**WONCA Europe Scholarship Implementation Plan**

Zalika Klemenc Ketiš, Job FM Metsemakers

Version 2, 18/9/2017

**Background**

WONCA Europe Council endorsed the plan for WONCA Europe Scholarship at the Council meeting on the 27th of June 2017 in Prague. Accordingly, we prepared the implementation plan.

**Implementation plan**

**Scholarship Committee**

First, a letter for nominating scholarship committee candidates should be composed. The committee is composed of president Elect of WONCA Europe (chair), the VDgM representative in the WE EB, and three representatives from MOs. Accordingly, the letter should be sent to all MOs with a request to nominate a candidate.

The term of the scholarship committee is three years. Maximum number of terms of an individual member is two. For the first three years, Zalika Klemenc Ketiš acts as an advisor of the committee.

Applications are collected by the WE secretariat. Applications are reviewed by the WE EB and three candidates are selected. WE EB appoints the scholarship committee and WE secretariat notifies all applicants on the results.

**Scholarship application**

Newly appointed scholarship committee prepares a letter for applicants in order to perform a call for applications for scholarship.

The call for scholarship is published in the WONCA Europe web-page and also sent to all MOs by the WE secretariat. The WE secretariat which also collects the applications. They are reviewed by the scholarship committee which also selects the scholar. WE secretariat notifies the applicants on the results (Table 1).

Table 1: Implementation plan

|  |  |  |  |
| --- | --- | --- | --- |
| TASK | CONTENT | RESPONSIBLE | DEADLINE |
| Letter for scholarship committee candidates | Letter containing all the necessary information on the application, criteria, and tasks of the scholarship committee | Secretariat | 15. 10. 2017 |
| Call for scholarship committee candidates | Call published on the WONCA Europe web-page and sent to all MOs  | Secretariat | 20. 10. 2017 |
| Collection of applications |  | Secretariat | 10. 11. 2017 |
| Appointment of a scholarship committee members | WE EB reviews the applications and selects the members of the committee | WE EB | 2. 12. 2017 |
| Notification to the members of scholarship committee |  | Secretariat | 10. 12. 2017 |
| Letter for applicants | Letter containing all the necessary information on the application and criteria | Scholarship committee | 15. 1. 2018 |
| Call for application | Call published in WONCA Europe web-page and sent to all Mos | Secretariat | 20. 1. 2018 |
| Collection of applications | Collection of applications | Secretariat | 20. 2. 2018 |
| Selection of scholars | Scholarship Committee reviews the application, selects a scholar, and appoint the mentor | Scholarship committee | 30. 3. 2018 |
| Notifying all applicants | All applicants are informed about the decision (positive or negative) | Secretariat | 20. 4. 2018 |
| Start of a scholarship |  | Selected candidate, mentor, scholarship committee | 1. 6. 2018 |

**Support of the scholarship**

Series of initiatives should be organised in order to achieve high visibility of the scholarship. These initiatives should be done in cooperation with WE networks and SIGs. These could be workshops or webinars organised by the networks aimed at explaining about the scholarship, establishing a database of mentors, preparing a short manual for recruiting young colleagues.