



*executive committee of
the directing council*

PAN AMERICAN HEALTH ORGANIZATION

*working party of
the regional committee*

WORLD HEALTH ORGANIZATION



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Background

By Resolution XI the XV Pan American Sanitary Conference decided "to accept, in principle, the desirability of holding Inter-American Congresses of Public Health once every four years" and instructed the Executive Committee:

"2... To study with the assistance of the Director the procedures for holding such congresses, keeping in mind the desirability that they take place before each quadrennial meeting of the Pan American Sanitary Conference, replacing the Technical Discussions at those meetings;

"3... To give special attention to:

- (a) the costs of such congresses and their distribution between the Pan American Health Organization and the Host Country;
- (b) the nature and duration of the proposed discussions; and
- (c) the establishment of rules of procedure for the congresses."

With a view to facilitating the tasks entrusted to the Executive Committee by the Conference, especially that mentioned in paragraph 2(a), the Bureau submitted to the 37th Meeting of the Executive Committee Document CE37/12, which contained an analysis of the three above-mentioned aspects with respect to the First Inter-American Congress of Public Health held in Havana in 1952, and suggested certain changes in the organization of future congresses aimed at simplifying the procedures followed in the

discussions and at reducing their cost. The Director of the Pan American Sanitary Bureau pointed out that if the suggestions contained in that document were taken into account and if the Congress were to be held before the next Conference in Buenos Aires in 1962, the cost, excluding that of printing the Proceedings, would be approximately \$48,000.

If the costs were distributed in the same way as were those of the Congress held in Havana, the share of the Host Government would be about \$32,000 (two-thirds of the total) and that of the Pan American Sanitary Bureau about \$16,000 (one third of the total), apart from the normal expenditures both would incur for holding the XVI Pan American Sanitary Conference. The Host Government would, in addition, defray the cost of printing the Proceedings.

The Executive Committee, bearing in mind the financial obligations of the Host Government and of the Bureau in connection with the holding of these congresses, resolved:

"To request the Director to consult with the Government of Argentina on the advisability of planning an Inter-American Congress of Public Health before the XVI Pan American Sanitary Conference."

Pursuant to this resolution, the Director of the Bureau communicated the above-mentioned facts to the Government of Argentina on 3 June 1959 and drew particular attention to the financial aspects involved in holding the Congress.

On 24 July 1959 the Office of International Health and Social Affairs of the Ministry of Public Health of Argentina informed the Representative of Zone VI of the Bureau that the Minister of Public Health was agreeable "to holding the Inter-American Congress of Public Health on the occasion of the XVI Pan American Sanitary Conference" and that he had entrusted that Office with "making the necessary organizational and financial arrangements." He also stated that "discussions will begin with you and the staff of the Zone Office on the various arrangements and problems relating to both meetings."

In view of the fact that the Executive Committee of the Pan American Health Organization is called upon to study and approve the procedures for holding Inter-American Congresses of Public Health, the Director of the Pan American Sanitary Bureau appointed a Working Party from among his staff to prepare a general plan for the organization of such congresses, so that he could submit it to the Executive Committee for consideration and, subsequently, to the Public Health Authorities of Argentina for the purposes stated in paragraph 1.1.4 of this Document.

General Plan

INTER-AMERICAN CONGRESSES OF PUBLIC HEALTH

I. PREPARATION OF CONGRESSES

1. General Plan

- 1.1 The Pan American Sanitary Bureau will prepare a draft of a general plan for Inter-American congresses of Public Health.
- 1.2 The general plan will cover the basic aspects of the organization, operation, and financing of such congresses.
- 1.3 The draft of the general plan will be submitted to the Executive Committee of the Pan American Health Organization for consideration and approval.
- 1.4 The general plan approved by the Executive Committee will serve as the basis for negotiations between the Host Government and Pan American Sanitary Bureau so that an agreement specifying the commitments of both parties with regard to the preparation, organization, and financing of the Congress in question can be concluded.
- 1.5 The plan agreed upon and the Agreement signed with the Host Government will be submitted to the Directing Council of the Pan American Health Organization for consideration and approval of the budgetary appropriations.

2. Nature of the Inter-American Congresses of Public Health

- 2.1 Inter-American congresses of public health are scientific meetings at which national and international public health officials and other related professionals come together to discuss the scientific advances made in any field of public health in the Hemisphere for the purpose of furthering the well being of the peoples of the Americas.
- 2.2 The congresses will be official.
- 2.3 Because of their nature and their scope, these congresses differ from the Technical Discussions held during the Directing Council meetings.
- 2.4 When an Inter-American Congress of Public Health is held in connection with a Pan American Sanitary Conference, no Technical Discussions will take place.

3. Organizing Committee of the Host Government and PASB Working Party

- 3.1 The Host Government will appoint an Organizing Committee and the Director of the Pan American Sanitary Bureau a Working Party. The Committee and the Working Party will work in close collaboration through the appropriate Zone Office.
- 3.2 In addition to functions assigned to it in accordance with paragraph 1.1.4, the Organizing Committee will be responsible for (a) drawing up the list of persons and institutions to be invited to participate in the Congress, (b) establishing the form of presentation of papers and the time limit for submitting them; (c) preparing and circulating information about the Congress; (d) giving the Working Party such cooperation in secretariat activities as may be agreed upon.
- 3.3 The Working Party will be responsible for preparing a draft plan for the organization, operation, and financing of the Congress. This plan will be submitted to the Director of the Pan American Sanitary Bureau for approval.
- 3.4 The Working Party will suggest to the Director of the Pan American Sanitary Bureau the topics to be discussed at the Congress, of which there shall not be more than three. However, each general topic may be subdivided so that particular aspects of a topic may be studied.
- 3.5 The Working Party will also suggest to the Director the names of the experts who might prepare the written statement for each topic.
- 3.6 In addition, the Working Party will, when it deems it advisable, suggest the names of the experts who might prepare the statements on particular aspects of a topic.
- 3.7 In consultation with the Host Government, the Director of the Pan American Sanitary Bureau will select the topics to be dealt with at the Congress and will designate the experts who are to prepare the preliminary statements both on the general topics and on particular aspects of such topics.
- 3.8 The Director of the Pan American Sanitary Bureau will make available to the experts such background material as he considers useful for the preparation of their statements.

4. Executive Secretaries of the Organizing Committee and the Working Party

- 4.1 The Organizing Committee will appoint as its Executive Secretary a permanent resident of the place where the Congress is to be held, and the Working Party will designate an Executive Secretary who will be stationed in Washington, D. C.
- 4.2 The functions of the executive secretaries will be:
 - 4.2.1 To carry out the decisions of their committees.
 - 4.2.2 To coordinate the preparation and issue of invitations with the Host Government and the Pan American Sanitary Bureau.
 - 4.2.3 To prepare correspondence relating to the selection of the experts, commentators, and participants who are to present papers at the Congress, and to maintain contact with them.
 - 4.2.4 To coordinate their work in such a way that their activities relating to the organization of the Congress are complementary.

5. Technical Consultant

- 5.1 The Director of the Bureau may appoint for such a period as he deems necessary a technical consultant who will be responsible for liason between the Host Government and the Pan American Sanitary Bureau.
- 5.2 In collaboration with the Conference Services of the Bureau, the technical consultant will prepare a draft of the Rules of Procedure and a draft program of the sessions. The Rules and the program will be submitted to the Director of the Bureau for approval.
- 5.3 The technical consultant will make every effort to ensure that outstanding authorities on the topics selected participate in the Congress.
- 5.4 The technical consultant will also prepare, in agreement with the Organizing Committee, a guide for participants containing information that may be of use to them during their stay in the place where the Congress is to be held.

5.5 With the aid of the Public Information Service of the Bureau, the technical consultant will ensure the widest possible coverage of the Congress both in the press and in technical publications.

5.6 The technical consultant may serve as the Executive Secretary of the Working Group.

II. ORGANIZATION OF THE CONGRESS

1. Participants

1.1 The following may participate in Inter-American Congresses of Public Health:

1.1.1 Official delegates of the Governments of the Pan American Health Organization.

1.1.2 Health authorities and officials, both national and international.

1.1.3 Representatives sent by invited universities, associations, organizations, and institutions concerned with public health and related services.

1.1.4 Medical specialists, scientists, and other professionals to whom individual invitations are sent because of their standing in the field of public health.

1.2 Invitations

1.2.1 The Host Government will send out the official invitations proposed by the Organizing Committee.

1.2.2 The Director of the Pan American Sanitary Bureau, for his part, will send invitations to the Governments of the Organization and cooperate with the Host Government in ensuring the largest possible attendance at the Congress.

2. Time and Place of the Congress

2.1 Congresses will be held at the same place as and immediately prior to the Pan American Sanitary Conference, there being an interval of not less than four days between the two meetings.

3. Duration of the Congress

- 3.1 The duration of the Congresses, including the opening and closing sessions, shall not exceed four working days.

4. Agenda

- 4.1 The agenda of the Congress, including the three main items selected and sub-items, if any, will be distributed to participants not less than one year before the date fixed for the opening of the Congress.

5. Program of Sessions

- 5.1 After consultation with the Host Government, the Director of the Bureau will submit a draft program of sessions to the officers of the Congress.
- 5.2 As far as possible one day will be devoted to each item on the agenda.
- 5.3 In addition to the time-table for the sessions, the program will include details of the opening and closing sessions.

6. Papers

- 6.1 Papers will be divided into two classes: official and unofficial.
- 6.2 Official papers will be:
- (a) those prepared by invited experts;
 - (b) those prepared by the designated commentators; and,
 - (c) those prepared by participants expressly invited to present them.

All other papers will be considered unofficial.

- 6.3 The number of official papers and their length will be fixed by the Working Party, which will also decide, in the light of the recommendations of the executive secretaries which unofficial papers, if any, are to be presented. The executive secretary of the Organizing Committee will be responsible for the translation, reproduction, and distribution of the official papers. The authors of unofficial papers will be required to make their own arrangements for translation and reproduction.

- 6.4 Each official paper should be accompanied by a summary of not more than 300 words.
- 6.5 Manuscripts of official papers and their summaries should be submitted in triplicate, in typescript and with not more than 250 words per page. Manuscripts may include illustrations, graphs, statistical tables, etc.
- 6.6 Official papers should be delivered to the Director of the Bureau not less than four months before the date fixed for the opening of the Congress. All papers received by the Director will be submitted by him to the executive secretary of the Organizing Committee, through the Working Party.
- 6.7 Unofficial papers may be sent direct to the executive secretary of the Organizing Committee, who will transmit a copy of each paper, through the Working Party, to the Director of the Bureau.
- 6.8 The official papers of the Congress will be published in the proceedings of the Congress, which will also include such unofficial papers as the officers of the Congress select or papers they may or the Congress expressly decide to publish in the Proceedings.
- 6.9 Authors who wish to revise their papers before they are published in the Proceedings will make the necessary arrangements with the executive secretary of the Organizing Committee.
- 6.10 All opinions and judgements expressed in the papers presented at the Congress will be the exclusive responsibility of the authors.

III. CONDUCT OF BUSINESS AT CONGRESSES

1. Officers

- 1.1 The provisional officers of the Congress will be: the chairman of the Organizing Committee and the Working Party, one member of each of these, the two executive secretaries.
- 1.2 The Chairman of the Organizing Committee shall act as the provisional chairman of the Congress.
- 1.3 The Congress will elect its own officers: a chairman, the moderators, a secretary. The Secretary of the Congress will be assisted by two technical secretaries, one appointed by the Host Government and the other by the Director of the Pan American Sanitary Bureau.

- 1.4 The functions of the officers of the Congress shall be established in the rules of procedure of the Congress.
2. Moderators, Rapporteurs, Technical Secretaries, and Commentators
 - 2.1 The Congress will also elect for each topic one moderator and one rapporteur, who will be chosen from among the experts on the topics concerned.
 - 2.2 The Director of the Pan American Sanitary Bureau will designate a technical secretary for each topic.
 - 2.3 In agreement with the Host Government, the Director of the Pan American Sanitary Bureau will designate commentators for each topic so that they may take part in the discussions.
3. Method of Work
 - 3.1 All discussions will take place in plenary session and will be open to the public. The Congress may appoint working parties for each topic.
 - 3.2 No symposia or round table discussions will be held.
4. Discussions and Reports
 - 4.1 Opinions expressed during the discussions will be considered personal opinions.
 - 4.2 Discussion of each topic shall begin with a short introductory statement by the expert concerned. Immediately thereafter the official commentators shall briefly present their points of view.
 - 4.3 The topics will then be open for discussion and any participant will be entitled to speak on one occasion only and for not more than 5 minutes. The number of speakers will be limited according to the time available for discussion. The expert will be allotted 20 minutes in which to summarize the discussion.
 - 4.4 No minutes shall be kept of these sessions. The rapporteur shall prepare a report summarizing the opinions expressed in the course of the discussion. The reports of the rapporteurs will be presented for consideration and approval in plenary session on the last day of the Congress.

5. Official Languages

5.1 The official languages of the Congress shall be English, French, Spanish, and Portuguese.

6. Secretariat

6.1 The organization and management of the Secretariat services shall be the responsibility of the Pan American Sanitary Bureau. The supervision of these services during the meeting shall be the responsibility of the Secretary of the Congress.

The secretariat services of the Congress shall consist of the following: registration; simultaneous interpretation into the four official languages of the Congress during the plenary sessions; translation into English or Spanish, as the case may be of the official papers, the reports of the rapporteurs, and the conclusions of the congress; recording of the discussions at the plenary sessions; copying, reproduction, and distribution of the official papers, reports of the rapporteurs, and the documents prepared by the secretariat of the Congress; general services, personnel, and finance.

7. Public Information Service

7.1 Public information during the Congress will be the responsibility of a Press Coordinator designated by the Host Government, assisted by the Public Information Service of the Pan American Sanitary Bureau.

IV. FINANCING

1. Budget

1.1 The Director of the Pan American Sanitary Bureau will submit a draft budget covering all expenses for the Congress to the Host Government for consideration and approval.

1.2 These expenses shall be divided as follows: two thirds shall be borne by the Host Government and one third shall be charged to the regular budget of the Pan American Health Organization.

1.3 The Director of the Pan American Sanitary Bureau shall submit the budget he has agreed upon with the Host Government to the Directing Council meeting held in the year before the meeting of the Congress.

2. Agreement

- 2.1 The Host Government and the Director of the Pan American Sanitary Bureau, bearing in mind the present general plan, shall put into writing their commitments regarding the Congress.

3. Payments

- 3.1 The Host Government shall pay the amount to cover its share of the expenses for the Congress at the same time it pays its contribution towards the costs of holding the Pan American Sanitary Conference.
- 3.2 These payments shall be made not later than the date of the agreement between the Host Government and the Director of the Pan American Sanitary Bureau regarding the Congress.
- 3.3 This agreement and the one to be signed for the holding of the Pan American Sanitary Conference may constitute one and the same document.

4. Proceedings

- 4.1 The costs of preparing, translating, editing, and printing the Proceedings of the Congress shall be borne by the Host Government.