

World Health Organization

COVID-19

Guidance for WHO Staff on Short Term Developmental Assignments (STDA) and their supervisors – 18 March 2020

1. Information for staff members already working at a duty station where the office remains open:
 - They should stay informed and follow the guidance provided to WHO staff.
2. Information for staff members already working at a duty station where the office is closed:
 - Supervisors, in agreement with the staff member should decide if the STDA can continue. If the decision is to end the STDA earlier than planned and if the staff can go back to their official duty station, then please inform the STDA HR focal point (cannas@who.int) of that decision.
 - i. If the STDA ends earlier and the staff member can return to their official duty station, the receiving office covers the costs for the return travel in economy class back to the official duty station. On return, the living allowance will no longer be paid.
 - ii. If the staff member cannot travel back to their duty station and /or if the STDA can continue, staff members not designated as critical, will temporarily telework at the duty station. The supervisor will ensure the staff member is able to telework (e.g. loan of office equipment to facilitate the teleworking arrangements). Living allowances will continue to be provided.
3. Information for STDA arrangements that are in process:
 - All STDA's starting on or after 16 March 2020 until 30 April 2020 are postponed until further notice.
 - If the staff member has already bought their travel ticket(s) and cannot change them or be fully reimbursed by the company, WHO will reimburse the corresponding costs (split between originating office and receiving office) upon proof of payment and proof of non-eligibility for change/reimbursement by the travel provider.
 - The STDA HR focal point in conjunction with the receiving department will immediately inform each staff member and their supervisor by email that their STDA has been postponed until further notice.
4. For any questions related to this guidance, please contact their STDA HR focal point with copy to Developmentalassignments@who.int.