



PAN AMERICAN HEALTH ORGANIZATION



EXECUTIVE COMMITTEE OF THE DIRECTING COUNCIL

SUBCOMMITTEE ON PLANNING AND PROGRAMMING

973

**RULES OF PROCEDURE OF THE SUBCOMMITTEE
ON PLANNING AND PROGRAMMING**

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PART I. NATURE AND FUNCTIONS

Rule 1. Nature

The Subcommittee on Planning and Programming is an auxiliary consultative body of the Executive Committee.

Article 2. Functions

The functions of the Subcommittee are to study, review and present options and recommendations to the Executive Committee in matters relating to the mission and purpose assigned to it by the Executive Committee.

Rule 3. Opinions of the Representatives

The Representatives of the Member Countries of the Subcommittee may present majority and dissenting opinions.

Rule 4. Changes in the Subcommittee

The nature, composition, functions and existence of the Subcommittee may be changed, modified and terminated by the Executive Committee.

PART II. MEETINGS

Rule 5. Number of Meetings

The Subcommittee shall normally hold two regular meetings a year. Unless the Executive Committee decides otherwise, the first of these two meetings shall take place after the meeting of the Directing Council and before the meeting of the Executive Board of WHO, and the other after the meeting of the Executive Board of WHO and before the meeting of the Executive Committee of PAHO, in addition to special meetings as required.

Rule 6. Convocation and Place of Meetings

Meetings shall be convoked by the Director of PASB and be held at the Headquarters of PAHO.

Rule 7. Notice of Convocation

The Director of PASB shall notify the members of the Subcommittee of the dates of meetings at least thirty (30) days in advance.

Rule 8. Preparation of Provisional Agenda

The Director of PASB shall prepare the provisional agenda of each meeting and include all subjects and matters required by the Executive Committee and the Subcommittee.

Rule 9. Notification of Provisional Agenda and Remittance of Documents

The Director of PASB shall send the provisional agenda and related working documents to the representatives of the Member Countries of the Subcommittee at least thirty (30) days in advance of the respective meeting of the Subcommittee.

Only in the exceptional case of topics designated as urgent by the Director of PASB or the Subcommittee itself may the requirement of advance distribution of the said documents be waived.

Rule 10. Adoption of the Agenda

At the beginning of each meeting the Subcommittee shall approve the agenda thereof on the basis of the provisional agenda referred to in Rule 8, and may make changes as it sees fit to all items of that agenda except those placed on it at the request of the Executive Committee.

PART III. MEMBERS AND THEIR REPRESENTATIVES

Rule 11. Designation

The Member Countries of the Subcommittee shall be designated by the Executive Committee or by the Director of PASB pursuant to the applicable resolutions of the Executive Committee. Each Member Country of the Subcommittee shall designate its representative and advise the Director of PASB of that designation in good time for purposes of Rule 9.

The Subcommittee shall have seven Member Countries: four elected by the Executive Committee to terms coinciding with the terms of those countries as members of the Executive Committee, and three designated by the Director of PASB in consultation with the Chairman of the Executive Committee prior to each meeting of the Subcommittee.

Rule 12. Alternates

The representative of a Member Country of the Subcommittee may be accompanied by up to two alternates.

Rule 13. Expenses

The expenses of the representatives of the Member Countries in the meetings of the Subcommittee shall be paid by PAHO in accordance with the rules and regulations governing such expenses.

The expenses of alternates shall be paid by the Member Country of the Subcommittee.

PART IV. OFFICERS

Rule 14. Election of Officers

At the beginning of the first session of each meeting, the Subcommittee shall elect from among its members a Chairman, a Vice Chairman, and a Rapporteur.

Rule 15. Acting Chairman

In the absence of the Chairman, the Vice Chairman shall serve in his stead.

PART V. WORKING PARTIES

Rule 16. Working Parties

The Subcommittee, in consultation with the Director of PASB, may establish ad hoc working parties consisting of as many Member Countries of the Subcommittee as necessary, and assign to them any item of the agenda to study and report on.

PART VI. WORKING LANGUAGES

Rule 17. Working Languages

The working languages of the Subcommittee shall be English and Spanish.

When a Member Country of the Subcommittee requires interpretation and/or translation into an official language of the Organization other than the working languages of the Subcommittee, the Secretariat shall provide the required services.

PART VII. PUBLIC AND PRIVATE SESSIONS

Rule 18. Sessions

Unless the Subcommittee decides otherwise, sessions shall be public.

Rule 19. Attendance of Observers

Any Member Country of PAHO may send an observer to attend the meetings of the Subcommittee, whose expenses shall be paid by the Member Country. Observers shall be entitled to receive documents and to address the meeting when recognized by the Chairman, but shall not be entitled to present proposals.

PART VIII. QUORUM AND PROCEDURE

Rule 20. Quorum

The presence of four Member Countries of the Subcommittee shall constitute a quorum for the conduct of a session.

Rule 21. Rules of Procedure

Meetings shall be conducted in compliance with the present Rules of Procedure. When questions of interpretation of these Rules arise, issues of procedure shall be decided by the Chairman.

PART IX. SECRETARIAT

Rule 22. Responsibilities of the Director of PASB

The Director of PASB shall be the Secretary *ex officio* of all meetings of the Subcommittee, and may delegate a staff member of PAHO/WHO to serve in his stead.

The Director of PASB shall provide and supervise all personnel required by the Subcommittee, and be responsible for all arrangements needed for its meetings.

PART X. AMENDMENTS TO THE RULES

Rule 23. Amendments

These Rules of Procedure may be amended by the Subcommittee, following its regular procedures, by an absolute majority of the votes cast.