

World Customs Organization

85th WCO FELLOWSHIP PROGRAMME

(6 – 31 March 2023)

ADMINISTRATIVE PROVISIONS

1. The WCO Fellowship Programme is targeting promising mid-level Customs managers from developing countries to undertake a detailed study course in a specialized Customs area so that they can subsequently hold a senior position within their Customs administration.
2. The Programme consists of an International Management Development Course and a survey of the Council Conventions and instruments, including an independent study in one of the following areas: Nomenclature, Valuation, Origin, Customs procedures, Enforcement, Capacity Building, organizational development or Integrity... ***Each candidate should choose a particular area of interest to his/her administration***, describing as closely as possible an operational problem that he/she might hope to resolve through this Programme and in consultations with members of the Secretariat staff.
3. The Programme lasts six weeks:
 - the first four weeks are at WCO Headquarters in Brussels
 - the last two weeks are a study trip to a developed partner Customs administration (to be confirmed).

The following administrative provisions govern the WCO Fellowship Programme:

Conditions and selection procedure

4. Candidates should be Customs officials **fully proficient in English**, under ***45 years old***, with a university degree or equivalent qualification and in good health. They should have at least four years of service in Customs, during which they have risen to a mid-management rank and should have the assessed potential of rising to higher management positions.
5. The appended nomination form should be received by the WCO Secretariat via email, **duly completed in English**, by **11 November 2022 at the latest**. It is anticipated that the selection of Fellows for the 85th WCO Fellowship Programme will be finalized by mid December 2022.
6. Please note that applications for the Fellowship Programme proposing a research topic that was already chosen by a former Fellow from the same administration, will not be considered for selection.
7. In accepting a Fellowship, the candidate undertakes to work full time on the assigned study programme. It will not be possible to undertake other activities unrelated to the Fellowship Programme. Furthermore, since some of the WCO's work is of a confidential nature, the candidate must fully comply with the rules in force in the WCO and respect its professional ethics. In particular, the Fellow is obliged to exercise discretion and professional confidentiality. Any non-compliance with these rules could result in the Fellowship being curtailed immediately on a decision by the WCO Secretary General.

FINANCIAL ARRANGEMENTS FOR THE SELECTED FELLOWS

8. The WCO Fellowship Programme provides a grant covering travel, subsistence and other approved expenses

Accommodation and living allowance

9. An allowance of around 3,000 Euros¹ for the period in which the participant resides in Brussels will be granted by the sponsor to cover the cost of meals, accommodation and incidental expenses.
10. The WCO will provide some rates for modest yet comfortable accommodation near the Secretariat, but the participants are responsible for arranging their accommodation.
11. Should the field study trip be confirmed, an additional allowance will be provided².
12. Fellows should note that the allowance would not be sufficient to cover the expenses of accompanying dependants. Fellows are therefore strongly discouraged from bringing dependent persons with them to Brussels.

Health and medical expenses

13. Applications must be accompanied by a **certificate** issued by a licensed physician attesting that the candidate is in good health. This certificate will enable the Fellow to be covered by the WCO's basic insurance scheme for the duration of the Programme. Cover is limited to medical treatments required either as a result of an accident during the insurance period, or for reasons other than an accident but requiring urgent attention.

TRAVEL ARRANGEMENTS

Travel costs

14. An economy-class air ticket will be provided to the selected candidate. The cost of travel (return trip) between the Fellow's place of residence and Brussels will be borne by the WCO, as well as the travel to the hosting administration (in case the study trip is confirmed). It should be noted that the routing **cannot be modified.**

Insurance

15. No insurance coverage is provided by the WCO in respect of personal accidents or damage to or loss of personal effects during transport to or from Brussels. Each fellow must ensure s/he is covered by a personal insurance.

Passports - Visas - Health regulations

16. Generally, persons entering Belgium must hold a valid passport. Visa and vaccination requirements depend upon nationality, and the Fellow is personally responsible for complying with them. The WCO Secretariat will provide the selected candidate with a letter certifying enrolment in the WCO Fellowship Programme in order that he/she may apply to the

¹ Exact amount to be specified at the moment of the confirmation of the participation.

² Details to be communicated at the selection stage.

Belgian Embassy in his/her home country for a **multi-entrance/-exit Schengen Visa**, authorizing temporary residence in Belgium for the duration of the Programme. The WCO Secretariat will make arrangements for travel to the country of their field study trip (if confirmed). **The Fellows are, however, required to obtain a Visa for that country in their home countries before leaving for Brussels.** Visa fees will be reimbursed **on production of receipts only.**

END OF FELLOWSHIP

17. Fellows are expected to complete the Fellowship Programme as scheduled; early repatriation may be authorized only on medical grounds or for other similarly important reasons. If a Fellow withdraws from the Programme before its scheduled completion, he/she shall not be entitled to repatriation and other benefits.
18. At the end of the Fellowship Programme, the WCO will pay travel costs, as described above, for the Fellow's return journey to the point of first departure.

SCHEDULE OF THE FELLOWSHIP PROGRAMME
(Tentative)

First week	<p>Study of the Secretariat, including the administrative and financial services. The Fellow familiarizes him/herself with the WCO Conventions, the various committees' activities and key tools and instruments.</p> <p>Survey study of the Secretariat Directorates and Services. The Fellow familiarizes him/herself with the work of the Secretariat, including the projects and technical assistance programmes.</p> <p>Study in a specialized area. The Fellow gains a detailed knowledge of the work in the selected area of study. This includes a thorough understanding of the relevant Conventions: background, development, provisions, implementation and administrative ramifications at national level.</p> <p>Participate in the Leadership and Management Development Workshop.</p>
Second week	Leadership and Management Development Workshop.
Third and fourth weeks	<p>Work with the tutor on the chosen area of study and preparation of the research project report.</p> <p>The Fellow may also attend Committee or Working Party meetings taking place during this period.</p> <p>Each fellow presents his/her administration.</p>
Fifth and sixth weeks (to be confirmed)	Study trip to a national administration to observe Customs operations.

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