



PAN AMERICAN HEALTH ORGANIZATION
WORLD HEALTH ORGANIZATION



SECOND SESSION OF THE SUBCOMMITTEE ON PROGRAM, BUDGET, AND ADMINISTRATION OF THE EXECUTIVE COMMITTEE

Washington, D.C., USA, 10-12 March 2008

Provisional Agenda Item 3.1

SPBA2/2, Rev. 1 (Eng.)
10 March 2008
ORIGINAL: ENGLISH

RULES OF PROCEDURE OF THE SUBCOMMITTEE ON PROGRAM, BUDGET, AND ADMINISTRATION

1. Nature

The Subcommittee on Program, Budget and Administration is an auxiliary advisory body of the Executive Committee with responsibility for aspects of Program, Budget and Administration.

2. Functions

The Subcommittee has the following functions:

2.1 To review and, as appropriate, make recommendations to the Executive Committee on the following:

- the policies for the development and delivery of technical cooperation including the process and methodology of planning, programming, and budgeting;
- the strategic plans for the work of the Pan American Sanitary Bureau;
- the program budget and performance assessment reports;
- evaluation of programs and initiatives that strengthen oversight and ensure follow-up to internal and external plans and reports that have assessed productivity, quality of service, efficiency, and effectiveness, as well as measuring impact, outcome, and success of programs;
- the Interim Financial Report, the Financial Report, and audited financial statements, together with the report of the External Auditor;

- the audit plans and reports of the External and Internal Auditors, the United Nations Joint Inspection Unit, and any other relevant reports including those submitted by them to the Executive Committee;
- the Secretariat's responses to the matters referred to above;
- other financial and administrative matters on the proposed agenda for the next session of the Executive Committee;
- governance issues affecting staff regulations, rules, and tracking gender equity within the Organization;
- the process of admittance and assessment of NGOs in official relations with PAHO undertaken annually; and
- any other technical or administrative matters assigned to it by the Executive Committee, including any urgent development relating to the health situation in the Americas.

3. Notice of Convocation

Notices convening the Subcommittee on Program, Budget, and Administration (SPBA) of the Executive Committee, hereafter called the Subcommittee, shall be sent by the Director of the Pan American Sanitary Bureau (PASB) to the Member States, Participating States, and Associate Members at least 60 days before the commencement of the session.

4. Agenda and Documentation

The Director of PASB shall prepare the provisional agenda of sessions of the Subcommittee and it shall be dispatched with the notice of convocation.

The provisional agenda shall include:

- (a) any item the inclusion of which has been ordered by the Conference;
- (b) any item the inclusion of which has been ordered by the Council;
- (c) any item the inclusion of which has been mandated by the Executive Committee;
- (d) any item the inclusion of which has been mandated by a Member of the Subcommittee;
- (e) any item proposed by a Member State, Participating State or Associate Member,
- (f) any item proposed by the Director.

Working documents shall be prepared and sent to all Members, Associate Members, and Observer States at least 6 weeks prior to the opening of a session.

The Subcommittee shall adopt its own agenda and, in so doing, may make such additions or modifications to the provisional agenda as it may wish, except to those items placed on it by the Conference, Council or Executive Committee.

The Final Report of the Subcommittee, including any proposed resolutions, shall be posted online in the four official languages of the Organization at least 30 days after the conclusion of the session.

This Report, including any proposed resolutions, shall also be submitted to the Executive Committee for final disposition.

5. Membership of the Subcommittee

Four Members shall be elected Members of the Executive Committee to serve on the Subcommittee for periods concurrent with their membership on the Executive Committee.

With a view to maintaining an adequate balance in the geographical representation, the Director shall designate three Members to serve at each annual session of the Subcommittee.

5.1 Participation of Non Members of the Subcommittee

Member States, Participating States, and Associate Members who do not form part of the Subcommittee may participate at their own expense as observer in sessions of the Subcommittee.

5.2 Officers

The Subcommittee shall choose from among its Members a President, a Vice President, and a Rapporteur, who shall hold office until their successors are elected.

In the President's absence from a meeting, or any part thereof, the Vice President shall serve as President pro tempore.

6. Working Parties

The Subcommittee, in consultation with the Director of PASB, may establish ad hoc working parties consisting of as many Members of the Subcommittee as necessary for the orderly dispatch of the business of the Subcommittee.

7. Working Languages

The official languages of the Subcommittee shall be English, French, Portuguese and Spanish. The working languages of the Subcommittee shall be those of the members of the Subcommittee.

8. Conduct of the Session

8.1 Decisions

Decisions, to the extent possible, should be taken by consensus within the Subcommittee.

8.2 Quorum

The presence of the delegates of a majority of the Members of the Subcommittee shall constitute a quorum for the beginning of a meeting.

8.3 Procedures

Sessions shall be conducted in compliance with the present Rules of Procedure. Questions of interpretation of these Rules shall be decided by the President in a manner consistent with the Rules of Procedure of the Executive Committee.

9. Secretariat Responsibilities

The Director of PASB shall serve as Secretary ex officio of all sessions of the Subcommittee.

The Director of PASB shall be responsible for making the necessary arrangements for the Subcommittee's sessions, including the assignment and supervision of the personnel involved in its work.

10. Amendments to the Rules of Procedure

Proposed amendments to these Rules shall be submitted in writing and shall be adopted by affirmative vote of the majority of Members of the Subcommittee.

All matters not provided in these Rules shall be resolved directly by the Executive Committee.

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