

WHO Collaborating Centers

GENERAL INFORMATION



Pan American Health Organization
Regional Office of the
World Health Organization

Health and Human Development Division
Research Coordination

Washington, DC ◆ October, 2000

Original Version:

WHO Collaborating Centres: General Information. Document RPC/WHOCC/2.

By: The World Health Organization, Department of Research Policy and Cooperation, Geneva, Switzerland, 2000.

<http://whocc.who.int>

Translation into Spanish:

Centros colaboradores de la OMS: Información general

By: The Pan American Health Organization, Regional Office of the World Health Organization, Health and Human Development Division, Research Coordination. Washington, DC, 2000.

www.bireme.br/whocc

Revision and design of texts

Cover design: Clara Inés Rodríguez

© Copyright 2000 Pan American Health Organization, Health and Human Development Division, Research Coordination.

Contents

PREAMBLE	5
HISTORICAL BACKGROUND	7
DEFINITION	8
FUNCTIONS OF THE WHO COLLABORATING CENTERS	9
ROLE OF WHO COLLABORATING CENTERS	13
CRITERIA FOR THE SELECTION OF WHO COLLABORATING CENTERS	14
PROCEDURES FOR DESIGNATING WHO COLLABORATING CENTERS	16
TITLE AND USE OF WHO'S NAME AND EMBLEM ON LETTERHEADS	17
MANAGEMENT AND EVALUATION	19
CONCLUSION	20
 ANNEXES	
1. PRELIMINARY EVALUATION CHECK LIST	23
2. RECOMMENDED FORMAT FOR INSTITUTIONAL PROFILE	29
3. TIME FRAME FOR THE DESIGNATION PROCESS	33
4. RECOMMENDED FORMAT FOR ANNUAL REPORTS	35
 CONTACT ADDRESSES	 39



Preamble

Article 2(n) of the Constitution assigns to the World Health Organization (WHO) the function to “promote and conduct research in the field of health.” It is widely recognized that the optimal way of promoting research and related activities should be through collaboration with national institutions within Member States.

A large network of WHO Collaborating Centers has thus evolved over the years and is being constantly updated according to the needs of the Organization’s Program, particularly in respect of its aim of providing access to health for all.

Within WHO, the Department of Research Policy and Cooperation, located in the Evidence and Information for Policy Cluster, has been entrusted with the task of administering the process of formalizing the relationship between WHO and its WHO Collaborating Centers.

Frequent queries have been received concerning substantive as well as procedural matters pertaining to the relationship. Consequently, it has been thought appropriate to issue an information booklet outlining the main features of the system of WHO Collaborating Centers, including its functions, role and rationale, as well as the procedural aspects of its management.

It is hoped that this outline will prove helpful in clarifying the collaborative mechanisms involved, and in facilitating their utilization by all parties concerned.

Historical background

The idea of using national institutions for international purposes dates back to the days of the League of Nations, when national laboratories were first designated as reference centers for the standardization of biological products. As soon as WHO was established, it appointed more reference centers, starting in 1947 with the World Influenza Center in London for worldwide epidemiological surveillance.

As early as 1949, the Second World Health Assembly laid down the policy, which has been constantly followed since, that the Organization should **not** consider *the establishment, under its own auspices, of international research institutions* and that *research in the field of health is best advanced by assisting, coordinating and making use of the activities of existing institutions.*¹ All WHO collaborating centers, whether they deal with research or not (most of them do), have been designated under that policy, which has undoubtedly enhanced national participation in the Organization's activities. There is, however, an exception to that policy, in the WHO Region of the Americas, where a number of international health centers—some with regional (hemisphere-wide), others with subregional functions—have been set up, and are financed and administered by the Pan American Health Organization, the regional office of the World Health Organization for the Americas.

¹ Resolutions WHA2.19 and WHA2.32 (1949)

Definition

By definition, a WHO collaborating center forms part of an inter-institutional collaborative network set up by WHO in support of its program at the country, intercountry, regional, interregional and global levels, as appropriate. But there is more to it than that. In line with the WHO policy and strategy of technical cooperation, a WHO collaborating center must also participate in the strengthening of country resources, in terms of information, services, research and training, in support of national health development.

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 center, one institution acting for them in relations with the Organization.

Both institutions that show the capacity to fulfill a function or functions relevant to the Organization's program and objectives, and institutions of high scientific and technical standing that have already attained international recognition may qualify for designation as WHO collaborating centers.

Designation is made with the agreement of the head of the establishment to which the institution is attached or with that of the director of the institution, if it is independent, and after consultation with the national government. An institution is designated initially for a term of four years; the designation may be renewed for the same or a shorter period. A WHO collaborating center may be jointly designated by WHO and by another competent and specialized international body; for example, the Food and Agricultural Organization of the United Nations (FAO).

■

Designation is independent of financial support being given to the institution by WHO. Grants may be made to any institution that is able to perform a specific task connected with WHO's program but this has no relevance to the eligibility or ineligibility of that institution for designation.

Functions of the WHO Collaborating Centers

The functions of the WHO collaborating centers are manifold. They can be logically grouped under a few major headings.

The WHO collaborating centers are used, in various fields, for the purpose of standardization of terminology and nomenclature, of diagnostic, therapeutic and prophylactic substances, of technologies, methods and procedures, and others.

Standardization is typically a global function, devolving upon the central echelon of the WHO Secretariat, but it benefits all Member States by developing common denominators and a universal language allowing for better international understanding and easier comparison of data on a worldwide basis.

Many examples of collaborative work undertaken for the purpose of standardization under WHO's aegis may be cited, *inter alia*:

- √ the international classification of diseases
- √ the establishment of international standards and reference preparations for biological substances used in human and veterinary medicine

- √ the production of chemical reference substances in relation to the International Pharmacopoeia and the national pharmacopoeias
- √ the international histopathological nomenclature and classification of tumours
- √ the setting of standards for the pathology of atherosclerosis

The WHO collaborating centers participate in the synthesis and dissemination of information, namely: (a) the scientific and technical information they need for the conduct of their activities and which these activities generate, and (b) information of interest to the country's national health development and/or to WHO in the implementation of its program.

Special importance must be attached to the exchange of scientific, technical and program information between the centers and other concerned institutions within or outside the country, particularly those forming part of the same WHO collaborative network.

The WHO collaborating centers provide services under two major aspects.

The first aspect is a traditional, long-established one: it concerns services provided to the Organization in support of programs of global interest. In the worldwide program of epidemiological surveillance of influenza, for instance, a few WHO collaborating centers receive from a large number of national institutions recognized by WHO throughout the world epidemiological information on outbreaks of influenza, made available to all Member States through WHO's permanent telex service and the Weekly Epidemiological Record, and

■

new strains of the virus for characterization and advice as to their possible use in vaccine preparation. In turn, the centers distribute to these laboratories the reagents, antigens and antisera they need, and to vaccine producers high-yielding recombinant viruses for the preparation of the vaccine.

The evaluation and testing of new insecticides is another type of service in which WHO collaborating centers for vector biology and control have been deeply involved.

WHO Collaborating centers have been a constant source of support to the Organization and to its Member States in epidemics, for epidemiological surveillance, for the identification of the causal agent(s), and for the development of preventive measures.

The second essential aspect of the service function of the centers is their involvement in technical cooperation for national health development.

By their permanent linkage with cooperating institutions in the countries, the centers can and must play a decisive role in institutional development. Positive results have already been obtained in this respect, for example in the influenza program already mentioned which, by involving the national institutions of many developing countries, has had undeniably stimulating effects on the development of virus laboratories in these countries. The Special Program of Research, Development and Research Training in Human Reproduction, *inter alia*, has had a significant impact—through its WHO collaborating centers—on research and training, as well as on action programs in the developing countries.

The WHO collaborating centers in the future must become more directly effective instruments of technical cooperation in support of the Organization's overall effort towards the attainment of better levels of health for all.

Since the inception in 1958 of WHO's intensified program of medical research, the research function of the WHO collaborating centers has acquired a growing and rapidly predominant importance. It can be said that the large increase in the number of centers in the course of the last two decades has been due mainly to the development of the research component of WHO's program.

The WHO collaborating centers are therefore one of the keystones of the collaborative research efforts developed under WHO's leadership at all levels; they must form, for each specific research objective in the various areas of work of the Organization, a closely knit functional network.

The activities of the networks must be planned, monitored and evaluated with the active and continued participation of the scientific community, at the national, regional and global levels. Meetings of directors of WHO collaborating centers exemplify this process which gives to the research functions of the centers the added dimensions of research planning, monitoring and evaluation.

Last but not least, the WHO collaborating centers play an essential role in training and particularly in research training. With the present emphasis on the strengthening of institutions, especially research institutions, in the developing countries, this role appears all the more important.

As an illustration, when WHO decided to expand its activity in the field of immunology, it first set up research and training centers because no real progress could be envisaged without a minimal core of qualified immunologists in the countries themselves. This is not an isolated example and, since then, the special programs on human reproduction and tropical diseases have been based on the strong, intimate association of research and training.

To these intrinsic functions of the WHO collaborating centers must be added, for some centers, a function of coordination. Where the centers of a given network participate in a collaborative scheme it may be necessary to assign to one or more of them, chosen in consideration of their quality and experience, the task of promoting, supporting and harmonizing the work undertaken in common.

In conclusion, a WHO collaborating center contributes to increasing technical cooperation with and among countries by providing them with information, services and advice, and by stimulating and supporting research and training.

A WHO collaborating center participates in activities based on a plan of work agreed upon by the center and supported by the Organization at the country, intercountry, regional, interregional and global levels.

Role of WHO collaborating centers

The plan of work must reflect WHO policies and priorities, particularly in the light of the general commitment made by the Member States to provide access to health for all.

An outstanding organizational role in this respect is the promotion of health research and development, and the definition of the scientific and technical bases for health programs, including norms and standards.

Thus the role of the network of WHO collaborating centers should subserve the major goal of technical cooperation between the Member States of the Organization. This includes cooperation between two or more developing countries, to foster sustainable social, economic and health development. WHO collaborating centers should be seen as an important channel to facilitate the exchange of information, experience and expertise between developing countries, as well as to stimulate the endogenous process to integrate various national actions towards self-reliance and sustainability of health outcomes.

Criteria for the selection of WHO collaborating centers

As a rule, WHO collaborating centers must be selected in fields that are relevant and contribute to the implementation of WHO program activities. They must fulfill one or several essential functions in support of WHO programs and key priorities. Particular attention will be given to institutions in less developed countries with good potential and which can play a strategic role in strengthening WHO's network in terms of geographical coverage and area of expertise for health development.

Within this context, the criteria to be applied in selecting an institution for designation as a WHO collaborating center are as follows:

- √ The scientific and technical standing of the institution concerned 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 of both its contribution to national health development programs and the governmental support it receives.
- √ The quality of its 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 which the institution has developed with other institutions in the country as well as the intercountry, regional and global levels.
- √ The institution's ability, capacity and readiness to contribute, individually and within networks, to WHO program activities, whether in support of country programs or by participating in international collaborative schemes.
- √ The technical and geographical relevance of the institution and its activities to WHO's mandate and program priorities.
- √ The institution's will, where appropriate, to develop its potential with the scientific and technical support of WHO.

- √ The ability and readiness of the institution to provide services over a sufficient period of time and not only for a single, limited task.

Procedures for designating WHO collaborating centers

Regional Directors propose institutions for designation as WHO collaborating centers by the Director-General. They do so on the basis of preliminary exploration with the institutions and national authorities concerned, and with the advice of and on suggestions from the Organization's program officers responsible, at both global and regional levels, for the areas of work concerned. Before designation can take place the institution must have carried out jointly planned activities and successfully completed at least two years of collaboration with WHO. This should be documented as part of the pre-designation phase.

Regional Directors provide the Director-General with appropriate information concerning:

- (a) the program requirements to which the prospective center is expected to respond and the functions it will have to perform
- (b) the suitability of the institution concerned, on the basis of the criteria laid down in these regulations and by the Director-General
- (c) the preliminary evaluation of collaborative activities with the proposed institution during the pre-designation phase

- (d) the government's and institution's agreement to the proposed designation

Designation must be by agreement with the administrative head of the institution after consultation with the national authorities. The designation is signified to the institution and the national authorities by the Regional Director concerned.

WHO collaborating centers are designated for an initial period of four years. The designation is renewable for the same or shorter periods, if warranted by program requirements and the results of evaluation.

Title and use of WHO's name and emblem on letterheads

After designation, an institution is known by the official title of WHO Collaborating Center, these words being followed by a concise indication of the sphere of activity covered by the center, for example, WHO Collaborating Center for research on ...; ...for reference on...; ...for standardization of procedures on....

A WHO collaborating center may use the name WHO or World Health Organization and the WHO emblem in its letterhead under the conditions set forth below.

- (a) The WHO name and emblem are to be used solely for correspondence related to the institution's activities as a collaborating center.
- (b) If the term WHO or World Health Organization is used in the letterhead, the characters of these terms should be

of the same size as those for the title of the center. The title of the center is WHO Collaborating Center, followed by a concise indication of the sphere of activity covered by the center; for example, WHO Collaborating Center for research on...; ...for reference on...; ...for standardization of procedures on....

- (c) If the language used by the center for its letterhead is a language other than the official languages of the World Health Assembly—Arabic, Chinese, English, French, Russian and Spanish—or other languages used officially by regional offices, then one of the latter should also be included.
- (d) Any letterhead using WHO's name should include the title under which the institution has been designated, as indicated in the official letter of designation.
- (e) The size of the WHO emblem and the characters of the title of the center should be smaller than the size of the characters of the name of the institute.

All other uses of WHO's name and emblem require the Director-General's prior approval.

A WHO flag can be obtained upon request for use by the center on certain occasions—and not on a permanent basis—for example, on World Health Day, which is celebrated on 7 April, on the occasion of any official event related in some way to the World Health Organization, and provided it is displayed in conformity with the WHO Flag Code and Regulations (sent at the same time as the flag).

Management and Evaluation

The management of collaboration with a center is the responsibility primarily of the technical program that initiates the designation process. Interaction between technical units in regions and headquarters ensures that the center's collaboration is available to the whole Organization. In each WHO regional office, as at headquarters, focal points are designated to manage and coordinate statutory information and procedures on WHO collaborating centers. Overall guidelines and schedules have also been developed for the management and monitoring of collaboration with the centers and they are common to all regions and programs (Annexes 1 - 4).

Successful collaboration requires that particular attention be paid to the joint preparation of the center's terms of reference and work plans. This should involve the institution, the regional office and the technical unit concerned in headquarters. The work plan should comprise clearly defined objectives and expected results, explicitly related to WHO's activities as set out in its program budget. WHO should dedicate its own staff time and other resources, although not necessarily direct financial support, to ensure that collaboration can develop in a useful manner.

The program manager concerned bears the main technical responsibility for evaluation of the work performed by a WHO collaborating center, assisted as necessary by the global and regional advisory committees on health research and by outside health consultants such as members of expert panels, depending on the magnitude and complexity of the question concerned.

Monitoring takes place on a continuing basis and at the end of each year a WHO collaborating center must submit a report on the implementation of activities with the concerned program in WHO. This report should reflect progress achieved in respect of the work plan, underlining possible difficulties and formulating suggestions for improvements for future course of cooperation. A final evaluation takes place at the end of the four-year designation period. It includes an assessment of WHO's support for, and actual use of, collaboration with the center. No decision may be made on redesignation of any center until completion of a thorough evaluation of its past performance and the continued relevance of this collaboration in view of WHO's evolving needs and policy.

To facilitate management, cooperation and networking, a global information system on all WHO collaborating centers has been developed, to be accessible worldwide to WHO staff, WHO collaborating centers, and eventually Member States and the public health community at large. Exchange of experience and collaboration between centers is supported by regular meetings at country and regional levels and on specific topics.

Conclusion

The network of WHO collaborating centers represents one of the earliest mechanisms for carrying out technical cooperation between the Organization and Member States. This mechanism has developed and has seen its prestige continuously enhanced, whereas its adaptation to new programmatic requirements has ensured overall consistency with the needs of international cooperation.

■

It must be emphasized that the essential value of this mechanism lies in its scientific and professional capacity to contribute to the collective effort of WHO's Member States, a task which should not be overshadowed by the network's purely formal elements.

■



Annex 1

Preliminary evaluation check list

(to be filled in by WHO technical staff; for example, WHO country representative in coordination with the regional office and/or headquarters)

Please use this checklist to assess the attached proposal for designation as a WHO Collaborating Center.

This standardized form has been designed to facilitate the preliminary evaluation process. It must be used in all cases, regardless of the technical and geographical area of activity of the institution under consideration. Kindly specify the technical area and title proposed for collaboration with the institution. Fill in the form and return it to the technical program from which the proposal originated.

If you determine that this institution is eligible for designation, **please consult with your counterpart in the regional office and/or at headquarters** regarding the development of provisional terms of reference and a work plan for the next period of collaboration. Once in agreement on specific recommendations, please inform the Department of Research, Policy, and Cooperation (RPC), at headquarters, and its equivalent in the regional office.

WHO Collaborating Centers play a strategic role in helping WHO to implement its mandated activities and program priorities. They are also essential partners in WHO's strategy

for building up institutional capacity in countries and regions and strengthening resources in information, research, training, services and advice.

When evaluating institutions proposed for designation as collaborating centers, particular attention should be given to criteria such as their relevance to WHO's work and objectives, and their technical and institutional standing and sustainability.

High standards of competence and integrity must always be maintained.

WHO COLLABORATING CENTER EVALUATION CHECKLIST

I. Scientific and Technical Standing

Please indicate your comments and score in each section, on a scale of 0 to 5, with 5 as the highest score.

	Comments	Score
√ Standards of research (national/regional/global)		
√ Recognition of training courses (national/regional/global)		
√ Adequacy of facilities (labs/equipment)		
√ Publications		
√ Qualifications of the Director Professional staff		
√ Scientific activities at global level		

Note: 0 = insufficient; 1 = poor; 2 = fair; 3 = good; 4 = very good; 5 = excellent

Continued...

...Continuation

II. Institution's Stability

Please provide information and comments on the items below and, where possible and applicable, assess stability by scoring on a scale of 0 to 5.

	Information/ Comments	Score
√ Number of years in operation		
√ Funding: i) Type of funding national/international public/private ii) prospective stability		
√ Faculty/Professional staff: i) size ii) prospective stability		
√ Contributions to national health programs		
√ Collaboration with national institutions		
√ Support staff: i) overall number ii) stability		

Note: 0 = insufficient; 1 = poor; 2 = fair; 3 = good; 4 = very good; 5 = excellent

Continued...

...Continuation

III. Institution's Potential Collaboration with WHO

In the space below, please give your opinion of the institution's capability for potential collaboration with WHO.

	Comments	Score
√ Previous contribution to WHO activities		
√ Contributions to international programs		
√ Activities at global level managed by the institution itself		
√ International fellowship programs		
√ Capacity to collaborate: i) over an extended period of time ii) on more than one specific task		
√ Other criteria		

Note: 0 = insufficient; 1 = poor; 2 = fair; 3 = good; 4 = very good; 5 = excellent



Annex 2

RECOMMENDED FORMAT FOR INSTITUTIONAL PROFILE

The institution profile consists of three parts:

Part I: Description of the collaborating center

Part II: Terms of reference and work plan

Part III: Description of planned activities

Introduction

The introduction should give brief background information on:

- (a) The origin of the proposal (external or internal), the technical program which is sponsoring the request for designation, and the reasons for the proposed designation as a WHO collaborating center;
- (b) The steps that have led to this proposal; for example, site-visits by WHO staff and consultants, previous participation of the institution in WHO projects, emphasis placed by the national authorities and the institution itself on activities related to WHO's programs, and the joint development of a work plan including a preliminary two-year collaboration period if this has not yet taken place.

Part I - Description of the Center

A. Center's Identification

- 1 Full name and address of the institution (telephone, fax, and e-mail).
2. Exact name of the department/unit/section/laboratory, and other, which will act as the WHO collaborating center.

3. Title proposed for the WHO collaborating center, including its main function and the area of activity in which collaboration will take place; for example, WHO collaborating center for research on...; ...for reference on...; ...for training in...; ...for assessing technologies in..., and others.
4. Name of the Director of the institution.
5. Name of the Head of the WHO collaborating center; for example, the person with overall responsibility for carrying out the work plan. This may be the Director of the Institute or the head of the unit, department, or other.
6. Statutory functions of the institution; formal links, if any, with other institutions and sectors with similar or relevant interests.

B. Administrative structure

This section should include information on:

- 1 Organizational chart.
- 2 Administrative and scientific responsibility for the work of the proposed center.
- 3 Establishment of national and international advisory boards (composition, frequency of meetings, terms of reference).
- 4 List of senior staff of the WHO collaborating center with an indication of their expertise.
- 5 Facilities available; for example, laboratories, training facilities, documentation center, and other.

Part II - Work plan

The proposed work plan can be presented as a short executive summary. It should include information on the following:

- 1 **The terms of reference of the WHO collaborating center** (a list of concrete activities with specific actions to be carried out during the period of designation, specifying the person responsible, the expected outcome and the deadline).
- 2 The links with the objectives of the WHO program budget in the technical areas concerned; the counterpart in WHO technical program.
- 3 Criteria and time frame for reporting on the implementation of the work plan.
- 4 Language of correspondence.

Part III - Description of the activities:

1. For each main activity included in the work plan, there will be an annex providing more detailed information. The level of detail will depend on the nature of the activity. For all activities the following is required:

- √ the name, scope and objectives of the activity; corresponding activities in the WHO technical program(s) concerned
- √ relevant targets and planned contribution to the WHO program budget's expected results at national, regional and/or global level
- √ name of the person responsible for the activity
- √ administrative structure for implementing the activity
- √ duration of the activity (with a deadline)
- √ nature and level of resources committed by the center and by WHO

2. Depending on the nature of the activity—training-course, information, services, or other—and if specific funding is provided by WHO, the following information may be useful:

- √ financial provisions
- √ faculty or staffing
- √ research objectives
- √ educational objectives
- √ course contents
- √ target group(s)
- √ materials and methods
- √ deadline and expected outcome of the activity
- √ dissemination of the results
- √ evaluation of the outcome

Annex 3

TIME FRAME FOR THE DESIGNATION PROCESS

1. Predesignation Phase

Preliminary evaluation of the institution. Preparation of the terms of reference (TOR), including the work plan for a two-year collaboration if this has not yet taken place.

THREE MONTHS APPROXIMATELY

2. Two-year Collaboration Period

TWO YEARS, IF THERE HAS BEEN NO PREVIOUS COLLABORATION WITH THE INSTITUTION

3. Finalization of the Terms of Reference and Work Plan

Evaluation of previous collaboration by the technical unit in charge: the institutional profile is defined, the terms of reference are finalized and a four-year work plan is jointly developed with the institution.

ONE MONTH APPROXIMATELY

4. Assessment by Regional Screening Committee/Mechanism

The terms of reference, work plan and institutional profile are submitted along with the preliminary evaluation checklist to the regional screening committee/mechanism. If the proposal is considered acceptable, it is referred by the Regional Office to the Global Screening Committee for further review.

THREE MONTHS APPROXIMATELY, DEPENDING ON THE SCHEDULE OF THE REGIONAL SCREENING COMMITTEE

5. Assessment by Global Screening Committee

The global screening committee reviews the proposal submitted by the Regional Director. The conclusions are then referred back to the Regional Director for further appropriate action.

THREE MONTHS APPROXIMATELY, DEPENDING ON THE SCHEDULE OF THE GLOBAL SCREENING COMMITTEE

6. Regional Director's Recommendation and Government Clearance

The Regional Director, if in agreement with the proposal, writes an official letter to the government inviting its comments and formal clearance. Having received express approval of the government, the Regional Director then forwards his/her recommendation to the Director-General.

SIX TO EIGHT WEEKS

7. Director-General's Decision on Designation

The Director-General makes her/his decision upon the formal recommendation of the Regional Director. An official designation letter is sent to the institution.

ONE MONTH APPROXIMATELY

Annex 4

RECOMMENDED FORMAT FOR ANNUAL REPORTS

WHO COLLABORATING CENTER ANNUAL REPORT (YEAR/2000...)

Annual Reports must be submitted by WHO collaborating centers for each year of their current designation period. Reports should be sent to the WHO technical program immediately concerned which, in its turn, will provide comments on the centers' performance as well as information on WHO's input and the use the Organization has made of this collaboration. Final evaluation of the quality and outcome of collaboration takes place at the end of each four-year period of designation.

Before redesignation may be considered, a new four-year work plan and, if necessary, revised terms of reference must be jointly developed by the center and WHO's responsible technical officer, and submitted for consideration and approval through the regular screening process.

1. Title of the center:
2. Annual Report (year):
3. Address:
4. Head of the center:
5. Terms of reference of the center:
 - a)
 - b)
 -

6. Implementation of the work plan (for each main activity use a separate sheet).

6.1 Work performed in relation to the terms of reference:

- √ name of the activity
- √ how the activity was implemented
- √ publications and other outcomes
- √ evaluation (for example, evaluation of a course by the participants)
- √ difficulties (if any)

6.2 Recommendations, where applicable, for:

- √ further implementation of the activity
- √ revision of the terms of reference
- √ preparation of the terms of reference on the next designation period (four years)
- √ related activities (for example, follow-up and monitoring)

6.3 Collaboration between the center and WHO:

- √ visits by WHO staff (HQ and/Regional Office) to the center
- √ visits by the center staff to WHO (HQ and/or Regional Office)
- √ use of the center staff by WHO
- √ support provided by center staff for courses cosponsored or organized by WHO (HQ and/or Regional Office)
- √ WHO financial support to the center through contractual or Technical Services Agreement
- √ other type of support provided by WHO
- √ any other collaborative activities

- √ any difficulties encountered in the collaboration
- √ suggestions for increased and improved collaboration with WHO

6.4 Collaboration with other WHO collaborating centers:

- √ name(s) of the other WHO collaborating center(s) with which the center has collaborated
- √ name of the network of collaborating center to which the center belongs
- √ nature of collaboration
- √ outcome of the collaboration
- √ suggestions for increased and improved collaboration with other WHO collaborating centers

7. Evaluation by WHO (Technical Program):

- √ evaluation (strengths and weaknesses) of the implementation of the activities included in the terms of reference
- √ impact on the center's activities of its designation as a WHO collaborating center
- √ impact of the activities undertaken by the center, as a WHO collaborating center, on health development and capacity-building at the country level
- √ relevance of the center's research activity to WHO's program (in relation to which objective and expected result in the program budget)
- √ Type of input and support provided to the center by the WHO technical program



Contact addresses

World Health Organization
Research Policy and Cooperation
(RPC)
1211 Geneva 27
Switzerland

Tel. : (+41 22) 791 2111
Fax : (+41 22) 791 4169
E-mail : WHOCC@who.int
Website : <http://www.who.int>

World Health Organization
Regional Office for Africa
P.O. Box No. 6
Brazzaville
Congo

Temporary address:
World Health Organization
Regional Office for Africa
Medical School, C Ward
Parirenyatwa Hospital
Mazoe Street
P.O. Box BE 773
Belvedere
Harare
Zimbabwe

Tel. : (+263 4) 706 951
(+263 4) 707 493
(+263 4) 703 580
(+1 407) 733 9244
Fax : (+263 4) 700 742
(+1 407) 733 9020
/9022
E-mail : regafro@whoafr.org
Website : <http://www.whoafr.org>

World Health Organization
Regional Office for the Americas/
Pan American Sanitary Bureau
525, 23rd Street, N.W.
Washington, D.C., 20037
United States of America

Tel. : (+ 1 202) 974 3000
Fax : (+ 1 202) 974 3663
E-mail : postmaster@paho.org
Website : <http://www.paho.org>

World Health Organization
Regional Office for the Eastern Mediterranean
WHO Post Office
Abdul Razzak Al Sanhoury Street, opposite Children's Library
Nasr City, Cairo 11371
Egypt

Tel. : (202) 670 2535
Fax : (202) 670 2492
2494
E-mail : Postmaster@emro.who.int
Website : <http://www.who.sci.eg>

World Health Organization
Regional Office for Europe
8, Scherfigsvej
DK - 2100 Copenhagen Ø
Denmark

Tel. : (+45) 39 17 17 17
Fax : (+45) 39 17 18 18
E-mail : postmaster@who.dk
Website : <http://www.who.dk>

World Health Organization
Regional Office for South-East Asia
World Health House
Indraprastha Estate
Mahatma Gandhi Road
New Delhi - 110002
India

Tel: (+91 11) 331 7804
(+91 11) 331 7823
Fax: (+91 11) 331 8607
(+91 11) 3327972
E-mail: postmaster@whosea.org
Website: <http://www.whosea.org>

World Health Organization
Regional Office for the Western Pacific
P.O. Box 2932
Manila 1099
Philippines

Tel: (+63 2) 528 80 01
Fax: (+63 2) 521 10 36
(+63 2) 536 02 79
E-mail: postmaster@who.org.ph
Website: <http://www.who.org.ph>

World Health Organization
Regional Office for South-East Asia
World Health House
Indraprastha Estate
Mahatma Gandhi Road
New Delhi - 110002
India

Tel: (+91 11) 331 7804
(+91 11) 331 7823
Fax: (+91 11) 331 8607
(+91 11) 3327972
E-mail: postmaster@whosea.org
Website: <http://www.whosea.org>

World Health Organization
Regional Office for the Western Pacific
P.O. Box 2932
Manila 1099
Philippines

Tel: (+63 2) 528 80 01
Fax: (+63 2) 521 10 36
(+63 2) 536 02 79
E-mail: postmaster@who.org.ph
Website: <http://www.who.org.ph>