



This quick reference is intended only for existing, official WHO Collaborating Centres (CCs). Institutions selected for designation as a CC represent a highly valued mechanism of cooperation in support of WHO's planned strategic objectives at the regional and global levels. The CCs are also instrumental for developing and strengthening institutional capacity in countries and regions. Designation as a WHO CC is a time-limited contract between an institution and WHO.

WHO CCs are responsible for:

- (a) Implementing their agreed plan of work in a timely manner and to the highest possible standards of quality;
- (b) Notifying the responsible officer of any issue that can delay or compromise implementation of the work plan;
- (c) Abiding by WHO regulations and policies on ethical reviews and clinical trials, when relevant, for their agreed work plans;
- (d) Following the conditions for the use of the WHO name and logo;
- (e) Submitting progress reports via the WHO automated electronic system for CCs (eCC) when requested, on the anniversary of the designation date;
- (f) Discussing with their responsible officer the possibility of a redesignation, by six months prior to the end of the designation.

The WHO CC Global Database

To search the official list of all CCs worldwide, visit the global database at:

<http://www.who.int/whocc/>

It is essential to periodically check the global database to be sure the contact information is current. Otherwise, this could potentially result in an automatic expiration of the designation since emails from WHO are sent to the address listed for the director of each centre. These important automatically generated messages from whocc@who.int provide online access for completing and submitting progress reports and re/designation forms. Therefore, **please report any changes to the WHO responsible officer immediately.**

Annual progress reports

As noted in point (e) above, each year, the CCs must submit a short report, summarizing the progress the centre has made on implementing the agreed activities. On the date of the anniversary of the designation, an automatic message is sent to the director of the CC.

✓ **Tip:** This date is listed in the global database and on the letter announcing the official designation.

The email message provides a username, password and Web link. Just follow the instructions to enter the WHO CC Portal web site to access the report form: <http://apps.who.int/whocc/Portal.aspx>

In the text box at the top of the report form, the timeframe including the month and year for the reporting period is clearly indicated (ex. 7/2010 to 7/2011). **The progress report forms can only be completed in one session and cannot be saved until submitted.**

✓ **Tip:** It is recommended to work in Word first. Later, the prepared text may be copied and pasted into the form online.

The report form has three questions:

1. Briefly explain the following for each main activity agreed with your responsible officer prior to designation: (a) how the activity was implemented; (b) the outcome and impact (c) if available, the results of the evaluation (e.g. evaluation of a course by the participants) and, (d) explain difficulties (if any). Do not provide detailed technical results in this form. Instead, report them separately, directly to the WHO Department you work with. The title and description of the activities cannot be edited, so if any of the activities are no longer relevant, please say so in the box underneath the specified activity.

✓ **Tip:** If there are any new activities to report on, please do so in the second question of the report.

2. Briefly describe visits by WHO staff (from Geneva or the regional office) to your centre, and/or vice versa, WHO financial support to the centre through contractual or technical services agreement, and any other agreed collaborative activities.

3. Briefly describe the nature and outcome of any collaboration with other CCs.

✓ **Tip:** Save a copy of the report for your centre, before submitting the form. Just click the "print preview" button at the top right corner of the form. This generates a PDF file that you can print.

Once the form is ready, please send it to WHO by pressing the SUBMIT button at the lower right corner of the page. The director of the center will receive a confirmation email from the WHO CC Team. At that time, the username and password will become invalid. The WHO responsible officer has one month to review and return it for any possible revisions.

When a centre delays in sending a report, the previously requested report must still be submitted. If a centre is in the process of a redesignation, the final report on the last 12 months of the current designation must be submitted. It is due on the expiry date of the current period of designation.

Redesignation:

The designation of a WHO CC automatically expires at the end of its period of designation unless a subsequent redesignation process is completed and officially approved before that date. After an evaluation of the previous technical cooperation, if warranted by WHO programme requirements, ***a WHO responsible officer may initiate a redesignation*** for four or less years. ***The process should begin six months prior to the expiry of the current designation.*** However, the responsible officer cannot do so unless all

progress reports due until that date have been submitted. When an institution is invited to apply for a redesignation, the director of the CC will receive an e-mail providing the username, password and a link to access the redesignation form.

The redesignation form has three parts:

1. **Basic information** about an institution to update WHO of any changes since the original designation. This includes: new director, address, phone number, organigram, etc. ***A designation cannot be transferred to another department or institution.*** Therefore, only certain fields in the form may be revised.

NOTE: Part 2 and 3 of the form require a thorough discussion with the responsible officer.

2. **Terms of reference** are broad objectives, providing a general overview of the proposed area of future collaboration.

✓ **Tip:** The terms of reference for the previous period of designation are automatically visible and you may change them upon consultation and agreement with your responsible officer.

3. **Plan of work:** This is a detailed list of concrete activities and products that the proposed institution will implement, if redesignated as a WHO CC. They contribute to the achievement of WHO's objectives and expected results. The activities should be linked to a WHO Organization-wide Strategic Objective, have identified funding to allow their

implementation, a set deadline for their delivery, and a concrete tangible outcome.

✓ **Tip:** This form may be completed in several sessions clicking the "save" button each time. **Before** submitting the form, at any time, you can click "Print preview" at the top right corner of the form. This will create a pdf file to print and save as a hard copy. Once the form is ready, go to the last part, **validation and submission**, and click the SUBMIT button.

When the form is successfully submitted, the CC director will receive a confirmation email from the WHO Team. However, the form may be returned with comments and requested revisions to the work plan.

WHO name and logo

Using the WHO name and logo by CCs is subject to strict conditions and requires approval by the Director-General, WHO.

Support and Resources

For the most updated information, a comprehensive guide, list of helpful frequently asked questions (FAQ) from CCs, and policy on use of the WHO name, logo and flag, please visit:

<http://www.who.int/collaboratingcentres/information/en/>

For any questions, first contact the WHO officer responsible for the centre (listed in the global database).