

CD4/PP/2  
Washington, D.C.  
12 September 1950

Topic 3: PROGRAM AND BUDGET FOR 1952 OF THE REGIONAL  
OFFICE OF THE WORLD HEALTH ORGANIZATION

Errata

Please note the following corrections:

1. Page 36 should be followed by page 37
2. Page 38 should be followed by pages L,  
M and O.
3. Page 40 should be followed by pages N and R.
4. Page 42 should be followed by pages P and Q.
5. Page 44 should be followed by page S.

Tema 3: PROGRAMA Y PRESUPUESTO DE LA OFICINA REGIONAL DE  
LA ORGANIZACION MUNDIAL DE LA SALUD PARA 1952

Errata

Sírvase notar las correcciones siguientes:

1. Las páginas H y K deben seguir a la página 38
2. La página J, debe seguir a la página 39
3. Las páginas L, M, y O deben seguir a la  
página 44.
4. Las páginas N y R deben seguir a la página 47

Pan American Sanitary Bureau  
Regional Office of the  
World Health Organization

CD4/PP/2  
Washington, D.C.  
12 September 1950

IV MEETING OF THE DIRECTING COUNCIL  
REGIONAL COMMITTEE, WORLD HEALTH ORGANIZATION  
Ciudad Trujillo  
25-30 September 1950

COMMITTEE ON PROGRAM AND BUDGET

Topic 3: PROGRAM AND BUDGET FOR 1952 OF THE REGIONAL OFFICE OF  
THE WORLD HEALTH ORGANIZATION

PAN AMERICAN SANITARY BUREAU

Regional Office of  
WORLD HEALTH ORGANIZATION

TO: Regional Committee  
FROM: Director, PASB  
SUBJECT: Program and Budget for 1952

Attached herewith is a statement of program and budget proposed for the year 1952. This program and budget has been developed with due regard to the limitations established by Headquarters as to what funds might reasonably be expected for use in the Region of the Americas during 1952. The total budget to be anticipated is \$1,134,900.00.

Even with the amounts available through this budget and the budget of the Pan American Sanitary Bureau, given as a separate document, it will become evident to reviewers that the opportunities for public health work in the Americas are vastly greater than funds which may be anticipated. Funds must, therefore, be allocated with care to see that maximum benefits are obtained.

## INDEX

Data supporting each justification have been placed on yellow pages for easy reference. These pages are lettered in alphabetical order and appear after each corresponding justification.

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## INTRODUCTION

In accordance with the Constitution of the World Health Organization which states that one of the functions of the Regional Committee will be to "supervise the activities of the Regional Office" (Article 50), the program and budget for the Region of the Americas is a responsibility of the Committee.

As presently interpreted, one of the methods by which the supervision is obtained is through a review of the program and budget developed by the Regional Director for submission to the Director-General.

The Region of the Americas presents a number of special considerations which affect its budget in process. One of the principal points affecting budget analysis is the fact that the Pan American Sanitary Bureau, an international agency which has been developed as a specialized agency of the Organization of American States, acts by agreement as the Regional Office for the World Health Organization in the Americas. Functions emphasized by one organization will accordingly be given less or at times no emphasis by the other. Therefore, taken alone, the program and budget for the Region of the Americas may indicate a lack of balance.

The operational responsibilities of the World Health Organization and the Pan American Sanitary Bureau have been integrated in such a way that both organizations jointly contribute toward the common effort. To understand the way in which balance is obtained a statement has been included, where appropriate in the justifications, to show the amount of emphasis given by the Pan American Sanitary Bureau to activities or programs.

In developing the program and budget shown herewith, the various Regional Advisors, directing officials and other responsible operators have been requested to analyze their functions in terms of the amount of funds possible to allocate to them and develop therefrom the most effective program possible. These plans have been assembled and coordinated by the planning officials of the Regional Office in conference with the operators to develop the present program. Detailed costing and summarization has then been done to give the final result.

Each operational unit of the Regional Office has been described in terms of its function or purpose, the duties and responsibilities of the section, the contribution made by the Pan American Sanitary Bureau to the same unit, and the specific needs of the unit. These needs have been broken down into personnel, travel, and other requirements. Each new position, that is, each position added over the year 1951, has been discussed separately. The need for additional posts has been stated, and the duties and responsibilities falling upon the incumbent have been listed. An indication has been made of travel required of the various staff members and the purpose for which such travel will be made, the estimated duration of the trip has been indicated, the most likely itinerary, and the actual costs of the transportation have been estimated.

Where possible, workload statistics of the various units have been gathered. Unfortunately, the short length of time that the Regional Office has been in operation makes prediction of future operations difficult.

Elsewhere will be shown a staff count by professional, administrative and clerical personnel.

Official Records No. 23 of the World Health Organization prescribes the manner of estimating the costs of all vacant positions. This procedure has been followed in all cases, except those positions classified under "the Regional Office." In the latter case, the experience of the Washington Office has been used to cost vacant positions. This has not been done in the case of program personnel because it is felt that the experience of the Headquarters Office in costing programs, short-term consultants, area supervisors, and field demonstration teams, would be more accurate than the limited information available to the regional Office for the Americas. Short-term consultants and local project personnel are added to this total, but it is impossible to make an adequate estimate of the total number of these employees at this time.

Three summaries have been prepared from the estimate submitted in this budget. The first summary contains cost data under the various functional titles. The second summary shows cost data by object of expenditure (i.e., personal services, allowances, travel, etc.) The third summary analyzes the staff of the organization on the basis of those in Washington and those located in the field, with sub-divisions to indicate professional, administrative and clerical personnel.



REGIONAL OFFICE FOR THE AMERICAS  
OFICINA REGIONAL PARA LAS AMERICAS

Budget Summary - Programs and Functions  
Resumen de Presupuesto - Programas y Funciones

	<u>1950</u>	<u>1951</u>	<u>1952</u>
Programs <u>Programas:</u>			
Tuberculosis Tuberculosis	\$ 41,030	\$ 55,920	\$134,794
Venereal Disease Enfermedades Venéreas	42,042	71,387	106,238
Maternal and Child Health Higiene Materno Infantil	30,530	30,936	91,336
Environmental Sanitation Saneamiento del Medio	19,259	32,744	70,405
Malaria Malaria	10,968	-	20,653
Other Communicable Diseases Otras Enfermedades Transmisibles	23,038	12,300	80,569
Public Health Administration Administración Sanitaria	21,842	18,823	39,043
Health Education of the Public Educación Sanitaria del Pueblo	-	4,015	17,227
Mental Health Programs Programa de Higiene Mental	15,060	4,015	9,285
Nutrition Program Programa de Nutrición	6,415	4,015	12,045
Professional and Technical Education Educación Profesional y Técnica	130,609	182,292	241,368
Medical Literature Literatura Médica	10,200	-	10,000
Total - Programs Total - Programas	<u>\$350,993</u>	<u>\$416,447</u>	<u>\$822,963</u>

	<u>1950</u>	<u>1951</u>	<u>1952</u>
<u>Regional Office</u> <u>Oficina Regional:</u>			
<u>Central Technical Services</u> <u>Servicios Técnicos Centrales:</u>			
Library Biblioteca	\$ 3,500	\$ 5,763	\$ 10,392
Medical Supplies Suministros Médicos	16,540	27,550	40,258
Epidemiology and Statistics Epidemiología y Estadística	10,835	10,282	18,716
Total - Central Technical Services	\$ 30,875	\$43,595	\$ 69,366
Total - Servicios Técnicos Centrales			
<u>Administration</u> <u>Administración:</u>			
Office of the Regional Director Oficina del Director Regional	\$ 35,310	\$ 21,270	\$ 25,128
Administrative Services Servicios Administrativos	8,940	9,423	11,026
Budget Office Oficina de Presupuesto	6,465	7,250	8,427
Finance and Accounts Finanzas y Contaduría	18,215	28,975	31,682
Personnel Personal	11,560	11,759	15,962
Office Services Servicios de Oficina	18,505	33,854	47,713
Public Information Oficina de Informaciones	9,655	14,490	21,862
Common Services Servicios Generales	47,100	50,000	71,600
Total - Administration	\$155,750	\$177,021	\$ 233,400
Total - Administración			
Total - Regional Office	\$186,625	\$220,616	\$ 302,766
Total	\$537,618	\$637,063	\$1135,729

REGIONAL OFFICE FOR THE AMERICAS  
OFICINA REGIONAL PARA LAS AMERICAS

Recapitulation of Budget, Showing Objects of Expenditures  
Recapitulación del Presupuesto y Partidas de Gastos

	<u>Programs</u> <u>Programas</u>	<u>Services</u> <u>Servicios</u>	<u>Administration</u> <u>Administración</u>	<u>TOTAL</u> <u>TOTAL</u>
Personal Services Personal	\$300,475.00	\$47,945.00	\$114,485.00	\$ 462,905.00
Personal Allowances Asignaciones Compensatorias	73,514.00	17,075.00	33,583.00	124,172.00
Travel Viajes	153,139.00	4,346.00	14,226.00	171,711.00
Space and Equipment Services Renta, Servicios y Manteni- miento (Local y Equipo)			18,750.00	18,750.00
Other Services Otros Servicios			24,364.00	24,364.00
Materials and Supplies Materiales y Suministros	53,480.00		13,170.00	66,650.00
Fixed Charges and Claims Gastos Fijos y Reclamaciones	18,735.00		12,495.00	31,230.00
Education and Training Educación y Adiestramiento	190,000.00			190,000.00
Acquisition of Capital Assets Adquisición de Activo	43,620.00		2,327.00	45,947.00
	<u>\$832,963.00</u>	<u>\$69,366.00</u>	<u>\$233,400.00</u>	<u>\$1,135,729.00</u>

REGIONAL OFFICE FOR THE AMERICAS  
OFICINA REGIONAL PARA LAS AMERICAS

Summary of Personnel\*  
Resumen de Personal\*

1950

<u>Programs</u> <u>Programas</u>	<u>Projects</u> <u>Proyectos</u>	<u>Administration</u> <u>Administración</u>	<u>Oficina</u>	<u>TOTAL</u>
Tuberculosis	5	-	-	5
Tuberculosis				
Venereal Disease	6	-	-	6
Enfermedades Venéreas				
Maternal Child Health	2	-	-	2
Higiene Materno-Infantil				
Environmental Sanitation	2	-	-	2
Saneamiento del Medio				
Malaria	1	-	-	1
Malaria				
Other Communicable Disease	1	-	-	1
Otras Enfermedades Transmisibles				
Public Health Administration	2	-	-	2
Administración de Salud Pública				
Health Education of the Public	-	-	-	-
Educación Sanitaria del Público				
Professional & Technical Education	1	1	3	5
Educación Profesional y Técnica				
	<hr/>	<hr/>	<hr/>	<hr/>
Total Programs	20	1	3	24
Total Programas				

A-493.11

Summary of Personnel \*  
Resumen de Personal \*

1950 (Page 2)

A-493.12

<u>Regional Office</u> <u>Technical Services</u> <u>Oficina Regional</u> <u>Servicios Técnicos</u>	<u>Projects</u> <u>Proyectos</u>	<u>Administration</u> <u>Administración</u>	<u>Clerical</u> <u>Oficina</u>	<u>TOTAL</u>
Library	1	-	-	1
Biblioteca				
Medical Supplies	-	2	4	6
Suministros Médicos				
Epidemiology & Statistics	<u>1</u>	<u>-</u>	<u>1</u>	<u>2</u>
Epidemiología y Estadística	<u>2</u>	<u>2</u>	<u>5</u>	<u>9</u>
<u>Administration</u> <u>Administración</u>				
Office of the Regional Director	1	-	-	1
Oficina del Director Regional				
Administrative Services	-	1	-	1
Servicios Administrativos				
Budget Office	-	1	-	1
Oficina del Presupuesto				
Finance & Accounts	-	3	2	5
Finanzas y Contaduría				
Personnel	-	1	1	2
Personal				
Office Services	-	4	4	8
Servicios de Oficina				
Public Information	<u>1</u>	<u>-</u>	<u>1</u>	<u>2</u>
Información Pública	<u>2</u>	<u>10</u>	<u>8</u>	<u>20</u>
Total Personnel	<u>24</u>	<u>15</u>	<u>16</u>	<u>53</u>
Total de Personal				

\* Includes all posts listed in budget, except consultant months

\* Se incluyen todas las plazas indicadas en el presupuesto, con excepción de "meses de trabajo (consultores)".

REGIONAL OFFICE FOR THE AMERICAS  
OFICINA REGIONAL PARA LAS AMERICAS

Summary of Personnel\*  
Resumen de Personal\*

1951

<u>Programs</u> <u>Programas</u>	<u>Professional</u> <u>Profesional</u>	<u>Administration</u> <u>Administración</u>	<u>Clerical</u> <u>Oficina</u>	<u>TOTAL</u>
Tuberculosis	5	-	1	6
Tuberculosis				
Venereal Disease	10	-	1	11
Enfermedades Venéreas				
Maternal & Child Health	2	-	1	3
Higiene Materno-Infantil				
Environmental Sanitation	2	-	1	3
Saludamiento del Medio	-	-		
Malaria	-	-	-	-
Malaria				
Other Communicable Disease	1	-	-	1
Otras Enfermedades Transmisibles				
Public Health Administration	2	-	-	2
Administración de Salud Pública				
Health Education of the Public	-	-	-	-
Educación Sanitaria del Público				
Professional & Technical Education	2	1	3	6
Educación Profesional y Técnica	2			
	<hr/>	<hr/>	<hr/>	<hr/>
Total Programs	24	1	7	32
Total Programas				

A-493.13

Summary of Personnel \*  
Resumen de Personal \*

1951 (page 2)

A-493.14

<u>Regional Office</u> <u>Technical Services</u> <u>Oficina Regional</u> <u>Servicios Técnicos</u>	<u>Professional</u> <u>Profesional</u>	<u>Administration</u> <u>Administración</u>	<u>Clerical</u> <u>Oficina</u>	<u>TOTAL</u>
Library Biblioteca	1	-	-	1
Medical Supplies Suministros Medicos	2	-	5	7
Epidemiology & Statistics Epidemiología y Estadística	1	-	1	2
	<u>4</u>	<u>-</u>	<u>6</u>	<u>10</u>
<u>Administration</u> <u>Administración</u>				
Office of the Regional Director Oficina del Director Regional	1	-	-	1
Administrative Services Servicios Administrativos	-	1	-	1
Budget Office Oficina del Presupuesto	-	1	-	1
Finance & Accounts Finanzas y Contaduría	-	4	3	7
Personnel Personal	-	1	1	2
Office Services Servicios de Oficina	-	4	5	9
Public Information Información Pública	<u>2</u> <u>3</u>	<u>-</u> <u>11</u>	<u>-</u> <u>9</u>	<u>2</u> <u>23</u>
Total Personnel Total de Personal	<u>31</u>	<u>12</u>	<u>22</u>	<u>65</u>

10

\* Includes all posts listed in budget, except consultant months.

\* Se incluyen todas las plazas indicadas en el presupuesto, con excepcion de "meses de trabajo (consultores)".

REGIONAL OFFICE FOR THE AMERICAS  
OFICINA REGIONAL PARA LAS AMERICAS

Summary of Personnel\*  
Resumen de Personal \*

1952

<u>Programs</u> <u>Programas</u>	<u>Professional</u> <u>Profesional</u>	<u>Administration</u> <u>Administracion</u>	<u>Clerical</u> <u>Oficina</u>	<u>TOTAL</u>
Tuberculosis	5	-	1	6
Tuberculosis				
Venereal Disease	11	-	1	12
Enfermedades Venéreas				
Maternal & Child Health	5	-	1	6
Higiene Materno-Infantil				
Environmental Sanitation	4	-	1	5
Saneamiento del Medio				
Malaria	1	-	1	2
Malaria				
Other Communicable Diseases	5	-	1	6
Otras enfermedades Transmisibles				
Public Health Administration	3	-	1	4
Administración de Salud Pública				
Health Education of the Public	1	-	-	1
Educación Sanitaria del Público				
Professional & Technical Education	2	1	3	6
Educación Profesional y Técnica				
	<hr/>	<hr/>	<hr/>	<hr/>
Total Programs	37	1	10	48
Total Programas				

A-493.15



Summary of Personnel \*  
Resumen de Personal \*

1952 (page 2)

<u>Regional Office</u> <u>Technical Services</u> <u>Oficina Regional</u> <u>Servicios Técnicos</u>	<u>Professional</u> <u>Profesional</u>	<u>Administration</u> <u>Administración</u>	<u>Clerical</u> <u>Oficina</u>	<u>TOTAL</u>
Library	1	-	1	2
Biblioteca				
Medical Supplies	3	-	7	10
Suministros Médicos				
Epidemiology & Statistics	1	-	3	4
Epidemiología y Estadística				
	<u>5</u>	<u>-</u>	<u>11</u>	<u>16</u>
<u>Administration</u> <u>Administración</u>				
Office of the Regional Director	1	-	1	2
Oficina del Director Regional				
Administrative Services	-	1	-	1
Servicios Administrativos				
Budget Office	-	1	-	1
Oficina del Presupuesto				
Finance & Accounts	-	4	3	7
Finanzas y Contaduría				
Personnel	-	1	2	3
Personal				
Office Services	-	5	8	13
Servicios de Oficina				
Public Information	3	-	-	3
Información Pública				
	<u>4</u>	<u>12</u>	<u>14</u>	<u>30</u>
Total Personnel	<u>46</u>	<u>13</u>	<u>35</u>	<u>94</u>
Total de Personal				

\* Includes all posts listed in budget, except consultant months.

\* Se incluyen todas las plazas indicadas en el presupuesto, con excepción de "meses de trabajo (consultores)".

P A R T I

MEETINGS OF THE REGIONAL COMMITTEE

### MEETING OF THE REGIONAL COMMITTEE

The expenses pertaining to the meeting of the Regional Committee are chargeable to Part I, Section 3 of the WHO Budget and are not a part of the Regional Office budget. An estimate of the costs are included here for information of, and use by Headquarters at Geneva in its overall budget for "Organizational Meetings." The place of meeting of the Regional Committee in 1952 has not as yet been determined, so the costs cannot be fixed accurately with respect to travel.

#### Estimated Expenditures

Travel - Staff members	\$10,000
Two interpreters	
Two stenographers	
Per diem, 14 days @ \$12.50	1,330
Two interpreters @ \$40 a day	1,120
Supplies and Duplicating Services	<u>600</u>
	<u>\$13,050</u>

P A R T II

PROGRAMS

## TUBERCULOSIS

### 1. Purpose

The WHO Regional Office should be prepared to provide advice and assistance to the American nations who so desire its services in further developing and strengthening their own tuberculosis control as part of their general public health program. This aid and strengthening which the WHO should be in a position to provide, is meant not only for the use of the particular nation requesting such services, but also to provide means and facilities wherein tuberculosis workers from the various American nations can obtain training, if possible under conditions somewhat similar to their own.

These activities are in keeping with the recommendations made by the WHO Expert Committee on Tuberculosis.

### 2. Duties and Responsibilities

- a) To assist, by the provision of consultant services, in the evaluation of the local tuberculosis problem.
- b) To provide advisory and demonstration services, whenever and wherever such are requested, in the various phases of tuberculosis control.
- c) To provide local training services in any phase of tuberculosis, requested by the various governments, by the provision of both temporary consultants and permanent staff.
- d) To help establish local training centers in order that the tuberculosis workers of the American nations may receive further training under conditions similar to their own.
- e) To assist the various governments in providing training outside of their own local areas by the award of fellowships to tuberculosis workers.

### 3. Personnel for the Program

The Regional Adviser would be required to visit various countries within his Region, consult with the various tuberculosis authorities concerning their own programs and to determine wherein the objectives as outlined under the "Duties and Responsibilities" might be achieved. He would also be required to supervise, at regular intervals, the work of those field Tuberculosis Medical Officers and teams actually executing the field operations.

A Secretary-Research Assistant would be required at the Washington Office in order to assist the Regional Tuberculosis Adviser and to provide technical material, upon request, to the field personnel.

In view of the requests already received from a number of countries for assistance in developing B.C.G. schemes - to be integrated into their already existing tuberculosis control programs, the services of a medical officer for developing and coordinating the B.C.G. operations is requested for 1952. (The services of this officer will actually be required in January 1951 but it is hoped that his services for that year will be paid for by the UNICEF).

### 4. Program in 1949, 1950, 1951 and 1952

No WHO Regional Tuberculosis program was in operation during 1949. However, in view of the directive issued by the Regional Committee at the 1949 Lima Conference, concerning the establishment of a Tuberculosis Section, amongst others, it is obvious that the nations constituting the American Region are desirous of creating an active tuberculosis service within the WHO - Region for the Americas. It would naturally follow that as requests come in during the balance of 1950 for service within the field of tuberculosis and as plans are made in 1950 and 1951 in the various countries by the local tuberculosis

authorities and the WHO Regional Tuberculosis Adviser (such as has already occurred in El Salvador), that staff of the type previously described would be required for 1952.

At the time of writing various requests have been received for assistance in different phases of tuberculosis control - particularly with reference to bacteriology. In addition, a number of requests have been received for B.C.G. schemes (previously described). The personnel requested, for the anticipated programs, is thus amply justified.

## 5. Field Projects for 1952

### A. Tuberculosis Demonstration Project - Paraguay

With reference to the field demonstration team for operating a tuberculosis control and demonstration project in Paraguay, at a cost of \$35,000.00, it should be noted that the objectives and scope of this project are as follows:

- a) To determine the incidence of Tuberculous disease in selected areas.
- b) To demonstrate modern methods of tuberculosis control.
- c) To train local professional and auxiliary personnel and also, as far as possible, personnel from other countries within the Region in modern methods of tuberculosis control.
- d) To assist the Department of Public Health, on request, and to the extent compatible with the attainment of the above objectives and the availability of the WHO personnel for the Project, by giving expert advice on related problems.
- e) To demonstrate procedures for the ambulatory treatment of cases discovered under item (a) and to develop a follow up scheme for those cases.

- f) To tuberculin test the population being examined by the Project - particularly the children and young adults - and to provide B.C.G. vaccination for the discovered non-reactors.
- g) The demonstration program would continue through the entire year of 1952 and very likely for at least 6 months in 1953. During this period the Project should examine at least 100,000 persons.

While the contribution of the WHO to this program in 1952 would be approximately \$65,000.00 for personnel services, equipment and supplies, it is to be confidently expected that the Paraguay Government would at least match, and very likely exceed this figure insofar as the local contribution to the program is concerned.

B. B.C.G. Program - for either British Guiana or Nicaragua

With reference to this Project, the objectives and scope are:

- a) To become an integral part of the overall tuberculosis control program by its operation through the health centers and tuberculosis dispensaries throughout the country.
- b) To tuberculin test, as a result of this integration, the population being considered - both during the actual time of the Project's operation and to be continued thereafter as a routine procedure. Thus, not only will the non-reactors be discovered, but in addition valuable epidemiological data as to infection rates will also be obtained.
- c) To B.C.G. vaccinate the tuberculin non-reactors discovered.
- d) To radiologically and bacteriologically follow-up - just as soon as possible thereafter - the discovered tuberculin positives, so that, where indicated, treatment can be provided for the actual tuberculosis cases.



- e) To train professional staff - physicians and nurses, in the techniques of tuberculin testing, B.C.G. vaccination and in the evaluation of these procedures.

6. Length of the Operation

It is not anticipated that the tuberculosis service, which will be rendered to the various nations within the American Region, will be of short term duration. It is expected that as the service grows, the national requests would in turn become more detailed and exacting. Hence, the operation of the Tuberculosis Program should be viewed from the standpoint of a long term operation. This would require a gradually increasing staff for a year or two and the acquisition of a fair amount of training and demonstration equipment for expediting the services which may and can be rendered by the WHO Regional Office in assisting the various governments to expand and further develop their own tuberculosis control programs.

REGIONAL OFFICE FOR THE AMERICAS  
OFICINA REGIONAL PARA LAS AMERICAS

Tuberculosis Program  
Programa de Tuberculosis

	<u>Summary</u> <u>Resumen</u>		
	<u>1950</u>	<u>1951</u>	<u>1952</u>
<u>Regional Advisor and Staff</u> <u>Asesor Regional y Personal</u>			
Personal Services Personal		\$ 11,205	\$ 10,905
Personal Allowances Asignaciones Compensatorias		2,562	2,511
Travel and Transportation Viajes y Transportes		6,025	7,605
Subtotal	<u>\$ 13,341</u>	<u>\$ 19,792</u>	<u>\$ 21,021</u>
<u>Area Supervisor - BCG</u> <u>Funcionarios de Zona - BCG</u>			
Personal Services Personal			\$ 7,255
Personal Allowances Asignaciones Compensatorias			2,435
Travel and Transportation Viajes y Transportes			7,075
Supplies and Equipment Suministros Equipos			18,000
Subtotal	<u>\$ 27,689</u>		<u>\$ 34,765</u>
<u>Demonstration Teams</u> <u>Grupos de Demostración</u>			
Personal Services Personal		\$ 21,350	\$ 22,425
Personal Allowances Asignaciones Compensatorias		7,578	9,358
Travel and Transportation Viajes y Transportes			8,525
Supplies and Equipment Suministros Equipos		3,500	35,000
Subtotal		<u>\$ 32,428</u>	<u>\$ 75,308</u>

Tuberculosis Program  
Programa de Tuberculosis

1950

1951

1952

\$

\$

\$

Fixed Charges  
Gastos Fijos

Tax Reimbursements  
Reembolso de Impuestos

3,700

3,700

Total

\$41,030

\$55,920

\$134,794

Posts  
Plazas

Grade  
Clasificacion

Number of Posts  
Numero de Plazas

Regional Advisor  
Asesor Regional

16

1

1

1

Secretary  
Secretario

5

-

1

1

Subtotal

1

2

2

Area Supervisor - BCG  
Funcionario de Zona - BCG

15

-

-

1

Demonstration Team  
Grupo de Demonstracion

Team Leader  
Jefe de Grupo

15

1

1

1

X-Ray Technician  
Radiologo

11

1

1

1

Tuberculosis Nurse  
Enfermera de Tuberculosis

11

1

1

1

Medical Bacteriologist  
Bacteriologo Medico

11

1

1

1

Subtotal

4

4

4

Total Posts

5

6

6

Total de Plazas

## VENEREAL DISEASE

### Purpose of the Program

The Regional Office should be ready to provide advisory and demonstration services to governments on the organization and development of programs for the control of venereal diseases and treponematoses and on modern methods of treatment and control. It also plans and provides technical advice on the carrying out of demonstrations of modern methods of control of the venereal diseases.

This statement is in accord with the recommendations of the WHO Expert Committee on Venereal Infections.

### Duties and Responsibilities

- a) To assist governments in establishing venereal disease control programs and reinforcing the organization of already existing venereal disease control services;
- b) To cooperate with the governments in the setting-up of venereal disease training facilities as a part of a broader public health training program;
- c) To assist governments in the full realization of benefits to be derived from mass treatment programs on the control of the venereal infection;
- d) To provide advisory and demonstration services, wherever and whenever requested, in the case-finding, follow-up, diagnosis, treatment and health education aspects of the venereal-disease control programs;
- e) To assist governments in the strengthening of serodiagnostic services with a view to setting up national serological laboratories to serve as reference centers.

### Personnel for the Program

Provision is made for the services of a Regional Advisor and of a secretary. The Regional Advisor should visit the countries of the region in order to carry out the "Duties and Responsibilities." On his field trips he will consult with the national health officials including the venereal disease officers. He also will travel to those countries where demonstration programs are taking place to consult with the team leaders. It is contemplated the Regional Advisor shall be present at the meetings of the WHO Expert Committee on Venereal Infections. It is also expected that the Regional Advisor will provide technical supervision and follow-up of WHO or WHO/UNICEF Joint Programs.

The full-time secretary will assist the Regional Advisor in carrying out his duties.

### Program in 1949, 1950 and 1951

The venereal disease activities of WHO in the Region of the Americas actually began in November 1949 when one of the PASB-VD Consultants was transferred to WHO. Thereafter, a number of requests for programs and activities have been under consideration. However, WHO-VD activities during 1950 have been restricted to the Haiti Program for the eradication of Yaws and control of Rural Syphilis. The Dominican Republic program with similar objectives is still pending. It is visualized that these two programs will be in full operation during 1951.

### Field Programs for 1952

#### Regular Continuing Programs - Haiti

It is considered that the Yaws Eradication and Control of Rural Syphilis program being carried on with the financial cooperation of the Haitian Government and UNICEF will be completed by June 1952.

The objectives of this program are:

- a) To initiate a program to eradicate Yaws from Haiti by antibiotic mass treatment methods;
- b) To control Rural Syphilis by antibiotic treatment through the elimination of most of the sources of infections;
- c) To evaluate the results of such treatment by the analysis of morbidity rates, including serological examinations, in the light of adequate statistical procedures;
- d) To train local professional and auxiliary personnel in methods of Yaws Eradication and Rural Syphilis Control; and
- e) To assist the Ministry of Public Health by giving expert advice on related problems of Yaws and Rural Syphilis.

The World Health Organization is providing the following personnel for this program: two Medical Officers, one Serologist, and two Mass Treatment Technicians.

UNICEF's contribution over a two year period will consist of penicillin, equipment for diagnosis, (including equipment for a serological laboratory), treatment equipment, office equipment, jeeps, and appropriate freight charges, the total estimated cost of which is \$452,540.

The contribution of the Haitian Government will consist of salaries for local personnel, travel within Haiti, communication costs, rent, maintenance and repair of buildings, repair of and spare parts for vehicles, maintenance of animals, fuel and lubricants, and necessary office supplies, of which the total estimated cost will be \$213,850.

Dominican Republic

It is expected that this Yaws Eradication and Rural Syphilis Control Program will begin in January 1951 and will terminate at the end of 1952.

The objectives of this program are:

- a) To initiate a program to eradicate Yaws from the Dominican Republic by antibiotic mass treatment methods;
- b) To control Rural Syphilis by antibiotic treatment through the elimination of the source of infections;
- c) To evaluate the results of such treatment by the analysis of morbidity rates, including serological examinations, in the light of adequate statistical procedures;
- d) To train local professional and auxiliary personnel in methods of Yaws Eradication and Rural Syphilis Control; and
- e) To assist the Ministry of Public Health by giving expert advice on related problems of Yaws and Rural Syphilis.

The World Health Organization is providing the following personnel for this program: one Medical Officer, and one Serologist.

UNICEF's contribution over a two-year period will consist of penicillin, treatment equipment and station wagons, at a total estimated cost of \$74,000.

The contribution of the Dominican Republic Government will consist of salaries for local personnel, travel within the Dominican Republic, cost of communications, rental and maintenance and repair of buildings, repair of and spare parts for vehicles, maintenance of animals, gas and lubricants, and necessary office supplies, the total estimated cost of which is \$88,000.

## New Programs

### Proposed Country - Paraguay; Type - Syphilis Control

#### Background

The discovery of the treponemicidal action of penicillin has opened fields for the shortening of the time factor in the treatment of syphilis. It is known that the administration of a single injection of 300,000 units of penicillin G-procaine-aluminum monostearate results in a serum concentration of at least 0.03 units per cc. of the antibiotic in an 80 percent of patients during four days, and it is accepted that an efficacious treatment of early syphilis may be accomplished by maintaining the action of penicillin during a seven and a half to ten-day period.

If this drug is available for the treatment of syphilis with its valuable particularity of shortening the time of therapy, if it is almost devoid of all toxicity, and if further it is of easy administration, it follows logically and is technically sound to think that the maximum control of syphilis is a possibility, by the use of two injections, given at five day intervals, of 1.2 mega units each of penicillin G-procaine-aluminum monostearate to every individual of a certain age group in that area.

In order to obtain a correct evaluation of this project it will be necessary to select a small town with the following characteristics;

- a) 5,000 to 6,000 inhabitants of 15 to 50 years of age;
- b) isolated from big cities;
- c) high prevalence of syphilis; and
- d) close and active cooperation from the political, educational and public health authorities.

The World Health Organization will provide one Medical Officer, one Serologist, and certain supplies and equipment.



It is envisaged that the Government of Paraguay will provide the following personnel: one Medical-Administrative Director, one Nurse, two Mass Treatment Technicians, two Lay Investigators, one Secretary and a Chauffeur. It is envisaged that it will further provide certain supplies and equipment, as well as office and laboratory facilities, etc.

Proposed Country - Peru; Type - Demonstration (Venereal Disease Control Methods

Background

It is possible to obtain a high degree of reduction in the incidence of the venereal infections in a particular country if all the methods and means of attack are deployed. The American countries do possess in certain cases the funds for anti-venereal campaigns; others have the available technical personnel; however, it would be very timely to demonstrate in a particular city what can be accomplished when all the available tools such as modern methods of diagnosis, newer drugs, refined epidemiological procedures, well-directed educational efforts, adequate budgets, etc., are employed conjointly and synchronized under competent technical coordination within a generalized public health program.

It is proposed that this type of demonstration project may be carried out in one city of America - Callao, Peru.

The World Health Organization will provide one Medical Officer and certain supplies and equipment.

It is envisaged that the Government of Peru will provide personnel who are intended to carry on the program after withdrawal of WHO, and which will be made available to work with the demonstration team for the entire period of the project. Such personnel will consist of a minimum of one venereal disease Medical Officer, two Mass Treatment Technicians, one Graduate Nurse, six Investigators, and one Chauffeur. In addition, it is expected that the government will provide technical

equipment, office facilities, local transportation, etc.

### Group Training

It is proposed to establish a training program in Brazil, for physicians, public health nurses, lay investigators, etc., on all aspects of modern venereal disease control. It is contemplated that a team composed of a Medical Officer and a Social Worker, highly specialized in epidemiological techniques and procedures, will be assigned for a four-month period, as well as certain supply items required for this program.

Cost estimates for this program are shown under "Educational Institutions and Training Courses."

It is expected that the Government of Brazil will provide one Medical Officer, and one Secretary, as well as the necessary training facilities and the per diem of the trainees.

REGIONAL OFFICE FOR THE AMERICAS  
OFICINA REGIONAL PARA LAS AMERICAS

Venereal Disease Program  
Programa de Enfermedades Venereas

	<u>Summary</u> <u>Resumen</u>	
	1950	1951
<u>Regional Advisor and Staff</u> <u>Asesor Regional y Personal</u>		
Personal Services Personal	\$10,080	\$10,905
Personal Allowances Asignaciones Compensatorias	2,037	2,511
Travel and Transportation Viajes y Transportes	6,009	7,605
Subtotal	\$14,742	\$18,976
<u>Country Advisor</u> <u>Asesor de un Pais</u>		
Personal Services Personal	-	\$ 6,880
Personal Allowances Asignaciones Compensatorias		1,319
Travel and Transportation Viajes y Transportes		1,032
Supplies and Equipment Suministros y Equipo		6,080
Subtotal		\$15,311
<u>Demonstration Team - Haiti</u> <u>Grupo de Demostracion - Haiti</u>		
Personal Services Personal	\$29,210	\$15,000
Personal Allowances Asignaciones Compensatorias	7,186	4,111
Travel and Transportation Viajes y Transportes	-	4,653
Subtotal	\$27,300	\$23,764

	<u>Summary</u> <u>Resumen</u>		
	<u>1950</u>	<u>1951</u>	<u>1952</u>
Subtotal brought forward	\$27,300	\$36,396	\$23,764
<u>Demonstration Team - Dominican Republic</u> <u>Grupo de Demostracion - Republica Dominicana</u>			
Personal Services Personal	-	\$12,480	\$13,155
Personal Allowances Asignaciones Compensatorias	-	2,440	2,539
Travel and Transportation Viajes y Transportes	-	-	2,064
Subtotal	-	\$14,920	\$17,758
<u>Demonstration Team - Paraguay</u> <u>Grupo de Demostracion - Paraguay</u>			
Personal Services Personal	-	-	\$12,480
Personal Allowances Asignaciones Compensatorias	-	-	2,440
Travel and Transportation Viajes y Transportes	-	-	2,064
Supplies and Equipment Suministros y Equipo	-	-	9,565
Subtotal	-	-	\$26,549
Fixed Charges (Tax Reimbursement) <u>Gastos Fijos (Reembolso de Impuestos)</u>	-	\$ 1,095	\$ 1,835
TOTAL	\$42,042	\$71,387	\$106,238

<u>Posts</u> <u>Plazas</u>	<u>Grade</u> <u>Clasificacion</u>	<u>Number of Posts</u> <u>Numero de Plazas</u>		
		<u>1950</u>	<u>1951</u>	<u>1952</u>
Regional Advisor Asesor Regional	16	-	1	1
Idem	15	1	-	-
Secretary Secretaria	5	-	1	1
Subtotal		<u>1</u>	<u>2</u>	<u>2</u>
Country Advisor Asesor de un Pais	15	-	-	1
Team Leader - Haiti Jefe de Grupo - Haiti	15	1	1	1
Medical Officer Medico	Ungraded Sin clasificacion	1	1	1
Serologist Serologo	13	1	1	1
Mass Treatment Technician Tecnicos para Tratamiento en Masa	11	2	2	2
Subtotal - Haiti		<u>5</u>	<u>5</u>	<u>5</u>
Medical Officer - Dominican Republic Medico - Republica Dominicana	15	-	1	1
Serologist Serologo	13	-	1	1
Subtotal - Dominican Republic Republica Dominicana		<u>-</u>	<u>2</u>	<u>2</u>
Medical Officer - Paraguay Medico - Paraguay	15	-	1	1
Serologist Serologo	13	-	1	1
Subtotal - Paraguay		<u>-</u>	<u>2</u>	<u>2</u>
TOTAL		<u>6</u>	<u>11</u>	<u>12</u>

## MATERNAL AND CHILD HEALTH PROGRAM

### Purpose of the Program

The problems in Maternal and Child Health throughout the Hemisphere are very numerous. Infant mortality is unduly high as a result of insufficient knowledge on the part of the parents and teachers as to the cause and prevention of childhood disease and nutritional problems of infancy and childhood.

Furthermore, adequate pre-natal and obstetric facilities do not exist in most of the countries constituting the Region of the Americas.

It is, therefore, essential that the Maternal and Child Health program not only be maintained in this Region but much enlarged - through the use of Area Supervisors and Short-Term Consultants. The Regional Advisor, his Area Supervisors and the Short-Term Consultants would all cooperate in a program for expanding and strengthening the Maternal and Child Health and welfare activities of the countries of the Western Hemisphere.

### Duties and Responsibilities

- a) To assist the PASB/WHO Division of Public Health by providing orientation and supervision in Maternal and Child Health to the work of the Area Supervisors and field programs;
- b) Visits to be made to the various countries and territories of this Hemisphere in order that the Advisor may become thoroughly acquainted with the Maternal and Child Health program being carried on therein and the problems there existing;
- c) To aid in the establishment of field programs in Maternal and Child Health to be conducted in cooperation with various national Public Health Departments and which would be supervised either locally or through the aid of Area or Program Field Officers.

- d) To advise and assist Area Supervisors and other field personnel in the preparation of technical plans of operation and the establishment of procedures of field work, etc;
- e) To assist official and non-official organizations in training personnel in the Maternal and Child Health field;
- f) To provide advice in planning and organization of clinics (sick and well baby), social pediatric centers, children's hospitals and maternity hospitals;
- g) To stimulate pediatric seminars and courses giving the new orientation in teaching pediatrics;
- h) To stimulate a study and promote interest for the development of nutritional and educational plans for the community in the field of Maternal and Child Health; and
- i) To encourage the training of workers in the field of Maternal and Child Health - both locally and abroad.

#### Personnel for the Program

A Regional Advisor in Maternal and Child Health is required to regularly visit the various countries within the Region, in order to consult with the Public Health authorities (and their Maternal and Child Health specialists) concerning their own programs and to determine wherein the objectives as stated in the "Duties and Responsibilities" might be achieved.

A secretary for the Advisor would be required to be stationed at the Washington Office.

An Area Supervisor - especially designated for work in Diptheria and Pertussis - is required to provide technical supervision to the Diptheria-Pertussis programs in Colombia and Chile receiving financial assistance from the UNICEF.

The other Area Supervisors would be assigned to survey, advise, and give supervision to programs in specific groups of countries, in order to execute their field of activity (of similar nature to that performed by the Regional Advisor).

The Short-Term Consultants will be required for special purposes, such as conducting seminars, advising on specific Maternal and Child Health problems in one or more countries, planning with the local health authorities the development of Maternal and Child Health Departments of teaching centers, etc.



REGIONAL OFFICE FOR THE AMERICAS  
OFICINA REGIONAL PARA LAS AMERICAS

Maternal and Child Health Program  
Higiene Maternal y Infantil

	<u>Summary</u> <u>Resumen</u>		
	<u>1950</u>	<u>1951</u>	<u>1952</u>
<u>Regional Advisor and Staff</u> <u>Asesor Regional y Personal</u>			
Personal Services Personal		\$10,505	\$11,205
Personal Allowances Asignaciones Compensatorias		2,753	2,361
Travel and Transportation Viajes y Transportes		5,906	6,564
Subtotal	\$16,580	\$19,164	\$20,130
<u>Consultants</u> <u>Consultores</u>			
Consultant Salaries Salarios de Consultores		-	\$6,150
Consultant Travel Viajes de Consultores		-	5,895
Subtotal	\$ 3,765	-	\$12,045
<u>Area Supervisors</u> <u>Funcionarios de Zona</u>			
Personal Services Personal		\$6,880	\$ 7,255
Personal Allowances Asignaciones Compensatorias		1,562	1,286
Travel and Transportation Viajes y Transportes		2,975	4,425
Subtotal	\$10,185	\$11,417	\$12,966

	Summary Resumen		
	1950	1951	1952
Personal Services Personal		-	\$ 6,880
Personal Allowances Asignaciones Compensatorias		-	2,378
Travel and Transportation Viajes y Transportes		-	5,282
Subtotal		-	\$14,540
Personal Services Personal		-	\$ 6,880
Personal Allowances Asignaciones Compensatorias		-	2,378
Travel and Transportation Viajes y Transportes		-	5,282
Subtotal		-	\$14,540
Personal Services Personal		-	\$ 6,880
Personal Allowances Asignaciones Compensatorias		-	2,378
Travel and Transportation Viajes y Transportes		-	5,282
Subtotal		-	\$14,540
Fixed Charges (Tax Reimbursement) Gastos Fijos y Reclamaciones (Reembolso de Impuestos)		\$ 355	\$ 2,575
TOTAL	\$30,530	\$30,936	\$91,336

## ENVIRONMENTAL SANITATION PROGRAM

### 1. Purpose

Environmental sanitation advisors should provide advice and assistance to the American Nations to further the development of environmental sanitation programs. Advisory services are needed to assist in the control of diseases arising from contact with various types of insects, unsanitary methods of handling food and inadequate systems of water supply and waste disposal.

### 2. Duties and Responsibilities

The duties and responsibilities are:

- a) to assist by the provision of consultant services for the evaluation of local environmental sanitation problems;
- b) to assist by the provision of consultant services for the development of programs to meet the problems of environmental sanitation;
- c) to assist in the development of training courses for professional and non-professional personnel;
- d) to assist in the development of local demonstration areas to illustrate what can be done to provide a healthy environment.

### 3. Personnel for the Program

The chief of the Environmental Sanitation program for the Regional Office would be required to visit the various area offices within the Region, consult with the area Regional Advisors and with the local authorities concerning their programs.

A bilingual secretarial assistant would be required in the Washington office to assist the Regional Advisor.

Area supervisors will be responsible for the development of environmental sanitation programs in the several countries of their area; they will be available for consultation services; they will assist in the development of

teaching programs for professional and non-professional sanitary workers; they will help to develop demonstration areas in various countries; they will coordinate environmental sanitation activities within the overall area. Area supervisors will be assigned to Guatemala City to provide assistance for Mexico and Central America; to Bogota, Colombia to serve in a similar capacity for northern South America; and to Santiago for southern South America.

#### 4. Program 1949 - 1950 - 1951

One full-time sanitary engineer on the PASB payroll is presently assigned to the area of Central America. In the very near future a sanitary engineer will be assigned to the Washington staff. The program as presently outlined in the budget for 1952 is projected to facilitate more adequate assistance for the entire hemisphere.

#### 5. Length of Operation

Problems involved in environmental sanitation are of such a nature that short term uncoordinated activities are of very little value. Services in the field of Environmental Sanitation are expected to develop in time to a considerable extent beyond the scope of present planning. The overall programs should be of a permanent nature.

REGIONAL OFFICE FOR THE AMERICAS  
OFICINA REGIONAL PARA LAS AMERICAS

Environmental Sanitation Program  
Programa de Saneamiento del Medio

	<u>Summary</u> <u>Resumen</u>	
	1950	1951
	1952	
<u>Regional Advisor and Staff</u> <u>Asesor Regional y Personal</u>		
Personal Services Personal	\$ 10,080	\$ 10,765
Personal Allowances Asignaciones Compensatorias	2,637	2,740
Travel and Transportation Viajes y Transportes	5,975	7,148
Subtotal	\$ 10,704	\$ 18,692
<u>Area Supervisors</u> <u>Funcionarios de Zona</u>		
Personal Services Personal	\$ 7,660	\$ 7,660
Personal Allowances Asignaciones Compensatorias	1,678	1,303
Travel and Transportation Viajes y Transportes	2,979	3,604
Subtotal	\$ 8,555	\$ 12,317
Personal Services Personal		\$ 6,880
Personal Allowances Asignaciones Compensatorias		2,380
Travel and Transportation Viajes y Transportes		4,070
Subtotal		\$ 13,330
Personal Services Personal		\$ 6,880
Personal Allowances Asignaciones Compensatorias		2,380
Subtotal		\$ 9,260

<u>Posts</u> <u>Plazas</u>	<u>Grade</u> <u>Clasificacion</u>	<u>Number of Posts</u> <u>Numero de Plazas</u>		
		<u>1950</u>	<u>1951</u>	<u>1952</u>
Regional Advisor Asesor Regional	16	1	1	1
Secretary Secretaria	5	-	1	1
Subtotal		1	2	2
Area Supervisors Funcionarios de Zona	15	1	1	4
TOTAL		2	3	6
Consultant Months Meses de Trabajo (Consultores)		(3)	-	(9)

## MALARIA CONTROL PROGRAM

### Purpose of the Program

Malaria is one of the major disease problems of Latin America. Economic losses in this hemisphere through death, disability and production curtailment from Malaria is immeasurable. Epidemiologic aspects of this disease require that a coordinated program for Malaria Eradication be developed on a regional basis. To facilitate such a development coordinated technical assistance is a necessity.

### Duties and Responsibilities

- a) To assist, by the provision of consultant services for the evaluation of the overall Malaria problem;
- b) To provide advisory services for the planning and supervision of control programs;
- c) To assist in the development of demonstration areas to cover the various phases of Malaria control;
- d) To assist in the development of local training services as required by the various governments; and
- e) To coordinate regional activities in this field.

### Personnel for the Program

The Advisor of the Malaria Program in the Regional Office will be required to visit various countries within this region for consultation with area supervisors and with local Malaria authorities concerning their problems and programs.

A bi-lingual secretarial assistant will be required in the Washington Office to assist the Regional Malaria Advisor.

### Present Program

At the present time (1950) a survey of North and South America is being completed to provide detailed information concerning the extent and severity of the problem in the entire hemisphere.

### Length of the Operation

The program of Malaria Control must be considered a long-term operation and one to which the World Health Organization must constantly provide greater and greater assistance.



REGIONAL OFFICE FOR THE AMERICAS  
OFICINA REGIONAL PARA LAS AMERICAS

Malaria Program  
Programa de Malaria

	Summary Resumen		
	<u>1950</u>	<u>1951</u>	<u>1952</u>
<u>Regional Advisors and Staff</u> <u>Asesores Regionales y Personal</u>			
Personal Services Personal	-	-	\$ 10,765
Personal Allowances Asignaciones Compensatorias	-	-	2,740
Travel and Transportation Viajes y Transportes	-	-	7,148
Sub-total	\$ 10,898		\$ 20,653

Short-term Consultants Consultores de Corto Plazo	470	-	-
Total	\$ 10,968	-	\$ 20,653

<u>Posts</u> <u>Plazas</u>	<u>Grade</u> <u>Clasificacion</u>	<u>Number of Posts</u> <u>Numero de Plazas</u>	
Regional Advisor Asesor Regional	16	1	-
Secretary Secretarias	5	-	-
Total		1	-
Consultant Months Meses de Trabajo		(1/2)	(-)

Environmental Sanitation Program  
Programa de Saneamiento del Medio

	<u>1950</u>	<u>1951</u>	<u>1952</u>
Travel and Transportation Viajes y Transportes			\$ 4,020
Subtotal			\$ 13,280
Demonstration Supplies Equipos para Demostración			\$ 8,000
Fixed Charges Gastos Fijos			
Tax Reimbursement Reembolso de Impuesto		\$ 1,735	\$ 2,575
Total	\$ 19,259	\$ 32,744	\$ 70,405

<u>Posts</u> <u>Plazas</u>	<u>Grade</u> <u>Clasificación</u>	<u>Number of Posts</u> <u>Número de Plazas</u>		
		<u>1950</u>	<u>1951</u>	<u>1952</u>
Regional Advisor Asesor Regional	16	1	1	1
Secretary Secretaria	5		1	1
Subtotal		1	2	2
Area Supervisors Funcionarios de Zona	15	1	1	3
Total		2	3	5

## OTHER COMMUNICABLE DISEASES

### 1. Purpose

Apart from the many problems produced in this Hemisphere by such infectious diseases as typhus, plague, smallpox, etc., there are, in addition, a number of parasitic diseases sufficiently prevalent in the Region of the Americas - such as schistosomiasis, onchocerciasis, hookworm, etc., to warrant the establishment of a program for Other Communicable Diseases.

This Program through its Regional Adviser, Area Supervisor and field programs would be of tremendous value in the Region - both from the standpoint of the assistance it could provide to the various countries and territories in this Hemisphere and also from the aspect of its necessity in the Regional Office as an integral part of the Public Health Division. The Regional Adviser and the field staff would in actual fact directly assist the Chief of the Public Health Division of the PASB/WHO Regional Office for the Americas in creating a more satisfactory and adequately balanced public health program for the Region.

### 2. Duties and Responsibilities

- a) The Regional Adviser would survey, at regular intervals, the status of the programs in the various countries and territories of this Hemisphere in connection with those diseases to be covered on Other Communicable Diseases.
- b) To provide advisory services - at government request - to various governments in connection with assisting programs for the control of those diseases with which the Program on Other Communicable Diseases will be concerned. In providing this advisory service, the final aim

would be to aid and strengthen the programs developed by the various national Public Health Services.

- c) To continue to provide technical supervision for the UNICEF financed typhus control programs in Bolivia and Peru through the use of an Area Supervisor.
- d) To assist in the establishment of local training centers for workers from different countries in the Western Hemisphere in the control of those parasitic diseases which are common to many countries in this Region.
- e) During the first year of operation, apart from the work which is to be done on typhus control, stress will be placed on the problem of controlling schistosomiasis which disease (according to available epidemiological data) has now become rather extensive in a number of countries and territories of the Western Hemisphere.

### 3. Personnel for the Program

The Regional Adviser for Other Communicable Diseases would be required to visit the various countries within the Region, consult with the different Public Health Departments concerning their own programs for the control of parasitic diseases and to determine wherein the objectives as stated under the "Duties and Responsibilities" might be best achieved.

An Area Supervisor is also required, in the first instance, for the technical supervision of the typhus control program in Peru and Bolivia; and secondly, when this Area Supervisor can be spared from the preceding task he would be utilized in other countries in connection with other problems being handled. The work of the Area Supervisor would remain under the supervision of the Regional Adviser.

REGIONAL OFFICE FOR THE AMERICAS  
OFICINA REGIONAL PARA LAS AMERICAS

Other Communicable Diseases  
Otras Enfermedades Transmisibles

	Summary Resumen		
	1950	1951	1952
<u>Regional Advisor and Staff</u> <u>Asesor Regional y Personal</u>			
Personal Services Personal		\$ -	\$10,080
Personal Allowances Asignaciones Compensatorias		-	3,452
Travel and Transportation Viajes y Transportes		-	7,042
Subtotal		-	\$20,574
<u>Area Supervisor (Typhus)</u> <u>Funcionario de Zona (Tifo)</u>			
Personal Services Personal		\$ 6,380	\$ 7,255
Personal Allowances Asignaciones Compensatorias		1,635	1,374
Travel and Transportation Viajes y Transportes		3,045	4,218
Subtotal	\$10,070	\$11,560	\$12,847
<u>Demonstration Team - Brazil</u> <u>Grupo de Demostracion - Brasil</u>			
Personal Services Personal		\$ -	\$13,090
Personal Allowances Asignaciones Compensatorias		-	2,534
Travel and Transportation Viajes y Transportes		-	2,064
Supplies and Equipment Suministros y Equipo		-	9,000
Subtotal		\$ -	\$26,688

		Summary Resumen		
		1950	1951	1952
<u>Brucellosis Specialist</u> <u>Especialista en Brucelosis</u>				
Personal Services		\$	-	\$7,660
Personal				
Personal Allowances			-	2,643
Asignaciones Compensatorias				
Travel and Transportation			-	5,842
Viajes y Transportes				
Supplies and Equipment			-	1,000
Suministros y Equipo				
Subtotal		\$	-	\$17,145
Short-term Consultants	\$12,968	\$	-	\$ -
Consultores de Corto Plazo				
Fixed Charges (Tax Reimbursement)		\$	740	\$ 3,315
Gastos Fijos (Reembolso de Impuestos)				
TOTAL	\$23,038	\$12,300		\$80,569

<u>Posts</u> <u>Plazas</u>	<u>Grade</u> <u>Clasificacion</u>	<u>Number of Posts</u> <u>Numero de Plazas</u>		
		1950	1951	1952
Regional Advisor	16	-	-	1
Asesor Regional				
Secretary	5	-	-	1
Secretaria				
Subtotal		-	-	2
Area Supervisor	15	1	1	1
Funcionario de Zona				
Brazil Parasitologist	15	-	-	1
Parasitologo Brasileiro				
Medical Officer	14	-	-	1
Medico				
Subtotal		-	-	2

A Secretary-Research Assistant would be required at the Washington Office in order to assist the Regional Adviser and to provide technical material, upon request, for the field operations.

#### 4. Field Project for 1952

With reference to the use of a field demonstration team consisting of two medical officers, one of whom should be a Parasitologist, for the operation of a program of schistosomiasis control in Brazil, the objectives and scope of this program are as follows:

- a) To delimit the affected areas.
- b) To make incidence surveys.
- c) To study the zoologic factors relative to the epidemiology of the disease.
- d) To develop evaluation methods and procedures for diagnosing the disease.
- e) To carry out therapeutic studies and conduct a limited therapy program.
- f) To carry out research on control measures of the intermediate hosts (use of molluscicides, etc.).
- g) To plan a program of prevention - based upon the above studies and procedures.
- h) To determine the effects of local land irrigation programs upon the artificial dissemination of schistosomiasis, and to make recommendations as to corrective procedures to be employed.

#### 5. Special Project for Brucellosis Centers

The World Health Organization has completed plans for the designation of 14 World Brucellosis Centers to provide training, research or selected aspects and standardization of procedures. Four of these Centers have been specified for the Americas. Although none of the Centers have as yet been named in the Americas, some of them have been designated in other parts of the world.

These WHO Centers, when chosen, will require close coordination and consultant services. In addition, there is a very definite need for a consultant to visit laboratories and field programs in the various American Republics to advise on standardized antigen production and laboratory diagnosis, production and use of vaccine for cattle immunization, and other aspects of brucellosis control.

Although brucellosis control must be accomplished largely through state and national agricultural agencies, experience has shown that public health agencies must take a leading part in this work. The public health significance of the disease fully warrants such activity.

For the purpose of carrying on this project, the services of a Brucellosis Specialist will be required.



REGIONAL OFFICE FOR THE AMERICAS  
OFICINA REGIONAL PARA LAS AMERICAS

Public Health Administration Program  
Programa de Administracion Sanitaria

	<u>Summary</u> <u>Resumen</u>		
	<u>1950</u>	<u>1951</u>	<u>1952</u>
<u>Regional Advisor and Staff</u> <u>Asesor Regional y Personal</u>			
Personal Services Personal		-	\$10,080
Personal Allowances Asignaciones Compensatorias		-	3,452
Travel and Transportation Viajes y Transportes		-	7,042
Subtotal		-	\$20,574
Consultants Consultores		\$2,050	-
Consultant Travel Viajes de Consultores		1,965	-
Subtotal		\$4,015	-
<u>Demonstration Team - Haiti</u> <u>Grupo de Demonstracion - Haiti</u>			
Personal Services Personal		\$11,415	\$12,040
Personal Allowances Asignaciones Compensatorias		2,653	2,248
Travel and Transportation Viajes y Transportes		-	2,346
Subtotal	\$21,824	\$14,068	\$16,634
Fixed Charges <u>Gastos Fijos y Reclamaciones</u>		\$ 740	\$ 1,335
TOTAL	\$21,824	\$18,823	\$39,043

<u>Posts</u> <u>Plazas</u>	<u>Grade</u> <u>Clasificacion</u>	<u>Number of Posts</u> <u>Numero de Plazas</u>		
		<u>1950</u>	<u>1951</u>	<u>1952</u>
Brucellosis Specialist Especialista en Brucelosis	16	-	-	1
TOTAL		<u>1</u>	<u>1</u>	<u>6</u>
Consultant Months Meses de Trabajo (Consultores)		(9)	(-)	(-)

## PUBLIC HEALTH ADMINISTRATION

### Purpose

The multiplicity of Public Health problems in the Regional Office for the Americas makes it essential that the Regional Office be provided with an Advisor in Public Health Administration. By becoming closely acquainted with the various Public Health problems existing in this Hemisphere, the Advisor would be in a position to assist - in a most productive manner - the Public Health Division of the WHO-ROA in formulating the activities to be undertaken by the Regional Office in the field of Public Health.

### Duties and Responsibilities

- a) To provide assistance to the WHO/PASB Division of Public Health in orienting and supervising the work of the area offices and field programs;
- b) To provide assistance to the Division of Public Health in studying and planning field programs and their respective budgets;
- c) To advise and assist area supervisors and other field personnel in the preparation of technical plans of operation and the establishment of procedures of field work, etc;
- d) Visits to be made to the various countries and territories of this Hemisphere in order that the Advisor may become thoroughly acquainted with the Public Health programs being carried on therein and the problems there existing;
- e) To provide advisory services - at government request - to the various governments in connection with existing Public Health problems or for the purpose of aiding and strengthening the already existing national Public Health Department or Service.

- f) To aid in the establishment of field programs to be conducted in cooperation with various national Public Health Departments and which would be supervised either locally or through the aid of area or program field officers;
- g) To assist governments in the study, preparation, and development or improvement of sanitary codes;
- h) To collaborate with governments in providing advice as to personnel required locally for executing various national public health programs, etc; and
- i) To encourage the training of Public Health workers - both locally and abroad.

#### Personnel for the Program

A Regional Advisor in Public Health Administration who would be required to regularly visit the various countries within the Region, in order to consult with the Public Health authorities concerning their own programs and to determine wherein the objectives as stated in the "Duties & Responsibilities" might be achieved. A secretary for the Advisor would be required to be stationed at the Washington Office.

#### Marbial Valley, Haiti Project

The program in the Marbial Valley in Haiti, initiated in 1949, is to be continued in 1951 and 1952.

#### Personnel for the Program

- a) One Medical Officer; and
- b) One Public Health nurse.

REGIONAL OFFICE FOR THE AMERICAS  
OFICINA REGIONAL PARA LAS AMERICAS

Health Education Program  
Programa de Educación Sanitaria

	Summary Resumen		
	1950	1951	1952
Country Advisor <u>Asesor para un país</u>			
Personal Services Personal			\$ 6,210
Personal Allowances Asignaciones compensatorias			1,215
Travel and Transportation Viajes y Transportes			1,032
Subtotal			\$ 8,457
Consultants <u>Consultores</u>			
Consultants Salaries Sueldos	2,050		\$ 4,100
Consultants Travel Viajes	1,965		3,930
Subtotal	4,015		\$ 8,030
Fixed Charges <u>Gastos Fijos</u>			
Tax Reimbursement Reembolso de Impuestos			\$ 740
TOTAL	4,015		\$17,227

Health Education Program  
Programa de Educación Sanitaria

<u>Posts</u> <u>Plazas</u>	<u>Grade</u> <u>Clasificación</u>	<u>Number of Posts</u> <u>Número de Plazas</u>		
		<u>1950</u>	<u>1951</u>	<u>1952</u>
Regional Advisor Asesor Regional	14			1
Consultant Months Meses de Trabajo (Consultor)		(3)		(6)

<u>Posts</u> <u>Plazas</u>	<u>Grade</u> <u>Clasificacion</u>	<u>Number of Posts</u> <u>Numero de Plazas</u>		
		<u>1950</u>	<u>1951</u>	<u>1952</u>
Regional Advisor Asesor Regional	16	-	-	1
Secretary Secretaria	5	-	-	1
Subtotal		-	-	2
Medical Officer Medico	15	1	1	1
Nurse Enfermera	11	1	1	1
Subtotal Haiti		2	2	2
TOTAL		2	2	4
Consultant Months Meses de Trabajo (Consultores)		-	(3)	-

## HEALTH EDUCATION OF THE PUBLIC

### 1. Purpose

One of the functions of the World Health Organization is "to assist in developing an informed public opinion among all peoples on matters of health." In order to capture and sustain interest, understanding and active support, comprehensive programs of health education of the public must be evolved and major health projects can be successfully carried out only with the complete cooperation of the people concerned.

It is necessary to keep in mind that tradition, social organization and economic resources so govern the nature and scope of health education that programs must be evolved locally and based upon the needs, interests and resources of the people involved. Therefore, it would be of great value to assist governments in developing their own health education projects.

### 2. Duties and Responsibilities

The duties and responsibilities of this office are:

- a) to assist, by provision of consultant services, in the evaluation of the local needs in health education;
- b) to orientate the preparation of health education material to be used in the region;
- c) to assist the various governments in providing training for their health workers in this special field;
- d) to promote health education seminars for persons actively engaged in this field;
- e) to consult with the persons responsible for other programs of Public Health in the development of the education material.



### 3. Personnel for the Program

One health educator will be needed to assist the development of special projects to prepare material, such as the "Fundamental Education Regional Training and Production Centre for Latin America," to be used in this region.

Two experts in health education to be employed for a total of six months. Each of them would be required to travel through an area of the Western Hemisphere, and consult with the public health authorities in the various countries concerning their own programs in health education.

## MENTAL HEALTH

### 1. Purpose

While many of the countries and territories in the area comprising the Regional Office for the Americas have not developed programs in mental health, there are, nevertheless, numerous problems to be confronted by the various national Public Health Administrations in this field of activity.

Therefore, it would be most valuable for better executing the activities of this Region if a survey could be carried out in the field of mental health among the countries and territories of the Western Hemisphere.

### 2. Duties and Responsibilities

- a) Visits to be made to the various countries and territories comprising the Regional Office for the Americas so that the field of mental health may be surveyed.
- b) The provision of advisory services - in connection with the surveys previously described - to the governments, in order to aid them in the development of their existing schemes for mental health.
- c) To provide advice to the Public Health Division in the Regional Office for the Americas as to the extent of the existing programs - and means for expanding or improving same - in the field of mental health in the countries of the Western Hemisphere.
- d) To encourage the training of public health and social workers in the field of mental health.

### 3. Personnel for the Program

Short-term consultants would be required to travel through an area of the Western Hemisphere, and consult with the public health authorities in the various

countries concerning their own programs in mental health, for the purpose of determining wherein the objectives as stated in the "Duties and Responsibilities" might be achieved.

The following is a list of countries which have been contacted for the purpose of determining wherein the objectives as stated in the "Duties and Responsibilities" might be achieved. The list is arranged in alphabetical order of the country names. The countries listed are: Argentina, Australia, Brazil, Canada, Chile, Colombia, Costa Rica, Cuba, Denmark, Ecuador, El Salvador, France, Germany, Greece, Guatemala, Haiti, Honduras, India, Indonesia, Italy, Japan, Korea, Laos, Lebanon, Liberia, Luxembourg, Mexico, Netherlands, New Zealand, Norway, Pakistan, Panama, Paraguay, Peru, Philippines, Portugal, Saudi Arabia, Singapore, South Africa, Spain, Sweden, Switzerland, Taiwan, Thailand, Turkey, United Kingdom, United States, Uruguay, Venezuela, and Yugoslavia.

OFICINA REGIONAL PARA LAS AMERICAS  
REGIONAL OFFICE FOR THE AMERICAS

PROGRAMA DE HIGIENE MENTAL  
MENTAL HEALTH PROGRAM

RESUMEN  
SUMMARY

	1950	1951	1952
CONSULTORES <u>CONSULTANTS</u>		2,050.00	4,700.00
VIAJES DE CONSULTORES <u>CONSULTANTS TRAVEL</u>		1,965.00	4,585.00
TOTAL PROGRAMA DE HIGIENE MENTAL <u>TOTAL MENTAL HEALTH PROGRAM</u>	<u>15,060.00</u>	<u>4,015.00</u>	<u>9,285.00</u>
MESES DE TRABAJO (CONSULTORES) CONSULTANT MONTHS	(12)	(3)	(7)

## NUTRITION

### 1. Purpose

The purpose of this program is to provide Latin American countries with short term consultants in the field of nutrition. Nutritional deficiencies constitute a major health problem in this area. National and international nutritional programs require the advice and consultation of qualified men in the field, and WHO should be in a position to provide consultant services for this purpose.

### 2. Duties and Responsibilities

- a) To conduct lectures on nutrition for schools of medicine and local medical societies.
- b) To conduct nutritional seminars for persons actively engaged in nutrition field and laboratory work.
- c) To survey in each country nutritional activities and accomplishments for projected planning.
- d) To make recommendations to Departments of Health for further development of programs.

### 3. Personnel for the Program

Three nutrition consultants for a period of three months each will be needed. One consultant will visit Central American countries including Costa Rica, Guatemala City, Honduras, Nicaragua and Panama. The second consultant will visit Chile, Colombia, Ecuador, Peru and Venezuela. The third consultant will visit Argentina, Bolivia, Brazil, Paraguay and Uruguay.

### 4. Length of the Operation

Three months will be required for each of these consultants to complete the activities outlined.

REGIONAL OFFICE FOR THE AMERICAS  
OFICINA REGIONAL PARA LAS AMERICAS

Nutrition Program  
Programa de Nutrición

Summary  
Restmen

	1950	1951	1952
Consultants Travel	-	2,050.00	6,150.00
Viajes de Consultores	-	1,965.00	5,895.00
<u>Total</u>	<u>6,415.00</u>	<u>4,015.00</u>	<u>12,045.00</u>
Consultant Months			
<u>Meses de Trabajo (Consultores)</u>	(2)	(3)	(9)

## PROFESSIONAL AND TECHNICAL EDUCATION

The need for greater numbers of doctors, nurses, public health administrators, Sanitary Engineers, and other trained personnel is almost universally recognized. Although much has been done in the Western Hemisphere to provide training programs and educational institutions to satisfy the needs, more still remains to be accomplished. In recognition of this need, a request for \$135,000 in accordance with suggestions from headquarters, has been made for fellowships during the year 1951. In 1952 it is proposed to expend \$190,000 on fellowships. If this money becomes available, eighty fellowships will be provided in the American Region. In addition, \$10,000 will be available for local programs and special training courses for technicians.

The professional and technical educational program for the Regional Office for the Americas also includes (besides fellowships) health education, institutes, congresses, workshops, seminars, and special courses. For purposes of discussion, this function is divided into two parts: (1) that pertaining to the professional and educational adviser, (2) that pertaining to the fellowships program.

### Professional and Technical Education Adviser

Purpose - The purpose of this post is to give general direction to the Professional and Technical Education programs of the Region.

### Duties and Responsibilities -

1. Has general responsibility for all educational activities such as fellowships, seminars, institutes, congresses, workshops, etc.
2. Acts as one of the principal planning officials in the Regional Office.
3. Coordinates the work of other professional and technical personnel in regard to the education and training programs, including health education,

special courses, etc., and is responsible for developing policy for improving the educational institutions and resources of the Americas.

#### Pan American Sanitary Bureau

The Pan American Sanitary Bureau provides personnel for health education and will provide the majority of the professional and technical personnel engaged in other aspects of the training program (except fellowships).

#### Personnel

The WHO will be requested to provide the principal adviser in the field. All other personnel except those in fellowships will be PASB employees.

#### Travel Needs

Minimum travel needs for the Regional Adviser is provided, since much of the activity will be provided by the personnel supervised or directed by him. This amount is \$3,500.

#### Fellowships Program

##### Purpose

The fellowships program is to provide fellowships and to give administrative control and direction to the program.

##### Duties and Responsibilities

Under the general direction of the Regional Director the Fellowships is responsible for:

1. stimulating interest in the WHO Fellowship Program;
2. advising Member nations what fellowship funds are available and upon the basis of requests received from Member Nations, recommending to the Regional Director, the allotment of available funds as between the nations;



3. maintaining liaison with medical institutions through the Western Hemisphere and determining the accuracy of their facilities to meet requirements of WHO fellowships Program;
4. screening applicants for the WHO Fellowships in the Regional Office for the Americas;
5. reviewing the curriculum vitae of applicants and arranging for appropriate course of study, not only for fellows within the American Region, but for fellows from all other regions sent to the American Area for study;
6. maintaining close contact with headquarters to insure that the program is carried out in light of the rules and regulations and policies of the WHO;
7. making arrangements for payment of stipends and making arrangements for such travel as may be required during the Fellows' courses of study;
8. maintaining appropriate records and statistics in relation to the Fellowships Program;
9. evaluating and carrying forth the emergency needs of fellows as in the case of sickness;
10. maintaining appropriate checks on the progress that fellows make in their particular courses of study;
11. reporting on the progress made by various fellows;
12. maintaining a follow-up record on fellows after the completion of their course of study.

### Pan American Sanitary Bureau

The Pan American Sanitary Bureau contributes two clerks to the Fellowships program. In addition the PASB makes available a sum in excess of \$150,000 for its own fellowship program. The Fellowships Program of the PASB is so coordinated with that of WHO that it supplements rather than duplicates the endeavors of WHO in this field.

### Personnel

No increase in the number of staff members provided by WHO is envisaged for the year 1952.

### Travel Needs

The experience gained by the Fellowships Section during its period of operation in New York City and subsequently in Washington, D. C., has indicated a definite need for some responsible medical officer connected with the fellowships program to travel to those medical schools and laboratories where the fellows are studying. Personal contact with the heads of various institutions will result in an increase of openings made available to the organization and will give an opportunity to advance on standards of education. In addition, the Regional Office will have first-hand information concerning the facilities and curricula of the schools visited, and will be in a better position to select institutions to which to send fellows. Total travel needs are \$4,560. In addition to handling the programs of more than eighty fellows from the American Region, the Fellowships Section will be responsible for placing and administering the fellowships programs of more than 100 fellows from Europe, the Near East and the Far East coming to the U. S. and Canada for study.

REGIONAL OFFICE FOR THE AMERICAS  
OFICINA REGIONAL PARA LAS AMERICAS

Professional and Technical Education  
Educacion Profesional y Tecnica

	<u>Summary</u> <u>Resumen</u>		
	<u>1950</u>	<u>1951</u>	<u>1952</u>
<u>Regional Advisor and Staff</u> <u>Asesor Regional y Personal</u>			
Personal Services Personal		\$25,240	\$26,605
Personal Allowances Asignaciones Compensatorias		8,701	7,048
Travel and Transportation Viajes y Transportes		6,676	4,560
Subtotal	\$37,609	\$40,617	\$38,213
<u>Aid to Educational Institutions</u> <u>Ayuda a Instituciones Educativas</u>			
Consultants Consultores		\$ 2,050	\$ 5,300
Consultant Travel Viajes (Consultores)		1,965	5,240
Supplies and Equipment Suministros y Equipo		-	455
Subtotal		\$4,015	\$10,995
<u>Fellowships</u> <u>Becas</u>	\$93,000	\$135,500	\$190,000
Fixed Charges (Tax Reimbursement) Gastos Fijos y Reclamaciones (Reembolso de Impuestos)		2,160	2,160
TOTAL	\$130,609	\$182,292	\$241,368

<u>Posts</u> <u>Plazas</u>	<u>Grade</u> <u>Clasificacion</u>	<u>Number of Posts</u> <u>Numero de Plazas</u>		
		<u>1950</u>	<u>1951</u>	<u>1952</u>
Regional Advisor Asesor Regional	16	1	1	1
Medical Officer Medico	15	-	1	1
Administrative Assistant Auxiliar Administrativo	7	1	1	1
Clerk Stenographer Taqui-grafa	5	1	1	1
Clerk Stenographer Taqui-grafa	4	2	2	2
TOTAL		5	6	6
Consultant Months Meses de Trabajo (Consultores)		-	(3)	(8)

## MEDICAL LITERATURE AND TEACHING EQUIPMENT

There is a recurring need in most countries for Medical Literature and Teaching Equipment. So great is this need, in fact, that at times it is not possible to satisfy the requests. While more money could be used each year, the limitation imposed by budgetary restrictions has meant that in the past some of the countries that made requests received either only a portion or none of their requirements.

In listing the possible countries that should receive assistance in 1952 an attempt has been made to give preference to those countries which have received no assistance of this nature up to the present writing and which are expected to have particular projects that may be greatly assisted by the receipt of assistance of this nature. In selecting these countries, there was no desire to limit to these countries any help which may be forthcoming. The requests received specifically for 1952 from all countries will be given equal consideration though, of course, due to the limited funds, countries which have not received help before will be given precedence over the others, particularly since more countries will have received assistance in 1951.

### Tentative allocation of \$10,000 for 1952:

Bolivia	\$ 2,200	Visual teaching aids, books, publications, particularly in the field of midwifery, nursing and child care
Brazil	1,500	Laboratory research material, books, microscopes
Dominican Republic	1,200	Visual aids, books and publications
Honduras	1,800	Books, publications, journals, etc.
Paraguay	1,700	Books, publications, journals
Uruguay	<u>1,600</u>	Books, publications, journals
Total.....	<u>\$10,000</u>	

P A R T   I I I

CENTRAL TECHNICAL SERVICES

## LIBRARY AND REFERENCE SERVICES

### 1. Purpose

The Library and Reference Services of the Regional Office of the American Area provides information on health services, on technical questions and on relevant literature, on request from health administrations and to professional, technical and administrative personnel of the Regional Office.

### 2. Duties and Responsibilities

The duties and responsibilities of the Library and Reference Services are:

- a) to recatalogue the old collection, as well as to classify and catalogue all new acquisitions;
- b) to index pertinent material;
- c) to repair and preserve periodicals by binding;
- d) to supply reference material and bibliographies;
- e) to maintain files of pamphlets, clippings, etc.;
- f) to perform all servicing duties for the proper functioning of a library;
- g) to supply WHO and Pan American Sanitary Bureau publications to interested bodies.

### 3. Pan American Sanitary Bureau

The Library of the Pan American Sanitary Bureau which has specialized in publications on medical and public health practice in North and South America is one of the most complete in the world. As such, it is an invaluable adjunct to the library maintained by Headquarters and is a practical working tool for the Regional Advisors in America.

The Pan American Sanitary Bureau staff, including the Librarian, numbering

seven will be increased to eight in 1951 and perhaps ten in 1952.

#### 4. Requirements

- a) Personnel - It is proposed that the World Health Organization provide the services of a Documents Librarian, Grade 5, in addition to the services of a Reference Librarian, Grade 9, furnished during 1950 and 1951.

This additional post will permit the more experienced staff to devote their time to answering requests of governments, Regional Advisors, etc.

The duties of the Documents Librarian will be: to file, to index, to care for and arrange for the binding (when necessary) of WHO documents.

- b) Travel - Travel and transportation is not anticipated as a requirement of this office.



REGIONAL OFFICE FOR THE AMERICAS  
OFICINA REGIONAL PARA LAS AMERICAS

Library  
Biblioteca

		<u>Summary</u> <u>Resumen</u>	
	<u>1950</u>	<u>1951</u>	<u>1952</u>
Personal Services Personal	\$1,785	\$3,670	\$6,290
Personal Allowances Asignaciones Compensatorias	915	2,093	2,929
Travel and Transportation Viajes y Transportes	800	-	1,173
Total	<u>\$3,500</u>	<u>\$5,763</u>	<u>\$10,392</u>

<u>Posts</u> <u>Plazas</u>	<u>Grade</u> <u>Clasificación</u>	<u>Number of Posts</u> <u>Número de Plazas</u>		
		<u>1950</u>	<u>1951</u>	<u>1952</u>
Reference Librarian Bibliotecario de Referencias	9	1	1	1
Documents Clerk Encargado de documentos	5	-	-	1
Total		<u>1</u>	<u>1</u>	<u>2</u>

## MEDICAL SUPPLY OFFICE

### 1. Purpose

To provide consultation on procurement problems in regard to administrative and/or medical supplies and equipment, and where indicated, finalize and perform procurement services.

The activities of this section are ~~ex~~ extended to the service of participating member governments, the organization itself, and other international health organizations.

### 2. Duties and Responsibilities

The duties and responsibilities of this Section are:

- a) To advise and obtain clarification of all details prior to the placing of firm contracts;
- b) To prepare all cost estimates on all material and supplies to be purchased (i.e., f.o.b., f.a.s., or c.i.f.);
- c) To prepare all pro forma invoices and to issue market surveys; to arrange for the establishment and expedition of credits where required by procedure and program;
- d) After appropriate consultation, to establish final procurement specifications relating to stated needs, market price and availability;
- e) To prepare all contract and purchase orders;
- f) To arrange for shipment and delivery of purchases;
- g) To arrange for inspection, sampling and testing, when, and if necessary;
- h) To review and approve all bills and invoices;
- i) To maintain catalog price lists and all required program and procurement records;

- j) To make studies and recommendations on supply and equipment needs as required.

### 3. Pan American Sanitary Bureau

The Pan American Sanitary Bureau supplies eight of the personnel, including the Chief and Assistant Chief of Section.

### 4. Requirements

It is proposed that the WHO staff be increased during 1952 by the addition of one Procurement Assistant, Grade 7; one Clerk-Stenographer, Grade 5; and one Clerk-Typist, Grade 4.

The Procurement Assistant (Grade 7) will be responsible for: a) rendering assistance in administering specifications; b) providing inspections; c) assisting in marketing procedures, especially in laboratory and biological supplies; and d) obtaining quotations from various suppliers. The stenographer will be responsible for: a) preparing incoming requirement lists; b) ascertaining that contracts and other procurement documents are in order; and c) tabulating bids and performing related stenographic duties. The clerk-typist will be responsible for filing and general typing duties.

Travel - In order to ensure that materials purchased for overseas shipment meet the standards of the WHO, and in order to ensure that the material is properly packed or crated, the Chief or his assistant are required to travel to factories and shipping points:

3 trips to Chicago	\$300	
Per diem (3 weeks)	<u>210</u>	\$ 510
3 trips to New York City	\$100	
Per diem (3 weeks)	<u>210</u>	310
3 trips to Atlanta, Georgia	\$360	
Per diem (3 weeks)	<u>210</u>	<u>570</u>
		<u>\$1,390</u>
		<u><u>          </u></u>

5. Statistics of the Section are:

SUPPLY SECTION - ACTIVITIES DATA

YEAR 1950

(Dollar Volume and Other)

PAN AMERICAN SANITARY BUREAU

Contracts Placed: January thru July \$228,897.79

TOTAL

\$228,897.79

Number of Contracts: 853

Average Contract: \$268.34

Monthly Placement Average (7 months -  
January thru July) 32,699.68

Estimates, Specifications and Supply Advisory Work

Estimated Volume - 1950: \$1,350,000.00

Service work, not assessable by dollar volume;  
cultures obtained, no charge; scientific  
publications, etc.; personal inquiries.

Estimated - 710 services

WORLD HEALTH ORGANIZATION

Contracts Placed: January thru July \$ 83,120.63

TOTAL

\$ 83,120.63

Number of Contracts: 902

Average Contract: \$92.16

Monthly Placement Average (7 months -  
January thru July) 11,874.37

Estimates, Specifications and Supply Advisory Work

Estimated Volume - 1950: \$ 920,000.00

Service work, not assessable by dollar volume;  
cultures obtained, no charge; publications free;  
personal services; procurement of free catalogue  
material, etc.

Estimated - 230 services

COMBINED WHO-PASB CONTRACTS

Placed in 1950 (January thru July): 1,755 Contracts

TOTAL VOLUME \$312,018.42

Average Contract: \$177.78

BUSINESS VOLUME FORECASTS - 1952

PAN AMERICAN SANITARY BUREAU

Estimated contracts to be placed \$1,100,000.00

Estimated specification, market survey  
and Supply advisory work for Member  
Governments \$4,000,000.00

Estimated service work not assessable by  
dollar volume. (Cultures, publications,  
catalogues and personal requests without  
charge. Expediting of contracts requiring  
priorities and special export releases.) 1100 services

Specification work in support of joint  
projects, PASB - UNICEF, WHO, VD, Nutrition  
projects, technical assistance under Point 4  
Program, etc. Total estimated project  
values, supply only, South America \$3,500,000.00

WORLD HEALTH ORGANIZATION

Estimated contracts to be placed \$1,250,000.00

Estimated specification, market survey and  
Supply advisory work for non-Latin American  
Member Governments and WHO tentative projects \$2,000,000.00

Estimated service work, not assessable by dollar volume	300 services
Estimates for market surveys, specifications, etc., for tentative joint projects, WHO-UNICEF, technical assistance projects under Point 4 Program, etc., non-South American Supply value only	\$1,250,000.00

COMBINED WHO-PASB VOLUME PROJECT  
1952

Contracts to be placed	\$2,350,000.00
Market surveys and supply advisory	\$6,000,000.00
Service work, no charge	1400 services
Market survey, specifications, etc., for joint projects	\$4,750,000.00

REGIONAL OFFICE FOR THE AMERICAS  
OFICINA REGIONAL PARA LAS AMERICAS

Medical Supplies  
Suministros Médicos

		<u>Summary</u> <u>Resumen</u>	
	<u>1950</u>	<u>1951</u>	<u>1952</u>
Personal Services Personal	\$12,490	\$19,865	\$28,895
Personal Allowances Asignaciones Compensatorias	4,050	6,685	9,363
Travel and Transportation Viajes y Transportes	-	1,000	2,000
Total	<u>\$16,540</u>	<u>\$27,550</u>	<u>\$40,258</u>

<u>Posts</u> <u>Plazas</u>	<u>Grade</u> <u>Clasificación</u>	<u>Number of Posts</u> <u>Número de Plazas</u>		
		<u>1950</u>	<u>1951</u>	<u>1952</u>
Procurement Officer Comprador	9	2	2	2
Procurement Assistant Auxiliar de Compras	7	-	-	1
Clerk Empleado	6	1	1	1
Clerk-Stenographer Taquígrafa	5	-	1	2
Clerk-Stenographer Taquígrafa	4	3	3	4
Total		<u>6</u>	<u>7</u>	<u>10</u>

## EPIDEMIOLOGY AND STATISTICS

### 1. Purpose

To serve as a center for epidemiological intelligence and the distribution of health statistics, for the benefit of the member governments and the WHO; to promote the improvement and standardization of health statistics.

### 2. Duties and Responsibilities

The duties and responsibilities of this section are:

- a) Collect epidemiological information and notify the health authorities of the American countries and the WHO Epid. Stations in Geneva and Singapore of the presence of diseases susceptible of international propagation, in accordance with the international sanitary conventions;
- b) Effect necessary recommendations when excessive quarantine measures have been established against any American country, as appropriate,
- c) Collect, record and distribute statistics on morbidity and mortality in the American countries;
- d) Prepare studies and reports on the distribution and trend of specific diseases in the Americas, and other aspects of public health,
- e) Furnish to other units of the organization the epidemiological and other statistical information necessary for the planning and development of specific control programs; and
- f) Collaborate with member governments and with the WHO in promoting the improvement and standardization of health statistics.

### 3. Pan American Sanitary Bureau

The PASB Epidemiological and Statistical Section is one of the major



contributors to the WHO Epidemiological Information Service. The Staff of the Bureau numbering eleven, provides technical, administrative direction and clerical assistance to the task of epidemiological and statistical reporting in the Region of the Americas.

#### 4. Requirements

- a) Personnel - It is proposed that the WHO Regional Office staff be increased by a Technical Assistant and a Clerk-Typist.

The Technical Assistant would be responsible for:

- 1) Compilations of statistical and epidemiological data and preparation of tables.
- 2) Recording of data for permanent reference.
- 3) Computing rates and assisting higher grade statisticians in routine research work.

The Clerk-Typist would be required to:

- 1) Type reports.
- 2) Assist in maintaining routine clerical records.
- 3) Assist in file maintenance.

- b) Travel - No travel needs are anticipated for above employees. Travel needs are however anticipated in connection with the WHO proposed conference of the National Committees of Health Statistics.

REGIONAL OFFICE FOR THE AMERICAS  
OFICINA REGIONAL PARA LAS AMERICAS

Epidemiology and Statistics  
Epidemiologia y Estadística

	<u>Summary</u> <u>Resumen</u>		
	<u>1950</u>	<u>1951</u>	<u>1952</u>
Personal Services Personal	\$5,625	\$7,215	\$12,760
Personal Allowances Asignaciones Compensatorias	2,710	3,067	4,783
Travel and Transportation Viajes y Transportes	2,500	-	1,173
Total	<u>\$10,835</u>	<u>\$10,282</u>	<u>\$18,716</u>

<u>Posts</u> <u>Plazas</u>	<u>Grade</u> <u>Clasificación</u>	<u>Number of Posts</u> <u>Número de Plazas</u>		
		<u>1950</u>	<u>1951</u>	<u>1952</u>
Statistician Estadígrafo	11	1	1	1
Clerk-Stenographer Taquígrafa	5	1	1	1
Technical Assistant Auxiliar Técnico	7	-	-	1
Clerk-Stenographer Taquígrafa	4	-	-	1
Total		<u>2</u>	<u>2</u>	<u>4</u>

P A R T   I V

ADMINISTRATION

## OFFICE OF THE REGIONAL DIRECTOR

### 1. Purpose

The Office of the Regional Director has final responsibility to the Director-General for WHO activities in the Americas; maintains relations with appropriate ministries of Member Nations and non-self-governing territories of Member Nations located in the Region of the Americas in respect to the interests of the World Health Organization; coordinates the programs and activities of the WHO with those of the PASB; and provides professional, technical and administrative direction to all regional programs and activities.

### 2. Responsibilities

The responsibilities of the Regional Director are:

- a) to promote, develop, initiate and complete public health programs within the region, in accordance with the policies of the WHO;
- b) to administer the affairs of the WHO in accordance with the rules and regulations of the WHO and as directed by the Director-General.
- c) to coordinate the programs of WHO with that of the PASB to insure maximum benefits from all expenditures.

### 3. Pan American Sanitary Bureau

Assisting the Regional Director are the Assistant Director and the Secretary General of the PASB.

The Assistant Director is the officer charged with principal responsi-

bility for the overall direction of WHO activities. He ascertains that there is appropriate assignment of action in relation to all matters at Washington, acts for the Director during the latter's absence, is delegated responsibility for specific programs, i.e. coordination of the Technical Assistance Program for the area.

The Secretary-General maintains relations with Member Nations and appropriate officials of non-self-governing territories and is responsible for planning for and the preparation of Regional Committee Meetings. The Secretary-General is also responsible for specific programs, i.e. Medical Literature and acts in behalf of the Director when the Director and Assistant Director are absent. The Secretary-General is called upon to represent the Director at certain organizational meetings.

#### 4. Requirements

- a) Personnel - It is proposed that one secretary be added to the staff of the Office of the Regional Director provided by WHO during the year 1952 to handle the additional volume of correspondence that will result from the expansion of programs during the next two years and from the policy of decentralization that is presently being placed into effect.
- b) Travel - In addition to the travel of the Director to organizational meetings of the World Health Organization, travel within the Region is required. It is expected that the Director or his delegate will complete the following trips:

Four trips - Washington-New York-return to confer with officials of other international organizations such as UN, UNICEF, etc.

Transportation, \$25 x 4	\$100	
Per diem, 30 days @ \$20	<u>600</u>	\$ 700

One trip through South America for the purpose of conferring with Ministers of Health and other officials.

Washington and return via Venezuela, Bolivia, Uruguay, Paraguay, Argentina and Brazil	\$1,200	
Per diem, 60 days @ \$20	<u>1,200</u>	\$2,400

One trip through Central America for the purpose of conferring with Ministers of Health and other officials.

Washington to Washington via Mexico, Guatemala, El Salvador, Honduras, Nicaragua, Costa Rica and Panama	\$ 500	
Per diem, 30 days @ \$20	<u>600</u>	\$1,100

One trip to the Caribbean for the purpose of conferring with other health officials.

Washington and return via Puerto Rico, Haiti, Dominican Republic and Cuba	\$ 200	
Per diem, 15 days @ \$20	<u>300</u>	\$ 500

One trip to Rio de Janeiro to Ministry of Public Health

Washington and return via Brazil	\$1,000	
Per diem, 14 days @ \$20	<u>280</u>	\$1,280

One trip to Peru and return from Washington

	\$ 700	
Per Diem, 14 days @ \$20	<u>280</u>	\$ 980
		<u>\$6,960</u>

REGIONAL OFFICE FOR THE AMERICAS  
OFICINA REGIONAL PARA LAS AMERICAS

Office of Regional Director  
Oficina del Director Regional

		<u>Summary</u> <u>Resumen</u>	
	<u>1950</u>	<u>1951</u>	<u>1952</u>
Personal Services Personal	\$13,500	\$13,500	\$16,470
Personal Allowances Asignaciones Compensatorias	810	810	1,698
Travel and Transportation Viajes y Transportes	21,000	6,960	6,960
Total	<u>\$35,310</u>	<u>\$21,270</u>	<u>\$25,128</u>

<u>Posts</u> <u>Plazas</u>	<u>Grade</u> <u>Clasificación</u>	<u>Number of Posts</u> <u>Número de Plazas</u>		
		<u>1950</u>	<u>1951</u>	<u>1952</u>
Director	-	1	1	1
Secretary Secretaría	7	-	-	1
Total		<u>1</u>	<u>1</u>	<u>2</u>

## ADMINISTRATIVE SERVICES

### 1. Purpose

The Office of Administrative Services gives direction to the administrative support furnished to all programs and activities of the World Health Organization within the American Region in accordance with the rules and regulations of WHO, and in accordance with such instructions as may be given by Headquarters.

### 2. Duties and Responsibilities

The duties and responsibilities of this office are:

- a) to coordinate administrative practices of the Bureau and the World Health Organization where practicable;
- b) to direct and administer the activities of the following WHO Regional Office activities:
  - Budget Office
  - Personnel Office
  - Finance and Accounts Office
  - Office Services
  - Supply Office;
- c) to insure that relations with staff members are carried out in accordance with WHO rules and regulations;
- d) to study and evaluate such changes in organization as are necessary to produce maximum operational efficiencies;
- e) to advise and counsel in regard to administrative practices, procedures;
- f) to study all personnel management problems and recommend such changes as are necessary to produce maximum effectiveness in the employment of personnel.



### 3. Pan American Sanitary Bureau

The Chief, Division of Administrative Services is responsible for providing general direction to this office.

The Pan American Sanitary Bureau provides secretarial assistance.

### 4. Requirements

a) Personnel - No additional personnel will be added to this office during 1952.

b) Travel - For the purpose of rendering assistance to the Assistant Director General, Department of Administration and Finance; technical assistance during meetings held at the United Nations:

Two trips Washington/New York and return

Transportation	\$ 60
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Per diem, 4 weeks @ \$12.50 per day	350
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For the purpose of liaison with Headquarters:

One round trip Washington/Geneva

Transportation	750
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Per diem 2 weeks @ \$12.50 per day	<u>190</u>
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	<u><u>\$ 1,350</u></u>
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REGIONAL OFFICE FOR THE AMERICAS  
OFICINA REGIONAL PARA LAS AMERICAS

Administrative Services  
Servicios Administrativos

	<u>Summary</u> <u>Resumen</u>		
	<u>1950</u>	<u>1951</u>	<u>1952</u>
Personal Services Personal	\$ 7,450	\$ 7,660	\$ 8,085
Personal Allowances Asignaciones Compensatorias	1,490	1,528	1,591
Travel and Transportation Viajes y Transportes	-	235	1,350
Total	<u>\$ 8,940</u>	<u>\$ 9,423</u>	<u>\$11,026</u>

<u>Posts</u> <u>Plazas</u>	<u>Grade</u> <u>Clasificación</u>	<u>Number of Posts</u> <u>Número de Plazas</u>		
		<u>1950</u>	<u>1951</u>	<u>1952</u>
Executive Officer Funcionario Ejecutivo	15	1	1	1

## BUDGET OFFICE

### 1. Purpose

The Budget Office compiles and develops the budget for the American Region of the World Health Organization, and for the Pan American Sanitary Bureau; evaluates programs in order to determine the adequacy of allotted funds; renders advice to Regional Officers as to the relation between the rate of expenditure and the amount allotted; insures that such charges as are made against allotments are in accordance with approved plans, programs and regulations; and coordinates the budget practices and activities of the Regional Office of the American Area with those of the Pan American Sanitary Bureau.

### 2. Duties and Responsibilities

The duties and responsibilities of this section are:

- a) to prepare regular budget estimates for presentation to the Regional Committee of the American Area, in accordance with the rules and regulations of WHO and such instructions as may be given by WHO Headquarters.
- b) to analyze, study and recommend allocation of appropriations;
- c) to review all allotments issued to the Regional Office to determine their adequacy and recommend adjustments thereto;
- d) to notify appropriate officials that allotments have been received and the purpose for which the allotment has been issued;
- e) to maintain data regarding program needs;
- f) to compile and develop statistical data for use in the preparation of future budgets;

- g) to advise and consult with operating officials in preparing estimates of needs affecting the budget; and
- h) to maintain such routine controls as are necessary to maintain control over commitments chargeable against allotments issued.

### 3. Pan American Sanitary Bureau

The complete budget process of the Pan American Sanitary Bureau is maintained by this office. Because this operation involves all the activities of an autonomous organization, the process is of necessity more complicated and more time-consuming than the usual WHO Regional Office budgetary operation. The Pan American Sanitary Bureau provides clerical and secretarial assistance for this office.

### 4. Requirements

- a) Personnel - No increase to the number of personnel of this office is anticipated.
- b) Travel - For the purpose of maintaining liaison with Headquarters, Geneva. One round trip Washington/Geneva.

Transportation cost	\$750.00	
Per diem (2 weeks @ \$10.00)	<u>140.00</u>	\$890.00

For the purpose of consulting with the New York Liaison Office, WHO.

Transportation cost	\$ 30.00	
Per diem (3 days @ \$10.00)	<u>30.00</u>	60.00
		<u>\$950.00</u>

REGIONAL OFFICE FOR THE AMERICAS  
OFICINA REGIONAL PARA LAS AMERICAS

Budget Office  
Oficina de Presupuesto

		<u>Summary</u> <u>Resumen</u>	
	<u>1950</u>	<u>1951</u>	<u>1952</u>
Personal Services Personal	\$4,910	\$5,315	\$5,600
Personal Allowances Asignaciones Compensatorias	1,555	1,835	1,877
Travel and Transportation Viajes y Transportes	-	100	950
Total	<u>\$6,465</u>	<u>\$7,250</u>	<u>\$8,427</u>

<u>Posts</u> <u>Plazas</u>	<u>Grade</u> <u>Clasificacion</u>	<u>Number of Posts</u> <u>Numero de Plazas</u>		
		<u>1950</u>	<u>1951</u>	<u>1952</u>
Budget Officer Funcionario de Presupuestos	12	<u>1</u>	<u>1</u>	<u>1</u>

## FINANCE AND ACCOUNTS OFFICE

### 1. Purpose

The Finance and Accounts Office administers and correlates all activities of an accounting, disbursing and banking nature for the Regional Office and makes periodic reports of such activities to Headquarters.

### 2. Duties and Responsibilities

The duties and responsibilities of this office are:

- a) to insure that all disbursement of funds are made by the Regional Office in conformity with the financial policies, rules, regulations and procedures of WHO;
- b) to maintain such funds as are required by Headquarters;
- c) to maintain such records as are required to provide the Regional Director with financial information;
- d) to develop financial procedures that will permit the financial operations of the PASB to be integrated with those of WHO;
- e) to maintain detail control over all obligations and expenditures of allotments issued to the Regional Director;
- f) to certify as to the availability of funds and/or open positions; and
- g) to approve all expenditures.

### 3. Pan American Sanitary Bureau

The Chief, Finance and Accounts Section (PASB) provides general supervision over WHO Regional Office accounting activities. During 1950, steps have been taken to integrate the work of the two offices on a functional basis.

It is hoped that by 1952, a completely integrated accounting system will be in operation so that both the Bureau and WHO will benefit from the efficiencies obtainable by the volume increase from this combination.

In addition, the Bureau contributes the services of its staff members during periods of unusually heavy work volume.

#### 4. Requirements

- a) Personnel - A personnel survey is being made to determine the needs of the section.
- b) Travel - For the purpose of reviewing accounting procedures and maintaining liaison with Headquarters.

Transportation - Washington-Geneva and return	\$750
Per diem - 14 days @ \$10	<u>140</u>
	<u>\$890</u>

5. Workload figures for this section are as follows. These figures represent WHO actions only.

WORLD HEALTH ORGANIZATION  
REGIONAL OFFICE FOR THE AMERICAS

1950	Jan.	Feb.	Mar.	Apr.	May	June	July	Total	Average
Checks Issued	164	188	352	225	353	248	243	1773	253
Vouchers Issued	106	95	264	126	246	166	165	1168	166
Dr. and Cr. Notes	83	100	131	41	66	58	65	544	77
Purchase Orders	32	212	194	193	112	73	54	890	127
Travel Authorizations	37	33	51	54	43	70	33	321	47

1. 300 items of correspondence of which 75% contains answers to queries from Geneva Headquarters, the balance various correspondence.
2. 111 receipts.
3. 350 letters of transmittal of various material.
4. Checks and Vouchers prepared for the 7 months, represents in excess, 12,000 entries in our records of accounts.
5. In addition to the above, the Regional Office prepares regular monthly reports to be forwarded to Geneva Headquarters.

A-493.101



REGIONAL OFFICE FOR THE AMERICAS  
OFICINA REGIONAL PARA LAS AMERICAS

Finance and Accounts  
Finanzas y Contaduria

	1950	Summary Resumen 1951	1952
Personal services Personal	\$13,335	\$21,760	\$23,395
Personal allowances Asignaciones compensatorias	4,880	7,163	7,397
Travel and transportation Viajes y transportes		52	890
Total	\$18,215	\$28,975	\$31,682

Posts Plazas	Grade Clasificación	1950	1951	1952
Finance Officer Funcionario de Finanzas	12	1	1	1
Junior Accountant Contador Auxiliar	7	2	3	3
Clerk-Stenographer Taquígrafa	5	2	3	3
Total		5	7	7

## PERSONNEL OFFICE

### 1. Purpose

The Personnel Office provides technical and advisory services on personnel and coordinates the personnel practices of the Pan American Sanitary Bureau with those of the World Health Organization.

### 2. Duties and Responsibilities

The duties and responsibilities of the section are:

- a) To formulate and recommend personnel policies and practices.
- b) To develop sources for the recruitment of personnel.
- c) To test or evaluate the qualifications of candidates.
- d) To screen and refer candidates and advise on selection.
- e) To develop minimum qualifications for all posts, and insure their application.
- f) To document appointments, separations, and changes in status.
- g) To interpret time and leave regulations.
- h) To maintain required files and records and prepare personnel statistics and analyses.
- i) To determine work load and performance standards.
- j) To advise on and sponsor training programs.
- k) To recommend and supervise application of policies on personnel relations and grievances.
- l) To initiate and sponsor personnel welfare and service activities.
- m) To make wage and allowance studies, recommend rates, and supervise their application.
- n) To evaluate duties and responsibilities of posts and to allocate proper grades.

o) To advise on the disposition of disciplinary cases.

p) To supervise the evaluation of employee services.

q) To recommend policies on and supervise the operation of pension and insurance plans.

r) To interpret staff rules and regulations.

### 3. Pan American Sanitary Bureau

The Personnel Office serves both the WHO and the PASB. At present the PASB contributes the services of an Assistant Personnel Officer and two clerical assistants.

### 4. Requirements

Personnel - The policy of decentralization and the intensification of WHO programs in the Regional Office for the Americas will substantially increase the workload of the Personnel Office, and it is proposed to strengthen the clerical staff by one clerk-typist to meet present and foreseen load increase.

The duties of the clerk-typist will be:

a) Typing personnel actions.

b) Typing letters to applicants.

c) Maintaining personnel files and records.

### 5. The itemized work load of the section is as follows:

I. Interviews 240 per month

a) Applicants (197)

b) Appointment ( 14)

c) Staff members ( 23)

d) Exit on separation ( 6)

II. Applications received, coded and classified 130 per month

III. Inquiries of all kinds 300 per month

IV. Announcement of vacancies - WHO, PASB	5 per month
V. Tests for applicants and candidates	45 per month
a) Stenographic and typing test	( 18)
b) Typing	( 27)
VI. Personnel actions typed	80 per month
VII. Medical Examinations and Employee Welfare	22 per month
VIII. Typing of in-grade increments and controls thereon	25 per month
IX. Service Ratings	25 per month
X. Correspondence	327 per month
a) Routine letters prepared by secretary	(150)
b) Cables	( 17)
c) Dictated letters	(130)
d) Routine Geneva transmittals, usually requiring form letter	( 30)
XI. Directive and Information Bulletins	4 per month
XII. Discussions with operating officials on personnel needs	12 per month
XIII. Post classification actions - WHO	4 per month
XIV. Daily clearances on correspondence and operations (D, AD, SG, PH and MAS)	20 per month
XV. Personnel Reports (regular, lengthy)	7 per month
a) Geneva reports	( 3)
b) Washington reports	( 4) _____
	1246 per month

Special Projects: These projects appear at the rate of at least  $1\frac{1}{2}$  per month. Since the first of the year, two types of these projects are noted, those that are of recurring nature and those that are of one incidence character.

I. Special reports and projects of a recurring nature:

- a) Classification projects
- b) Wage surveys affecting the Washington and field offices
- c) Staff rules and amendments
- d) Pension plan
- e) Group hospitalization
- f) Divisional and collateral reports on operations

II. Special projects with one incidence:

- a) Cost of living studies in Washington and various field offices
- b) Per diem rate studies
- c) History of Bureau personnel and present rate of development
- d) Special conference research materials
- e) Establishment of prevailing regulations and wage rates for field offices

REGIONAL OFFICE FOR THE AMERICAS  
OFICINA REGIONAL PARA LAS AMERICAS

Personnel  
Personal

	1950	Summary Resumen 1951	1952
Personal services Personal	\$ 8,790	\$8,955	\$11,400
Personal allowances Asignaciones compensatorias	2,770	2,804	3,612
Travel and transportation Viajes y transportes	--	--	950
Total	\$11,560	\$11,759	\$15,962

		Number of Posts Número de Plazas		
Posts Plazas	Grade Clasificación	1950	1951	1952
Personnel Officer Funcionario de Personal	11	1	1	1
Secretary Secretaria	5	1	1	1
Clerk-Stenographer Taquígrafa		-	-	1
Total		<u>2</u>	<u>2</u>	<u>3</u>

## OFFICE SERVICES

### 1. Purpose

To provide all service operations within the Washington Office, and such assistance to field offices as may be required.

### 2. Duties and Responsibilities

The duties and responsibilities of this section are:

- a) to secure, allocate, manage, and control space;
- b) to furnish travel and transportation services;
- c) to provide records management, including the operation of a central records unit;
- d) to control and design forms;
- e) to provide communication facilities, including telephone, telecommunications, penalty mail and postage, and internal messenger services;
- f) to plan the needs for and control office equipment and supplies, including requests for procurement, issuance procedures, inventory control, stock level control, transfer and disposition;
- g) to maintain buildings and grounds, including repairs within the resources of the regular maintenance force, and, when necessary, by contract;
- h) to furnish publication reproduction and distribution services, including duplicating, processing, collating, and addressograph services, and contracts for printing, lithographing, or other forms of reproduction of publications;

- i) to furnish vehicular transportation and chauffeur services, including garaging and upkeep of motor vehicles and necessary contractual services;
- j) to provide pool services for translating, stenographic and clerical aid; and
- k) to prepare all manuals and procedures relating to the above subjects.

### 3. Pan American Sanitary Bureau

The majority of the staff of this section is on PASB payroll, with the World Health Organization making a direct payment for its share of the total expenses where no personnel are payrolled by WHO. (Please refer to section on Common Services).

### 4. Requirements

- a) Personnel - It is proposed that the WHO staff be augmented during 1952 by the addition of two (2) Clerk-Typists, Grade 4. The incumbents of these posts will be responsible for providing typing services as required to various offices throughout the organization, to copy rough drafts of translations prepared by the translators, and to take dictation (either directly or via dictaphone) from translators and other individuals throughout the organization, to provide typing services on a detail basis to offices throughout the organization, and to assist generally on clerical and typing assignments.
- b) Travel - No travel is required for this section.



REGIONAL OFFICE FOR THE AMERICAS  
OFICINA REGIONAL PARA LAS AMERICAS

Office Services  
Servicios de Oficina

		<u>Summary</u> <u>Resumen</u>	
	<u>1950</u>	<u>1951</u>	<u>1952</u>
Personal Services Personal	\$13,535	\$25,225	\$35,785
Personal Allowances Asignaciones Compensatorias	4,970	8,569	11,928
Travel and Transportation Viajes y Transportes	-	60	-
Total	<u>\$18,505</u>	<u>\$33,854</u>	<u>\$47,713</u>

<u>Posts</u> <u>Plazas</u>	<u>Grade</u> <u>Clasificación</u>	<u>Number of Posts</u> <u>Número de Plazas</u>		
		<u>1950</u>	<u>1951</u>	<u>1952</u>
Assistant Chief and Two Translators Jefe Ayudante y Dos Traductores	9	3	3	3
Travel Officer Funcionario de Viajes	7	1	1	1
Clerk Stenographer Taquígrafa	4	2	2	2
File Clerk Empleado de Archivos	3	2	3	3
Total		<u>8</u>	<u>9</u>	<u>13</u>

## PUBLIC INFORMATION OFFICE

### 1. Purpose

The Public Information Office is responsible for providing adequate factual presentation of the WHO's work in the Region of the Americas and coordinating such presentations with those of the PASB.

### 2. Duties and Responsibilities

The duties and responsibilities of this Section are:

- a) to prepare informative material in all media; printed, processed, radio script, and visual;
- b) to advise and take part in matters relative to public relations;
- c) to prepare releases to Member Governments, public health organizations, and the press concerning the activities and plans for the Western Hemisphere;
- d) to collect information for publication;
- e) to maintain information regarding the needs of the office concerning the projects undertaken by the Organization;
- f) to prepare press releases and reports for use of the Bureau as required;
- g) to maintain a current file of newspaper clippings, and notices which mention the activities of the Organization;
- h) to maintain a photographic file;
- i) to maintain liaison with other national and international public information offices;
- j) to maintain liaison with responsible officials as directed by the Regional Director.

### 3. Pan American Sanitary Bureau

The work of the World Health Organization and that of the Pan American Sanitary Bureau is so closely allied and related that a high degree of integration is possible. Four staff members supplement the staff of WHO.

#### 4. Requirements

- a) Personnel - It is proposed that the WHO staff be augmented during 1952 by the addition of a Portuguese Writer, Grade 9. The incumbent of this post will be responsible for covering the Brazilian needs and assisting generally in the preparation of news releases.
- b) Travel - For the purpose of maintaining close contact with the New York Liaison Office.

Four round trips, Washington/New York

Transportation	\$ 120.00	
Per Diem, 12 days @ \$10	<u>120.00</u>	\$ 240

For the purpose of maintaining South American news contacts:

Round trip, Washington/Rio de Janeiro

Transportation	\$ 970.00	
Per diem, 7 days @ \$10	<u>70.00</u>	\$ 1040

Round trip, Washington/Mexico City

Transportation	\$ 250.00	
Per diem, 7 days @ \$10	<u>70.00</u>	\$ 320
		<u>\$ 1600</u>

#### 5. Other Needs

The Regional Office is charged with the responsibility to release the Newsletter in the Western Hemisphere. The estimated cost is \$5,400. In addition it is proposed that the publication "To Your Health" will cost an equal amount. The total cost of these items is included in Common Services, i.e. \$10,800.

REGIONAL OFFICE FOR THE AMERICAS  
OFICINA REGIONAL PARA LAS AMERICAS

Public Information  
Información

		<u>Summary</u> <u>Resumen</u>	
	<u>1950</u>	<u>1951</u>	<u>1952</u>
Personal Services Personal	\$ 7,300	\$ 9,880	\$13,750
Personal Allowances Asignaciones Compensatorias	2,355	2,560	5,480
Travel and Transportation Viajes y Transportes	-	2,050	2,632
Total	<u>\$ 9,655</u>	<u>\$14,490</u>	<u>\$21,862</u>

<u>Posts</u> <u>Plazas</u>	<u>Grade</u> <u>Clasificación</u>	<u>Number of Posts</u> <u>Número de Plazas</u>		
		<u>1950</u>	<u>1951</u>	<u>1952</u>
Chief Information Officer Jefe de Información	13	1	1	1
Bilingual Writer Escritor Bilingüe	9	-	-	1
Writer Escritor	7	-	1	1
Clerk Stenographer Taquígrafa	5	1	-	-
Total		<u>2</u>	<u>2</u>	<u>3</u>

## COMMON SERVICES

Under the general classification "Common Services" are included the costs of housing, maintaining, servicing, and providing supplies, appropriate communications, transportation and equipment for the staff, both at the Regional Office and those who are located elsewhere. It does not include special equipment budgeted under specific programs. Costs are broken down under the following general headings:

- 28 Miscellaneous transportation
- 30 Space and equipment services
- 40 Other services
- 50 Materials and supplies
- 60 Fixed charges and claims
- 80 Acquisition of capital assets

Certain of these costs are billed directly to and paid for by the Regional Office of the World Health Organization. Others are paid for by the Pan American Sanitary Bureau and are billed to the WHO on a pro rata basis.

The manner of determining the amounts requested by the Regional Director is discussed under the specific headings of each expense classification.

### 28 Miscellaneous Transportation

The Regional Office of the Americas operates a station wagon for the purpose of providing messenger service, and local transportation.

This vehicle averages 15,000 miles per year. The following represents the estimated costs of operating, maintaining, and servicing this vehicle;

Gas consumption -  $\frac{15,000 \text{ miles}}{15 \text{ mpg}} = 1000 \text{ gals. @ } 25¢ = \$250$

Oil - 4 quarts per 1000 miles, 40¢ 60 quarts 24

Lubrication - every 1,000 miles  
@ \$1.40 each time 60

Tires, two replacements 40

Repairs 120

\$494

No estimate is included for garaging the vehicle. The present office has adequate parking facilities.

### 30 Space and equipment services

Space and equipment services include rental costs, utility costs such as electricity, water and gas, costs of repairs and alterations to premises and the costs of repairs to furniture and equipment.

It should be noted that the Common Services summarized under the Regional Office cover the costs incurred both by the Regional Office staff and the costs incurred by the Regional Advisors, their secretaries, and the Fellowships Section whose official station is the Washington office.

The PASB pays for and bills the WHO for all of the aforementioned items with the exception of such items as repairs to furniture and equipment owned by the WHO; these latter charges are billed directly to WHO by the company making the repairs.

One hundred square feet of space has been assigned to each employee. This space assignment is gross, including areas required for files and halls. The average cost of renting and maintaining space in the Washington area, exclusive of the salaries for custodial employees, is estimated to be \$2.50 per square foot.

The total number of WHO staff members assigned to Washington are:

Regional Office (excluding the Director)	44
Regional Advisors and Secretaries	14
Fellowships Section	<u>6</u>
Total	<u>64</u>

The total number of square feet required to house this staff is 6400 and the yearly cost is \$16,000. To this amount should be added a proportionate share of the cost of custodial employees salaries or \$2,400.<sup>1/</sup> The total amount required for rent, utilities and maintenance of premises is \$18,400.

To this sum should be added an amount of \$350 to cover the cost of maintenance and repairs to office equipment.

The total amount requested for Space and equipment services is therefore \$18,750.

#### 40 Other services

Under the general classification "Other services" are grouped the cost of communications (postage, cables, telephone and teletype) hospitality, and miscellaneous contractual services as may be required. Examples of the latter type are clipping services required by the Public Information Section and the medical examinations of new employees. The summary of the estimated cost of these services appears below:

Telephone	\$5,184
Telegram and cable	2,700
Teletype	360
Postage	<u>14,500</u>
Sub Total communications	<u>\$22,744</u>
Hospitality	<u>\$ 1,400</u>

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<sup>1/</sup> 6,400 sq. ft. space required for WHO  
26,400 sq. ft. total space for both staffs = 24% x \$10,000 = \$2,400.

Miscellaneous contractual services

Clipping service	\$100
Medical fees	120
	<u>\$220</u>
	<u>\$24,364</u>

50 Material and supplies

Under this heading are grouped the costs of printing, duplicating and binding office supplies and materials such as stationery, forms, paper, and expendable office equipment and visual material. The PASB presently pays for the majority of office supplies and material so that both organizations enjoy the largest quantity discount possible. Hence, the Bureau bills WHO for its share of this amount.

There follows an itemization of the anticipated WHO portion of expenditures under this general classification:

Paper, carbon, envelopes, forms and supplies (based upon estimated usage rate in 1950)	\$3,600
Fiscal Material	1,000
Printing Costs:	
Newsletter	5,400
Information material for field program	1,000
	<u>\$11,000</u>

In addition to the above, it is estimated that a charge of \$2,170 will be made by the PASB for costs of collating and preparation for mailing WHO material. This increases the total amount requested under this section to \$13,170.

60 Fixed charges and claims

The major item of expense under this heading is the cost of reimbursing



staff members for their income tax. Included under the general heading "Common Services" are only the staff members of the Regional Office. For purposes of arriving at a suitable estimate, the staff has been split into two major classifications, administrative and clerical. The total number of administrative employees is 13; an average salary of \$5,000 is applicable. There are 32 clerical employees whose average salary is \$3,000. At the present time, 25 of the 35 members located in the Washington office are citizens of the United States. (This preponderance of U.S. nationals, is due to the policy of the organization to recruit locally for all positions of Grades 8 and below). For purposes of estimating the tax, this percentage has been applied to the staff breakdown indicated above. As the tax on a salary of \$5,000 is estimated to be \$470, the total estimated amount to be reimbursed to administrative staff members is \$4,325. As the tax on \$3,000 is estimated to be \$355 for clerical employees, the total amount reimbursable for this classification is \$8,165.

In addition, the cost of insurance on the vehicle operated by the WHO must be provided for. A sum of \$100 is necessary.

The total request under this classification is therefore \$12,495.

#### 80 Acquisition of Capital Assets

Under this heading are included the costs of non-expendable equipment. It is proposed that the following items of special equipment will be purchased:

a)	Replacement of station wagon	\$ 1,500
	Purchased in 1949; the one now in use will have had 3 years of constant daily service, and it is anticipated that expensive repairs will be needed. (Deduction has been made for allowance on the old vehicle).	
b)	Three typewriters	450
c)	Three file cabinets	240
d)	One desk and chair	137
	Total	<u>\$ 2,327</u>

REGIONAL OFFICE FOR THE AMERICAS  
OFICINA REGIONAL PARA LAS AMERICAS

COMMON SERVICES  
SERVICIOS GENERALES

		<u>Summary</u> <u>Resumen</u>	
	1950	1951	1952
Miscellaneous Transportation Transportes Varios	\$ 494	\$ 494	\$ 494
Space and Equipment Services Renta, Servicios y Mantenimiento (Local y Equipo)	11,910	12,500	18,750
Other Services Otros Servicios	13,495	14,634	24,364
Material and Supplies Materiales y Suministros	9,614	10,819	13,170
Fixed Charges and Claims Gastos Fijos y Reclamaciones	7,498	7,997	12,495
Acquisition of Capital Assets Adquisición de Activo	4,089	3,556	2,327
Total	\$47,100	\$50,000	\$71,600