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Guidelines on the WPA Volunteer Programme

1. WPA Secretary for Education will enlist support from WPA zonal representatives, WPA Section Heads, and WPA member societies, WPA Collaborating Centres to invite interested experts in different fields to be registered in the list of WPA volunteers. Experienced volunteers will be identified through the member societies if they have an interest group dedicated to volunteering work. All other individual volunteers who wish to apply for this programme will need to be nominated and supported by the respective member societies. Early career psychiatrists who are interested to join the volunteering services can be nominated through the WPA Early Career Psychiatrists Section in collaboration with their home member societies. They are invited to complete the WPA Volunteer Programme application form with details about their expertise and preferred language of instruction. All applications should go through the above procedures. The applicants should provide proof of their current medical registration, proof of their specialist qualification, CV and other relevant documents when matching host member societies have been identified. Since the member societies are responsible for the formal nomination, these documents will be vetted through the member societies and submitted together with the application form through the member societies.
2. The host societies in need should complete the application form with details about training needs, commitment to a relatively long-term programme of volunteering, provision of safe and secure accommodation to the volunteers.
3. WPA will assist to match the applied volunteers and the host countries based on areas of expertise and training needs, preferred language of instruction, availability of supporting fund, duration of training and education preferred, as well as capacity of the host countries to meet the physical and mental health needs of the volunteers. The requests from the host countries will need to come before host applications which will make the matching process more cohesive. Comments from the local national member societies to which the senior and early career volunteers belong will also be considered in assessing the eligibility of the applying volunteers for WPA volunteering work.
4. WPA will then link up the volunteers and host societies for further discussion on the details of the training programme (possible areas of training, duration, types of target participants, teaching modes), mutual levels of expectation about various types of support, the actual possible types of support that can be provided (including accommodation, travel, venue and facilities available for training, local points of contact, insurance needed etc.). The discussion should be followed by completing a formal service agreement between the volunteer, the volunteer's member association and the host association on these points of discussion (see point 5). A copy of the agreement will be

kept by WPA secretariat for record and future follow up purposes. The three original documents will be kept by the three parties.

5. The administrative work of material support (airfare, accommodation and insurance coverage etc.) and developing the training content for the host countries will be provided by the member society from which the volunteers belong. The administrative work of developing the training needs, providing safe and comfortable venue conducive to learning, providing safe and comfortable accommodation for the volunteer trainers, as well as subsequent internet access for interim training support to the host countries should be provided by the host countries and member societies. These roles will be clearly set in the service agreement. The WPA Secretary for Education will serve as a facilitator in case there are difficulties or obstacles in implementing the agreed roles and responsibilities in any one or more of the three parties involved. The administrative work of matching of training needs and volunteer trainers, the monitoring of the process and milestones of the volunteering work, as well as evaluation of its outcome and effectiveness will be jointly developed between the WPA Secretary for Education and its secretariat, the volunteer, volunteering member society and the host member society.
6. Senior and early career volunteers are expected to go through a list of action items on paper as an induction before visiting the country as a WPA senior or early career volunteer. In all situations, the early career volunteers should go together with the senior volunteers with an aim of early career colleagues learning from seniors through role-modelling.
7. The host national societies should similarly go through a list of action items on paper as an induction before receiving the WPA volunteers.
8. Local points of contact in host countries including WPA zonal representatives and/or WPA collaborating centers need to be involved at an early stage so that the volunteers and host societies are aware of such support. These points of contact will also keep in regular contact with the host associations to make sure that the host associations are also aware of the support. If these two parties are also involved in the support of the volunteering programme, their roles will also be listed in the service agreement as appropriate. They will also be asked to sign the agreement and given an original one for reference.
9. To evaluate the training impact of the volunteer programmes for the receiving units, the senior and early career volunteers, as well as their satisfaction with the support provided by WPA.
10. In case if the matches are not successful or if a dispute arises between the volunteer and host societies or members, WPA will take up a leading role in understanding the nature of disputes and mediating so as to arrive at a mutually acceptable solution.