



WORLD FEDERATION | FÉDÉRATION MONDIALE | FEDERACIÓN MUNDIAL  
OF CHIROPRACTIC | DE CHIROPRACTIQUE | DE QUIROPRÁCTICA

1246 Yonge Street Suite 203 Toronto ON Canada M4T 1W5  
T. (+1) 416 484 9978 | F. (+1) 416 484 9665 | E. info@wfc.org | W. wfc.org

# WFC Fellowships at the World Health Organization

## An applicant guide

A non-governmental organisation in official relations with the World Health Organization  
Organisation non gouvernementale en relations officielles avec l'Organisation mondiale de la Santé  
Organización no gubernamental en relaciones oficiales con la Organización Mundial de la Salud

## Introduction

The World Federation of Chiropractic (WFC) has been a non-governmental organization (NGO) in official relations with the World Health Organization since 1997. Over this time, it has developed productive relationships with key departments and individuals. This has resulted in the publication of *WHO Guidelines on Basic Safety and Training in Chiropractic* (2005), key involvement in an international conference on Traditional and Complementary Medicine, held in 2008 in Beijing, China, and many other areas of work.

In 2008, Dr Molly Meri Robinson Nicol, a graduate of Northwestern Health Sciences University (Minnesota, USA) became the first WFC-supported Doctor of Chiropractic to be accepted at WHO Headquarters in Geneva, Switzerland. Subsequent to this, in January 2009, she was appointed as a Technical Officer, currently working on WHO's international family of classifications including the latest revision of the International Classification of Diseases (ICD).

There have been three further WFC Fellows since this time, who have worked under the supervision of Dr Robinson Nicol in Geneva. Fellows are selected according to competence and aptitude and are typically high-achieving individuals.

## What's in it for me?

Time spent working at WHO will be challenging, but also rewarding. Successful candidates will emerge with a new, unique skill set and the experience of engaging in and with experts and government representatives at the highest levels, as well as with non-state actors such as Non-Governmental Organizations (NGOs) in official or unofficial relations with WHO. The candidate will have the opportunity to build an extensive network, with training on how to operate in health policy environments.

Spending time at WHO in Geneva offers the opportunity of exposure to experiences unavailable anywhere else in the world. The candidate will have access to learning opportunities and

resources not accessible elsewhere. These new perspectives will be something that the candidates take with them into their next stage of professional development, whether entering practice with a new, global view on health, engaging in research to expand the evidence base in health, pursuing additional education, or continuing to work in the areas of public health or policy.

Previous candidates have graduated on to teach, to pursue PhDs while supporting the development and implementation of new policies in their home countries, or even stayed on at WHO.

## Do I have to move to Switzerland?

The current opportunity is a 12-month, full-time activity requiring attendance at the WHO Headquarters in Geneva, Switzerland. As such, the candidate will need to live close enough to be at the WHO offices full time. This will require relocating to Switzerland or neighboring France for a year.

## What does the work involve?

The work will be varied, but will require excellent analytical skills as well as the ability to draft increasingly complex technical documents in the WHO style (training and guidelines will be provided). A successful candidate will be able to read technical documents quickly while retaining the essential points and be able to use the information to communicate with a variety of stakeholders in both written and oral form.

Examples of previous work include being involved in the development of content for reports and other publications, helping to research answers to pressing questions, comparing WHO classifications to other publications (e.g. the International Classification of Sleep Disorders or SNOMED-CT), or drafting clinical vignettes for use in testing of new classifications. Candidates should be able to find this information by searching available WHO and other quality resources.

Candidates must be able to draw upon their own expertise and education when engaging in the work, but also to present the information in a way that is free from bias and represents an international perspective.

## What is the commitment in terms of time?

The contract at WHO is for a full-time position and will therefore require a minimum of 40 hours per week. Required hours are typically 9:00-17:00, though the candidate may be required to come early or stay late as the work requires, and there may be a rare evening or weekend meeting.

## Will there be the opportunity to travel during my year?

Successful candidates may be invited to attend WHO meetings, such as the WHO-FIC Network Annual Meeting. Depending upon the degree of involvement, this travel may or may not be financially supported by WHO or by WFC. There will certainly be time for personal travel, as well, on weekends or holidays.

## What are the **essential** attributes of a WFC-WHO Fellow?

All candidates applying must be at least 20 years of age and have completed their degree at an internationally recognised educational program. WHO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU) / United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: <http://www.whed.net/> . Some professional certificates may not appear in the WHED and these may be reviewed individually.

Successful candidates will furthermore be comfortable working, reading, and writing in a primarily English-speaking professional environment. They must have the ability to draft, edit, and review technical documents at a required level of excellence, as well as to identify issues,

formulate opinions, draw conclusions from available evidence, and make recommendations. They will have strong interpersonal skills and understand the importance of tact, courtesy, diplomacy, and confidentiality.

Candidates must have strong time management skills, and be committed to the Organization's goal of gender equity by ensuring the equal participation and full involvement of both men and women in all aspects of work.

## What are the **desirable** attributes of a WFC-WHO Fellow?

Candidates with experience or specific interest in health policy and public health will be particularly considered. Additional educational degrees, certificates, or training in a related field (e.g. Public Health, Epidemiology, Internal Medicine, Data Standards, Health Policy, etc.) are desirable. Experience in a complex IT environment and/or experience using complex Excel functions, database management software, or statistical software packages would also be an asset. Basic knowledge of French would be an asset with regard to functioning in Geneva, but is not required for the work.

## What is the degree of sponsorship required?

WHO provides no financial support for the fellowship and the contractual agreement with WHO would be as an unpaid consultant. All discussions related to remuneration are therefore conducted solely between WFC and the candidate.

WFC Fellowships aim to provide Fellows with financial support to cover the cost of living, plus a stipend in respect of work undertaken. However, candidates are expected to demonstrate a commitment by seeking sources of funding to support their applications. Historically, approximately CHF65,000 (approximately US\$65,000) has been the figure required to fund a Fellow through a 12-month appointment at WHO. This figure includes a relocation allowance of CHF5000.

## Will I have to raise any money myself?

WFC will make every effort to try and secure sponsorship. However, it is expected that any candidate will demonstrate endeavours made to secure financial support, either from their national association, regional federation or another body. WHO provides no financial support for the position.

## What are my obligations to WFC in respect of the Fellowship?

WFC expects all sponsored Fellows to provide timely and regular reports to WFC and any other organisation involved in providing donations and sponsorship for the Fellow.

## What is the situation regarding accommodation?

It is the responsibility of selected candidates to make their own arrangements for travel and accommodation. WHO takes no responsibility for these arrangements, but the candidate's supervisor at WHO may make reasonable good-faith efforts to provide advice with regard to securing accommodations and will be available to answer questions wherever possible.

## Is there any allowance for return trips home?

There is no designated sponsorship to cover the costs of trips home beyond the relocation allowance as referenced above.

## Who can I talk to about their experiences?

Previous fellowship candidates may be willing to engage with current and past Fellows about their experiences and to answer questions. The position supervisor will also be available to answer any questions.

## How long is the Fellowship?

The typical fellowship is 12 months. For the ideal candidate, there may be some flexibility in duration as well as in start or end date.

## Are there likely to be opportunities at WHO beyond my Fellowship year?

The contract provided by WHO carries no guarantee or expectation of future employment with the Organization. This being said, this experience will contribute to the body of experience required when applying to other positions, and more than one candidate has received an offer after the completion of their fellowship to continue with the Organization in some capacity, such as consultant, contractor, or staff member.

## Draft Terms of Reference for Consultant

Health Data Standards and Informatics (DSI)  
Department for Information, Evidence, and Research

1. To assist DSI in the revision of the International Classification of Diseases (ICD-11):
  - a. Contribute to editing of existing content and, where necessary source additional content to address identified gaps.
2. To assist DSI through the support of review of both existing classification content and new content received through public proposal and browser commenting mechanisms.
  - a. To review proposed content, communicate with relevant stakeholders, and to make evidence-informed recommendations on improvements to classification content and structure.
3. To assist DSI in the development of the International Classification of Functioning, Disability and Health, as well as in the implementation of the WHO Disability Assessment Schedule 2.0 and other related projects.
4. To assist DSI in editorial work, including drafting letters, finalizing draft reports of WHO meetings, and document review and editing.
5. To assist DSI in the preparation of WHO meetings (such as consultations, working group meetings, the WHO-FIC Network Annual Meeting, and teleconferences) according to the work plan.
  - a. In particular, to support any meetings and presentations for the ICD revision conference to be held in Tokyo, Japan in October 2016
6. To assist, when necessary, with the other International Classifications within DSI, such as VA, Primary Care, ICD-SMoL, ICF, ICHI, and others.
7. To extend technical skills through an in-house extension project, ideally with focus on information standards and/or informatics.
  - a. To develop a proposal, seek approval, and then implement an internal WHO project which relates to research, data development work, or informatics within the structure of the technical unit



- b. To prepare a report or presentation, as agreed in the proposal, on the project outcomes
- 8. To develop additional expertise through approved online university coursework
  - a. The coursework should either be free, such as through Coursera or similar resources, or, if preferred, at the candidate's own expense
  - b. The coursework should be in the field of global or public health, epidemiology, statistics, or health information management, or other as agreed with supervisor
- 9. Other ad hoc assignments as requested.