

Important information on Global Outbreak Alert and Response Network (GOARN) Missions

Thank you for offering your support in response to the GOARN Request for Assistance.

We would like to ensure that you are aware of some of the principles of the Global Outbreak Alert and Response Network (GOARN), including the usual mechanism for deployment of experts to support field responses.

About the Network and GOARN missions

- GOARN is a network of institutions that collaborate to provide rapid assistance at an international level, particularly for outbreak response and emergencies. GOARN strengthens coordination on alert and response to public health emergencies, via the rapid deployment of experts and provision of technical guidance when requested by WHO.
- WHO is a founding partner in GOARN, and provides the secretariat or Operational Support Team (OST).
- The OST supports coordination and communications with partners, and manages the deployment of international teams/experts identified through the Network.
- Currently there are over 220 member institutions in GOARN. Institutions and collaborative entities are eligible to join the Network if they have capacity to support alert and response to public health emergencies, and are not-for-profit. Each partner institution designates one or several focal points through which information is cascaded, including the Requests for Assistance (RFA).
- Experts identified through GOARN partners are deployed to the field following a Request for Assistance issued by the Operational Support Team (OST).
- The duration of a deployment is typically of 4 - 6 weeks. Depending on the event and type of response, longer mission durations are often preferred, and details are provided in the Request for Assistance.

General terms and conditions of the GOARN mission

When deploying with the GOARN mechanism, WHO provides the following:

- The expert to be deployed is issued a standard WHO Short term consultant contract without remuneration. This contract has a nominal value of 1 USD and provides health and security coverage. WHO does not usually provide any remuneration for staff deployed through GOARN.
- Living allowance (per diem) for the specific country of deployment is provided to cover local expenses, including accommodation/hotel, food and local transport.
- WHO covers the cost of air fare in economy class, and fares for other required travel to and from the duty station.
- Experts have to complete necessary steps required for the issuance of the standard WHO Short Term Consultant Contract. This includes a medical check-up by your treating physician. The pre-deployment process is handled by an HR focal point who is assigned by WHO at the time when expert is approved for deployment.
- Basic health insurance is provided as part of the short term consultant contractual agreement with WHO. Further details are provided in the annex at the end of this document.

When deploying with GOARN, it is expected that the home institution provides the following for their staff:

- Continued payment of salary and benefits to the staff member released for deployment.
- Continued health insurance, accident and other coverage accorded to the staff member as part of their contract.
- Agreement that each expert abides by the GOARN Code of Conduct on behalf of the institution (provided as annex).
- Agreement that each expert deployed, works as a member of the WHO team, under the leadership of the Ministry of Health and the supervision of the WHO Representative / team lead.
- Agreement that the expert deployed will complete the mandatory online pre-deployment training in advance of their mission.
- Agreement that experts deployed will submit a final mission report upon their return from the field, and will be permitted to partake in post-mission debriefing and reviews.

Applying for missions

- Follow instructions in the GOARN Request for assistance (RFA) and provide all relevant details to the knowledge platform, including CV, maximum duration of deployment and dates of availability. GOARN Knowledge platform is the only channel to provide offer of support in response to an RFA.
- Offers of support should not be emailed to GOARN OST.
- Only experts affiliated with GOARN partner institutions can be deployed through GOARN.
- Offers of support can be provided by focal points in GOARN partner institutions or experts who are offering their support.
- Ensure CV contains clear information in relation to the criteria in the RFA, including details of what tasks were performed in your history of employment.
- Candidates must make sure that they meet all essential criteria. Candidates not meeting essential criteria (e.g. language skills) should not apply.
- Many factors go into the decision process for deployments. Kindly be patient in awaiting feedback on your offer of support.

Responsibilities during the assignment

Security

Security coverage involves the UN Department of Safety and Security clearing the travel of the expert. Experts deployed through GOARN are thereby accounted for within the UN Security system in the country of arrival, as would be the case for other WHO employees on mission. Deployees must adhere to all UNDSS and WHO security regulations, according to the regulations of the location they are working in. The experts to be deployed are required to complete two online trainings with UNDSS in order to be cleared for travel.

Basic and Advanced Security in the Field: <https://training.dss.un.org/courses/login/index.php>

Representation

During the mission deployees are part of the WHO outbreak response and are representors of WHO / GOARN. Deployees must uphold the GOARN code of conduct at all times and follow the standard working procedures, practices, ethics and regulations of the office you are deployed to, above those of your home organization.

Reporting lines

The primary reporting line for deployees is through the WHO Office in country of assignment.

- **Publications and communications**

All scientific papers, articles, publications or abstracts could only publish after agreement and clearance through established mechanisms, including incident management team in country of assignment, WHO HQ and GOARN OST. It is strongly recommended that any press releases from partner institutions and / or sharing of information on experts' field experience on social media are cleared by WHO prior to posting.

After the mission

End of mission report should be cleared by the Incident Manager (or designate) in the country of your assignment. After the clearance process, please send this mission report to:

- GOARN Operational Support Team (goarn@who.int)
- Incident manager or designate
- Your WHO HR contact person

GOARN mission reports may typically be accessed by MoH, WHO (all levels), and GOARN partners.

We thank you for your interest in working with WHO and GOARN. The OST remains available to answer questions and provide further clarifications.

GOARN Operational Support Team (OST)

Emergency Operations (EMO)
WHO Health Emergencies Programme (WHE)
World Health Organization
Avenue Appia 20
1211 Geneva 27, Switzerland

E-mail: goarn@who.int

Annex: Terms of the WHO Health Insurance coverage for Consultants

Compulsory insurance coverage	Details
<i>Medical expenses for accident or emergency illness*</i>	USD 50,000.- max. per event
<i>Emergency medical evacuation/repatriation**</i>	USD 10,000.- max. (incl. in USD 50,000.- above)
<i>Compensation in case of accidental death</i>	Lump sum = 3 x annual pensionable remuneration P4.step 1 (annual pensionable remuneration P4.step 1 = USD 145,573.- as at 1 Feb 2017)
<i>Compensation in case of permanent (total or partial) disability due to accident or illness</i>	Lump sum = Percentage of 3 x annual pensionable remuneration P4.step 1 according to the degree of disability
<i>War and terrorism risks</i>	Included (nuclear/chemical/biological risks excluded)
<i>Premiums</i>	USD 1.30 per day - paid by Organization

*Emergency illness = A life-threatening situation or situation where the patient must start treatment within 48 hours and for whom travel is not possible for medical reasons.

**Transportation by professional ambulance service to the nearest hospital where treatment can be given or repatriation to home country or medical evacuation to country where care can be given.

Voluntary complementary coverage may be purchased directly from the insurance company, prior to commencement of the contractual period, for the same duration as the compulsory coverage. Voluntary complementary coverage is for the following:

Voluntary Complementary Coverage	Details
<i>Medical expenses for non-emergency illness</i>	USD 50,000.- max.
<i>Compensation in case of death due to illness</i>	Lump sum = 3 x annual pensionable remuneration P4.step 1 (annual pensionable remuneration P4.step 1 = USD 145,573.- as at 1 Feb 2017)
<i>Premiums</i>	USD 3.21 per day - paid by the insured

Detailed information on compulsory coverage and how to purchase voluntary complementary coverage is available on the Cigna website: www.cignahealthbenefits.com. Under 'Plan members' the insured should fill in the standard reference number **378/WHCPVE** and on the next screen fill in the standard date of birth: **DD/MM/YYYY**.

All interactions relating to voluntary complementary insurance shall be between Cigna and the insured, without the involvement of WHO.