



Tel. direct: +41 22 791  
Fax direct: +41 22 791  
E-mail : ...@who.int

In reply please  
refer to: P5-447-3/.../...

Your reference:

Dear ,

**WHO Prequalification Team**  
**Appointment as an observer or co-inspector in a WHO inspection team**

I have pleasure in inviting you to assist the World Health Organization (WHO) as a consultant in performing the inspection detailed below:

Name:  
Address:  
Date:

This inspection forms part of the assessment process in the WHO Prequalification Teams. The above-mentioned inspection will focus on the Good Manufacturing Practices (GMP)

WHO will cover the cost of transportation to **Country** and travel in-country by the most direct and economical route. In order to make your flight reservations as soon as possible, the agency you should contact is:

**XX.**

ENCLS: (3)  
bcc: WR ...  
Regional Office

Please note that your ticket will be provided by WHO through Carlson Wagonlit Travel only. Any request to purchase your own ticket for reimbursement must receive prior approval by WHO, which will be given in exceptional circumstances only. Should you wish to upgrade your ticket, or change the airline or route, you may do so at your own expense.

You will be paid a daily allowance to cover hotel expenses and food for the duration of the inspection and for travel time from your place of residence to the venue and return. At present the daily allowance for **Town, Country** is US\$ ... but is subject to change should there be a revision in the standard United Nations per diem rate for **town** at the time of the assignment. An additional amount will be paid to cover miscellaneous expenses for the trip. The total allowance is intended to cover all costs related to your trip including other incidental expenses. Hence no charges for airport taxes, visa fees, ground transportation from airport to hotel or vice versa will be reimbursed and no travel claims are required.

hotel reservations will be made for you and you will be informed of these in due course . Payment upon departure from the hotel is your responsibility.

*[For co-inspectors only]* A consultant contract will be sent to you by our Global Service Centre in Kuala Lumpur which will also be responsible for payment of your remuneration via electronic bank transfer. The consultant contract covers remuneration for the preparation and performance of the inspections as well as the writing of the reports following the inspections. It also covers the time it may take to review corrective actions submitted by the companies following the inspections. To facilitate these arrangements, please complete the attached forms and complete your Personal History Form (PHF) in e-recruitment at the following link:

[https://erecruit.who.int/public/hrd-vac-newuser.asp?apptype=1&jobinfo\\_uid\\_c=1&o\\_c=1000&lng=en](https://erecruit.who.int/public/hrd-vac-newuser.asp?apptype=1&jobinfo_uid_c=1&o_c=1000&lng=en)

Upon receipt of this letter, please verify with the nearest Embassy or Consulate whether you are required to have a visa to enter the country where the inspections are to take place. Please note that it is your responsibility to obtain any visas or vaccinations which may be necessary for this travel. You are urged to apply for a visa well in advance of your desired departure date. If you encounter difficulties in obtaining a visa do not hesitate to let us know. It is understood that the decision whether or not to issue a visa to any applicant rests with the relevant authorities.

Provisional agendas and background information will be provided to you in due time. You should prepare for the inspections by reading these documents.

Further information regarding the WHO inspection process is available on the WHO website:  
[http://www.who.int/medicines/areas/quality\\_safety/quality\\_assurance/production/en/index.html](http://www.who.int/medicines/areas/quality_safety/quality_assurance/production/en/index.html).

Once again, thank you for assisting us in this inspection. Please do not hesitate to contact me at **prequalinspection@who.int** should you need any further clarification.

Yours sincerely,

Mr Deus Mubangizi  
Coordinator  
Prequalification Team  
Regulation of Medicines and other Health Technologies