions. If you are a fellow at an academic institution, an official of the university or training institute may be designated as your programme supervisor.

24. Government and university officials devote their services as their contribution to promoting the ideals of the United Nations. You will understand, therefore, how important it is to comply with their instructions and co-operate with them in their efforts to make your award as profitable an experience as possible. In particular, the importance of making appointments and arriving on time for them cannot be over-emphasized, as the people with whom you will come into contact are generally very busy and may be co-operating with the programme at some sacrifice to their normal activities.

V. STIPEND, ALLOWANCES AND OTHER PAYMENTS

Stipend

25. General Principles

(a) A stipend is an allowance to cover the cost of room, board and essential incidentals such as laundry and local transportation, paid to a fellow while on official assignment for study abroad. It is not a salary or an honorarium; nor is it supposed to cover the fellow's routine expenses at home for himself or his family; it should not therefore be considered a substitute for any salary or allowances paid to a fellow in his home country. In no circumstances will additional payments be made by the United Nations, except as specified in this Guide (see Paras. 28 and 29 below).

(b) Your stipend will begin on the date of your departure from your home country and end on the date you complete your award, including travel time by the shortest and quickest route to your home as stated in your Travel and Payment Instructions.

(c) The stipend will always be paid in the local currency of the country of study; stipend rates vary from one host country to another according to the cost of living.

26. Stipend rates

(a) Stipend rates are established by the Technical Assistance Board (consisting of representatives of all the United Nations agencies participating in the Expanded Programme of Technical Assistance). The rates are periodically reviewed, and the necessary data are obtained by sending a questionnaire dealing with cost of board and lodging to the supervising agencies of all countries receiving fellows from the United Nations or its specialized agencies.

(b) Fellows attending a residential course at an educational or training institution which provides room and board at specially favourable terms, or which receives payment for these items direct from the United Nations (i.e. without charge to the fellow), must expect to receive a stipend which is correspondingly reduced. In such cases the stipend is fixed in agreement with the supervising agency of the host country, and applies to all holders of United Nations fellowships attending the course in question.

(c) It will be recalled that, as stated in the Departure Letter, the United Nations reserves the right to

change the stipend rate at any time, after consultation with the national supervising agency, should circumstances appear to justify this.

(d) The principles governing the payment of stipend at resident or travel rate are as follows:

- (i) each fellow shall receive stipend at the travel rate for the first month in each host country regardless of the nature of his training programme;
- (ii) if the programme calls for a prescribed course of study at a single location, the basic stipend shall be at the resident rate. Such fellows are referred to as "resident fellows";
- (iii) if the programme calls for a series of study or observation periods at different locations, the basic stipend shall be at the travel rate. Such fellows are referred to as "travelling fellows";
- (iv) in the case of the resident fellow, the basic stipend shall remain at the resident level whether or not the fellow is authorized to make occasional short trips. However, resident fellows undertaking short trips away from their base shall be paid at the travel rate for the specific periods spent in travel. This provision applies equally to resident fellows at educational institutions, who receive board and lodging at specially favourable terms (or free of charge) and who, by arrangement between the supervising agency and the United Nations, receive a basic stipend of less than the resident rate;
- (v) in the case of the travelling fellow, his stipend shall be reduced to the resident rate for any period of stay in one location in excess of thirty days. The stipend at the travel rate is designed to cover taxi costs, for which no separate allowance is made;
- (vi) in the case of fellows for whom accommodation and/or board are provided free or at nominal cost, the United Nations may establish an ad hoc stipend rate in agreement with the supervising agency.

27. Methods of payment

(a) (i) On your arrival at the United Nations Headquarters in New York you will receive the first monthly stipend at the travel rate and also an allowance of \$50 for the purchase of technical literature connected with your programme of study. Your stipend payments for the duration of your award will be made by cheque or by letter of credit. The details of the methods of payment will be explained to you on your arrival in New York.

(ii) If you study in a country or countries outside the United States or Europe you will be informed of the details of the methods of payment by the designated official to whom you will report on your arrival in the country of study.

(iii) On your arrival in Geneva, you will receive your first stipend payment, which covers the first month of your award. You will receive two cheques, one in Swiss francs to cover the first ten days' stipend, and the other in the currency of the country where your programme will begin. The second cheque will cover your next twenty days' stipend at the travel rate payable in the first host country. Included in that cheque will be an amount equivalent to \$50 in the currency of your first host country to cover the purchase of technical literature connected with your training programme; resident fellows being trained or studying for at least a whole academic year receive a double allowance equivalent to \$100 (see infra under "Book Allowance").

(b) Arrangements for your subsequent stipend payments are as follows: upon arrival in the host country where your programme begins you will report to the official who is in charge of arrangements for your programme. You will be advised by that official of the payment arrangements whereby a bank in the capital city of the host country will be instructed to pay specified sums to you in local currency, corresponding to the stipend rates in force for that country and to the regulations governing resident and travel status of fellows.

(c) Payment of your stipend is made in the form of either a steady payment order through a bank or a letter of credit. These payment instructions will indicate the daily amount payable in the currency of the country, as well as the period for which it is valid.

(d) You will be able to draw up to one month's stipend in advance and payment will then be made each month during your stay in the host country. Should you have to be away from the capital of the country for more than one month, you should arrange with the bank to pay your stipend at the places you will be visiting.

(e) If you are to be trained or to study in several countries you will receive a letter of credit or cheque for each host country. You will receive it on your arrival in each country from the person responsible for organizing your programme there; before leaving you must return the letter of credit or stipend payment voucher to that person for certification of the final date of your programme.

(f) Resident fellows who subsequently have to travel will receive a cheque adjusting their stipend to the travel rate for the period spent in travel (i.e. the period away from their main base of study). If the supervising agency is in a position to inform the United Nations of such travel in advance, the "adjustment cheque" will be sent beforehand. Otherwise, it will be sent as soon as possible afterwards, so as to effect a retroactive adjustment of the stipend.

(g) At the end of your training programme you should hand your copy of the letter of credit or if you have been paid by cheque the stipend payment voucher which accompanied the cheque to your supervisor who will send it back to the United Nations after signing and dating it to certify the last day of your programme. Payment will then be adjusted to cover your stipend up to the day of your return to your home country by the most direct route. As previously indicated, no stipend can be paid for any travel time in excess of the time necessary for you to come from your country at the beginning of your award and return there at the end of your programme by the quickest and most direct route.

(h) The instructions printed on the back of the letter of credit should be carefully followed. Should you have to return to your home country before the final date of termination of your award, you should draw only that part of your stipend which is due to you up to and including the date of your return to your own country by the quickest and most direct route. If you draw stipend in excess of this in this

period you will be required to reimburse the amount overdrawn.

Allowances

28. Book allowance

(a) As indicated above, all fellows are entitled to one allowance equivalent to \$50 in the currency of their first host country for the purchase of technical publications connected with their training or study programme. Resident fellows whose programme covers at least a whole academic year receive a double allowance (the equivalent of \$100) for the purchase of textbooks. Payment of this allowance is included in the cheque that you receive in New York or Geneva for your stipend during the first twenty days in your first host country. The allowance is thus paid only once, at the beginning of your award.

(b) While in New York or Geneva, you will be given a form for certifying the amount of the allowance you spend altogether during your training programme on buying technical publications related to your studies. Before leaving the last host country, you must give this form, duly completed and signed, to the supervising agency.

(c) Any unspent balance of the allowance has to be reimbursed by you to the United Nations. No additional allowance is payable for the cost of shipping the books, but up to 10 per cent of the allowance may be used for that purpose, if desired.

(d) In certain special fields (e.g. home teaching for the blind) a fellow may wish to use his book allowance for the purchase of handicraft tools or small pieces of equipment. In such special cases, permission should first be sought from the United Nations, and is usually given if the request is well founded and is supported by the supervising agency.

29. Allowance for typing of final report. You are expected to submit your final report to the supervising agency of your last host country before your United Nations award terminates. In so doing, you become entitled to an allowance in local currency equivalent to \$10, which is intended to help towards defraying the typing expenses involved. If your fellowship terminates before you have submitted your final report in the requisite number of copies (see Chapter VI below), you are no longer entitled to this grant. The allowance is, moreover, a flat-rate grant; it will not necessarily cover all the typing

expenses, but it represents a contribution to them by the United Nations.

Tuition Fees

30. The United Nations will pay tuition and related fees for resident fellows. Fees are not payable, however, for academic qualifications or examinations leading to such qualifications, unless these constitute an integral and essential part of the training programmes arranged by the United Nations.

31. In certain cases, the United Nations may also pay tuition or course fees for travelling fellows, if these are indispensable in arranging an adequate training programme.

32. Bills for tuition will be forwarded to the United Nations by the supervising agency of the country concerned.

Medical Benefits

33. You are entitled to the reimbursement of certain medical expenses arising from illness or accident during the tenure of your United Nations fellowship. Claims for reimbursement under this scheme must be submitted to the Training and Fellowship Programmes Section, Bureau of Technical Assistance Operations, United Nations, New York or to the Technical Assistance Office, United Nations, Geneva, if you are studying in Europe. Claim forms will be given to you when you report to one of these offices or, if your programme does not call for you to report to either office, they will be mailed to you in the host country at the beginning of your programme.

34. Fellows are expected to avail themselves of free national or local (university) medical services within the host country, and the existence of such services will be taken into account in considering entitlement to reimbursement.

35. Reimbursement of expenses can be considered only when these expenses result from actual treatment by a licensed physician. The following are the conditions under which reimbursement of medical expenses will be paid. You are urged to familiarize yourself with them; if you have any questions, they should be raised immediately with the United Nations.

(a) No claims will be met in respect of any one period of illness involving medical expenses of less than \$5 (or its equivalent).

(b) The United Nations will assume no responsibility for compensation in the event of death or disability, other than

for immediate medical expenses, nor will the United Nations assume any responsibility in respect of the illness, injury or death of dependants of fellows.

(c) No medical expenses will be reimbursed in connexion with corrective surgery or the continuance or resumption of a normal course of remedial treatment related to an established and pre-existing condition as of the date of taking up the fellowship.

(d) The Organization will not assume any responsibility in respect of medical expenses incurred by the fellow following the termination of his fellowship and/or his return to his home country.

(e) The United Nations will not consider claims arising out of circumstances in which the fellow's conduct was not in keeping with his duties or obligations under the United Nations award.

(f) During periods of hospitalization, all fellows will be paid one-third of the normal resident stipend. All other expenses in connexion with the hospitalization will be paid by the United Nations. Please note:

(i) The United Nations Health Service must be notified as quickly as possible and preferably in advance if you have to be hospitalized.

(ii) Except for emergency treatment, prior clearance for surgery should be obtained from the United Nations Health Service.

(g) The United Nations requires each fellow to file a medical certificate with his original application. However, the United Nations reserves the right to have the candidate examined by the United Nations Health Service or by a doctor designated by that Service, should such an examination be deemed necessary.

(h) Payments shall be made only to a fellow or to a person designated by him, for services that have already been rendered. The United Nations assumes no responsibility as guarantor for medical and hospital charges.

(i) No expenses for dental treatment or corrective eye glasses will be reimbursed.

36. Section A of the claim form must be completed and signed by the fellow: section B must be completed and signed by the

medical practitioner who is treating the fellow. Claims must be submitted in duplicate and must be accompanied by the receipted bills showing the details and dates of the treatment received or medicaments purchased.

Liability to Third Parties for Damage to Persons or Property

37. The United Nations assumes no liability for damage to persons or property caused by holders of United Nations fellowships.

VI. REPORTS

Submission of Reports

38. 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

39. 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.

40. Progress Reports

(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.

41. 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. Final reports must be typed and an allowance is payable in this connexion if the report is submitted before the end of the award (see Para. 29 above). If you have received training in more than one country, one 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.

42. Follow-up report. The United Nations wishes to maintain 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 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 United Nations fellowship programmes 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.

43. 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 Training and Fellowship Programmes Section 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 Technical Assistance Programme."

Litho in U.N.

12628-June 1961-4M