

The redesignation form consists of three parts:

Part I - Institutional Profile

Part II - Terms of Reference (TOR)

Part III – Workplan

This redesignation form below, together with the Terms and conditions for WHO collaborating centres will serve as the agreement between the proposed institution and WHO if the redesignation as WHO collaborating centre is approved by WHO. Completion and submission of the redesignation form, however, does not guarantee that the designation will be approved.

Folder eCC_00017474 is in stage Form_Completion_Inst

Name of the University, Hospital, Research Institute, Academy or Ministry	
Seoul National University	
Name of the Division, Department, Unit, Section or Area	
College of Medicine Library	
City	CC Reference Number
Seoul	KOR-99
Title	
WHO Collaborating Center for Health information and library services	

Part I - Institutional Profile

The majority of designations as WHO CC are given to a part (e.g. department, division, unit, etc) of an institution, as opposed to the institution as a whole. Example: the Department of Microbiology of the University of ABC. In those cases, when a question in the designation form refers to the "institution", please only provide information about the concerned part (e.g. the Department of Microbiology) of the institution and not about the institution as a whole (e.g. the University of ABC). Where information about the institution as a whole is being required, this will be clearly stated.

The term "WHO CC" means the (part of the) institution designated as a WHO collaborating centre while performing the agreed terms of reference and work plan with WHO (as opposed to the institution performing other activities outside the agreed terms of reference and workplan). Example: Department of Microbiology of the University of ABC, when working on activities included in this designation form and agreed with WHO.

A WHO CC is not a legal entity. The legal entity which controls and is responsible for the WHO CC is the institution or the ministry, academy, university, established research institute or hospital of which the institution forms part.

Address of the proposed institution

1.1 Street and number	103 Daehak ro(Yeongeon-dong), Jongno-gu
1.2 City	Seoul
1.3 State/Region/Canton/Province	
1.4 Postal Code	03080
1.5 Country	KOR

1.6 WHO Region WPRO
 1.7 Phone +8227408041
 1.8 Fax +8227408080
 1.9 Web site <http://medlib.snu.ac.kr>

Staff of the proposed institution

1.10 Name of the director of the institution as a whole

Professor Daehee Kang

Head(s) of the proposed WHO collaborating centre

Salutation	First Name	Last Name	Email Address
Professor	Myoung-don	Oh	mdohmd@snu.ac.kr
Salutation	First Name	Last Name	Email Address

1.12 Please list the names of professional staff working at the proposed institution together with their professional qualifications (e.g. Dr John Smith MPH). Please do not include full resumes or biographies.

Dr Daehee Kang, MD, PhD
 Dr Myoung-don Oh, MD, PhD
 Dr Jong Il Kim, MD, PhD
 Dr Jong-Koo Lee, MD, MPH, PhD
 Hee ju Jeong, Librarian
 Kyung Ae Hwang, Librarian
 Choi Dong Suk, Librarian
 Jung Rye Lee, Librarian
 Jin Young Park, Librarian
 Eun Sun PARK, Librarian
 Bo Kyeong Kim, Librarian

Sources of funding

NOTE: The reference to private sector entities in this form includes business associations representing commercial enterprises; entities not at “arms’ length” from their commercial sponsors, partially or fully State-owned commercial enterprises acting like private sector entities. Note that an entity is “at arms’ length” from another entity if it is financially and organizationally independent from the other entity, does not take instructions, and is not influenced or not reasonably perceived to be influenced in its decisions, activities, mandate and work by the other entity. The reference to “private sector entities or engaged in activities related to tobacco” includes entities engaged in the manufacture, distribution and/or sale of tobacco or tobacco products and subsidiaries of such entities (including holding companies).

1.13 During the last two years, what percentage of the proposed institution's funding was core funding? Core funding refers to funding that is received by the proposed institution in a regular manner (e.g. a specific amount received annually from a secure source), as opposed to ad-hoc contributions that are received once or at irregular intervals.
 over 75% regular (core) funding



1.14 Did over the last three years, does currently, or is there a prospect that, the institution as a whole will receive funds from one or more entities (including private sector) that i) have close ties with tobacco industry and/ or arms industries; ii) collaborate or works to further the interests of the tobacco; iii) whose policies or activities are negatively affecting human health and are not in line with WHO's policies, norms and standards, in particular those related to noncommunicable diseases and their determinants.

Yes No

[If yes] Please provide details (i.e. the names of entities, their activities, level of funding).

1.15 Does the proposed institution currently, or is there a prospect that the proposed institution will, receive funds from one or more private sector entities that have, or may be perceived as having, a direct or indirect commercial interest in the activities being conducted by the proposed institution as part of its terms of reference as a WHO collaborating centre?

Yes No

[If yes] Please provide details (i.e. the names of private sector entities, their business activities, level of funding).

1.16 Does the proposed institution currently, or is there a prospect that the proposed institution will, perform research or other work commissioned by private sector entities as part of its terms of reference as a WHO collaborating centre?

Yes No

[If yes] Please provide details (i.e. the names of private sector entities, their business activities, level of funding).

1.17 Does the proposed institution currently, or is there a prospect that the proposed institution will, receive unspecified funds from one or more private sector entities which it is planning to use directly or indirectly for the implementation of the agreed terms of reference as a WHO collaborating centre?

Yes No

[If yes] Please provide details (i.e. the names of private sector entities, their business activities, level of funding, for what such funding is being, or will be, used and whether the institution is dependent on the support of one or more of these private sector entities for its continued operation).

1.18 Does the proposed institution currently, or is there a prospect that the proposed institution will, receive funding from one or more private sector entities to support the salary of specific staff or posts working on the activities conducted as part of its terms of reference as a WHO collaborating centre?

Yes No

[If yes] Please provide details (i.e. names of private sector entities, their business activities, level of funding, for which staff or what posts such funding is being, or will be, used, and the functions of such staff and/or posts).

1.19 Did over the last three years, does currently, or is there a prospect that, any staff of the institution designated to work on the activities of the WHO collaborating centre, including the proposed head(s) of the WHO collaborating centre, have any other interactions, affiliations or relations with, or any other personal, professional, financial or business interests in, one or more private sector entities that could give rise, or be seen as giving rise, to a conflict of interest or reputational risk?



Such risks may exist

(i) if the private sector entity has, or may be perceived as having, a direct or indirect commercial interest in all or part of the activities being conducted by the proposed institution as a WHO collaborating centre;

(ii) if the business activities of the entity engage with the tobacco industry and /or arms industry ; or non-State actors that work to further the interests of the tobacco industry ; or if the private sector entity has (or may be seen as having) a vested interest in exerting influence on the activities of the WHO collaborating centre and/or their outcome.

Interactions, affiliations, relations with, or other personal, professional, financial or business interests include, but are not necessarily limited to, collaborative projects or initiatives, employment, consultancy, investment interests (e.g. stocks, bonds, stock options, other securities, but not mutual funds, pension funds or similar investments that are broadly diversified), commercial business interests (e.g., proprietorships, partnerships, joint ventures), patents, trademarks, or copyrights (including pending applications), proprietary know-how in a substance, technology or process.

Yes No

[if yes] Please provide details.

1.20 Please attach a current organizational chart (1 page) of the institution as a whole, including its sub-parts such as divisions, departments, sections, unit or areas (whichever structure applies), indicating the part proposed as WHO collaborating centre.

1.21 Please list major facilities and any specialized equipment available to the proposed institution (e.g. laboratories, training facilities, documentation centre), if applicable. Please do not list general office space or standard office equipment.

1.22 Does the proposed institution currently establish a smoke-free environment across its premises, which can be illustrated either through a documented institutional/departmental policy or through the existence of national/local smoke-free legislation? The smoke-free environment must apply to all indoor workplaces and public places of the institution's premises, and must entail a complete ban of smoking indoors and no areas designated for smoking.

No



The proposed institution agrees with the following Terms and conditions for WHO collaborating centres.

Part II - Terms of Reference (TOR)

Please include the proposed terms of reference for the future collaboration between the proposed institution and WHO, as discussed prior to completing this form. In most cases, 1-3 TOR will be sufficient to provide a high-level framework of the future collaboration. For redesignations, the current terms of reference is automatically prefilled but can be revised as appropriate.

For detailed instructions on how to fill in this section please click on the link provided at the top of the form.

TOR 1 To assist the WPRO Library in the migration of the old catalogue system (ISIS OPAC) to a new integrated library system (ILS-KOHA) for physical items

TOR 2 To assist in collaborating support in providing reference and bibliographic services on health information for researchers and Member States of the WPR.





Part III – Workplan

<p>Activity ID 26352</p>	<p>Activity title Preparation for the migration of the old library system catalogue (ISIS OPAC) to the new integrated library software (ILS-KOHA)</p> <p>Link to TOR TOR1</p> <p>Name(s) of responsible staff at the institution Eun Sun PARK</p> <p>Type of activity Development and application of appropriate technology</p> <p>Description of the activity and how it is implemented In coordination with WPRO Library and ITG, assist in the preparation of the migration of ISIS OPAC to the preferred technology (ILS - KOHA) through the following activities: - Mapping of fields and metadatas - In parallel, physical inventory of the library collection</p> <p>Expected deliverables - Functional WPRO Integrated Library System - Completion of proposed data for migration from old to new system - Completed inventory of WPRO library collection</p> <p>WHO Deliverable (Top Task) Collaboration with WHO WPRO Library</p> <p>Name(s) of funding sources Seoul National University College of medicine</p> <p>Activity timeframe January - March 2018 : Reviewing ISIS OPAC system and ILS-KOHA April - June 2018 : Mapping and design of fields May - Aug 2018 : Collaborating ITG for setting system and migrating datas September 2018 ~ : Testing system and inventory collections 2019 : Launching and ongoing support</p> <p>This activity has been specifically developed for the workplan of the WHO collaborating centre and does not constitute a standard activity of the institution without WHO involvement.</p>
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<p>Activity ID 26353</p>	<p>Activity title Migration of the old library system catalogue (ISIS OPAC) to the new integrated library software (ILS-KOHA)</p> <p>Link to TOR TOR1</p> <p>Name(s) of responsible staff at the institution Eun Sun PARK</p> <p>Type of activity Development and application of appropriate technology</p> <p>Description of the activity and how it is implemented In coordination with WPRO Library and ITG, assist in the migration of the new software through the following activities - Installation and testing of ILS - Koha (specific modules to be used initially for cataloging, serials management, circulation, patron management, reports and OPAC) - Assist in the migration and User Acceptance Test (UAT) - Assist in the end user interface customization - Proposal for a physical sustainable inventory system of WPRO library collection</p> <p>Expected deliverables - Completion of data migration from old to new system - UAT completed - Sustainable inventory process of WPRO library collection</p> <p>WHO Deliverable (Top Task) Collaboration with WHO WPRO Library</p> <p>Name(s) of funding sources Seoul National University College of Medicine</p> <p>Activity timeframe April - July 2018 : Installation, Testing and migration ILS-Koha with ITG July - Sept 2018 : Testing new system with User October - December 2018 : Design interface for the end user and customisation 2019 : Ongoing support and propose a physical inventory system</p> <p>This activity has been specifically developed for the workplan of the WHO collaborating centre and does not constitute a standard activity of the institution without WHO involvement.</p>
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<p>Activity ID 26354</p>	<p>Activity title Document delivery services Link to TOR TOR2 Name(s) of responsible staff at the institution Jin Young Park, Eun Sun PARK Type of activity Information dissemination Description of the activity and how it is implemented WPRO library request, provide Document Delivery Service(DDS) for WHO staff and researchers fir improve accessiblty full text articles Expected deliverables Provide full text articles if not available in WHO databases and others WHO Deliverable (Top Task) Collecting articles published and disseminated by WHO or WHO staff Name(s) of funding sources Seoul National University College of medicine Activity timeframe Continuing, 2018-2019 This activity has been specifically developed for the workplan of the WHO collaborating centre and does not constitute a standard activity of the institution without WHO involvement.</p>
<p>Activity ID 26355</p>	<p>Activity title Review and apply reference check of WPRO proposed manuscript Link to TOR TOR2 Name(s) of responsible staff at the institution Eun Sun PARK, Bo Kyeong Kim Type of activity Information dissemination Description of the activity and how it is implemented In coordination with WPRO Library and Publications, to assist in reviewing and reference checking of proposed WPRO publications using WHO style guide Expected deliverables Delivery of accurate references of manuscripts for publications WHO Deliverable (Top Task) Collecting and checking new WHO publications and recent articles published by WHO and WHO staff Name(s) of funding sources Seoul National University College of medicine Activity timeframe Continuing, 2018-2019 This activity has been specifically developed for the workplan of the WHO collaborating centre and does not constitute a standard activity of the institution without WHO involvement.</p>

<p>Activity ID 26356</p>	<p>Activity title Inventory of publications uploaded in the WPRO web but not included in the WHO digital library (IRIS)</p> <p>Link to TOR TOR2</p> <p>Name(s) of responsible staff at the institution Eun Sun PARK</p> <p>Type of activity Information dissemination</p> <p>Description of the activity and how it is implemented To review all existing WPRO publications uploaded on WPRO website and CO websites that are not available IRIS.</p> <p>Expected deliverables Provide an inventory list to WPRO library team for their review and decision.</p> <p>WHO Deliverable (Top Task) Collaborating with WHO WPRO Library</p> <p>Name(s) of funding sources Seoul National University College of medicine</p> <p>Activity timeframe Continuing, 2018-2019</p> <p>This activity has been specifically developed for the workplan of the WHO collaborating centre and does not constitute a standard activity of the institution without WHO involvement.</p>
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