

## **TERMS OF REFERENCE 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. Membership and Meetings**

#### **3.1 *Members***

The Subcommittee shall consist of seven Members: four to be elected by the Executive Committee with terms of office running concurrently with those of their membership on the Executive Committee, and three designated by the Director of PASB in consultation with the President of the Executive Committee before each session or sessions of the Subcommittee within the same year, seeking to reflect a balanced and adequate geographical distribution.

The names of delegates shall be communicated to the Director of PASB no less than 15 days before the opening of the respective sessions.

The expenses of one delegate per Member to attend sessions of the Subcommittee shall be paid by PAHO in accordance with the rules and regulations governing such expenses.

#### **3.2 *Observers***

Member States not represented on the Subcommittee and invited institutions may, at their own expense, send observers, who may participate in the proceedings of the Subcommittee.

#### **3.3 *Sessions***

The Subcommittee shall hold at least one regular session a year on dates to be decided by the Executive Committee. Additional sessions of the Subcommittee may be convened in the years when the Program Budget of the Organization is being considered.

Unless the Subcommittee decides otherwise, the sessions shall be public.