



*directing council*

PAN AMERICAN  
SANITARY  
ORGANIZATION  
VI MEETING

*Havana, Cuba  
15-24 September 1952*

*regional committee*

WORLD  
HEALTH  
ORGANIZATION  
IV MEETING



CD6/4 (Eng.)  
7 August 1952  
ORIGINAL: ENGLISH

Topic 10: PROPOSED PROGRAM AND BUDGET OF THE PAN AMERICAN SANITARY BUREAU FOR 1953

The Executive Committee at its 16th Meeting approved a new method of presenting to the Directing Council the budgets reviewed by the Committee. Resolution I approving this method provides the following:

"WHEREAS:

"It has been brought to the attention of the Committee that the procedure of budget preparation now followed results in a duplication of effort, that is time consuming and costly,

"THE EXECUTIVE COMMITTEE

"RESOLVES:

"1. To authorize the Director to submit to the Member Governments, as the official budget of the Executive Committee, the budget prepared by the Director accompanied by a separate document incorporating the action taken by the Executive Committee.

"2. To authorize the Director to prepare a final complete budget, as an official record of the Bureau, after the meeting of the Directing Council."

In accordance with the above resolution, attached herewith is the Proposed Program and Budget of the Pan American Sanitary Bureau for 1953 (Document CE16/4) accompanied by the Report of the Executive Committee on the Budget for 1953, Resolution XVIII (Document CE16/54, pages 30 to 36, inclusive), which includes the following proposed resolutions with the recommendation that they be approved by the Directing Council.

Proposed Resolutions

I

THE DIRECTING COUNCIL

RESOLVES:

1. To appropriate for the financial year 1953 an amount of \$2,060,000 as follows:

		<u>Purpose of Appropriation</u>	
PART	I	Pan American Sanitary Organization	\$ 144,657
PART	II	Pan American Sanitary Bureau - Headquarters	914,438
PART	III	Pan American Sanitary Bureau - Field and Other Programs	930,905
PART	IV	Pan American Sanitary Bureau - Other Expenditures	<u>70,000</u>
		Total All Parts	\$2,060,000
		Less Miscellaneous Receipts	<u>60,000</u>
		TOTAL ASSESSMENTS	<u>\$2,000,000</u>

2. Amounts not exceeding the appropriations noted under Paragraph 1 shall be available for the payment of obligations estimated in accordance with the Financial Regulations of the Bureau during the period 1 January to 31 December 1953, inclusive.

3. The appropriations as noted above shall be financed by assessments from Member Governments according to Article LX of the Pan American Sanitary Code.

4. The Director is authorized to transfer credits between Parts I, II and III of the Budget, provided that such transfers of credit between parts as are made do not exceed 10 per cent of the part from which the credits are transferred. Transfers of credits between these parts of the budget in excess of 10 per cent may be made with the prior concurrence of the Executive

Committee, obtained by correspondence if necessary. All transfers of budget credits between these parts of the budget shall be reported to the Directing Council.

5. Such income as may accrue to sums appropriated for the purpose of Building Loan retirement during 1953 will be handled in accordance with the Financial Regulations, Article VI, Section 6.1.

II

THE DIRECTING COUNCIL

RESOLVES:

That the scale of assessments and the quotas of the Member States for the financial year ending 31 December 1953 shall be as follows:

	%	\$
Argentina	7.31	146,200
Bolivia	.35	7,000
Brazil	9.54	190,800
Chile	2.06	41,200
Colombia	2.17	43,400
Costa Rica	.24	4,800
Cuba	1.94	38,800
Dominican Republic	.30	6,000
Ecuador	.30	6,000
El Salvador	.30	6,000
Guatemala	.35	7,000
Haiti	.24	4,800
Honduras	.24	4,800
Mexico	3.83	76,600
Nicaragua	.24	4,800
Panama	.30	6,000
Paraguay	.24	4,800
Peru	1.17	23,400
United States	66.00	1,320,000
Uruguay	.99	19,800
Venezuela	1.89	37,800
<b>TOTAL</b>	<b>100.00%</b>	<b>\$2,000,000</b>

RESOLUTION XVIII

REPORT OF THE EXECUTIVE COMMITTEE ON THE  
PROPOSED PROGRAM AND BUDGET OF THE PAN  
AMERICAN SANITARY BUREAU FOR 1953

THE EXECUTIVE COMMITTEE

RESOLVES:

To approve the Report on the Proposed Program and Budget of the Pan American Sanitary Bureau for 1953 annexed to the present resolution and to transmit it to the Governments of the Member States pursuant to Resolution I approved at this Meeting.

(Approved at the Twelfth Plenary  
Session held 29 April 1952)

ANNEX

REPORT OF THE EXECUTIVE COMMITTEE ON THE  
PROPOSED PROGRAM AND BUDGET OF THE  
PAN AMERICAN SANITARY BUREAU FOR 1953

Chapter IV, Article 12, Paragraph C of the Constitution states that it is the function of the Executive Committee: "to prepare with the cooperation of the Director of the Pan American Sanitary Bureau a proposed budget for consideration by the Council."

As the procedure that has been followed, which consists in preparing a document to be presented to the Executive Committee and then drafting a new one incorporating the changes suggested, represents an expense of more than \$5,000.00, the Executive Committee thought it wise, in order to avoid duplication of work, which means a sacrifice of time and money, to adopt at this meeting Resolution I, which reads as follows:

"1. To authorize the Director to submit to the Member Governments, as the official budget of the Executive Committee, the budget prepared by the Director accompanied by a separate document incorporating the action taken by the Executive Committee.

"2. To authorize the Director to prepare a final complete budget, as an official record of the Bureau, after the meeting of the Directing Council."

In compliance with this resolution the decisions of the Executive Committee thereon accompany the budget of the Director.

The budget was drafted in a form that presents an overall picture of the international public health activities in the Western Hemisphere.

The chapters and items for the Pan American Sanitary Bureau were studied one by one, and amounts for 1953 similar to those appropriated in the 1952 budget were approved. The budget also includes information on the programs that are to be financed with funds from the regular budget of the World Health Organization (subject to approval by the World Health Assembly) and the Technical Assistance programs of the United Nations and of the Organization of American States (subject to the amounts voted by their competent agencies).

Since the Director stated that this budget reflects the decentralization of the activities of the Headquarters Office in favor of the Zone Offices, the Executive Committee points out the need for carrying out such decentralization.

When the budget allotments for the Division of Administration were studied, it became evident that this unit has a great many offices. This fact suggests the advisability of making a careful study of the possibility and need of reducing or consolidating some of them. The Committee also suggests the advisability of determining through a regulation the responsibilities of the offices of Assistant Director and Secretary General.

In general, the Executive Committee considered that in the budget of the Pan American Sanitary Bureau the funds for administrative expenses are out of proportion to the funds for field programs, and it suggests to the Director the advisability of orienting his policy so that a greater percentage of the funds will be devoted to the aforesaid field activities.

The advisability of evaluating the activities of the Pan American Sanitary Bureau was brought out, and the following method was approved: That the Director should complete a study within the next 60 days, on the manner in which such a survey could be carried out, and that he send the results of this study to the Governments, thus enabling the Member Governments of the Executive Committee to submit within 30 days thereafter their opinion on the plan, so that it could be undertaken and a preliminary report of the study be presented at the Meeting of the Directing Council.

The excellent presentation of the budget did not pass unnoticed, nor did the points of view of the Director pointing out that the administrative problems of an international bureau are not a simple matter, and that the present type of organization should not be changed without first knowing the results of that evaluation.

The Executive Committee wishes to bring to the attention of the Directing Council the following recommendations on specific items of the budget:

1) Office of Planning and Coordination (pp. 41-43).

This office was established by the Director in January 1952, to assist him, the Assistant Director and the Chiefs of Divisions in the coordination and planning of the activities of the Bureau involving other international agencies. The Committee does not feel that this type of unit is essential to the proper functioning of the Bureau. However, the Committee is of the opinion that no final decision on the Office should be taken until next year when, with one year of experience, it will be possible to make a more adequate evaluation of its usefulness.

2) Supply Office (pp. 70-71).

The Committee questions the necessity of having 13 posts in this office, and in particular the position of Assistant Chief. Not wishing arbitrarily to abolish the last-mentioned post, the Committee has decided to leave the decision to the Director.

3) Zone Offices (pp. 107-110).

In the description of the "Purpose" (p. 108) of the Zone Offices, the Committee made several changes directed at giving a more accurate picture of the functioning and objectives of the offices. The following changes in the text were approved (additions are underlined, deletions are in brackets):

The programs of the Field Offices are regulated by the Pan American Sanitary Code and the resolutions of the Pan American Sanitary Conference and its organs. The activities developed are essentially of a technical or a practical nature, with respect to the internal problems and the sovereignty of the various countries included in their jurisdictional territory. The principal objectives may be summarized as follows:

Points 1 to 4 remain unchanged.

5. To collaborate in the development of the practical programs in the various countries, using the facilities of the Pan American Sanitary Bureau or of other organizations.

At the second plenary session it was decided that the budget should not exceed a limit of two million dollars for the financial year 1953.

The Executive Committee was asked to consider the possibility of increasing by \$500,000 the regular budget for 1953, an amount that would be used fundamentally for carrying out field programs.

The Committee, while recognizing the desirability of implementing the additional projects, decided against approving any of them. It was felt that the Member Governments were not in a position to support a substantial increase in the budget.

In view of the foregoing, the Committee recommends to the Directing Council the approval of the following resolutions:

Proposed Resolutions

I

THE DIRECTING COUNCIL

RESOLVES:

1. To appropriate for the financial year 1953 an amount of \$2,060,000 as follows:

		<u>Purpose of Appropriation</u>	
PART	I	Pan American Sanitary Organization	\$ 144,657
PART	II	Pan American Sanitary Bureau - Headquarters	914,438
PART	III	Pan American Sanitary Bureau - Field and Other Programs	930,905
PART	IV	Pan American Sanitary Bureau - Other Expenditures	<u>70,000</u>
		Total All Parts	\$2,060,000
		Less Miscellaneous Receipts	<u>60,000</u>
		<b>TOTAL ASSESSMENTS</b>	<b><u>\$2,000,000</u></b>



2. Amounts not exceeding the appropriations noted under Paragraph 1 shall be available for the payment of obligations estimated in accordance with the Financial Regulations of the Bureau during the period 1 January to 31 December 1953, inclusive.

3. The appropriations as noted above shall be financed by assessments from Member Governments according to Article LX of the Pan American Sanitary Code.

4. The Director is authorized to transfer credits between Parts I, II, and III of the budget, provided that such transfers of credits between parts as are made do not exceed 10 percent of the part from which the credits are transferred. Transfers of credits between these parts of the budget in excess of 10 percent may be made with the prior concurrence of the Executive Committee, obtained by correspondence if necessary. All transfers of budget credits between these parts of the budget shall be reported to the Directing Council.

5. Such income as may accrue to sums appropriated for the purpose of Building Loan retirement during 1953 will be handled in accordance with the Financial Regulations, Article VI, Section 6.1.

---

II

THE DIRECTING COUNCIL

RESOLVES:

That the scale of assessments and the quotas of the Member States for the financial year ending 31 December 1953 shall be as follows:

Argentina	7.31	\$	146,200
Bolivia	.35		7,000
Brazil	9.54		190,800
Chile	2.06		41,200
Colombia	2.17		43,400
Costa Rica	.24		4,800
Cuba	1.94		38,800
Dominican Republic	.30		6,000
Ecuador	.30		6,000
El Salvador	.30		6,000
Guatemala	.35		7,000
Haiti	.24		4,800
Honduras	.24		4,800
Mexico	3.83		76,600

(Continued)

II (Continued)

	%	
Nicaragua	.24	\$ 4,800
Panama	.30	6,000
Paraguay	.24	4,800
Peru	1.17	23,400
United States	66.00	1,320,000
Uruguay	.99	19,800
Venezuela	1.89	37,800
		<hr/>
Total	100.00%	\$2,000,000
		<hr/>



*executive committee of  
the directing council*

PAN AMERICAN  
SANITARY  
ORGANIZATION

*working party of  
the regional committee*

WORLD  
HEALTH  
ORGANIZATION



16th Meeting  
Washington, D. C.  
21-30 April 1952

CE16/4 (ENG.)  
17 MARCH 1952  
ORIGINAL: ENGLISH

**PROPOSED PROGRAM AND BUDGET OF THE  
PAN AMERICAN SANITARY BUREAU  
FOR THE YEAR 1953**

**SUBMITTED BY THE DIRECTOR**

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LETTER OF THE DIRECTOR TO THE  
MEMBERS OF THE EXECUTIVE COMMITTEE  
TRANSMITTING THE PROPOSED PROGRAM AND BUDGET FOR 1953

17 March 1952

Pursuant to the instructions and authority of the Constitution of the Pan American Sanitary Organization (Chapter IV, Article 12, Paragraph C), I have the honor to transmit the Proposed Program and Budget of the Pan American Sanitary Bureau for the year 1953 for the consideration of the Members of the Executive Committee.

Sincerely yours,

Fred L. Soper  
Director

Enclosure

INTRODUCTION

The Directing Council, at its V Meeting, adopted the following resolution on the Proposed Program and Budget of the Pan American Sanitary Bureau for 1953:

"RESOLUTION IV"THE DIRECTING COUNCIL"RESOLVES:

"1. To consider the budget proposal submitted, as a preliminary draft that will serve as a basis for the preparation of the Proposed Program and Budget for 1953; and to forward it to all Member Governments, so that they may express their views on the content of the Program to the Pan American Sanitary Bureau, with the recommendation that they transmit such views to the Bureau as promptly as possible, to guide the Director in preparing, before February 1952, the Proposed Program and Budget for 1953.

"2. To request the Director of the Pan American Sanitary Bureau to continue working on the preparation of the detailed Program and Budget for 1953 on the basis of the proposed preliminary draft, it being understood that all phases of the Program and Budget shall be subject to review and revision by the Executive Committee at its 16th Meeting."

In accordance with Paragraph 1 of the above resolution, the Director, on 19 November 1951, forwarded Document CE14/12 (Proposed Program and Budget of the Pan American Sanitary Bureau for 1953) to all Member Governments with the request that replies be sent to the Bureau by 20 December.

By 19 January 1952, only ten answers had been received; consequently a follow-up letter was sent to those countries which had not replied.

As of March 5, five additional answers had been received. Of the answers received from the fifteen countries, six indicated that the budget of \$2,500,000 was acceptable. One country suggested a budget of \$2,000,000. Another country recommended "some increase" but less than the \$2,500,000 budget would involve; and four countries recommended that the 1953 budget be the same as the budget for 1952. Three countries "took note of" the budget submitted but made no specific comments.

In view of the above, the Director decided to submit an assessment budget of \$2,000,000 with a supplementary schedule showing which additional programs should be given preference if additional funds are voted. The scale of assessments shows the assessment for each country for a \$2,000,000 budget as well as the scale for each additional hundred thousand dollars up to a maximum of \$2,500,000.

It is noteworthy that the administrative structure of the Organization does not increase in proportion to the increase in the budget for programs. In other words, the administrative framework necessary to support a \$2,000,000 budget can absorb a certain number of additional projects without any increase.

The 1953 budget has been designed to provide a more comprehensive statement of international public health operations in the Western Hemisphere. Information has been included showing the programs and projects to be financed by the regular budget of the World Health Organization (subject to approval by the Health Assembly), the Expanded Program of Technical Assistance for Economic Development (subject to funds being made available by the Technical Assistance Board), and funds made available to the Bureau from other sources. The format of the 1953 budget represents a step forward in long-range planning and coordination. As the budgets for future years are prepared, one may expect to find evidence of a more tightly coordinated program.

Details concerning the proposed projects have, when possible, been shown in relation to the country for which the programs are planned. This is a step toward standardization of budget practice by the Pan American Sanitary Bureau and the World Health Organization.

Other programs which are regional in scope are budgeted on a hemispheric basis as "Inter-Country Programs".

This budget reflects the decentralization of the Bureau's operations to the Zone Offices; it also shows some overlapping of functions between Headquarters and the Zone Offices. This overlapping should be eliminated by 1954, when the programs will be operated from the Zone Offices. The benefits accruing from a properly established decentralized operation outweigh the temporary additional expenses involved in the transition.

No provision has been made in the budget for salary increases to compensate for the increased cost of living in Washington and in Zone Office cities. The United Nations General Assembly approved a 7-1/2% increase for its personnel. The World Health Organization and the Pan American Sanitary Bureau are presently studying the advisability of a similar increase.

If a cost-of-living increase is approved, it will be adopted jointly by the two organizations. If this problem is solved before the April meeting of the Executive Committee, a separate document will be presented on this subject.

In respect to the program and operations in 1951, your attention is invited to the Director's Annual Report included among the documents submitted for the consideration of the Executive Committee.

GENERAL COMMENTS ON THE 1953 BUDGET  
OF THE PAN AMERICAN SANITARY BUREAU

Although the 1953 budget of the Pan American Sanitary Bureau has been developed along the same lines as the 1952 budget, it will be noted that there have been considerable changes in the arrangement of material and the amount of detail included.

The format of the budget has been altered so as to give an overall picture of public health operations carried on by the Pan American Sanitary Bureau, Regional Office of the World Health Organization for the Americas, and to conform closely to the budget of the World Health Organization. The budget contains financial information classified in a manner that indicates the portions of the total program financed by funds of the Pan American Sanitary Bureau, the Regional Budget of the World Health Organization, the Regional Expanded Program of Technical Assistance for Economic Development, and by funds from other sources.

The basic requirements for budget presentation have been observed. The budget is divided into parts, sections and chapters. The parts of the budget comprise those sections and chapters which are generally comparable. The sections are composed of chapters, all of which relate to specific activities. Chapters, in the main, relate to individual working units or programs.

The source of information on activities to be financed from WHO and WHO/TA funds was Document EB9/19, the "Proposed Program and Budget Estimates of the World Health Organization for the Financial Year 1 January to 31 December 1953"; the same source was used for the funds listed under the columnar heading "Required Imported Materials and Supplies". The information on activities financed from other funds made available to the Pan American Sanitary Bureau was based on the financial records of the Organization.

In order to demonstrate more clearly the activities of the Bureau, comparative figures are shown for the years 1951, 1952, and 1953. The personnel required to carry out these activities during each of the three years is also shown.

The Pan American Sanitary Bureau costs listed under the 1951 column are based on the year-end expenditure figures as detailed in the financial records of the Organization. Insofar as possible, these figures will be identical to those included in the final report of the external auditor. The costs listed under the 1952 column of the Pan American Sanitary Bureau are based on the allotments issued as of 1 January 1952. The 1953 Pan American Sanitary Bureau column represents the best possible financial estimates of the Director's Proposed Program and Budget.

The Pan American Sanitary Bureau follows the same post classification plan as the World Health Organization. Amounts requested to cover the cost of personnel were calculated on the basis of individual posts graded in conformity with this plan. Such variations in types of positions as there may be between the two systems were developed by the same experts who developed the World Health Organization classification plan and the differences represent supplements for posts not existing in the World Health Organization.

Costs of personnel are based on salaries and allowances payable under the Staff Regulations as of 1 January 1952.

In cases where posts are filled, the salaries and allowances are based on projections of the actual entitlements of the staff member. Where posts are unfilled, estimates based on the past experience of the Bureau have been used to develop costs. An explanation of the averages used for vacant posts is included at the end of these comments.

Travel costs are divided into two classifications, statutory and duty. Statutory travel costs cover costs on initial recruitment, transportation of personal effects, and repatriation travel and transportation of effects; home leave is also covered under this heading. Such costs have been based on averages and, in the case of home leave, on actual entitlement. Duty travel has been estimated on the basis of the actual costs of anticipated trips.

Common Services, such as space and equipment services, other services, materials and supplies, fixed charges and claims, and acquisition of capital assets, are discussed fully under Part II, Section 5 of the budget.

EXPLANATION OF AVERAGES USED IN THE PREPARATION OF THE PAN AMERICAN  
SANITARY BUREAU 1953 BUDGET FOR THE PURPOSE OF COSTING VACANT POSITIONS

Allowances

Installation Allowance  
Children's Allowance and Education Grant  
Repatriation Allowance  
Living Quarters Allowance

For posts likely to be filled by male employees, estimates for the above allowances were based on entitlements that would be due a married man with two children. In the case of females, no dependent was considered.

Note: Allowances as displayed in the chapters are self-explanatory with the exception of "Dependents", which includes both Children's Allowances and Education Grants.

Travel on Initial Recruitment and Repatriation and  
Removal of Personal Effects

For medical and professional personnel \$1,000 has been established as the applicable average for the initial recruitment of a new staff member, his wife and two children. Fifteen Hundred dollars has been established as the applicable amount to cover the cost of transporting his personal effects. In respect to the recruitment of administrative personnel, \$250 has been established as the appropriate amount to cover the transportation of a new staff member, his wife and two children, and \$750 as the amount required to cover the transportation of his personal effects.

Note: Travel items as displayed in the chapters are self-explanatory with the exception of "Recruitment and Repatriation" which includes Travel on Recruitment and Repatriation as well as Installation Allowances and Field Equipment Allowances.

Reimbursement of Income Tax

In order to include income tax reimbursement costs in the 1953 budget proposal, the following schedule of taxes applicable to the various grades was prepared.

The amounts were determined as follows:

An analysis was made of the present personnel. This consisted of determining the average step per grade of personnel anticipated to be carried into 1953. To the salary so determined was added an appropriate item for children's allowance and the previous year's tax reimbursement. A tax was computed on the earnings of each grade.

After a study of the state taxes paid the previous year, an amount of 3 per cent was added to the federal taxes above computed. The total was used for all filled posts where appropriate, and no tax was added to those posts filled by non-taxable personnel.

Additional analysis to determine the composition of filled posts revealed that 56 per cent were held by taxable personnel. From this information it was determined that 56 per cent of the tax figures used for filled posts would be used for unfilled posts.

Income Tax Averages Used for 1953 PASB Budget

	<u>Filled Posts</u>		<u>Unfilled Posts</u>	
	<u>1952</u>	<u>1953</u>	<u>1952</u>	<u>1953</u>
WL1	\$ 234	\$ 260	\$ 131	\$ 146
WL2	290	322	162	180
WL3	322	358	180	200
WL4	387	430	217	241
WL5	433	481	243	270
WL6	499	554	279	310
WL7	590	656	330	367
WL8	637	708	357	397
P1	468	520	262	291
P2	612	680	342	380
P3	812	902	455	505
P4	1,109	1,232	621	690
P5	1,453	1,614	814	904
D1				
D2	2,178	2,419	1,220	1,355



P A S B			WHO Reg.	WHO TA	Other Funds	FUNCTIONAL SUMMARY	P A S B			WHO	Required	WHO	Other
1951	1952	1953	1953	1953	1953		Spent	Allotted	Budgeted	Regular	Imp. Sup. & Mater.	TA	Funds
							1951	1952	1953	1953	1953	1953	1953
							\$	\$	\$	\$	\$	\$	\$
14	14	16	2	1		PART I Pan American Sanitary Organization	110,772	154,143	144,657	19,096		4,363	
144	144	130	54	24	3	PART II Pan American Sanitary Bureau - Headquarters	899,451	928,618	914,438	468,384		156,094	19,130
78	80	93	19	137		PART III Pan American Sanitary Bureau - Field and Other Operations	614,850	567,381	930,905	584,590	1,095,000	1,938,715	349,500
						PART IV Pan American Sanitary Bureau - Other Expenditures	70,189	50,000	70,000				
236	238	239	75	162	3	TOTAL - ALL PARTS	1,695,262	1,700,142	2,060,000	1,072,070	1,095,000	2,099,172	368,630
						Less: Miscellaneous Income	--	--	60,000				
						TOTAL FOR ASSESSMENT	1,943,681	1,943,681	2,000,000				
						Summary - All Funds							
						PASB	--	--	2,060,000				
						WHO Regular	--	--	1,072,070				
						Required Imported Supplies and Materials	--	--	1,095,000				
						WHO TA	--	--	2,099,172				
						Other Funds	--	--	368,630				
						TOTAL	--	--	6,694,872				

P A S B			WHO Reg.	WHO TA	Other Funds	FUNCTIONAL SUMMARY	P A S B			WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		Spent 1951	Allotted 1952	Budgeted 1953	1953	1953	1953	1953
							\$	\$	\$	\$	\$	\$	\$
						PART I PAN AMERICAN SANITARY ORGANIZATION							
						Sect. 1. <u>Conference Section Personnel</u>							
8	8	8				Ch. 1. Office of the Conference Chief	34,775	39,534	42,327				
6	6	8	2	1		Ch. 2. Translating Unit	27,182	32,687	42,889	10,096		4,363	
14	14	16	2	1		Total - Section 1	61,957	72,221	85,216	10,096		4,363	
						Sect. 2. <u>Organizational Meetings</u>							
						Ch. 1. Meeting of the Directing Council	35,337	65,922	39,248	9,000			
						Ch. 2. Meeting of the Executive Committee	13,478	16,000	20,193				
						Total - Section 2	48,815	81,922	59,441	9,000			
14	14	16	2	1		Total - PART I	110,772	154,143	144,657	19,096		4,363	
						PART II PAN AMERICAN SANITARY BUREAU - HEADQUARTERS							
						Sect. 1. <u>Executive Offices</u>							
11	11	9				Ch. 1. Office of the Director	80,898	78,746	72,111	24,060			
2	2	2	2			Ch. 2. Office of Public Information	6,513	15,082	17,179	39,020			
4	3	5		2		Ch. 3. Office of Planning and Coordination	21,077	18,804	30,883			15,445	
6	6	6	1			Ch. 4. Library	32,555	30,051	32,178	5,368			
10	9	9				Ch. 5. Editorial Office	38,690	42,761	45,088				
33	31	31	3	2		Total - Section 1	179,733	185,444	197,439	68,448		15,445	

P A S B			WHO Reg.	WHO TA	Other Funds	FUNCTIONAL SUMMARY	P A S B			WHO	Required Imp. Sup. & Mater.	WHO	Other Funds
1951	1952	1953	1953	1953	1953		Spent	Allotted	Budgeted	Regular	1953	TA	1953
							1951	1952	1953	1953	1953	1953	1953
						Sect. 2. <u>Division of Education and Training</u>	\$	\$	\$	\$	\$	\$	\$
2	2 2 3	2 2 2	1 5 1	1 1		Ch. 1. Office of the Chief		9,179	16,331	18,197		3,588	
						Ch. 2. Fellowships Branch	12,914	11,056	13,664	28,458			
						Ch. 3. Professional Education Branch		10,255	8,255	13,424		10,783	
2	7	6	7	2		Total - Section 2	12,914	33,490	38,250	60,079		14,371	
						Sect. 3. <u>Division of Public Health</u>							
.6	5	5				Ch. 1. Office of the Chief	64,308	41,163	38,833				
13	10	3	4	3		Ch. 2. Health Promotion Branch	75,582	70,332	20,883	39,785		25,817	
17	10	11	7	1		Ch. 3. Communicable Diseases Branch	85,779	65,621	73,682	54,991		3,514	
5	5	4	2	1	1	Ch. 4. Environmental Sanitation Branch	22,554	35,094	37,247	19,526		17,616	3,295*
41	30	23	13	5	1	Total - Section 3	218,223	212,210	170,645	114,302		46,947	3,295
						Sect. 4. <u>Division of Administration</u>							
3	3	3	1	1		Ch. 1. Office of the Chief	18,514	24,848	23,439	12,487		4,566	
1	2	2	1	1		Ch. 2. Legal Office	11,652	11,609	13,630	4,890		7,314	
8	8	8	7	2	1	Ch. 3. Supply Office	39,020	36,996	41,511	30,602		6,557	3,295*
		1	1			Ch. 4. Office of Internal Audit			6,138				
	1	1	1			Ch. 5. Office of the Chief, Adm. Mgt. & Personnel Branch		2,532	4,113	12,276			
	3	5	2	2		Ch. 6. Management Office		6,405	7,633	7,995			
	2	2	2			Ch. 7. Personnel Office	11,737	21,001	26,153	14,209		10,092	
						Ch. 8. Office of the Chief, Budget & Finance Branch			14,033	15,939			
11	10	7	8	7	1	Ch. 9. Finance Office	51,329	42,447	34,342	37,633		26,465	4,346*
4	5	5	1		1	Ch. 10. Budget Office	13,576	23,609	26,096	8,857			6,055*
38	39	35	8	2		Ch. 11. General Services	121,894	141,676	138,898	36,640		6,822	
68	76	70	31	15	3	Total - Section 4	267,752	327,158	337,892	167,096		61,816	13,696

\*OAS/TA

P A S B			WHO Reg.	WHO TA	Other Funds	FUNCTIONAL SUMMARY	P A S B			WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		Spent	Allotted	Budgeted	1953	1953	1953	1953
							\$	\$	\$	\$	\$	\$	\$
						<b>Sect. 5. Common Services - Headquarters</b>							
						Ch. 1. Space & Equipment Services	25,668	27,200	33,662	8,192		2,606	
						Ch. 2. Other Services	32,899	43,650	35,280	13,310		3,730	
						Ch. 3. Supplies & Materials	17,798	25,400	24,740	7,640		2,320	
						Ch. 4. Fixed Charges & Claims	49,009	58,001	62,855	27,173		8,859	2,139*
						Ch. 5. Acquisition of Capital Assets	16,529	5,065	8,675	2,144			
						Ch. 6. Building Improvements	48,926	11,000	5,000				
						Total - Section 5	190,829	170,316	170,212	58,459		17,515	2,139
144	144	130	54	24	3	Total - PART II	899,451	928,618	914,438	468,384		156,094	19,130
						<b>PART III PAN AMERICAN SANITARY BUREAU - FIELD AND OTHER PROGRAMS</b>							
						<b>Sect. 1. Zone Offices</b>							
4	8	12	2			Ch. 1. Mexico (Zone II)	20,140	62,018	88,867	21,406			
14	13	17	4	1		Ch. 2. Guatemala (Zone III)	57,845	70,467	111,234	56,268		11,162	
11	12	14	6	1		Ch. 3. Lima (Zone IV)	67,439	72,256	94,383	69,735		13,031	
12	13	13				Ch. 4. Rio de Janeiro (Zone V)	32,763	69,322	100,821				
3	6	13	2			Ch. 5. Buenos Aires (Zone VI)	25,395	54,162	101,827	27,530			
44	52	69	14	2		Total - Section 1	203,582	328,225	497,132	174,939		24,193	
						<b>Sect. 2. Country Programs</b>							
22	19	17		23		Ch. 1. Insect Control	174,713	78,057	82,392		215,000	159,574	
				11		Ch. 2. Tuberculosis					50,000	118,483	
5	4	3	4	7		Ch. 3. Venereal Disease	59,314	33,041	46,393	63,144	100,000	94,799	
						Ch. 4. Veterinary Public Health	35,761		42,110				
1	1	1		1		Ch. 5. Acute Communicable Diseases	58,430	55,638	55,344		25,000	47,379	250,000*

\*OAS/TA

P A S B			WHO Reg.	WHO TA	Other Funds	FUNCTIONAL SUMMARY	P A S B			WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		Spent	Allotted	Budgeted	1953	1953	1953	1953
							1951	1952	1953				
				6		Ch. 6. Parasitic Diseases	\$	\$	\$	\$	\$	\$	\$
				42		Ch. 7. Public Health Administration	2,049	8,000	15,000			70,176	29,500*
2				3		Ch. 8. Nursing	8,315	210			544,125		
				26		Ch. 9. Health Education of the Public					54,905		
						Ch. 10. Maternal and Child Health					605,000	66,617	
						Ch. 11. Mental Health				4,275		296,781	
4	4	1	1	1		Ch. 12. Nutrition	25,151	26,610	12,318			25,000	70,000**
		2				Ch. 13. Environmental Sanitation		10,000	103,888	70,103		74,844	
						Ch. 14. Antibiotics and Insecticides					100,000		
34	28	24	5	120		Total - Section 2	363,733	211,556	357,445	137,522	1,095,000	1,552,683	349,500
						Sect. 3. Education and Training Program							
						Ch. 1. Fellowships	16,184		37,228				
						Ch. 2. Technical Meetings			2,600				
				15		Total - Section 3	16,184		39,828	272,129		361,839	
						Sect. 4. Publications of the PASB							
						Ch. 1. PASB Bulletin	28,495	25,000	30,000				
						Ch. 2. Epidemiology Report	2,123	2,600	1,500				
						Ch. 3. Special Publications	733		5,000				
						Total - Section 4	31,351	27,600	36,500				
78	80	93	19	137		Total - PART III	614,850	567,381	930,905	584,590	1,095,000	1,938,715	349,500

\*USPHS

\*\*Contributed to INCAP operations by member nations and the W. K. Kellogg Foundation

P A S B			WHO Reg.	WHO TA	Other Funds	FUNCTIONAL SUMMARY	P A S B			WHO	Required	WHO	Other
1951	1952	1953	1953	1953	1953		Spent	Allotted	Budgeted	Regular	Imp. Sup. & Mater.	TA	Funds
1951	1952	1953	1953	1953	1953		1951	1952	1953	1953	1953	1953	1953
							\$	\$	\$	\$	\$	\$	\$
						PART IV PAN AMERICAN SANITARY BUREAU - OTHER EXPENDITURES							
						Ch. 1. Building Loan Amortiza- tion	50,000	50,000	70,000				
						Ch. 2. Payment of 1950 Income Tax	2,403						
						Ch. 3. Terminal Leave	17,786						
						Total - PART IV	70,189	50,000	70,000				
236	238	239	75	162	3	TOTAL - ALL PARTS	1,695,262	1,700,142	2,060,000	1,072,070	1,095,000	2,099,172	368,630
						Less Miscellaneous Income			60,000				
						TOTAL ASSESSMENTS	1,943,681	1,943,681	2,000,000				

GENERAL INFORMATION ANNEX I

RECAPITULATION OF ESTIMATED COSTS BY OBJECT OF EXPENDITURE  
FOR THE YEARS 1951, 1952 and 1953

	1951		1952		1953	
	<u>TOTAL</u>	<u>PERCENTAGE</u>	<u>TOTAL</u>	<u>PERCENTAGE</u>	<u>TOTAL</u>	<u>PERCENTAGE</u>
Personal Services	\$ 906,671	53.48	\$ 961,155	56.53	\$1,091,135	52.97
Personal Allowances	135,151	7.97	159,618	9.39	203,819	9.89
Travel and Transportation	171,216	10.10	169,911	9.99	169,825	8.24
Space and Equipment	33,580	1.98	55,500	3.27	60,466	2.94
Other Services	67,381	3.97	69,374	4.08	80,976	3.93
Supplies and Materials	81,144	4.79	114,741	6.75	194,769	9.45
Fixed Charges and Claims	69,456	4.10	63,536	3.74	70,957	3.44
Grants	85,857	5.07	39,000	2.29	95,678	4.65
Acquisition of Capital Assets	144,806	8.54	67,307	3.96	92,375	4.49
<b>Total</b>	<b>\$1,695,262</b>	<b>100.00</b>	<b>\$1,700,142</b>	<b>100.00</b>	<b>\$2,060,000</b>	<b>100.00</b>



PAN AMERICAN SANITARY BUREAU

SUMMARY OF PERSONNEL

	1951			1952			1953		
	<u>INTERNA- TIONAL</u>	<u>LOCAL</u>	<u>TOTAL</u>	<u>INTERNA- TIONAL</u>	<u>LOCAL</u>	<u>TOTAL</u>	<u>INTERNA- TIONAL</u>	<u>LOCAL</u>	<u>TOTAL</u>
PART I									
PAN AMERICAN SANITARY ORGANIZATION	9	5	14	9	5	14	9	7	16
PART II									
PAN AMERICAN SANITARY BUREAU - HEADQUARTERS	51	93	144	52	92	144	47	83	130
PART III									
PAN AMERICAN SANITARY BUREAU - FIELD AND OTHER PROGRAMS	49	29	78	49	31	80	52	41	93
PART IV									
PAN AMERICAN SANITARY BUREAU - OTHER EXPENDITURES	-	-	-	-	-	-	-	-	-
TOTAL ALL PARTS	109	127	236	110	128	238	108	131	239

PAN AMERICAN SANITARY BUREAU

SUMMARY OF PERSONNEL

	1951			1952			1953		
	INTERNA- TIONAL	LOCAL	TOTAL	INTERNA- TIONAL	LOCAL	TOTAL	INTERNA- TIONAL	LOCAL	TOTAL
Chapter 1. Office of the Conference Chief	4	4	8	4	4	8	4	4	8
Chapter 2. Translating Unit	5	1	6	5	1	6	5	3	8
Total Section 1	9	5	14	9	5	14	9	7	16
TOTAL PART I	9	5	14	9	5	14	9	7	16

PART II

PAN AMERICAN SANITARY BUREAU -  
HEADQUARTERS

Section 1. Executive Offices

Chapter 1. Office of the Director	4	7	11	4	7	11	3	6	9
Chapter 2. Office of Public Infor- mation		2	2		2	2		2	2
Chapter 3. Office of Planning and Coordination	2	2	4	2	1	3	3	2	5
Chapter 4. Library	1	5	6	1	5	6	1	5	6
Chapter 5. Editorial Office	5	5	10	5	4	9	5	4	9
Total Section	12	21	33	12	19	31	12	19	31

	1951			1952			1953		
	<u>INTERNA-</u> <u>TIONAL</u>	<u>LOCAL</u>	<u>TOTAL</u>	<u>INTERNA-</u> <u>TIONAL</u>	<u>LOCAL</u>	<u>TOTAL</u>	<u>INTERNA-</u> <u>TIONAL</u>	<u>LOCAL</u>	<u>TOTAL</u>
<b>Section 2. <u>Division of Education and Training</u></b>									
Chapter 1. Office of the Chief				1	1	2	1	1	2
Chapter 2. Fellowships Branch	1	1	2	1	1	2	1	1	2
Chapter 3. Professional Education Branch				1	2	3		2	2
<b>Total Section 2</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>7</b>	<b>2</b>	<b>4</b>	<b>6</b>
<b>Section 3. <u>Division of Public Health</u></b>									
Chapter 1. Office of the Chief	3	3	6	2	3	5	2	3	5
Chapter 2. Health Promotion Branch	9	4	13	6	4	10	1	2	3
Chapter 3. Communicable Diseases Branch	8	9	17	5	5	10	6	5	11
Chapter 4. Environmental Sanitation Branch	3	2	5	3	2	5	3	1	4
<b>Total Section 3</b>	<b>23</b>	<b>18</b>	<b>41</b>	<b>16</b>	<b>14</b>	<b>30</b>	<b>12</b>	<b>11</b>	<b>23</b>
<b>Section 4. <u>Division of Administration</u></b>									
Chapter 1. Office of the Chief	1	2	3	1	2	3	1	2	3
Chapter 2. Legal Office	1		1	1	1	2	1	1	2
Chapter 3. Supply Office	3	5	8	3	5	8	3	5	8
Chapter 4. Office of Internal Audit								1	1
Chapter 5. Office of the Chief, Administrative Management and Personnel Branch					1	1		1	1
Chapter 6. Management Office				1		1	1		1
Chapter 7. Personnel Office	1	2	3	2	3	5	2	3	5
Chapter 8. Office of the Chief, Budget and Finance Branch				1	1	2	1	1	2

	1951			1952			1953		
	INTERNA- TIONAL	LOCAL	TOTAL	INTERNA- TIONAL	LOCAL	TOTAL	INTERNA- TIONAL	LOCAL	TOTAL
Chapter 9. Finance Office	3	8	11	4	6	10	4	3	7
Chapter 10. Budget Office	2	2	4	2	3	5	2	3	5
Chapter 11. General Services	4	34	38	6	33	39	6	29	35
Total Section 4	15	53	68	21	55	76	21	49	70
TOTAL PART II	51	93	144	52	92	144	47	83	130

PART III

PAN AMERICAN SANITARY BUREAU - FIELD  
AND OTHER PROGRAMS

Section 1. Zone Offices

Chapter 1. Mexico (Zone II)	1	3	4	5	3	8	6	6	12
Chapter 2. Guatemala (Zone III)	5	9	14	5	8	13	7	10	17
Chapter 3. Lima (Zone IV)	5	6	11	5	7	12	5	9	14
Chapter 4. Rio de Janeiro (Zone V)	4	8	12	4	9	13	5	8	13
Chapter 5. Buenos Aires (Zone VI)	2	1	3	4	2	6	6	7	13
Total Section 1	17	27	44	23	29	52	29	40	69

Section 2. Country Programs

Chapter 1. Insect Control	21	1	22	18	1	19	16	1	17
Chapter 2. Tuberculosis									
Chapter 3. Venereal Disease	4	1	5	3	1	4	3		3
Chapter 4. Veterinary Public Health									
Chapter 5. Acute Communicable Diseases	1		1	1		1	1		1
Chapter 6. Parasitic Diseases									
Chapter 7. Public Health Administration									

Chapter 8. Nursing  
 Chapter 9. Health Education of  
           the Public  
 Chapter 10. Maternal and Child  
             Health  
 Chapter 11. Mental Health  
 Chapter 12. Nutrition  
 Chapter 13. Environmental Sanitation  
 Chapter 14. Antibiotics and Insecti-  
             cides

Total Section 2

TOTAL PART III

TOTAL ALL PARTS

	1951			1952			1953		
	<u>INTERNA-</u> <u>TIONAL</u>	<u>LOCAL</u>	<u>TOTAL</u>	<u>INTERNA-</u> <u>TIONAL</u>	<u>LOCAL</u>	<u>TOTAL</u>	<u>INTERNA-</u> <u>TIONAL</u>	<u>LOCAL</u>	<u>TOTAL</u>
	2		2						
	4		4	4		4	1		1
							2		2
	32	2	34	26	2	28	23	1	24
	49	29	78	49	31	80	52	41	93
	109	127	236	110	128	238	108	131	239

PART	I	<u>PAN AMERICAN SANITARY ORGANIZATION</u>
SECTION	1	<u>Conference Section Personnel</u>
CHAPTER	1	Office of the Conference Chief

Purpose:

Under the direction of the Secretary General of the Pan American Sanitary Bureau:

1. To plan and organize the meetings of the directing bodies of the Pan American Sanitary Organization (Conference, Directing Council and Executive Committee) and any other meetings convoked by the Director of the Pan American Sanitary Bureau.

2. To furnish technical advice, upon request and with the approval of the Director, in connection with other meetings, congresses or conferences held under the auspices of the Pan American Sanitary Bureau.

Duties and Responsibilities:

1. To prepare a monthly calendar of international meetings of special interest to the Pan American Sanitary Bureau.

2. To prepare budgets for the various meetings and for the Section.

3. To prepare letters of convocation and agendas for meetings.

4. To translate, reproduce and distribute to Member Governments, institutions and interested individuals working documents on the topics on the agenda for each meeting.

5. To compile and prepare collections of basic documents of the Organization and any other reference material for use during meetings.

6. To organize the secretariat for meetings and conferences, and specifically:

a) To determine the needs for space, material and equipment for meetings (including simultaneous interpretation equipment).

b) To determine the number of persons composing the secretariat and their duties.

- c) To select and train supplementary personnel.
  - d) To prepare specific instructions covering each of the services rendered by the secretariat.
  - e) To coordinate with other sections and units of the Bureau such services as travel and lodging for persons attending meetings, local transportation, document reproduction, etc., and supervise these services during meetings.
  - f) To provide during meetings such services as translating, interpreting (simultaneous or consecutive), recording of discussions, precis writing and preparation, reproduction and distribution of documents.
7. To make available the services of personnel of the Section in case of meetings held under the auspices of the Pan American Sanitary Bureau away from Headquarters when the Director has been requested to furnish technical advice in the organization of such meetings.
8. To prepare the final acts or final reports and the definitive version of the summary records of meetings.
9. To draft the correspondence relating to meetings and conferences.
10. To serve the Secretary General as a special secretariat, to follow up with Member Governments and their representatives, the World Health Organization and other specialized agencies, as well as the divisions and sections of the Pan American Sanitary Bureau, the resolutions adopted by the directing bodies of the Pan American Sanitary Organization. Also, to assist the Secretary General by preparing background material required in the drafting of working documents to be used in the discussion of topics in the agendas of meetings.

Workload Statistics:

The work of the Conference personnel does not lend itself to statistical evaluation, except with regard to the number of meetings served and the volume of documents prepared.

During 1951 the Section acted as secretariat for five (5) meetings organized by the Pan American Sanitary Bureau and furnished technical advice to two other conferences. Statistics with regard to the documentation for the five above-mentioned meetings are given below:

	<u>Number of Documents in English and Spanish</u>	<u>Number of Pages Mimeo- graphed in two Languages</u>
13th Meeting of the Executive Committee	48	1,383
14th Meeting of the Executive Committee	46	418
15th Meeting of the Executive Committee	6	30
V Meeting of the Directing Council	162	2,514
II Meeting of the Council of the Institute of Nutrition of Central America and Panama	<u>68</u>	<u>432</u>
	<u>330</u>	<u>4,777</u>



P A S B			WHO Reg.	WHO TA	Other Funds	PART I SECTION I CHAPTER I OFFICE OF THE CONFERENCE CHIEF	P A S B			WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		Spent 1951	Allotted 1952	Budgeted 1953	1953	1953	1953	1953
							\$	\$	\$	\$	\$	\$	\$
	1	1				Chief Conference Officer P4		7,413	7,638				
	1	1				Conference Officer P2		4,900	5,100				
	1	1				Documents Officer P1		3,700	3,900				
	1	1				Administrative - Assistant P1		3,700	3,900				
	1	1				Documents Clerk WL7		3,275	3,425				
	1	1				Secretary WL6		3,125	3,255				
	2	2				Clerk Stenographer WL5		5,620	5,860				
						Temporary		1,000	2,000				
8	8	8				Total - Established Posts		32,733	35,078				
						<u>Allowances</u>							
						Dependents		1,000	1,000				
						Repatriation			380				
						Pension Fund		4,444	4,632				
						Staff Insurance		257	269				
						<u>Travel</u>							
						Duty		975	968				
						Recruitment and Repatriation							
						Personal Effects							
						Home Leave		125					
						Total - Part I, Sect. 1, Chap. 1	34,775	39,534	42,327				
						Reimbursement of Income Tax (Part II, Sect. 5, Chap. 4)	2,260	2,474	2,748				
8	8	8				TOTALS	37,035	42,008	45,075				

PART	I	<u>PAN AMERICAN SANITARY ORGANIZATION</u>
SECTION	1	<u>Conference Section Personnel</u>
CHAPTER	2	Translating Unit

Purpose:

Under the direction of the Secretary General, and within the Office of the Conference Chief, this unit is charged with furnishing language services to the Bureau and to the governing bodies of the Pan American Sanitary Organization.

Duties and Responsibilities:

1. To provide translations of general and technical material at the request of the various offices into the official languages of the Bureau, which are Spanish, English, Portuguese and French. This material includes reports, articles, press releases, the Newsletter of the World Health Organization, and Bureau correspondence.

2. To provide language services during meetings of the Pan American Sanitary Organization, including translation, interpreting, and editing of the summary records and final report.

Workload Statistics:

<u>Month</u>	<u>1951</u>					<u>TOTAL</u>
	<u>Spanish</u>	<u>English</u>	<u>Portuguese</u>	<u>French</u>		
January	187	143	32	18	380	
February	211	164	34	39	448	
March	327	111	31	28	497	
April	415	224	44	23	706	
May	271	230	163	9	673	
June	467	171	47	14	699	
July	399	89	70	16	574	
August	521	139	125	9	794	
September	302	394	36	4	736	
October	345	323	64	17	749	
November	350	392	66	14	822	
December	<u>193</u>	<u>234</u>	<u>262</u>	<u>6</u>	<u>695</u>	
	<u>3,988</u>	<u>2,614</u>	<u>974</u>	<u>197</u>	<u>7,773</u>	

P A S B			WHO Reg.	WHO TA	Other Funds	PART I SECTION 1 CHAPTER 2 TRANSLATING UNIT	P A S B			WHO	Required Imp. Sup. & Mater.	WHO	Other Funds
1951	1952	1953	1953	1953	1953		Spent	Allotted	Budgeted	Regular	1953	TA	Funds
							1951	1952	1953	1953	1953	1953	1953
	1	1				Chief of Unit		\$	\$	\$	\$	\$	\$
	2	2				Translator		6,100	6,300				
	2	2	2	1		Translator		10,000	10,400				
	1	3				Translator		8,800	9,200	8,533		3,800	
						Clerk-Typist		2,525	7,685				
	6	8	2	1		Total - Established Posts		27,425	33,585	8,533		3,800	
						<u>Allowances</u>							
						Dependents		1,200	1,200	200			
						Repatriation			1,610	100			
						Pension Fund		3,840	4,703	1,195		532	
						Staff Insurance		222	273	68		31	
						<u>Travel</u>							
						Duty							
						Recruitment and Repatriation							
						Personal Effects							
						Home Leave			1,518				
						Total - Part I, Sect. 1, Chap. 2		27,182	32,687	42,889	10,096	4,363	
						Reimbursement of Income Tax (Part II, Sect. 5, Chap. 4)		1,006	1,080	1,682	520	520	
	6	8	2	1		TOTALS		28,188	33,767	44,571	10,616	4,883	

PART	I	<u>PAN AMERICAN SANITARY ORGANIZATION</u>
SECTION	2	<u>Organizational Meetings.</u>
CHAPTER	1	Meeting of the Directing Council

Funds requested under this chapter of the budget are for the purpose of covering the cost of a meeting of the Directing Council in 1953. Costs of this meeting have been based on the assumption that it will be held in Washington, D. C.

P A S B			WHO Reg.	WHO TA	Other Funds	PART I SECTION 2 CHAPTER 1	P A S B			WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953	MEETING OF THE DIRECTING COUNCIL	Spent 1951	Allotted 1952	Budgeted 1953	1953	1953	1953	1953
							\$	\$	\$	\$	\$	\$	\$
						Personal Services		21,596	25,248		1,120		
						Travel and Transportation		27,326			7,280		
						Space and Equipment Services		6,000	6,000		200		
						Other Contractual Services			2,000		250		
						Materials, Supplies, and Printing		20,000	15,000		150		
						WHO Contribution		(9,000)	(9,000)				
						Total - Part I, Sect. 2, Chap. 1	35,337	65,922	39,248	9,000			

PART I PAN AMERICAN SANITARY ORGANIZATION  
SECTION 2 Organizational Meetings  
CHAPTER 2 Meeting of the Executive Committee

Funds requested under this chapter are for the purpose of covering the costs of the first meeting of the Executive Committee in 1953.

P A S B			WHO Reg.	WHO TA	Other Funds	PART I SECTION 2 CHAPTER 2	P A S B			WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953	MEETING OF THE EXECUTIVE COMMITTEE	Spent	Allotted	Budgeted	1953	1953	1953	1953
							\$	\$	\$	\$	\$	\$	\$
						Personal Services		7,605	11,086				
						Travel and Transportation		4,895	5,557				
						Space and Equipment Services		1,000	1,000				
						Other Contractual Services		1,500	1,550				
						Supplies and Materials		1,000	1,000				
						Totals - Part I, Sect. 2, Chap. 2	13,478	16,000	20,193				

PART	II	<u>PAN AMERICAN SANITARY BUREAU-HEADQUARTERS</u>
SECTION	1	<u>Executive Offices</u>
CHAPTER	1	Office of the Director

The purpose, duties and responsibilities of the Office of the Director of the Bureau have been set forth in the Proposed Program and Budget of the Pan American Sanitary Bureau for 1952 (Document CD5/4).

During the past months demands made upon the time of the Director and the Assistant Director regarding over-all programming and coordination of activities became so great that a new staff unit, the Office of Planning and Coordination, was created to aid the officials in this activity. This office will collect and analyze all information regarding specific projects, consider the project in relation to all others and make recommendations thereon for the final consideration and decision of the Director.

The development of the Office of Planning and Coordination is in accordance with the sense of Resolution VI adopted by the V Meeting of the Directing Council and Resolution II adopted by the 13th Pan American Sanitary Conference, both of which resolutions recognize the need and desirability of comprehensive long-range planning in relation to the development of a sound international public health program.



P A S B			WHO Reg.	WHO TA	Other Funds	PART II SECTION 1 CHAPTER 1	P A S B			WHO	Required Imp. Sup. & Mater.	WHO	Other
1951	1952	1953	1953	1953	1953	OFFICE OF THE DIRECTOR	Spent 1951	Allotted 1952	Budgeted 1953	Regular 1953	1953	1953	1953
							\$	\$	\$	\$	\$	\$	\$
	1	1				Director of the Bureau		16,000	16,000				
	1	1				Assistant Director (Partial Year 1952)		11,250	15,000				
	1	1				Secretary General		14,000	14,000				
	3	3				Liaison and Reports Officer*		4,100					
	3	3				Secretary		11,695	12,205				
	1					Clerk Stenographer		9,255	9,635				
						Clerk Typist*		2,870					
						WHO Con't. to Directors Salary		(15,000)	(15,000)	15,000			
11	11	9				Total - Established Posts		54,170	51,840	15,000			
						<u>Allowances</u>							
						Representation for Director Dependents		6,000	6,000				
						Repatriation			585				
						Pension Fund		9,685	9,359				
						WHO Con't. to Directors Pension Fund		(2,100)	(2,100)	2,100			
						Staff Insurance		556	537				
						<u>Travel</u>							
						Duty		6,900	5,890	6,960			
						Recruitment and Repatriation		1,785					
						Personal Effects		250					
						Home Leave		1,500					
						Total - Part II, Sect. 1, Chap. 1	80,898	78,746	72,111	24,060			
						Reimbursement of Income Tax (Part II, Sect. 5, Chap. 4)	6,536	6,741	6,970				
11	11	9				TOTALS	87,434	85,487	79,081	24,060			

\*Transferred to PLANNING AND COORDINATION OFFICE IN 1953

PART II PAN AMERICAN SANITARY BUREAU-HEADQUARTERS  
SECTION 1 Executive Offices  
CHAPTER 2 Office of Public Information

The statement of duties and responsibilities of the Office of Public Information, as expressed in Document CD5/4, Proposed Program and Budget of the Pan American Sanitary Bureau for 1952, Part III, is correct, but a clarifying statement setting forth the purpose of this office is essential to a better understanding of its operations.

Purpose:

The purpose of the Office of Public Information is to make the PASB/WHO work and objectives as widely known and understood as possible, through the most effective media, reaching the broadest possible sectors of population of all Member Governments. The Public Information program has been designed with this purpose in view and budgeted in proportion to the programs and budgets of the two Organizations.

The Office of Public Information operates for both the Pan American Sanitary Bureau and the World Health Organization as a single unit. Such increases as appear in the 1953 Proposed Budget of the Pan American Sanitary Bureau are based on increased requirements of PASB/WHO as a result of additional activities of the office.

There follows a brief explanation of the major activities of the Office of Public Information.

Press Releases

One of the most valuable media through which information of the Bureau's public health activities reaches the public is press releases. On the average one release concerning Bureau activities is made each week. This release is sent to approximately 1,000 outlets in the Western Hemisphere. No volume increase is anticipated in 1953 over previous years and costs reflected below are based on a total yearly distribution in 1953 of 52,000.

Exhibits

The Pan American Sanitary Bureau and the World Health Organization have found that graphic presentation of their activities at medical congresses and scientific meetings is one of the most effective means of

stimulating interest in these organizations as international public health activities in the Western Hemisphere can be best described in terms of the total PASB/WHO operation. Material for exhibit is prepared on a cooperative basis, one half of the costs being borne by the Pan American Sanitary Bureau and one half by the World Health Organization. During 1953 it is expected that the Pan American Sanitary Bureau and the World Health Organization will have the opportunity to present their story upon six different occasions. Costs have been based on this assumption. The number of such exhibitions does not represent an increase over previous years' activities.

Other Activities

The gathering of information, the supply of special material and the evaluation of Public Information activities each accrue specific costs. The items listed in the following table identify such costs and are based on the experience gained during 1951 and 1952. (See next page.)

Cost Estimates of Public Information Activities  
Based on Operations During 1951-1952

	<u>Space and Equipment Service</u>	<u>Other Services</u>	<u>Supplies and Materials</u>
<u>Press Releases</u>			
<u>1 per week - 52 releases:</u>			
Stencils, paper, envelopes	\$	\$	\$ 400
Postage, \$52 per release:			
English - free			
Spanish - \$45.00			
Bulk - <u>7.00</u>			
\$52.00 x 52		<u>2,704</u>	
	\$	<u>\$2,704</u>	\$ 400
<u>Exhibits (1/2 WHO - 1/2 PASB)</u>			
<u>6 exhibits at \$500 each approximately:</u>			
Material, preparation of	\$	\$	\$ 150
Shipping - 1300 pounds - 6 times		350	
Handling		150	
Rental of space (avg. \$100)	300		
Rental of furniture	100		
Setting-up and dismantling		175	
Lamps, electrical outlets		100	
Carpentry, miscellaneous labor		100	
<u>Storage:</u>			
Dead storage, \$10 x 6 months		30	
In-and-out storage, \$25 x 6		<u>75</u>	
	\$ 400	\$ 980	\$ 150
<u>Other Expenditures:</u>			
Photographs of field activities (\$100 per zone x 6 zones)	\$	\$ 600	\$
Press clippings (Latin America)		100	
Reprints, booklets, off-setting			2,900
Radio tape recording \$4 each x 25			100
Newspaper subscription			<u>90</u>
	\$	\$ 700	\$3,090
TOTAL	\$ 400	<u>\$4,384</u>	<u>\$3,640</u>

P A S B			WHO	WHO	Other	PART II SECTION 1 CHAPTER 2 OFFICE OF PUBLIC INFORMATION	P A S B			WHO	Required	WHO	Other
1951	1952	1953	Reg.	TA	Funds		Spent	Alotted	Budgeted	Regular	Imp. Sup. & Mater.	TA	Funds
			1953	1953	1953		1951	1952	1953	1953	1953	1953	1953
			1			Chief Information Officer P3	\$	\$	\$	\$	\$	\$	\$
	1	1	1			Information Officer P1				7,488			
	1	1				Secretary WL6		3,000	3,125	4,433			
	1	1				Clerk Typist WL5		2,990	3,110				
2	2	2	2			Total - Established Posts		5,990	6,235	11,921			
						<u>Allowances</u>							
						Dependents				100			
						Repatriation				1,668			
						Pension Fund		839	873				
						Staff Insurance		48	50	95			
						<u>Travel</u>							
						Duty		300	1,597	2,683			
						Recruitment and Repatriation							
						Personal Effects							
						Home Leave							
						<u>Public Information Activities</u>							
						Space and Equipment		400	400				
						Other Services		4,265	4,384	7,782			
						Supplies and Materials		3,240	3,640	14,771			
						Total - Part II, Sect. 1, Chap. 2	6,513	15,082	17,179	39,020			
						Reimbursement of Income Tax (Part II, Sect. 5, Chap. 4)				1,422			
2	2	2	2			TOTALS	6,513	15,082	17,179	40,442			

PART	II	<u>PAN AMERICAN SANITARY BUREAU-HEADQUARTERS</u>
SECTION	1	<u>Executive Offices</u>
CHAPTER	3	Office of Planning and Coordination

Background:

With the expansion of the activities of the Pan American Sanitary Bureau, which was due to the increased number of programs involving other international agencies, it became necessary in January 1952 to develop, under the Office of the Director, a unit to assist the Director, the Assistant Director, and the Chiefs of Divisions in the coordination and planning of its activities in reference to programs involving other international agencies.

During the past three years a wide variety of new programs and activities have been developing in this Hemisphere as a result of the Expanded Program of Technical Assistance for Economic Development of the United Nations and its Specialized Agencies, the program of Technical Cooperation of the Organization of American States, the activities of the United Nations International Children's Emergency Fund and bilateral Technical Assistance agencies. The variety of the sources of funds, with the corresponding difference in policies, regulations and procedures, has made the handling and coordination of matters related to these activities difficult and cumbersome. As a result of experience, the need for a central unit in which information regarding problems of the Bureau and of other international organizations can be centralized had become increasingly evident. The over-all planning and coordination of programs, related not only to health but to the various activities of the other international agencies, is an extremely complex task. The Bureau, as the Regional Office of the World Health Organization, has to carry out the mandate of being the coordinating agency for the international health work in this Hemisphere.

Duties and Responsibilities:

1. To assist in the planning and coordination of over-all and long-range activities of the Bureau related to other international agencies.

2. To furnish at any time to the Director's office, responsible central office staff and field staff, information on the changes and variations in policies adopted by the governing bodies of the International Programs (Technical Assistance Committee, IA-ECOSOC), as well as the variations of procedures adopted by the executive bodies of the same programs (Technical Assistance Board, Coordinating Committee on Technical Assistance).

3. To suggest and present in concrete form to the Director of the Bureau, proposals to be presented to the international bodies to facilitate and better coordinate the international field activities.

4. To assure the proper coordinational and channeling of the correspondence and contact of the Bureau with the other international agencies.

5. To keep up-to-date information relating to all programs and projects of the Bureau and its relations with the activities of other international agencies, by means of a reporting and filing system for which information on status of projects and activities will be readily available.

P A S B			WHO Reg.	WHO TA	Other Funds	PART II SECTION 1 CHAPTER 3	P A S B			WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953	OFFICE OF PLANNING AND COORDINATION	Spent 1951	Allotted 1952	Budgeted 1953	1953	1953	1953	1953
							\$	\$	\$	\$	\$	\$	\$
	1	1		1		Chief of Office P4		7,413	7,638				
	1	1				Executive Officer P4						8,666	
		1				Administrative Officer P2		5,100	5,300				
	1	1		1		Liaison and Reports Officer* P1		-	4,300				
		1				Secretary WL6		3,255	3,385			3,082	
		1				Clerk Typist* WL5		-	2,990				
4	3	5		2		Total - Established Posts		15,768	23,613			11,748	
						<u>Allowances</u>							
						Dependents		200	200			1,440	
						Repatriation			320			50	
						Pension Fund		2,208	3,306			1,643	
						Staff Insurance		128	192			146	
						<u>Travel</u>							
						Duty		500	3,252				
						Recruitment and Repatriation							
						Personal Effects							
						Home Leave						418	
						Total - Part II, Sect. 1, Chap. 3	21,077	18,804	30,883			15,445	
						Reimbursement of Income Tax (Part II, Sect. 5, Chap. 4)	515	612	1,200			554	
4	3	5		2		TOTALS	21,592	19,416	32,083			15,999	

\*Transferred from the Office of the Director in 1953



PART	II	<u>PAN AMERICAN SANITARY BUREAU-HEADQUARTERS</u>
SECTION	I	<u>Executive Offices</u>
CHAPTER	4	Library

The purpose, duties and responsibilities of the Library are the same as those shown in Document CD5/4, "Proposed Program and Budget of the Pan American Sanitary Bureau for 1952", excepting that during 1953 the Library will be required to set up and maintain in each Zone Office a small collection comprising basic medical books, periodicals, pamphlets and educational materials.

Workload Statistics:

There follows a comparison of the workload statistics for the Library for the years 1950 and 1951:

	<u>1950</u>	<u>1951</u>
<u>Acquisitions:</u>		
Books, Pamphlets and Subscriptions Ordered and Requested	960	1,472
Books Received	873	882
Pamphlets Received	1,627	2,067
<u>Periodicals:</u>		
Exchanges Established	68	30
Exchanges Offered	87	--
Titles Received by Gift	43	83
<u>Documents:</u>		
WHO	7,018	6,225
Other International Organizations	324	144
<u>Processing:</u>		
<u>Cataloguing:</u>		
Works Catalogued	2,441	1,920
Cards Prepared For Catalogs	6,708	11,019
Cards Prepared for Zone Offices and WHO Library	2,832	3,676

<u>Periodicals:</u>	<u>1950</u>	<u>1951</u>
Issues Filed	7,057	5,865
Duplicates and Discards	1,770	7,313*
Volumes Bound	353	537
<u>Indexing:</u>		
Documents and Articles	1,783	1,470
<u>Services:</u>		
Inquiries including Bibliographies	2,743	2,132
Photoprints	2,701 p.	905 p.
Microfilms	311 p.	512 p.
PASB Publications and Reprints Supplied	8,648	12,040
<u>Circulation:</u>		
Books and Pamphlets	2,075	1,354
Periodicals	7,596	3,135
Documents	2,902	16,087
<u>Inter-Library Loans:</u>		
To Libraries	170	167
From Libraries	260	409
Films Borrowed for Review	63	12

The following table lists the requirements of the Library for the year 1953:

	<u>Other Services</u>	<u>Acquisition of Capital Assets</u>
Books and Pamphlets	\$	\$ 2,000
Subscriptions to Periodicals		950
Back Issues of Periodicals		500
Binding		1,800
Kardex Unit, 15 try card catalog for shelf and check-list records		650
3 File Cabinets		300
Photostats and Microfilm	300	
	<u>\$ 300</u>	<u>\$ 6,200</u>

\* Includes material discarded when Library was moved.

P A S B			WHO Reg.	WHO TA	Other Funds	PART II SECTION 1 CHAPTER 4	P A S B			WHO	Required Imp. Sup. & Mater.	WHO	Other
1951	1952	1953	1953	1953	1953	LIBRARY	Spent	Allotted	Budgeted	Regular	1953	TA	Funds
							1951	1952	1953	1953	1953	1953	1953
	1	1	1			Chief Librarian P3	\$	\$ 6,738	\$ 6,963	\$	\$ 4,633		\$
	1	1				Librarian P1							
	1	1				Secretary WL6		3,125	3,255				
	1	1				Documents Clerk WL6		3,125	3,255				
	1	1				Periodical and Binding Clerk WL6		3,125	3,255				
	1	1				Clerk Typist WL4		2,635	2,745				
	1	1				Circulation Clerk WL4		2,635	2,745				
6	6	6	1			Total - Established Posts		21,383	22,218	4,633			
						<u>Allowances</u>							
						Dependents					50		
						Repatriation					648		
						Pension Fund		2,995	3,111				
						Staff Insurance		173	181		37		
						<u>Travel</u>							
						Duty			168				
						Recruitment and Repatriation							
						Personal Effects							
						Home Leave							
						<u>Other Services</u>			300				
						<u>Acquisition of Capital Assets</u>							
						Books and Library Equipment		5,500	6,200				
						Total - Part II, Sect. 1, Chap. 4	32,555	30,051	32,178	5,368			
						Reimbursement of Income Tax (Part II, Sect. 5, Chap. 4)	1,128	1,311	1,456	520			
6	6	6	1			TOTALS	33,683	31,362	33,634	5,888			

PART II PAN AMERICAN SANITARY BUREAU-HEADQUARTERSSECTION 1 Executive Offices

## CHAPTER 5 Editorial Office

Purpose:

Under the direction of the Secretary General, this office is charged with the preparation and publication of bulletins and journals, books and pamphlets of the Organization, as well as the distribution of the periodical publications.

Duties and Responsibilities:1. Periodical Publications

a) Bulletin of the Pan American Sanitary Bureau, monthly publication in four languages, containing original scientific articles, the latest developments in medicine and public health, technical consultations and general information, important statistical data and bibliographies. The Bulletin, which has been published since 1922, is one of the principal journals of technical orientation and is received by thousands of public health workers in the Americas.

b) The World Health Organization Chronicle, monthly publication, Spanish edition, in the hands of the Pan American Sanitary Bureau since the January 1951 issue.

c) The Journal of the Inter-American Association of Sanitary Engineering, an official publication in three languages, containing original articles and documents submitted to the Association's Congresses, and notes about the Association as well as its members. This publication has appeared since July of 1947. In February 1952 the Editorial Section was placed in charge of this publication.

d) The "Noticiero Serológico," a publication in Spanish of the Training and Research Center for Venereal Disease, Guatemala.

2. Special Publications

a) Proceedings of the Pan American Sanitary Conferences.

b) Final Reports of the Meetings of the Directing Council.

c) Proceedings and Reports of the international meetings held with the participation, or under the auspices, of the Pan American Sanitary Bureau.

d) Various books and pamphlets, original and translated.

3. Mailing Lists for

a) The Bulletin of the Pan American Sanitary Bureau.

b) The official publication of the Inter-American Association of Sanitary Engineering.

c) World Health Organization Chronicle (Spanish edition).

d) Monthly Report of the Pan American Sanitary Bureau (partial distribution).

Workload Statistics:

The work of this Office can best be evaluated by the following figures:

1. Bulletin of the Pan American Sanitary Bureau

During 1951 the Bulletin was published regularly each month and for the first time its index was divided into two volumes: Year 30, Volume 30, and Year 30, Volume 31, with a total of 1,446 pages. Eighty-three thousand copies were printed. The card index for the free and paid subscriptions was kept up to date. As of December, the total number of subscribers was 7,115.

2. World Health Organization Chronicle

The Pan American Sanitary Bureau assumed the translation into Spanish, the editing, printing and distribution of this journal in 1951, in which year the issues for January, February and March, Volume 5, with a total of 99 pages, was published. The number of subscribers is 249 and the monthly edition is 300 copies.

3. Special Publications

During 1951, ten were published with 8,000 copies. In addition to these, sixteen other publications were edited and sent to the printer. At the end of the year, nine manuscripts were pending.

In view of the increased activities of the Organization, the advisability of simultaneously publishing in the Bulletin of the Pan American Sanitary Bureau articles appearing in the Bulletin of the World Health Organization, and the need to keep up the new sections and to take care of adequately, though partially, increasing the number of original articles sent by the sanitarians of the Americas, it is necessary to increase the number of pages in the Bulletin in order that it may fulfill its objective. It is, therefore, believed that the Bulletin should have 144 pages or at least 128 per issue, which estimate is herewith given. With regard to the regular distribution of the Bulletin, with the approval of the national health authorities, we are attempting to have the Bulletin distributed in remote localities which did not receive it previously.

P A S B			WHO Reg.	WHO TA	Other Funds	PART II SECTION 1 CHAPTER 5	P A S B			WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953	EDITORIAL OFFICE	Spent 1951	Allotted 1952	Budgeted 1953	1953	1953	1953	1953
							\$	\$	\$	\$	\$	\$	\$
	1	1				Chief of Office P4		7,413	7,638				
	1	1				Assistant Editor P2		5,500	5,700				
	3	3				Sub-Editor P1		12,500	13,100				
	1	1				Secretary WL6		3,000	3,125				
	1	1				Clerk-Typist WL5		2,750	2,870				
	1	1				Clerk Typist WL4		2,525	2,635				
	1	1				Clerk Stenographer WL4		2,965	3,080				
10	9	9				Total - Established Posts		36,653	38,148				
						<u>Allowances</u>							
						Dependents		200	200				
						Repatriation			945				
						Pension Fund		5,160	5,374				
						Staff Insurance		298	309				
						<u>Travel</u>							
						Duty			112				
						Recruitment and Repatriation							
						Personal Effects							
						Home Leave		450					
						Total - Part II, Sect. 1, Chap. 5	38,690	42,761	45,088				
						Reimbursement of Income Tax (Part II, Sect. 5, Chap. 4)	1,457	1,652	1,594				
10	9	9				TOTALS	40,147	44,413	46,682				

PART	II	<u>PAN AMERICAN SANITARY BUREAU-HEADQUARTERS</u>
SECTION	2	<u>Division of Education and Training</u>
CHAPTER	1	Office of the Chief

Purpose:

The Office of the Chief of the Division is responsible for the coordination and unification of policies of the Pan American Sanitary Bureau and the World Health Organization on all matters relating to technical training programs; for assistance to Member Governments in the education of public health and medical personnel, and for advisory services to Member Governments in the organization of programs and procedures to further knowledge at the graduate and post-graduate level.

Duties and Responsibilities:

1. To coordinate, supervise and direct the work of the two main branches of the Division, i.e., the Fellowship Branch and the Professional Education Branch,
2. To assist national health organizations of Member Governments in strengthening their public health personnel through the preparation of a well-trained staff able to adequately carry out programs and especially to continue the work initiated by international agencies after they withdraw their participation in field programs.
3. To formulate long-range programs for the purpose of reducing the scarcity of trained personnel available in the public health field and also to apply in medical training recent advances in the medical-social sciences.
4. To assist the divisions, sections, and zone and field offices of the Bureau in developing the fellowship and technical training programs.
5. To cooperate with Member Governments in the study of present needs in professional medical and health education and in the evaluation of the educational programs for doctors, engineers, nurses, veterinarians, statisticians, health educators, and all other specialists of the branches of the medical-social sciences.
6. To advise Headquarters and the Zone Representatives on the facilities available for training and on the development of training programs.
7. To assist Member Governments, when so requested, in the organization and development of schools of public health and, within the limits of the Pan



American Sanitary Code and the Constitutions of the Pan American Sanitary Organization and the World Health Organization, in the educational problems relating to medical care and social welfare.

8. To assume technical and administrative responsibility for all work falling within the jurisdiction of the Division.

Other Considerations:

The Division of Education and Training serves both the Pan American Sanitary Bureau and the World Health Organization by permitting the utilization of the technical and administrative resources of the two organizations with a maximum of efficiency.

P A S B			WHO Reg.	WHO TA	Other Funds	PART II SECTION 2 CHAPTER 1 DIVISION OF EDUCATION AND TRAINING OFFICE OF THE CHIEF	P A S B			WHO	Required Imp. Sup. & Mater.	WHO	Other Funds
1951	1952	1953	1953	1953	1953		Spent	Allotted	Budgeted	Regular	1953	TA	Funds
							1951	1952	1953	1953	1953	1953	1953
	1	1	1			Chief of Division D2	\$	\$	\$	\$	\$	\$	\$
	1	1				Executive Officer * P4		3,650	7,638	11,200			
	1	1		1		Secretary * WL7		1,600	3,425				
						Secretary WL6						3,125	
	2	2	1	1		Total - Established Posts		5,250	11,063	11,200		3,125	
						<u>Allowances</u>							
						Dependents		200	400	308			
						Repatriation			1,280	50			
						Pension Fund		748	1,549	1,568		25	
						Staff Insurance		43	90	157		438	
						<u>Travel</u>							
						Duty		1,000	1,949	2,964			
						Recruitment and Repatriation		1,938					
						Personal Effects							
						Home Leave				1,950			
						Total - Part II, Sect. 2, Chap. 1		9,179	16,331	18,197		3,588	
						Reimbursement of Income Tax (Part II, Sect. 5, Chap. 4)		475	1,057	1,355		310	
	2	2	1	1		TOTALS		9,654	17,388	19,552		3,898	

\*Partial year 1952

PART	II	<u>PAN AMERICAN SANITARY BUREAU-HEADQUARTERS</u>
SECTION	2	<u>Division of Education and Training</u>
CHAPTER	2	Fellowships Branch

Purpose:

To plan and supervise all fellowship awards, all fellowships granted under the Regular Budget of the Pan American Sanitary Bureau, the Regional Budgets of the World Health Organization, the Expanded Program of Technical Assistance for Economic Development, and the Program of Technical Cooperation of the Organization of American States.

To ensure that such fellowships as are granted are done so in accordance with the policies, regulations and rules of the several organizations.

Duties and Responsibilities:

1. To develop and implement appropriate courses in respect of fellowships granted.
2. To coordinate the granting of fellowships in such a manner that fellows' schedules will conform to the schedules of the schools of study and that all arrangements will be made on a timely basis.
3. To make recommendations concerning the criteria for fellows.
4. To orient, provide individual attention, and maintain contact with all selectees.
5. To follow up, as appropriate, the activities of all individuals granted fellowships from the above-mentioned sources.

P A S B			WHO Reg.	WHO TA	Other Funds	PART II SECTION 2 CHAPTER 2 FELLOWSHIP BRANCH	P A S B			WHO	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		Spent	Allotted	Budgeted	Regular	1953	1953	1953
	1	1	1			Chief of Branch (Contract) UG	\$	\$ 8,728	\$ 8,728	\$	\$	\$	\$
			1			Fellowships Advisor P4				7,638			
			1			Administrative Assistant P1				4,333			
			1			Secretary WL6				3,385			
	1	1	2			Clerk WL6				6,427			
						Clerk Typist WL5		2,990	3,110				
2	2	2	5			Total - Established Posts		11,718	11,838	21,783			
						<u>Allowances</u>							
						Dependents				257			
						Repatriation				100			
						Pension Fund		419	435	3,051			
						Staff Insurance		94	95	221			
						<u>Travel</u>							
						Duty		1,825	1,296	1,926			
						Recruitment and Repatriation							
						Personal Effects							
						Home Leave				1,120			
						Totals - Part II, Sect. 2, Chap. 2	12,914	14,056	13,664	28,458			
						Reimbursement of Income Tax (Part II, Sect. 5, Chap. 4)	1,682	1,886	2,095	1,244			
2	2	2	5			TOTALS	14,596	15,942	15,759	29,702			

FART	II	<u>PAN AMERICAN SANITARY BUREAU-HEADQUARTERS</u>
SECTION	2	<u>Division of Education and Training</u>
CHAPTER	3	Professional Education Branch

Purpose:

To coordinate and give direction to the Education and Training Program by studying and evaluating the educational aspects of projects proposed for implementation in the various countries and by making recommendations in regard to those activities based on aid and assistance to educational institutions and the exchange of scientific information between medical schools throughout the Western Hemisphere.

To make recommendations on all proposals for scientific congresses, seminars and meetings of experts in relation to the field of public health.

Duties and Responsibilities:

1. To cooperate with the Division of Public Health and Zone Offices in developing fellowships and technical training programs.
2. To cooperate with operating officials regarding the type of fellowships to be established in connection with given projects.
3. To carry on studies in connection with the theory of professional, medical and health education; and to evaluate available facilities for the education of medical, nursing, veterinary public health, epidemiological and sanitary engineering as related to the field of public health.
4. To assist in the formulation of long-range programs designed to reduce the scarcity of training personnel available in the field of public health.
5. To review the over-all programs of the Pan American Sanitary Bureau and the regional program of the World Health Organization so as to ensure that no opportunity is lost to strengthen national health services on a permanent basis by means of an adequately balanced educational and training program.

P A S B			WHO Reg.	WHO TA	Other Funds	PART II SECTION 2 CHAPTER 3	P A S B			WHO	Required Imp. Sup. & Mater.	WHO	Other Funds
1951	1952	1953	1953	1953	1953	PROFESSIONAL EDUCATION BRANCH	Spent 1951	Allotted 1952	Budgeted 1953	Regular 1953	1953	TA 1953	1953
							\$	\$	\$	\$	\$	\$	\$
	1			1		Chief of Branch P5 (Partial Year 1952)		4,375				9,125	
	1	1	1			Nursing Educator P4		1,600	3,425	7,300			
	1	1				Secretary * WL7		1,345	2,870				
						Clerk Typist WL5							
	3	2	1	1		Total - Established Posts		7,320	6,295	7,300		9,125	
						<u>Allowances</u>							
						Dependents						257	
						Repatriation						50	
						Pension Fund		1,049	882	1,022		1,278	
						Staff Insurance		61	51	102		73	
						<u>Travel</u>							
						Duty		1,825	1,027	5,000			
						Recruitment and Repatriation							
						Personal Effects							
						Home Leave							
						Totals - Part II, Sect. 2, Chap. 3		10,255	8,255	13,424		10,783	
						Reimbursement of Income Tax (Part II, Sect. 5, Chap. 4)		287	637	1,232		904	
	3	2	1	1		TOTALS		10,542	8,892	14,656		11,687	

\*Partial year 1952

PART	II	<u>PAN AMERICAN SANITARY BUREAU-HEADQUARTERS</u>
SECTION	3	<u>Division of Public Health</u>
CHAPTER	1	Office of the Chief

Background:

The Office of the Chief, Division of Public Health, is responsible for the orientation and coordination of the work of the three Branches comprising the Division and acts in an advisory capacity to the Organization on all technical matters related to public health, including those connected with planning and operation of field programs.

Functionally, the Division is made up of three Branches:

1. Communicable Diseases Branch
2. Environmental Sanitation Branch
3. Health Promotion Branch

Duties and Responsibilities:

1. To supervise and coordinate the activities of the three Branches.
2. To assist in the formulation of policy in technical matters related to public health and to advise the organization on public health matters in the Americas.
3. To provide technical coordination to regional public health programs.
4. To provide technical assistance to the field programs through the respective Zone Office.
5. To orient the study and preparation of adequate standards and methods in health administration.
6. To orient and coordinate the collection of data and the organization of field research necessary to the activities of the Bureau.
7. To orient the provision of technical advisory services to countries upon request of local health authorities.
8. To cooperate in the education and training of personnel for the development of specific or general health programs.

P A S B			WHO Reg.	WHO TA	Other Funds	PART II SECTION 3 CHAPTER 1 DIVISION OF PUBLIC HEALTH OFFICE OF THE CHIEF	P A S B			WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		Spent	Allotted	Budgeted	1953	1953	1953	1953
	1	1				Chief of Division D2	\$	\$ 10,131	\$ 11,600	\$	\$	\$	\$
	1	1				Administrative Officer P3		6,100	6,300				
	1	1				Secretary WL7		3,575	3,725				
	1	1				Clerk Stenographer WL6		3,000	3,125				
	1	1				Clerk Typist WL5		2,750	2,870				
6	5	5				Total - Established Posts		25,556	27,620				
						<u>Allowances</u>							
						Dependents		1,200	1,108				
						Repatriation			2,170				
						Pension Fund		3,578	3,868				
						Staff Insurance		204	222				
						<u>Travel</u>							
						Duty		4,000	1,895				
						Recruitment and Repatriation		2,125					
						Personal effects		1,500					
						Home Leave		3,000	1,950				
						Total - Part II, Sect. 3, Chap. 1	64,308	41,163	38,833				
						Reimbursement of Income Tax (Part II, Sect. 5, Chap. 4)	909	1,000	1,345				
6	5	5				TOTALS	65,217	42,163	40,178				



PART	II	<u>PAN AMERICAN SANITARY BUREAU-HEADQUARTERS</u>
SECTION	3	<u>Division of Public Health</u>
CHAPTER	2	Health Promotion Branch

Background:

The Health Promotion Branch has been developed with the objective of undertaking those responsibilities of the Division of Public Health which pertain to the fields of Public Health Organization and Administration, Nursing, Maternal and Child Health, Nutrition, Health Education, and Medical Care. It has been considered technically sound and advantageous from the practical standpoint to integrate these activities in a single unit in view of the close inter-relationship of the various fields and the desirability of coordinated recommendations.

Duties and Responsibilities:

1. To maintain current information on all matters of a public health nature within the Branch's area of responsibility, thus ensuring provision of prompt and accurate replies to requests for information.
2. To study the reports and correspondence of the Zone Offices as well as those originated within the field programs related to the area of responsibility of the Branch, with the objective of making available through the Office of the Chief, Division of Public Health, comments and suggestions which can be used as a guidance for the personnel in the field.
3. To advise the Chief of the Division on technical matters and to assist him in the preparation of field programs within its field of interest.
4. To conduct a continuous review of results of programs within its sphere of interest and to prepare periodical reports thereon.
5. To promote research and studies on health practices in connection with public health fields within its area of responsibility.

P A S B			WHO Reg. 1953	WHO TA 1953	Other Funds 1953	PART II SECTION 3 CHAPTER 2 HEALTH PROMOTION BRANCH	P A S B			WHO Regular 1953	Required Imp. Sup. & Mater. 1953	WHO TA 1953	Other Funds 1953
1951	1952	1953	1953	1953	1953		Spent 1951	Allotted 1952	Budgeted 1953	1953	1953	1953	1953
	1	1				Chief of Branch P5	\$	8,500	9,125				
	1	1				Secretary WL6		3,125	3,255				
	2		2	1		Medical Officer P4		15,445		14,938		7,525	
	1			1		Public Health Nurse P3		5,963				6,200	
	1					Public Health Nurse P2		5,700					
	1					Technical Assistant * P1		2,150					
	2	1	2			Secretary WL6		6,250	3,000	6,220			
	1			1		Clerk Stenographer WL6		3,000					
						Clerk Typist WL4						2,635	
13	10	3	4	3		Total - Established Posts		51,133	15,380	21,158		16,360	
						<u>Allowances</u>							
						Dependents		560		514		257	
						Repatriation			170	100		100	
						Pension Fund		7,176	2,154	2,963		2,291	
						Staff Insurance		412	124	260		214	
						<u>Travel</u>							
						Duty		5,750	3,055	11,888		5,475	
						Recruitment and Repatriation		3,438		1,532			
						Personal Effects				250			
						Home Leave		1,863		1,120		1,120	
						Total - Part II, Sect. 3, Chap. 2	75,582	70,332	20,883	39,785		25,817	
						Reimbursement of Income Tax (Part II, Sect. 5, Chap. 4)	3,609	3,945	310	1,690		1,195	
13	10	3	4	3		TOTALS	79,191	74,277	21,193	41,475		27,012	

\*Partial year 1952

PART	II	<u>PAN AMERICAN SANITARY BUREAU-HEADQUARTERS</u>
SECTION	3	<u>Division of Public Health</u>
CHAPTER	3	Communicable Diseases Branch

Background:

The Communicable Diseases Branch has been created with the objective of undertaking those responsibilities of the Division which pertain to the fields of control of communicable diseases, acute and chronic, caused by parasites or other agents. The Epidemiology and Statistics Office will be attached to this Branch and will maintain the same duties and responsibilities described in Document CD5/4, "Proposed Program and Budget of the Pan American Sanitary Bureau for 1952."

Duties and Responsibilities:

1. To maintain current information on all matters of a public health nature within the Branch's area of responsibility, thus ensuring provision of prompt and accurate replies to requests for information.
2. To study the reports and correspondence of the Zone Offices as well as those originated within the field programs related to the area of responsibility of the Branch, with the objective of making available through the Office of the Chief, Division of Public Health, comments and suggestions which can be used as a guidance for the personnel in the field.
3. To advise the Chief of the Division on technical matters and to assist him in the preparation of field programs within its field of interest.
4. To conduct a continuous review of results of programs within its sphere of interest and to prepare periodical reports thereon.
5. To promote research and studies on health practices in connection with public health fields within its area of responsibility.

P A S B			WHO Reg.	WHO TA	Other Funds	PART II SECTION 3 CHAPTER 3	P A S B			WHO	Required Imp. Sup. & Mater.	WHO	Other
1951	1952	1953	1953	1953	1953	COMMUNICABLE DISEASES BRANCH	Spent	Allotted	Budgeted	Regular	1953	TA	Funds
							1951	1952	1953	1953	1953	1953	1953
	1	1				Chief of Branch P5	\$	\$ 8,750	9,000	\$		\$	\$
	1	1	2	1		Medical Officer P4				15,163			
			1			Secretary WL6		3,255	3,385	3,320		3,060	
						Epidemiological and Statistical Unit							
	1	1				Chief of Unit P4		7,875	8,125				
	1	1				Statistician P3		6,513	6,738				
	1	1	1			Statistician P2		5,500	5,700	5,183			
	1	2				Statistician P1		4,520	8,420				
	2	2	1			Statistician WL8		7,570	7,910	3,700			
	2	2	2			Clerk Stenographer WL5		6,100	6,340	5,710			
17	10	11	7	1		Total - Established Posts		50,083	55,618	33,076		3,060	
						<u>Allowances</u>							
						Dependents		1,200	1,657	2,527			
						Repatriation			2,040	150			
						Pension Fund		7,027	7,784	4,632		429	
						Staff Insurance		405	448	356		25	
						<u>Travel</u>							
						Duty		2,500	5,685	11,042			
						Recruitment and Repatriation			450				
						Personal Effects							
						Home Leave		4,406		3,208			
						Total - Part II, Sect. 3, Chap. 3	85,779	65,621	73,682	54,991		3,514	
						Reimbursement of Income Tax (Part II, Sect. 5, Chap. 4)	1,940	1,948	4,069	2,037		310	
17	10	11	7	1		TOTALS	87,719	67,569	77,751	57,028		3,824	

PART	II	<u>PAN AMERICAN SANITARY BUREAU-HEADQUARTERS</u>
SECTION	3	<u>Division of Public Health</u>
CHAPTER	4	Environmental Sanitation Branch

Background:

The Environmental Sanitation Branch has been developed with the objective of undertaking those responsibilities of the Division of Public Health pertaining to the fields of Sanitary Engineering, Veterinary Public Health and Insect Control. The integration of these activities has been considered advisable due to their interrelationship.

Duties and Responsibilities:

1. To maintain current information on all matters of a public health nature within the Branch's area of responsibility, thus insuring provision of prompt and accurate replies to requests for information.
2. To study the reports and correspondence of the Zone Offices as well as those originated within the field programs related to the area of responsibility of the Branch, with the objective of making available through the Office of the Chief of the Division of Public Health comments and suggestions which can be used as a guidance for the personnel in the field.
3. To advise the Chief of the Division on technical matters and to assist him in the preparation of field programs within its fields of interest.
4. To conduct a continuous review of results of programs within its sphere of interest and to prepare periodical reports thereon.
5. To promote research and studies on health practices in connection with public health fields within its area of responsibility.

P A S B			WHO Reg.	WHO TA	Other Funds	PART II SECTION 3 CHAPTER 4 ENVIRONMENTAL SANITATION BRANCH	P A S B			WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		Spent 1951	Allotted 1952	Budgeted 1953	1953	1953	1953	1953
	2	1	1	1		Chief of Branch P5	\$	\$	\$	\$	\$	\$	\$
		1				Medical Officer P4		15,763	7,875	9,125			7,525
	1	1				Veterinarian P4			8,375				
	2	1	1			Administrative Assistant P1		4,500	4,700				
					1*	Secretary WL6		6,385	3,515	3,233			
						Clerk Stenographer* WL5							2,870*
5	5	4	2	1	1	Total - Established Posts		26,648	24,465	12,358			7,525
						<u>Allowances</u>							
						Dependents		1,000	1,000				257
						Repatriation			1,810	50			50
						Pension Fund		3,731	3,425	1,731			1,054
						Staff Insurance		215	197	99			105
						<u>Travel</u>							
						Duty		3,500	6,350	5,288			7,275
						Recruitment and Repatriation							
						Personal Effects							
						Home Leave							1,350
						Total - Part II, Sect. 3, Chap. 4	22,554	35,094	37,247	19,526			17,616
						Reimbursement of Income Tax (Part II, Sect. 5, Chap. 4)	1,919	2,076	2,306	2,168			690
5	5	4	2	1	1	TOTALS	24,473	37,170	39,553	21,694			18,306
													3,776

\*OAS/TA

PART II PAN AMERICAN SANITARY BUREAU-HEADQUARTERS  
SECTION 4 Division of Administration  
CHAPTER 1 Office of the Chief

The purpose, duties and responsibilities of the Office of the Chief, Division of Administration, have been set forth in the Proposed Program and Budget of the Pan American Sanitary Bureau for 1952 (Document CD5/4).

During 1951 extended efforts were made to reorganize and develop the staff of the Division to increase its efficiency and to meet its growing responsibilities. Significant changes have been made in its supervisory personnel, with particular emphasis on capability and experience in advance planning, management, procedural development and more efficient techniques.

The more significant problem areas during this period were the growth in volume and administrative complexity of the Technical Assistance programs and the establishment and development of Zone Offices in keeping with the long-range decentralization plan. A considerable increase in procurement and supply operations occurred during the year, both in terms of transactions handled and total monetary value. This was reflected in an increase in banking and accounting workload. The relocation of Headquarters from rented space to the two buildings acquired at 1501 and 1515 New Hampshire Avenue occasioned a heavy workload for General Services in moving, alterations and adjustments.

As one means of meeting the enlarged responsibilities of the Division, and to permit this office to devote a greater portion of its time to recurring problems at the policy level and to provide greater over-all efficiency in detailed operations, two branches have been created-- the Administrative Management and Personnel Branch and the Budget and Finance Branch. Their creation at the branch level provides the immediate supervision and coordination essential to satisfactory operations in these areas of administration.

The Legal Office has been placed under the jurisdiction of the Chief, Division of Administration; the Cartographic and Drafting Unit has been transferred from the Division of Education and Training and made a unit of the General Services Office.

The reorganization that has been indicated in this budget document results from a year's careful study and consideration, and will prove itself during 1952, which year will be made more difficult than others because of the transitions resulting from the decentralization of all operations.

P A S B			WHO Reg.	WHO TA	Other Funds	PART II SECTION 4 CHAPTER 1 DIVISION OF ADMINISTRATION OFFICE OF CHIEF	P A S B			WHO	Required Imp. Sup. & Mater.	WHO	Other Funds
1951	1952	1953	1953	1953	1953		Spent	Allotted	Budgeted	Regular	& Mater.	TA	Funds
							1951	1952	1953	1953	1953	1953	1953
	1	1	1			Chief of Division D2	\$	\$	\$	\$	\$	\$	\$
				1		Executive Officer P4		11,200	11,600	8,167		3,933	
	1	1				Administrative Assistant P1		3,425	3,575				
	1	1				Secretary WL7		2,750	2,870				
						Secretary WL5							
3	3	3	1	1		Total - Established Posts		17,375	18,045	8,167		3,933	
						<u>Allowances</u>							
						Dependents		400	400	400		50	
						Repatriation				50		50	
						Pension Fund		2,433	2,527	1,144		551	
						Staff Insurance		140	145	66		32	
						<u>Travel</u>							
						Duty		2,000	2,322	2,660			
						Recruitment and Repatriation							
						Personal Effects							
						Home Leave		2,500					
						Total - Part II, Sect. 4, Chap. 1	18,544	24,848	23,439	12,487		4,566	
						Reimbursement of Income Tax (Part II, Sect. 5, Chap. 4)	2,991	3,011	3,345	1,232		520	
3	3	3	1	1		TOTALS	21,535	27,859	26,784	13,719		5,086	



PART	II	<u>PAN AMERICAN SANITARY BUREAU-HEADQUARTERS</u>
SECTION	4	<u>Division of Administration</u>
CHAPTER	2	Legal Office

The purpose, duties and responsibilities of the Legal Office have been set forth in the Proposed Program and Budget of the Pan American Sanitary Bureau for 1952 (Document CD5/4).

It is noteworthy, however, that the following additional duties are required of this Office.

This Office is currently conducting special negotiations for bilateral Pan American Sanitary Bureau agreements on privileges and immunities with Member Governments.

In connection with the project of the Permanent Committee on Revision of the Constitution, studies and reports are being made on various constitutional problems related thereto.

Special duties are required in connection with relations with non-governmental organizations.

The expanded activities and responsibilities of the Bureau under the international Technical Assistance programs has subsequently multiplied the workload of the Legal Office. Numerous Basic and Supplementary Projects Agreements are required under the procedures established for these programs. It is essential, also, in order to properly advise the responsible officials of the Bureau, for the Legal Office to keep abreast of policy changes and operating procedures by studying and analyzing a wide variety of reports and other documentary material relating to Technical Assistance activities.

P A S B .			WHO Reg.	WHO TA	Other Funds	PART II SECTION 4 CHAPTER 2 LEGAL OFFICE	P A S B			WHO	Required Imp. Sup. & Mater.	WHO	Other Funds
1951	1952	1953	1953	1953	1953		Spent	Allotted	Budgeted	Regular		TA	Funds
							1951	1952	1953	1953	1953	1953	1953
	1	1		1		Chief of Office P3	\$	\$ 7,188	\$ 7,413	\$	\$	\$	\$
	1	1	1			Legal Technical Assistant P2						5,083	
						Secretary WL6				3,266			
						Clerk Stenographer WL5		2,750	2,870				
1	2	2	1	1		Total - Established Posts		9,938	10,283	3,266		5,083	
						<u>Allowances</u>							
						Dependents		200	200				
						Repatriation						50	
						Pension Fund		1,391	1,440	458		41	
						Staff Insurance		80	83	27		712	
						<u>Travel</u>							
						Duty			1,624	1,139		1,428	
						Recruitment and Repatriation							
						Personal Effects							
						Home Leave							
						Total - Part II, Sect. 4, Chap. 2	11,652	11,609	13,630	4,890		7,314	
						Reimbursement of Income Tax (Part II, Sect. 5, Chap. 4)	1,226	1,245	1,172				
1	2	2	1	1		TOTALS	12,878	12,854	14,802	4,890		7,314	

PART II PAN AMERICAN SANITARY BUREAU-HEADQUARTERS  
SECTION 4 Division of Administration  
CHAPTER 3 Supply Office

The purpose, duties and responsibilities of the Supply Office have been set forth in the Proposed Program and Budget of the Pan American Sanitary Bureau for 1952 (Document CD5/4).

The activities of the Supply Office have been complicated by shortages occurring in the several markets available.

In addition, the volume of transactions handled by this office has increased markedly, as indicated by the following workload statistics.

Workload Statistics

The total dollar volume of contracts placed by the Supply Office during 1951 was \$2,381,491, more than three times the total for 1950. It is expected that this increase will continue for the next two or three years.

	<u>1952*</u>
Dollar volume	3,000,000
Number of contracts	2,200
Number of items	10,500
Shipping cost	200,000
Estimated number of letters	4,000

\* Estimate

P A S B			WHO Reg.	WHO TA	Other Funds	PART II SECTION 4 CHAPTER 3 SUPPLY OFFICE	P A S B			WHO	Required Imp. Sup. & Mater.	WHO	Other Funds
1951	1952	1953	1953	1953	1953		Spent 1951	Allotted 1952	Budgeted 1953	Regular 1953	1953	1953	1953
	1	1				Chief Supply Officer	\$	\$ 7,638	\$ 7,875	\$	\$	\$	\$
	1	1				Assistant Chief		6,300	6,400				
	1	1	1			Shipping Officer				4,600			
			2			Procurement Officer		4,500	4,700	8,500			
			1			Supply Clerk				3,488			
	1	1				Clerk Typist		2,990	3,425				
	1	1				Order Clerk		3,125	3,255				
			1			Secretary				3,158			
	2	2	2	2	1*	Clerk Stenographer		5,620	5,860	5,680		5,710	2,870*
	1	1				Shipping Clerk		2,750	2,870				
8	8	8	7	2	1	Total - Established Posts		32,923	34,385	25,426		5,710	2,870
						<u>Allowance</u>							
						Dependents		1,200	1,200	400			
						Repatriation			205	100			
						Pension Fund		4,610	4,816	3,562		800	402
						Staff Insurance		265	278	206		47	23
						<u>Travel</u>							
						Duty							
						Recruitment and Repatriation			627	908			
						Personal Effects							
						Home Leave							
						Total - Part II, Sect. 4, Chap. 3	39,020	38,998	41,511	30,602		6,557	3,295
						Reimbursement of Income Tax (Part II, Sect. 5, Chap. 4)	2,779	2,789	3,098	3,521		751	270
8	8	8	7	2	1	TOTALS	41,799	41,787	44,609	34,123		7,308	3,565

\*OAS/TA

PART	II	<u>PAN AMERICAN SANITARY BUREAU-HEADQUARTERS</u>
SECTION	4	<u>Division of Administration</u>
CHAPTER	4	Office of Internal Audit

This office has been established in collaboration with the World Health Organization. The World Health Organization has agreed to finance the position of the Internal Auditor, with the Pan American Sanitary Bureau standing the expense for travel in the Americas and the necessary secretarial assistance.

The function of the office will be to conduct an internal audit of the financial records and accounts of the Bureau, including the accounts of the Zone Offices, to ensure that transactions are in accordance with the policies, rules and regulations, and that methods and procedures established for the control and accounting commitments and expenditures are being observed and that the machinery of control is satisfactory.

P A S B			WHO Reg.	WHO TA	Other Funds	PART II SECTION 4 CHAPTER 4	P A S B			WHO	Required Imp. Sup. & Mater.	WHO	Other Funds
1951	1952	1953	1953	1953	1953	OFFICE OF INTERNAL AUDIT	Spent	Allotted	Budgeted	Regular	1953	1953	1953
							1951	1952	1953	1953			
		1				Secretary WL6	\$	\$	\$ 2,940	\$	\$	\$	\$
		1				Total - Established Posts			2,940				
						<u>Allowances</u>							
						Dependents							
						Repatriation							
						Pension Fund			412				
						Staff Insurance			24				
						<u>Travel</u>							
						Duty							
						Recruitment and Repatriation			2,762				
						Personal Effects							
						Home Leave							
						Total - Part II, Sect. 4, Chap. 4			6,138				
						Reimbursement of Income Tax (Part II, Sect. 5, Chap. 4)			310				
		1				TOTALS			6,448				

PART	II	<u>PAN AMERICAN SANITARY BUREAU-HEADQUARTERS</u>
SECTION	4	<u>Division of Administration</u>
CHAPTER	5	Administrative Management and Personnel Branch, Office of the Chief

The Administrative Management and Personnel Branch was established in January of 1952. The purpose, duties, and responsibilities are set forth below.

Purpose:

The purpose of this office is to provide the Director, under the general direction of the Chief, Division of Administration, with essential personnel and management tools, so that the work of the Bureau may be carried out in the most efficient and economical manner possible.

Duties and Responsibilities:

1. To coordinate personnel and management activities.
2. To develop, execute and review management and personnel policies, procedures and methods at Headquarters and Zone Offices.
3. To provide technical and specialized advice to Bureau officials on policies, regulations and procedures.
4. To improve utilization of personnel, operating facilities and time.

P A S B			WHO Reg.	WHO TA	Other Funds	PART II SECTION 4 CHAPTER 5 ADMINISTRATIVE MANAGEMENT AND PERSONNEL BRANCH OFFICE OF THE CHIEF	P A S B			WHO	Required Imp. Sup. & Mater.	WHO	Other Funds
1951	1952	1953	1953	1953	1953		Spent	Allotted	Budgeted	Regular	1953	TA	Funds
1951	1952	1953	1953	1953	1953		1951	1952	1953	1953	1953	1953	1953
	1	1	1			Chief of Branch Secretary * P5 WL6	\$	\$	\$	\$	\$	\$	\$
	1	1	1			Total - Established Posts		2,205	3,125	9,125			
						<u>Allowances</u>							
						Dependents				257			
						Repatriation				50			
						Pension Fund		309	438	1,278			
						Staff Insurance		18	25	73			
						<u>Travel</u>							
						Duty			525	1,493			
						Recruitment and Repatriation							
						Personal Effects							
						Home Leave							
						Total - Part II, Sect. 4, Chap. 5		2,532	4,113	12,276			
						Reimbursement of Income Tax (Part II, Sect. 5, Chap. 4)		209	310	904			
	1	1	1			TOTALS		2,741	4,423	13,180			

\*Partial year 1952



PART	II	<u>PAN AMERICAN SANITARY BUREAU-HEADQUARTERS</u>
SECTION	4	<u>Division of Administration</u>
CHAPTER	6	Administrative Management Office

Purpose:

This office will be responsible for the development and installation of sound management practices to ensure the most efficient and economical means of carrying out Bureau activities.

Duties and Responsibilities:

1. Advising the Chief, Division of Administration, on methods of increasing coordination and efficiency of operations at Headquarters and in the field.
2. Working with operating officials to determine management and organizational needs.
3. The conduct of management studies to define personnel and work-flow requirements and to develop procedures.
4. Counseling officials on means of improving the operation and efficiency of Divisions, Sections, Offices, and Units.
5. The establishment and coordination of a simplified and orderly system for the issuance and control of administrative and operational policy statements, instructions, procedures and other Bureau releases.
6. The formulation and control of official forms.
7. The conduct of workload, work efficiency and manpower utilization surveys.
8. Determination of training needs and the co-sponsoring with the Personnel Office of orientation and training programs.

P A S B			WHO Reg.	WHO TA	Other Funds	PART II SECTION 4 CHAPTER 6	P A S B			WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953	ADMINISTRATIVE MANAGEMENT OFFICE	Spent 1951	Allotted 1952	Budgeted 1953	1953	1953	1953	1953
	1	1	1			Chief of Office* P3	\$	\$ 4,500	\$ 6,300	\$	\$	\$	\$
			1			Analyst P1					3,900		
			1			Clerk Stenographer WL5					2,900		
	1	1	2			Total - Established Posts		4,500	6,300		6,800		
						<u>Allowances</u>							
						Dependents		300	400		135		
						Repatriation					50		
						Pension Fund		630	882		952		
						Staff Insurance		36	51		58		
						<u>Travel</u>							
						Duty							
						Recruitment and Repatriation		939					
						Personal Effects							
						Home Leave							
						Total - Part II, Sect. 4, Chap. 5		6,405	7,633		7,995		
						Reimbursement of Income Tax (Part II, Sect. 5, Chap. 4)		341	505		291		
	1	1	2			TOTALS		6,746	8,138		8,286		

\*Partial year 1952

PART II PAN AMERICAN SANITARY BUREAU-HEADQUARTERS  
SECTION 4 Division of Administration  
CHAPTER 7 Personnel Office

The purpose, duties and responsibilities of the Personnel Office have been set forth in the Proposed Program and Budget of the Pan American Sanitary Bureau for 1952 (Document CD5/4). It is noteworthy, however, that three new responsibilities have been added to the office. They are:

1. Orientation program for new staff members;
2. The establishment and encouragement of in-service and other training programs; and
3. The administration of language courses for members of the staff as well as the plan for providing language allowances to personnel in the local wage rate categories.

Workload Statistics:

The following shows the workload of the Personnel Section during 1951. The statistics presented below are monthly averages. The workload has increased in terms of variety and substantive value, while in quantity it remains similar to that for 1950. These figures present combined the World Health Organization and the Pan American Sanitary Bureau operations; a rough division of time would indicate that 65% of all activities are undertaken for the Pan American Sanitary Bureau and 35% for the World Health Organization.

Normal Operations (average per month)

	<u>1951</u>
Interviews	193
a. Applicants	(135)
b. Staff Members	(58)
Applications received, coded and classified	115
Vacancy announcements	6
Tests for Applicants	25
Personnel Actions and Within-Grade Increments	136

Medical Examinations (Entrance and Exit), Insurance Claims, Employee Welfare	29
Preparation and Processing Service Ratings	27
Outgoing Correspondence, Cables, Form Letters	363
Directives, Information Bulletins, Circular Letters	10
Post Classification Surveys and Descriptions	12
Personnel Reports	8

P A S B			WHO Reg.	WHO TA	Other Funds	PART II SECTION 4 CHAPTER 7 PERSONNEL OFFICE	P A S B			WHO	Required Imp. Sup. & Mater.	WHO	Other Funds
1951	1952	1953	1953	1953	1953		Spent	Allotted	Budgeted	Regular	1953	TA	1953
							1951	1952	1953	1953	1953	1953	1953
	1	1	1			Chief of Office P3	\$	\$	\$	\$ 7,525	\$	\$	\$
		1				Assistant to Chief P3		6,000	6,300				
			1			Recruitment and Placement Officer P2			4,800			4,800	
	1			1		Transactions Officer P2							
			1			Employment Officer (Local) P1		3,600					
				1		Secretary WL6				3,158			
	1	1				Clerk Stenographer WL6						3,190	
	1	1				Processing Clerk WL6	3,125		3,255				
	1	1				Clerk Stenographer WL5	2,750		2,870				
	1	1				Clerk Typist WL4	2,470		2,635				
3	5	5	2	2		Total - Established Posts		17,945	19,860	10,683		7,990	
						<u>Allowances</u>							
						Dependents		400	400	400		200	
						Repatriation				50		50	
						Pension Fund	2,512		2,781	1,497		1,118	
						Staff Insurance	144		162	86		64	
						<u>Travel</u>							
						Duty			1,200	1,493			
						Recruitment and Repatriation			1,000				
						Personal Effects							
						Home Leave			750			670	
						Total - Part II, Sect. 4, Chap. 7	11,737	21,001	26,153	14,209		10,092	
						Reimbursement of Income Tax (Part II, Sect. 5, Chap. 4)	2,201	2,223	2,558	1,456		554	
3	5	5	2	2		TOTALS	13,938	23,224	28,711	15,665		10,646	

PART	II	<u>PAN AMERICAN SANITARY BUREAU-HEADQUARTERS</u>
SECTION	4	<u>Division of Administration</u>
CHAPTER	8	Budget and Finance Branch, Office of the Chief

Purpose:

The establishment of this office ensures a greater degree of co-ordination between the budget and finance activities of the Bureau, not only at Headquarters but in the Zone Offices, and provides the direction essential to the satisfactory operation of these activities.

Duties and Responsibilities:

1. To advise the Chief, Division of Administration, on all budgetary and financial matters concerning the Bureau.
2. To assume responsibility for planning and administering over-all budgetary and financial activities throughout the Bureau.
3. To ensure that all budgetary and financial operations are carried on in accordance with the rules, regulations and policies of the Pan American Sanitary Bureau, and to recommend new policies and regulations when they appear essential to better administration.

P A S B			WHO Reg.	WHO TA	Other Funds	PART II SECTION 4 CHAPTER 8 BUDGET AND FINANCE BRANCH OFFICE OF THE CHIEF	P A S B			WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		Spent 1951	Allotted 1952	Budgeted 1953	1953	1953	1953	1953
	1	1				Chief of Branch P5	\$	\$ 8,875	\$ 9,125	\$	\$	\$	\$
	1	1				Secretary WL6		3,000	3,125				
	2	2				Total - Established Posts		11,875	12,250				
						<u>Allowances</u>							
						Dependents		400	400				
						Repatriation							
						Pension Fund		1,663	1,716				
						Staff Insurance		95	98				
						<u>Travel</u>							
						Duty			1,475	1,507			
						Recruitment and Repatriation							
						Personal Effects							
						Home Leave							
						Total - Part II, Sect. 4, Chap. 8		14,033	15,939	1,507			
						Reimbursement of Income Tax (Part II, Sect. 5, Chap. 4)		1,952	2,168				
	2	2				TOTALS		15,985	18,107	1,507			

PART	II	<u>PAN AMERICAN SANITARY BUREAU-HEADQUARTERS</u>
SECTION	4	<u>Division of Administration</u>
CHAPTER	9	Finance Office

The purpose, duties and responsibilities of the Finance Office have been set forth in the Proposed Program and Budget of the Pan American Sanitary Bureau for 1952 (Document CD5/4).

The development of the Technical Assistance programs during 1951, both those financed through the Organization of American States and through the United Nations to the World Health Organization, has increased the volume of work of the office to an appreciable extent and has greatly increased the complexity of the finance activities. This is due, primarily, to the new regulations applicable to the administration of Technical Assistance funds which involve changes in methods and the use of several types of currency. Some increase in banking and accounting activities has resulted from the increase in the volume of procurement performed by the Bureau on behalf of the various Member Governments.

The office was reorganized during 1951 on a functional basis. This provided accountants or fiscal technicians who were specialized in a particular type of work to handle all transactions or problems, regardless of the sources.

The office will operate in 1952 with three less staff members assigned to PASB funds than in 1951. Descriptions of the function of each of the four units of the office are as follows:

1. Banking and Payroll

Establishment and maintenance of all bank accounts; reconciliation of bank statements; receipt and disposition of all cash collections; preparation and audit of payrolls and check distribution; maintenance of leave records; functional supervision of Headquarters timekeeping, and receipt and review of all time reports; preparation of income reports to taxing authorities, and preparation and audit of income tax reimbursement vouchers.



2. Audit

Preparation and audit of all commercial vouchers and employee claims for reimbursement of expenses, including travel, subsistence, quarters, and installation; preparation and review of vouchers covering all payments in connection with fellowships; review and audit of all field accounts, and preparation of vouchers to replenish field bank accounts; maintenance of payee records, either through alphabetical files of vouchers, or payee cards.

3. Accounting

Maintenance of all accounting records, including general ledger, allotment ledgers, accounts receivable and payable, and other accounts; custody and maintenance of official fiscal voucher files and files of accounting records.

4. Reports

Preparation of all special and recurring financial reports; special liaison and assistance to the Budget Office in the preparation of the budget, budgetary projections, or special analytical reports.

P A S B			WHO Reg.	WHO TA	Other Funds	PART II SECTION 4 CHAPTER 9 BUDGET AND FINANCE BRANCH FINANCE OFFICE	P A S B			WHO	Required Imp. Sup. & Mater.	WHO	Other Funds
1951	1952	1953	1953	1953	1953		Spent	Allotted	Budgeted	Regular	1953	TA	1953
							1951	1952	1953	1953	1953	1953	1953
							\$	\$	\$	\$	\$	\$	\$
						<u>Office of the Chief of Finance</u>							
			1			Chief of Finance P3				6,200			
			1			Special Assistant to Chief P1				4,767			
				1		Secretary to Section Chief WL5						2,810	
						<u>Banking and Payroll Unit</u>							
	1	1				Unit Head P2		4,900	5,100				
				1		Banking Supervisor P1						3,800	
				1		Payroll Supervisor P1						3,900	
	1	1				Payroll Auditor WL7		3,275	3,425				
	1		1			Payroll Clerk WL6		3,000		3,158			
	1					Fiscal Clerk WL5		2,750					
				1		Leave Clerk WL4						2,580	
	1	1				Clerk Typist WL4		2,525	2,635				
						<u>Audit Unit</u>							
	1	1				Unit Head P2		4,900	5,100				
			1	1		Senior Auditor - Field WL8				3,771		3,700	
					1*	Senior Auditor - Washington* WL8							3,785
						Auditor WL7				3,425			
						Auditor WL6				3,125			
	1					Audit Clerk WL5				2,810			
						Clerk Typist WL4		2,525					
						<u>Accounts Unit</u>							
	1	1				Unit Head P2		4,900	5,100				
	1					Accountant WL7		3,275	3,425				
				1		Accountant WL6						3,120	
				1		Accounting Clerk WL5						2,810	

\*OAS/TA

P A S B			WHO Reg.	WHO TA	Other Funds	PART II SECTION 4 CHAPTER 9 BUDGET AND FINANCE BRANCH FINANCE OFFICE	P A S B			WHO	Required	WHO	Other
1951	1952	1953	1953	1953	1953		Spent	Allotted	Budgeted	Regular	Imp. Sup. & Mater.	TA	Funds
1951	1952	1953	1953	1953	1953		1951	1952	1953	1953	1953	1953	1953
							\$	\$	\$	\$	\$	\$	\$
	1	1	1			<u>Reports Unit</u>							
						Unit Head Clerk		4,900	5,100	3,700			
						P2 WL8							
11	10	7	8	7	1*	Total - Established Posts		36,950	29,885	30,956		22,720	3,785
						<u>Allowances</u>							
						Dependents				857		270	
						Repatriation				100		100	
						Pension Fund		5,195	4,213	4,314		3,191	530
						Staff Insurance		302	244	250		184	31
						<u>Travel</u>							
						Duty							
						Recruitment and Repatriation							
						Personal Effects							
						Home Leave				1,126			
						Total - Part II, Sect. 4, Chap. 9	51,329	42,447	34,342	37,633		26,465	4,346
						Reimbursement of Income Tax (Part II, Sect. 5, Chap. 4)	4,811	4,901	4,462	3,875		1,760	708
11	10	7	8	7	1	TOTALS	56,140	47,348	38,804	41,508		28,225	5,054

\*OAS/TA

PART	II	<u>PAN AMERICAN SANITARY BUREAU-HEADQUARTERS</u>
SECTION	4	<u>Division of Administration</u>
CHAPTER	10	Budget Office

The purpose, duties and responsibilities of the Budget Office have been set forth in the Proposed Program and Budget of the Pan American Sanitary Bureau for 1952 (Document CD5/4).

As in the past, the Budget Office will be required to prepare the budgets for the Pan American Sanitary Bureau, the regional budget for the World Health Organization, and the budget for the Institute of Nutrition of Central America and Panama, as well as to provide information on all budgetary matters. The demands of the several legislative bodies for greater detail has increased the work of this office. Considerable time has been spent and will continue to be spent refining budget techniques in order that the demands made upon the section may be accurately and efficiently met. During 1952, the Budget Office will develop procedures that will permit information on program operations to be furnished directly from the field.

Additional emphasis will be placed on current analyses of operating costs in relation to progress of programs and timely reviews of the status of total obligations and expenditures in comparison with projected rates for the current year.

P A S B			WHO Reg.	WHO TA	Other Funds	PART II SECTION 4 CHAPTER 10 BUDGET AND FINANCE BRANCH BUDGET OFFICE	P A S B			WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		Spent	Allotted	Budgeted	1953	1953	1953	1953
	1	1	1			Chief of Office P3	\$	\$	\$	6,400	\$	\$	\$
	1	1			1*	Assistant Chief P3		6,100	6,300				
						Budget Officer P2		5,300	5,500				5,100*
	1	1				Budget Officer* P2							
	1	1				Secretary WL6		3,125	3,385				
	1	1				Comptometrist WL6		2,940	3,125				
	1	1				Clerk Typist WL5		2,750	2,870				
4	5	5	1		1	Total - Established Posts		20,215	21,180	6,400			5,100
						<u>Allowances</u>							
						Dependents		400	400	400			200
						Repatriation				50			
						Pension Fund		2,831	2,966	896			714
						Staff Insurance		163	171	51			41
						<u>Travel</u>							
						Duty			1,379	1,060			
						Recruitment and Repatriation							
						Personal Effects							
						Home Leave							
						Total Part II, Sect. 4, Chap. 10	13,576	23,609	26,096	8,857			6,055
						Reimbursement of Income Tax (Part II, Sect. 5, Chap. 4)	2,479	2,498	2,876	902			680
4	5	5	1		1	TOTALS	16,055	26,107	28,972	9,759			6,735

\* OAS/TA

PART II PAN AMERICAN SANITARY BUREAU-HEADQUARTERS  
SECTION 4 Division of Administration  
CHAPTER 11 General Services

Purpose:

The General Services Office, designated in previous years as Office Services, is responsible for activities of a housekeeping nature, such as travel and transportation; records management; duplicating and printing services; maintenance of buildings and grounds; space allocation; administrative equipment and supplies; communications; mail and messenger service; and preparation of graphic material.

Duties and Responsibilities:

The duties and responsibilities of this office have been set forth in the Proposed Program and Budget of the Pan American Sanitary Bureau for 1952 (Document CD5/4), except for the following changes:

1. Supervision of the Cartographic and Drafting Unit.
2. Acquisition of all outside services except medical supplies, equipment, and books.
3. Primary responsibility for preparation of manuals and procedures has been assigned to Administrative Management.

Workload Statistics:

	<u>1951</u>
Contracts affecting buildings and grounds	56
Purchase Orders prepared (6 months only)	309

TRAVEL UNIT

The functions of this unit have been set forth in the Proposed Program and Budget of the Pan American Sanitary Bureau for 1952 (Document CD5/4).

<u>Workload Statistics:</u>	<u>1951</u>
Travel Authorizations	890
Tickets Procured	764
Passports Obtained	154
Visas Obtained	493
Hotel Reservations	308
Income Tax Clearances	208

RECORDS AND COMMUNICATIONS UNIT

The duties and responsibilities of this unit have been set forth in the Proposed Program and Budget of the Pan American Sanitary Bureau for 1952 (Document CD5/4), except for the following changes:

1. Dispatching of outgoing mail, inter-office messenger service, and maintenance of postage and penalty mail records have been transferred to the Service Unit.

2. Assumption of technical responsibility for working out a well-coordinated records management program for the entire Organization and for the establishment of project files.

<u>Workload Statistics:</u>	<u>1951</u>
Incoming Communications	97,611
Outgoing Communications	98,689

REPRODUCTION UNIT

The duties and responsibilities of this unit have been set forth in the Proposed Program and Budget of the Pan American Sanitary Bureau for 1952 (Document CD5/4), except that a considerable amount of increased responsibility has been assumed recently with respect to printing of books, booklets and all publications of the Organization.

<u>Workload Statistics:</u>	<u>Requisitions</u>	<u>Plates</u>	<u>Impressions</u>
Mimeograph	1,432	9,739	2,263,199
Multilith	177	816	654,981
Total	1,609	10,555	2,918,180
Addressograph Plates Prepared		1,754	
Outside Contract Quotations		58	

There was an increase of approximately 50% in the workload of this Unit in 1951 over 1950.

SERVICE UNIT

The duties and responsibilities of this unit are set forth below:

1. Cleaning, maintenance, repair and proper upkeep of office space, buildings and grounds.
2. Heating, ventilating, and trash removal.
3. Security and safeguarding of all headquarters property.
4. All messenger-chauffeur-laborer service.
5. Affixing postage, maintaining mail records, and all reports on cost and volume of outgoing mail.
6. Shipping and receiving.
7. Operation and maintenance of all headquarters vehicles.
8. To provide switchboard and receptionist services.

Workload Statistics:

	<u>1951</u>
Vehicle Trips *	3,121
Packages Received	1,186
Packages Sent	1,924
Outgoing Mail, Newsletters and Press Releases	226,836

EQUIPMENT AND SUPPLIES UNIT

The functions of this unit were formerly carried out by the Maintenance and Service Unit (now Service Unit). Duties and responsibilities are set forth below:

1. To maintain an adequate stock of administrative supplies, deliver supplies to requesting offices, order replenishment of stocks.
2. To maintain property accountability records for all headquarters equipment and supplies. Take periodic inventories.
3. Analysis of existing supplies and equipment in order to effect more uniformity and standardization.
4. To insure availability of supplies and equipment for special meetings.

\* Exclusive of trips made by vehicle assigned to the Director of the Bureau



CARTOGRAPHIC AND DRAFTING UNIT

This unit was transferred from the Division of Public Health to the Division of Administration as of 1 January 1952.

The duties and responsibilities of this unit have been set forth in the Proposed Program and Budget of the Pan American Sanitary Bureau for 1952 (Document CD5/4).

<u>Workload Statistics:</u>	<u>1951</u>
Maps Drawn	76
Forms Designed	4
Illustrations and Designs Prepared	28
Graphs and Charts Drawn	61
Posters and Lettered Signs Completed	64
Drawings of Floor Plans, Buildings and Hospitals	50
Major Exhibits Constructed or Substantially Revised	3

The above tabulation represents completed jobs or projects of this unit. In the true sense of the word, such a tabulation cannot be classified as workload statistics since it does not take into account the comparative effort required to complete essentially different kinds of tasks.

P A S B			WHO	WHO	Other	PART II SECTION 4 CHAPTER 11 GENERAL SERVICES	Spent	P A S B		WHO	Required	WHO	Other
1951	1952	1953	Reg.	TA	Funds			1951	Allotted				
			1953	1953	1953		1951	1952	1953	1953	1953	1953	1953
	1	1				Chief of General Services P4		\$ 7,413	\$ 7,638		\$ 5,100		
	1	1	1			Assistant P2							
						Secretary WL6		\$ 3,385	\$ 3,515				
						<u>Travel Unit</u>							
						Travel Supervisor P2					\$ 5,100		
	1	1	1			Assistant Travel Officer WL8		\$ 3,530	\$ 3,785				
	1		1			Travel Clerk WL6		\$ 3,000			\$ 3,147		
						<u>Records and Communications</u>							
	1	1				Supervisor P2		\$ 4,800	\$ 5,100				
	1	1	1			File Classification Clerk WL8		\$ 3,530	\$ 3,785		\$ 3,984		
	1	1				File Classification Clerk WL6		\$ 2,940	\$ 3,125				
	1	1				Correspondence Control Clerk WL6		\$ 2,940	\$ 3,125				
	1	1	1			File Classification Clerk WL5		\$ 2,690	\$ 2,870		\$ 2,810		
	1	1				Project Files Clerk WL5		\$ 2,690	\$ 2,870				
				1		File Clerk WL5						\$ 2,810	
	2	2				File Clerk WL4		\$ 4,940	\$ 5,270				
	2					Clerk (Temp. 6 Months) WL5		\$ 2,690					
						<u>Reproduction Unit</u>							
						Special Services Supervisor P2					\$ 5,100		
	1	1				Reproduction Specialist Clerk WL7		\$ 3,200	\$ 3,425				
	1	1				Typing Specialist WL6		\$ 2,940	\$ 3,255				
						Clerk WL6					\$ 3,158		\$ 3,125
	1	1		1		Typing Specialist WL5		\$ 2,690	\$ 2,870				
	2	2				Clerk Operator WL4		\$ 4,940	\$ 5,270				
	2	2				Collator WL3		\$ 4,420	\$ 4,660				

P A S B			WHO Reg.	WHO TA	Other Funds	PART II SECTION 4 CHAPTER 11 GENERAL SERVICES	P A S B			WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		Spent	Allotted	Budgeted	1953	1953	1953	1953
							\$	\$	\$	\$	\$	\$	\$
						<u>Service Unit</u>							
	1	1	1			Special Service Supervisor P1		4,000	4,300				
	1	1				Clerk WL6				3,115			
	2	2				Laborer WL3		2,490	2,570				
						Chauffeur, Laborer, Messenger WL3		4,500	4,660				
	2	2				Messenger WL2		4,180	4,380				
						<u>Switchboard</u>							
	1	1				Supervisor WL6		3,255	3,385				
	2	1				Receptionist Operator WL5		5,380	2,870				
						<u>Equipment and Supply Unit</u>							
	1	1				Supervisor P1		3,800	4,100				
	1	1				Clerk WL7		3,200	3,425				
	1	1				Laborer WL4		2,470	2,635				
						<u>Cartographic and Drafting Unit</u>							
	1	1				Technical Supervisor P3		6,300	6,513				
	1	1				Visual Media Officer P1		4,300	4,500				
	2	2				Visual Media Officer WL8		7,315	7,740				
	1	1				Clerk Typist WL5		2,870	2,990				
	1	1				Clerk WL4		2,525	2,635				
38	39	35	8	2		Total - Established Posts		119,323	117,266	31,514		5,935	
						<u>Allowances</u>							
						Dependents		2,600	2,600	400			
						Repatriation			655	50			
						Pension Fund		16,678	16,421	4,423		839	
						Staff Insurance		949	956	253		48	

P A S B			WHO Reg.	WHO TA	Other Funds	PART II SECTION 4 CHAPTER 11 GENERAL SERVICES	Spent	P A S B Allotted Budgeted		WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		1951	1952	1953	1953	1953	1953	1953
						<u>Travel</u>	\$	\$	\$	\$	\$	\$	\$
						Duty							
						Recruitment and Repatriation							
						Personal Effects							
						Home Leave		976					
						<u>Cartographic and Drafting Supplies and Services</u>							
						<u>Other Services</u>		450	400				
						<u>Materials and Supplies</u>		350	600				
						<u>Acquisition of Capital Assets</u>		350					
						Total - Part II, Sect. 4, Chap. 11	121,894	141,676	138,898	36,640		6,822	
						Reimbursement of Income Tax (Part II, Sect. 5, Chap. 4)	9,561	9,845	9,970	2,804		791	
38	39	35	8	2		TOTALS	131,455	151,521	148,868	39,444		7,613	

PART II PAN AMERICAN SANITARY BUREAU-HEADQUARTERS  
SECTION 5 Common Services - Headquarters

Under this heading are included the costs of maintaining and operating the Headquarters Office at Washington, D. C. The costs of reimbursing employees located at Headquarters for federal and state income tax are also included in this section.

Estimates for these costs have been prepared on the basis of experience in 1951. Where applicable, the estimated proportionate share of Common Services costs have been deducted from the total estimated charges. However, details of the World Health Organization contributions have not been indicated.

It should be noted that costs for Public Information activities, special supplies and equipment for the Cartographic and Drafting Unit, and the acquisition of material and equipment for the Library have not been included in this section as in previous years. These specialized expenditures are grouped under the chapters of the specific unit so that a clear picture of the total cost of the operations carried on by those offices may be gained.

PART II PAN AMERICAN SANITARY BUREAU-HEADQUARTERS  
SECTION 5 Common Services-Headquarters  
CHAPTER 1 Space and Equipment Services

Space and Equipment Services are divided into two general classifications: Rental and Maintenance of Premises, and Rental and Maintenance of Equipment.

Rental and Maintenance of Premises

Cleaning, Guarding and Janitorial Service

\$2,175 per month x 12 months	\$26,100	
10% charge on total for cleaning estimated		
1.4% increase in space	<u>2,600</u>	\$28,700

Fuel

150 tons of coal @ \$18.68	\$ 2,800	
8,000 gallons of oil @ \$.1037	<u>830</u>	3,630

Gas.

Total cost, September thru December 1951	\$ 1,091	
Average cost of above - monthly	273	
Average used \$300 because of new electrical equipment (Ozalid) and increase to space		3,600

Gas

Average 1951 costs - monthly	\$ 35	420
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Water

\$100 per building		200
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Janitorial Supplies

Paper towels - \$50 monthly	\$ 600	
Building hardware and supplies - \$50 monthly	600	
Electric light bulbs	125	
Paper cups	260	
Soap	350	
Miscellaneous (floor sealer, etc.)	<u>465</u>	2,400

Contractual Services

Plumbing and heating repairs - \$1,000 per building	\$2,000	
Paving repairs	200	\$2,200

Elevator Maintenance

Contract	384	
Repairs and parts not covered	216	600

Trash and Waste Removal

250

Total - Rental and Maintenance of Premises \$42,000

Rental and Maintenance of Equipment

Rental of Equipment

Adding machines - 4 months @ \$12.50	\$	50	
Postage meter, \$18.80 per quarter		75	
Miscellaneous		200	\$ 325

Office Equipment Repair and Maintenance

Multigraph machines - \$25 per month	300	
Maintenance of 156 manual typewriters, \$75 per month	900	
Maintenance of 5 electric typewriters @ \$62	310	
Maintenance of 9 adding machines @ \$10	90	
Maintenance of 7 calculators @ \$25	175	
Cleaning of leather and fabric furniture	96	
Miscellaneous repairs	180	
Industrial coverall service, \$7 per month	84	2,135

Total - Rental and Maintenance of Equipment \$ 2,460

TOTAL - SPACE AND EQUIPMENT SERVICES \$44,460

Deduc: WHO	\$8,192	
WHO/TA	2,606	10,798

PAYABLE BY PASB \$33,662

PART II PAN AMERICAN SANITARY BUREAU-HEADQUARTERS  
SECTION 5 Common Services - Headquarters  
CHAPTER 2 Other Services

Under this heading are grouped costs of communications, hospitality, contractual services, freight charges, and costs of vehicle operation.

Estimates of these costs follow:

Communications

Postage		\$15,000	
Telephone: Rental of equipment, local calls, and government tie lines	7,400		
Toll charges (long dis- tance)	<u>6,800</u>	14,200	
Cables		<u>9,165</u>	
Total - Communications			\$ 38,365

Hospitality

5,400

Other Contractual Services

Audit Report		\$ 3,025	
Medical examinations		1,480	
Pan American Union charges for recording trans- actions by PASB treasurer, average 165 per month		<u>1,980</u>	
Total - Other Contractual Services			6,485

Travel and Transportation

Vehicle Operation

Gasoline, 1,500 gallons @ \$ .28		\$ 420	
Oil (changed every 1,000 miles) 107 quarts @ \$ .40		43	
Grease (every 1,000 miles) 21 jobs @ \$1.50		32	
Extra five jobs for 2 vehicles during winter, 10 @ \$1.50		15	
Tires, 6 @ \$25		150	
Batteries, 3 @ \$20		60	
Maintenance (shopwork) 3 cars, \$250		<u>750</u>	
Total - Motor Vehicle Operation			\$ 1,470



Transportation

(Miscellaneous expenses - Trucking, \$50 per month) \$ 600

Total - Travel and Transportation \$ 2,070

TOTAL - OTHER SERVICES \$ 52,320

Deduct: WHO 13,310  
WHO/TA 3,730 17,040

PAYABLE BY PASB \$ 35,280

PART II PAN AMERICAN SANITARY BUREAU-HEADQUARTERS  
SECTION 5 Common Services - Headquarters  
CHAPTER 3 Supplies and Materials

Under this heading are included the costs of all office supplies and equipment of an expendable nature.

Office supplies and expendable equipment (Based on 1950 and 1951 expenditures)	\$ 30,000
Preparation of plates required for work done by Reproduction Unit - \$150 monthly	1,800
Ozalid supplies - \$75 monthly	900
Outside reproduction	<u>2,000</u>
TOTAL - SUPPLIES AND MATERIALS	<u>\$ 34,700</u>
Deduct: WHO	\$ 7,640
WHO/TA	<u>2,320</u>
TOTAL PAYABLE BY PASB	<u>\$ 24,740</u>

PART II PAN AMERICAN SANITARY BUREAU-HEADQUARTERS  
SECTION 5 Common Services - Headquarters  
CHAPTER 4 Fixed Charges and Claims

Under this heading are included the costs of income tax reimbursable to staff located at Headquarters, Washington, D. C., and the costs of certain insurance carried by the Organization.

It will be noted that income tax reimbursable to staff has been indicated in relation to various offices of the Bureau. The following schedule shows the sections involved. No duplication of these costs has been made since the total cost of each office has been carried forward to the Functional Summary, Net of Income Tax.

<u>Reimbursement of Income Tax</u>	<u>PASB</u> <u>1953</u>	<u>WHO</u> <u>1953</u>	<u>WHO/TA</u> <u>1953</u>	<u>Other</u> <u>1953</u>
PART I, Section 1, Chapter 1	2,748	\$ - -	\$ - -	\$ - -
Chapter 2	1,682	520	520	- -
Section 2, Chapter 1	- -	- -	- -	- -
Chapter 2	- -	- -	- -	- -
PART II, Section 1, Chapter 1	6,970	- -	- -	- -
Chapter 2	- -	1,422	- -	- -
Chapter 3	1,200	- -	554	- -
Chapter 4	1,456	520	- -	- -
Chapter 5	1,594	- -	- -	- -
Section 2, Chapter 1	1,057	1,355	310	- -
Chapter 2	2,095	1,244	- -	- -
Chapter 3	637	1,232	904	- -
Section 3, Chapter 1	1,345	- -	- -	- -
Chapter 2	310	1,690	1,195	- -
Chapter 3	4,069	2,037	310	- -
Chapter 4	2,306	2,168	690	481
Section 4, Chapter 1	3,345	1,232	520	- -
Chapter 2	1,172	- -	- -	- -
Chapter 3	3,098	3,521	751	270
Chapter 4	310	- -	- -	- -
Chapter 5	310	904	- -	- -
Chapter 6	505	291	- -	- -
Chapter 7	2,558	1,456	554	- -
Chapter 8	2,168	- -	- -	- -
Chapter 9	4,462	3,875	1,760	708
Chapter 10	2,876	902	- -	680
Chapter 11	9,970	2,804	791	- -
	<u>58,243</u>	<u>27,173</u>	<u>8,859</u>	<u>2,139</u>

Total Tax                                   \$ 58,243   \$ 27,173   \$ 8,859   \$ 2,139

Insurance (On annual basis)

General liability	365
Automobile	442
Burglary and theft	78
Fidelity bond	555
Valuable papers	234
Building contents	240
Building - fire	828
Floater policy, cameras, exhibits, etc.	95
Workmen's Compensation	1,775

TOTAL                                   \$ 62,855   \$ 27,173   \$ 8,859   \$ 2,139

PART II PAN AMERICAN SANITARY BUREAU-HEADQUARTERS  
SECTION 5 Common Services - Headquarters  
CHAPTER 5 Acquisition of Capital Assets

Under this heading are included the costs of non-expendable equipment purchased for the operation of Headquarters. The proposal is based on the estimated requirements of replacing equipment presently on hand.

Executive Chairs	5 @ \$ 65	\$ 325
Secretarial Desks	10 @ \$155	1,550
Secretarial Chairs	5 @ \$ 45	225
Typewriters	10 @ \$175	1,750
File Cabinets	15 @ \$100	1,500
Adding Machines	1 @ \$325	325
Automobile Replacement		<u>3,000</u>
Total		<u>\$ 8,675</u>

PART	II	<u>PAN AMERICAN SANITARY BUREAU-HEADQUARTERS</u>
SECTION	5	<u>Common Services - Headquarters</u>
CHAPTER	6	Building Improvements

An amount of \$5,000 has been requested for the purpose of covering costs of additional improvements to the Headquarters Office.

P A S B			WHO Reg.	WHO TA	Other Funds	PART II	SECTION 5	P A S B			WHO	Required Imp. Sup. & Mater.	WHO	Other
1951	1952	1953	1953	1953	1953	COMMON SERVICES			Spent	Allotted	Budgeted	Regular	TA	Funds
1951	1952	1953	1953	1953	1953				1951	1952	1953	1953	1953	1953
									\$	\$	\$	\$	\$	\$
						<u>Common Services - Headquarters</u>								
						Ch. 1	Space and Equipment Services		25,668	27,200	33,662	8,192		2,606
						Ch. 2	Other Services		32,899	43,650	35,280	13,310		3,720
						Ch. 3	Supplies and Materials		17,798	25,400	24,740	7,640		2,320
						Ch. 4	Fixed Charges and Claims		49,009	58,001	62,855	27,173		8,859
						Ch. 5	Acquisition of Capital Assets		16,529	5,065	8,675	2,144		
						Ch. 6	Building Improvements		48,926	11,000	5,000			2,139
						Total			190,829	170,316	170,212	58,459		17,515

PART	III	<u>PAN AMERICAN SANITARY BUREAU-FIELD AND OTHER PROGRAMS</u>
SECTION	1	<u>Zone Offices</u>

Background:

International health activities have demonstrated the need for planning programs on a technical basis of regional application. A knowledge of the geographical, economic and social conditions of the locality and an evaluation of the local resources are important factors which facilitate the planning and development of program activities.

The establishment of Zone Offices in strategic locations of the continent has proved to be an efficient means for appraising the needs in the territory itself, and for maintaining close and permanent contact with the Member Governments. At the same time it has permitted the decentralization of the work with an aim to obtaining a rapid solution of the problems and studies submitted to headquarters. The Zone Offices have made possible the integration of the normal and operational functions which have been beneficial to the success of the programs.

These observations have served as a basis for various resolutions and recommendations adopted by the Pan American Sanitary Conference, by the Directing Council and by the Executive Committee of the Pan American Sanitary Organization.

For the purpose of decentralizing the activities of the Washington Office, the Continent has been divided into six zones, each one of them to be provided with a field office except Zone I which will be administered by the headquarters office. Zone Offices have been in operation in Guatemala, Lima, Buenos Aires, and Rio de Janeiro. Negotiations have been initiated to open an office in Mexico City.

Each Zone Office is comprised of a nucleus of technical personnel, in relation to the different programs carried out in the area under its jurisdiction. Generally speaking, the personnel includes a public health officer as Zone Representative, one or two medical officers, a sanitary engineer, a public health nurse, and personnel for general administration. Area supervisors provided by the World Health Organization to the Region of the Americas are added to the Field Offices personnel with the objective of maintaining close contact with the local authorities for a better development of the specialized program. Technical consultants are sent from time to time by headquarters in accordance with the needs of the programs in the various zones.



Purpose:

The programs of the Field Offices are regulated by the Pan American Sanitary Code and the resolutions of the Pan American Sanitary Conference. The activities developed are essentially of a technical nature, with respect to the internal problems and the sovereignty of the various countries included in its jurisdictional territory. The principal objectives may be summarized as follows:

1. To promote and coordinate public health activities in the various countries comprising the zone.
2. To collaborate with the governments of the countries, maintaining direct working relationships with the health authorities.
3. To supply, upon request of the governments, fellowships and educational, technical and professional services, and to act in an advisory capacity.
4. To decentralize the activities of the headquarters office, especially those connected with the supervisory and administrative aspects of the operation of cooperative programs in the various countries comprising the Zone.

P A S B			WHO Reg. 1953	WHO TA 1953	Other Funds 1953	PART III PASB FIELD AND OTHER PROGRAMS ZONE OFFICES	SECTION 1	Spent	P A S B Allotted		Budgeted	WHO Regular 1953	Required Imp. Sup. & Mater. 1953	WHO TA 1953	Other Funds 1953
1951	1952	1953	1953	1953	1953			1951	1952	1953	1953	1953	1953	1953	
						<u>Location of Office</u>	<u>Zone</u>	\$	\$	\$	\$	\$	\$	\$	\$
						Ch. 1. <u>Mexico City, Mexico</u>	II								
						Personal Services			37,555	53,464		9,950			
						Allowances			6,363	15,069		2,058			
						Travel			9,750	11,784		9,097			
						Common Services			8,350	8,550		301			
4	8	12	2			Total - Zone II		20,140	62,018	88,867	21,406				
						Ch. 2. <u>Guatemala City, Guate- mala</u>	III								
						Personal Services			44,713	67,154		27,704		7,638	
						Allowances			5,599	15,555		5,229		1,484	
						Travel			12,000	15,774		20,805		1,350	
						Common Services			8,155	12,751		2,530		690	
14	13	17	4	1		Total - Zone III		57,845	70,467	111,234	56,268			11,162	
						Ch. 3. <u>Lima, Peru</u>	IV								
						Personal Services			42,606	48,633		39,444		6,300	
						Allowances			6,615	10,871		7,209		1,278	
						Travel			14,424	22,420		23,082		5,453	
						Common Services			8,611	12,459					
11	12	14	6	1		Total - Zone IV		67,439	72,256	94,383	69,735			13,031	
						Ch. 4. <u>Rio de Janeiro, Brazil</u>	V								
						Personal Services			39,893	58,536					
						Allowances			6,128	13,280					
						Travel			13,488	15,516					
						Common Services			9,813	13,489					
12	13	13				Total - Zone V		32,763	69,322	100,821					

P A S B			WHO Reg.	WHO TA	Other Funds	PART III PASB FIELD AND OTHER PROGRAMS ZONE OFFICES	SECTION 1	Spent			P A S B Allotted			Budgeted			WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953			1951	1952	1953	1953	1953	1953	1953	1953	1953	1953	1953	1953	
							<u>Location of Office</u>	<u>Zone</u>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
							Ch. 5. Buenos Aires, Argentina	VI												
							Personal Services			30,173	58,419	15,050								
							Allowances			5,312	14,051									
							Travel			14,053	17,782	12,480								
							Common Services			4,624	11,575									
							Total - Zone V		25,395	54,162	101,827	27,530								
3	6	13	2				TOTAL - ALL ZONES		203,582	328,225	497,132	174,939					24,193			
44	52	69	14	2																

PART        III    PAN AMERICAN SANITARY BUREAU-FIELD AND  
OTHER PROGRAMS

SECTION     2    Country Programs

The justifications and details of expenditure in respect of country programs are included under the several zones to which they relate.

The summary on the following page recapitulates the details into the budget format.

P A S B			WHO Reg.	WHO TA	Other Funds	PART III SECTION 2 COUNTRY PROGRAMS	P A S B			WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		Spent	Allotted	Budgeted	1953	1953	1953	1953
							1951	1952	1953				
							\$	\$	\$	\$	\$	\$	\$
22	19	17		23		Ch. 1. Insect Control	174,713	78,057	82,392		215,000	159,574	
				11		Ch. 2. Tuberculosis					50,000	118,483	
5	4	3	4	7		Ch. 3. Venereal Disease	59,314	33,041	46,393	63,144	100,000	94,799	
						Ch. 4. Veterinary Public Health	35,761		42,110				250,000
1	1	1		1		Ch. 5. Acute Communicable Diseases	58,430	55,638	55,344		25,000	47,379	
				6		Ch. 6. Parasitic Diseases	2,049	8,000	15,000			70,176	29,500
				42		Ch. 7. Public Health Administration						544,125	
2						Ch. 8. Nursing	8,315	210				54,905	
				3		Ch. 9. Health Education of the Public						66,617	
				26		Ch. 10. Maternal and Child Health					605,000	296,781	
						Ch. 11. Mental Health				4,275			
4	4	1				Ch. 12. Nutrition	25,151	26,610	12,318			25,000	70,000
		2	1	1		Ch. 13. Environmental Sanitation		10,000	103,888	70,103		74,844	
						Ch. 14. Antibiotics and Insecticides					100,000		
34	28	24	5	120		Total - Country Programs	363,733	211,556	357,445	137,522	1,095,000	1,552,683	349,500

\* OAS/TA

\*\* USPHS

\*\*\* Contributed to INCAP operations by Member Nations and The W. K. Kellogg Foundation

PART III PAN AMERICAN SANITARY BUREAU-FIELD AND  
OTHER PROGRAMS

SECTION 3 Education and Training Program

Because of the importance of training professional and technical personnel in the field of public health, a small amount of money has been provided in the Proposed Program and Budget for 1953 to cover Fellowships. Although the Bureau is in agreement with the principle that monies devoted to the training of medical and technical public health personnel provide the greatest lasting benefits to national public health services, it also recognizes the needs for other types of activities. Because there are numbers of projects on WHO and WHO/TA that include monies for fellowships and because of the limitations to Bureau programs caused by an assessment ceiling of \$2,000,000, it is felt that no greater amount could be proposed. No detailed justification has been given for the Fellowships Program.

There follows, however, a detailed justification on a proposed technical meeting:

Third Regional Nurses Congress

The First and Second Regional Congresses were held in 1949 in Costa Rica for the countries in the Western Hemisphere from Panama northward, and in Peru for all the countries in South America.

At the Costa Rica Congress an invitation was extended by the Cuban delegates for the next Congress to meet in Cuba in 1951, and at the Lima Congress an invitation was extended by the delegates from Brazil.

Since the International Council of Nurses is calling a world-wide congress to meet in Rio de Janeiro in 1953, it was suggested by nurses from several countries that the Third Regional Nurses Congress, to include all countries in the Western Hemisphere, be called for a week's period immediately preceding or following the International Congress in Rio. A circular was sent on 22 November 1950 to nursing leaders in all the countries, including Cuba, asking for their opinion on the matter, and the consensus was that the above suggestion be accepted.

Regional nursing congresses provide opportunity for the discussion of problems in nursing common to Latin America by outstanding nurses on the continent and constitute an excellent method of selecting the most important goals to be sought and of determining the most effective methods of achieving them. They might be considered to function as a regional expert committee on nursing, since up to the present the Ministries of

Health have sent their leading nurses in the fields of public health and education. The congresses also afford a fruitful opportunity for an exchange of information amongst nurses and lay a basis for future cooperation and help of the weaker countries by the strongest in nursing. It is an educational opportunity for all nurses attending, including the consultants of the Bureau.

This Congress will be a working congress conducted on the plan of round-table discussions for each item on the agenda. The topics will be suggested by nurses throughout Latin America and preparatory documents will be sent to all countries previous to the meetings so that each delegate may come with recommendations from the professional group in her country. At the congress each delegate will be asked to indicate her choice of one of the items on the agenda which she is prepared to discuss. Each round-table group will elect its own chairman and secretary, but one member of the Pan American Sanitary Bureau nursing consultant staff will be in each group in order to help orient the discussions and prepare the recommendations.

So that the nursing consultants may have a similar point of view on all topics, it is proposed that they meet one day prior to the congress to come to a common agreement. It is also proposed that the consultants meet again after the congress for two days to discuss their particular problems in the field.

A tentative schedule for these meetings would, therefore, be as follows:

Meeting of consultants to discuss items on the agenda	1 day
Registration at Congress and First General Assembly	1 day
Meeting at round-table discussion groups	3 days
General assemblies to discuss findings of individual groups	3 days
Meeting of consultants to discuss problems in the field	2 days

P A S B			WHO Reg.	WHO TA	Other Funds	PART III SECTION 3 EDUCATION AND TRAINING PROGRAM	P A S B			WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		Spent 1951	Allotted 1952	Budgeted 1953	1953	1953	1953	1953
						Ch. 1. Fellowships	\$	\$	\$ 37,228	\$	\$	\$	\$
						Ch. 2. Technical Meetings							
						Third Regional Nurses Con- gress							
						Temporary Personnel			500				
						Travel							
						Duty			1,100				
						Contractual Services			1,000				
				15		Total - Section 3	16,184		39,828	272,129		361,839	



PART III PAN AMERICAN SANITARY BUREAU - FIELD AND  
OTHER PROGRAMS

SECTION 4 Publications of the Pan American Sanitary  
Bureau

It is the responsibility of the Pan American Sanitary Bureau to provide Member Nations with information concerning communicable diseases in man, new invasion of such diseases, new methods of combatting diseases, and other pertinent information relative to sanitation and public health in any of its phases.

The Bureau proposes to meet this obligation, as it has in previous years, by publishing the Bulletin, the Weekly and Monthly Epidemiological Reports, and such other technical monographs as can be fitted into the amount of money provided.

The Weekly Epidemiological Report is now being reproduced by Bureau staff members, which results in a decrease in the amount budgeted for 1953. The requested amount covers the cost of the Monthly Epidemiological Reports which are printed on a contractual basis.

During 1952, a careful analysis of the costs of publishing the Bulletin was made. It was found that a Bulletin of 140 pages issued monthly and including the semi-annual indexes cost \$36,000. With the sum provided, it is contemplated that a Bulletin averaging 110 pages per month could be published at an approximate cost of \$30,000. The balance of the requested funds, \$5,000, can be used to publish one small technical monograph.

P A S B			WHO Reg.	WHO TA	Other Funds	PART III SECTION 4 PUBLICATIONS OF THE PASB	P A S B			WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		1951	1952	1953	1953	1953	1953	1953
						Ch. 1. PASB Bulletin	\$	\$	\$	\$	\$	\$	\$
						Ch. 2. Epidemiological Report		25,000	30,000				
						Ch. 3. Special Publications		2,600	1,500				
						Total - Section 4	31,351	27,600	36,500				

PART IV PAN AMERICAN SANITARY BUREAU - OTHER EXPENDITURES

At the present time no expenditures other than those in connection with the Building Fund are contemplated.

An amount of \$70,000 has been requested under Chapter 1, Building Fund, of this part, for the purpose of covering the amortization of the loans made to the Pan American Sanitary Bureau by the Rockefeller Foundation and the W. K. Kellogg Foundation.

These loans enabled the Pan American Sanitary Bureau to purchase the site and buildings comprising their new headquarters.

GENERAL INFORMATION ANNEX II

COUNTRY PROGRAMS

ZONE I

Area:

This Zone covers Alaska, Canada, the United States of America, and the non-self-governing territories of this Hemisphere, except British Honduras. The activities of the Bureau in Zone I are under the direct responsibility of the Washington Office.

Activities:

It is expected that programs in the following categories will be carried out in the Zone in 1953:

Insect Control  
Tuberculosis  
Training in Bacteriology  
(Tuberculosis and Mass X-Ray Services)  
BCG

Programs and justifications are shown on the following pages.

## JAMAICA

### INSECT CONTROL

#### Need for the Program

In accordance with the mandate of the First Meeting of the Directing Council of the Pan American Sanitary Organization held in Buenos Aires in 1947, the Pan American Sanitary Bureau was entrusted with the solution of the continental problem of yellow fever, based fundamentally on the eradication of Aedes aegypti, without prejudice to other measures which regional circumstances may indicate. The complete implementation of this program depends on the coordinated action of all countries and territories of the Western Hemisphere.

The presence of the Aedes aegypti in large numbers and proximity to the endemic yellow fever zone represent a threat to the susceptible population of Jamaica and the Caribbean Islands.

#### Past Development of the Program

An anti-aegypti campaign has been in progress in Jamaica since April of 1950, under the technical guidance of the Pan American Sanitary Bureau. In 1951 an intensive Insect Control Program was started. This program aimed at the control of malaria and of insect vectors of other human diseases. Special emphasis was placed, however, on the eradication of Aedes aegypti.

At a meeting on the island of Barbados in June of 1951, the health authorities of several of the British Caribbean colonies expressed interest in a cooperative anti-aegypti campaign. Technical guidance in the planning of eradication programs had been lent to several of these colonies by an expert of the Pan American Sanitary Bureau.

#### Achievements

Jamaica - Much work has been done in the city of Kingston, but the fourth inspection made in July 1951 still showed the presence of Aedes aegypti. Several other localities of the island have also been treated with DDT, and the work is continuing.

Other Caribbean Colonies - Although complete information on this area is not available at the moment, preliminary surveys had been made in the Bahamas, Bermuda, Barbados, Dominica, Grenada, St. Lucia, St. Vincent, and the Leeward Islands, and DDT programs are under way in Barbados, Dominica and Nevis.

Plan for 1953

It is expected to continue in 1953 the intensive Insect Control Program initiated in 1951. The Bureau will provide experts to orient and train the national personnel. The international team would serve Jamaica and the other Caribbean Islands (except Hispaniola and Cuba), as well as the Guianas.

P A S B			WHO Reg.	WHO TA	Other Funds	JAMAICA	P A S B			WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		Spent	Alotted	Budgeted	1953	1953	1953	1953
							1951	1952	1953	1953	1953	1953	1953
						INSECT CONTROL* (Caribbean)	\$	\$	\$	\$	\$	\$	\$
	1	1				Medical Officer		7,413	7,638				
		2				Sanitary Inspectors			10,200				
	1	1				Secretary		1,200	1,200				
2	2	4				Total - Established Posts		8,613	19,038				
						<u>Allowances</u>							
						Repatriation			315				
						Pension Fund		1,038	2,497				
						Staff Insurance		121	206				
						<u>Travel</u>							
						Duty		2,500	3,750				
						<u>Materials and Supplies</u>		400					
				4		Total	19,293	12,672	25,806			27,789	
						TUBERCULOSIS							
					3	<u>Tuberculosis Control and BCG Program</u>						30,697	

\* There have been recent indications that it would be better administratively to continue this program under PASB rather than to shift it to WHO/TA. The project appears, therefore, under both budgets.



P A S B			WHO Reg.	WHO TA	Other Funds	JAMAICA	Spent	P A S B Allotted	Budgeted	WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		1951	1952	1953	1953	1953	1953	1953
						<u>EDUCATION AND TRAINING</u>	\$	\$	\$	\$	\$	\$	\$
						TUBERCULOSIS							
						<u>Tuberculosis Bacteriology</u>				7,200			
						<u>Training for Mass Radiography</u>				5,775			
2	2	4		7		Totals - JAMAICA	19,293	12,672	25,806	12,975		58,486	

ZONE II

Area:

This area covers Cuba, the Dominican Republic, Haiti, and Mexico. The field office of this Zone will be located in Mexico City. Zone II programs will be under the supervision of the Washington Office until the Zone Office is established.

Activities:

It is expected that programs in the following categories will be carried out in the Zone in 1953:

Insect Control and Malaria  
Venereal Diseases Control  
Public Health Administration  
Sanitation  
Health Education

Programs and justifications are shown on the following pages.

P A S B			WHO Reg.	WHO TA	Other Funds	PASB FIELD AND OTHER PROGRAMS ZONE II - OPERATIONS MEXICO OFFICE	Spent	P A S B Allotted	Budgeted	WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		1951	1952	1953	1953	1953	1953	1953
	1	1				Zone Representative	\$	\$	\$	\$	\$	\$	\$
	1	3	1			Medical Officer		10,200	10,600				
	1					Medical Officer		6,090	22,464	8,000			
	1					Medical Officer		6,300					
	1	1				Public Health Nurse		5,000	6,300				
	1	1				Administrative Officer		4,000	5,100				
		1	1			Secretary			1,950	1,950			
		1				Office Services Assistant			1,500				
		1				Chauffeur			800				
	2	2				Clerk Stenographer		4,965	2,700				
	1	1				Accountant		1,000	2,050				
4	8	12	2			Total - Established Posts		37,555	53,464	9,950			
						<u>Allowances</u>							
						Dependents		1,266	1,800	475			
						Repatriation			5,065	50			
						Pension Fund		4,572	7,454	1,393			
						Staff Insurance		525	750	140			
						<u>Travel</u>							
						Duty		3,127	9,448	6,972			
						Recruitment and Repatriation		4,123	1,038				
						Personal Effects		2,500					
						Home Leave			1,298	2,125			
						<u>Common Services</u>							
						Space and Equipment		700	1,200				
						Other Services		2,300	4,000				
						Supplies and Materials		777	1,350				
						Fixed Charges and Claims		3,073	500	301			
						Acquisition of Capital Assets		1,500	1,500				
4	8	12	2			TOTALS	20,140	62,018	88,867	21,406			

P A S B			WHO Reg.	WHO TA	Other Funds	CUBA	Spent	P A S B Allotted Budgeted		WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		1951	1952	1953	1953	1953	1953	1953
				3		INSECT CONTROL AND MALARIA	\$	\$	\$	\$	\$	\$	\$
				3		Totals - CUBA						27,551	
												27,551	

## HAITI

### VENEREAL DISEASE YAWS

#### Need for the Program

Haiti, like most tropical countries in the Americas, has a widespread prevalence and incidence of yaws. This human treponematosis affects most seriously the economy of the country in view of the high percentage of physical handicaps present in the yaws patient. This is especially true in the rural areas of the country, where the greater majority of the people has been, is, or will be, infected by the Tr. pertenue if a vigorous program for the eradication of the disease is not established.

#### Past Development of the Program

In 1950 the World Health Organization signed an agreement with the Government of Haiti, aiming at the eradication of yaws, with the financial assistance of UNICEF. During the years 1950, 1951 and 1952, the Pan American Sanitary Bureau undertook the payment of the living quarters of the international personnel (three medical officers and one serologist), as well as the expenses arising out of their internal travel.

Although the program was originally scheduled for two years, it has been felt that in order to render it successful, it will be necessary to extend the agreement covering the operations until 1954. During the financial period of 1953, the Pan American Sanitary Bureau will continue to meet the above-mentioned expenses.

#### Achievements

Two main points should be brought out under this heading: No. 1, the successful demonstration of adequate coverage of the greatest majority of patients and their contacts by the house-to-house method developed in the field during 1951; and secondly, the establishment of minimum amounts of penicillin by the systematic study of a pilot group in Bainet with all the clinical, bacteriological and serological procedures.

#### Plan for 1953

During this year the gains obtained by the house-to-house method will be further consolidated and it is believed that most of the infected population groups will be treated, leaving only a few areas to be covered in 1954. A statistical analysis and evaluation of the results therein obtained will be completed during this year.

P A S B			WHO Reg.	WHO TA	Other Funds	HAITI	Spent	P A S B Allotted	Budgeted	WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		1951	1952	1953	1953	1953	1953	1953
								\$	\$	\$	\$	\$	\$
						<b>VENEREAL DISEASE</b>							
						<u>Yaws</u>							
	1	1				Consultant		1,800	1,800				
						Lodging for 2 WHO Experts			5,256				
						Internal Travel		1,600	3,200				
1	1	1	2			Total	4,315	3,400	10,256	27,373	100,000		
						<b>INSECT CONTROL</b>					75,000	21,016	
						<b>PUBLIC HEALTH ADMINISTRATION</b>							
						<u>Health Demonstration Area</u>						75,377	
1	1	1	2	6		Totals - HAITI	4,315	3,400	10,256	27,373	175,000	96,393	

## MEXICO

### INSECT CONTROL

#### Need for the Program

In accordance with a resolution adopted by the Directing Council of the Pan American Sanitary Organization at its First Meeting (Buenos Aires, 1947), the Pan American Sanitary Bureau has developed a program for the eradication of the Aedes aegypti on a continental scale.

Mexico, with a large area of infestation by this mosquito, started an anti-aegypti campaign in 1948, conducted by the National Malaria Service.

#### Past Development of the Program

In 1950 the cooperation of the Pan American Sanitary Bureau was requested, and toward the end of that year an agreement was signed between the Mexican Government and the Bureau for the implementation of a cooperative program for the eradication of Aedes aegypti. According to the agreement, a nationwide program against this mosquito was started in Mexico late in 1950. The Bureau furnished equipment and supplies not locally available, a medical officer, and sanitary inspectors in order to provide orientation and training for the national personnel.

#### Achievements

Most of the principal seaports are now Aedes aegypti free. The State of Quintana Roo was totally covered by preliminary inspection in 1951; 37 localities were found with aegypti, of which only 4 remain at present infested. Preliminary inspections of 90 of the 105 counties of the State of Yucatán showed this State to be very heavily infested, with 209 localities positive for aegypti. Although the work in most of Yucatan has only been in progress a few months, 36 localities were negative at the last inspection.

#### Plan for 1953

Although the new agreement will terminate in August 1952, it is expected that it will be renewed for another year.

The Government of Mexico is interested in continuing in 1953 an intensive nationwide Insect Control Program, which will be started in 1952, with the aim of eradicating Aedes aegypti, controlling malaria, and combating other insect vectors of human diseases.

P A S B			WHO Reg.	WHO TA	Other Funds	MEXICO	Spent	P A S B Allotted	Budgeted	WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		1951	1952	1953	1953	1953	1953	1953
							\$	\$	\$	\$	\$	\$	\$
	1	1				INSECT CONTROL*							
	1	2				Medical Officer		7,413	7,638				
						Sanitary Inspectors		2,895	5,670				
2	2	3				Total - Established Posts		10,308	13,308				
						<u>Allowances</u>							
						Dependents		800	800				
						Repatriation			320				
						Staff Insurance		104	107				
						<u>Travel</u>							
						Duty		1,100	4,800				
						Home Leave			5,065				
						<u>Grants</u>		11,000	17,350				
2	2	3		4*		Total	38,201	23,312	41,750			43,532*	
	1					VENEREAL DISEASE	2,323	2,385					
						HEALTH EDUCATION OF THE PUBLIC							
					1	<u>Regional Fundamental Education and Training Center</u>						23,684	
					1	ENVIRONMENTAL SANITATION							
						<u>Garbage Disposal</u>						32,103	

\*Although this project is also shown under WHO/TA it has been found necessary administratively to carry out the project under the PASB.



P A S B			WHO Reg.	WHO TA	Other Funds	MEXICO	Spent	P A S B Allotted Budgeted		WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		1951	1952	1953	1953	1953	1953	1953
							\$	\$	\$	\$	\$	\$	\$
						<u>EDUCATION AND TRAINING</u>							
						<u>Hospital Administration</u>						20,000	
						<u>Community Health Education Organization</u>				16,400			
						ACUTE COMMUNICABLE DISEASES							
						<u>Smallpox</u>	352						
						NUTRITION							
						<u>Endemic Goitre Survey</u>	405						
2	3	3		6		Totals - MEXICO	41,281	25,697	41,750	16,400		119,319	

ZONE III

Area:

This Zone covers Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua, Panama and British Honduras. The Field Office of this Zone is located in Guatemala City.

Activities:

It is expected that programs in the following categories will be carried out in the Zone in 1953:

Environmental Sanitation  
Venereal Diseases  
Brucellosis  
Tuberculosis  
Nursing  
Insect Control and Malaria  
Maternal and Child Health  
Public Health Administration

In addition to these programs, it must be pointed out that the Institute of Nutrition of Central America and Panama, with its headquarters in Guatemala City, is administered by the Pan American Sanitary Bureau through the Office of this Zone.

Programs and justifications are shown on the following pages.

P A S B			WHO Reg.	WHO TA	Other Funds	PASB FIELD AND OTHER PROGRAMS ZONE III - OPERATIONS GUATEMALA OFFICE	Spent	P A S B Allotted	Budgeted	WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		1951	1952	1953	1953	1953	1953	1953
							\$	\$	\$	\$	\$	\$	\$
	1	1				Zone Representative	DL	10,200	10,600				
	1	4	3	1		Medical Officer	PL4	7,413	27,714	22,688		7,638	
			1			BCG Advisor	PL4			5,016			
	1	1				Public Health Nurse	P3	6,000	6,100				
	1	1				Administrative Officer	P3	6,100	6,300				
	1	1				Medical Officer	UG	1,080	1,080				
	1	1				Administrative Assistant	GL6	2,130	2,220				
	1	1				Accountant	GL6	2,160	2,220				
	1	1				Records and Communications Clerk	GL6		2,130				
		1				Bilingual Secretary	GL5		2,220				
	1	1				Secretary	GL5	1,860	1,920				
	1	1				Bilingual Secretary	GL4	1,530	1,590				
	1	1				Junior Clerk	GL4	1,500	1,560				
	1	1				Chauffeur	GLL		775				
	1	1				Janitor-Messenger	GLL	1,860	775				
14	13	17	4	1		Total - Established Posts		44,713	67,154	27,704		7,638	
						<u>Allowances</u>							
						Dependents		600	2,300	943		257	
						Repatriation			2,414	184		50	
						Pension Fund		4,370	9,892	3,878		1,070	
						Staff Insurance		629	949	224		107	
						<u>Travel</u>							
						Duty		9,800	15,774	18,423			
						Recruitment and Repatriation				782			
						Personal Effects				250			
						Home Leave		2,200		1,350		1,350	

P A S B			WHO Reg.	WHO TA	Other Funds	PASB FIELD AND OTHER PROGRAMS ZONE III - OPERATIONS GUATEMALA OFFICE	P A S B			WHO	Required Imp. Sup. & Mater.	WHO	Other
1951	1952	1953	1953	1953	1953		Spent	Allotted	Budgeted	Regular	1953	TA	Funds
							1951	1952	1953	1953	1953	1953	1953
							\$	\$	\$	\$	\$	\$	\$
						<u>Common Services</u>							
						Space and Equipment		2,000	2,400				
						Other Services		3,005	6,012				
						Supplies and Materials		1,650	1,700				
						Fixed Charges and Claims			1,139	2,530		690	
						Acquisition of Capital Assets		1,500	1,500				
14	13	17	4	1		TOTALS	57,845	70,467	111,234	56,268		11,162	

P A S B			WHO Reg.	WHO TA	Other Funds	COSTA RICA	Spent	P A S B Allotted		Budgeted	WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		1951	1952	1953	1953	1953	1953	1953	
						INSECT CONTROL AND MALARIA	\$	\$	\$	\$	\$	50,000	\$	\$
1						NURSING								
						<u>Public Health Nurse</u>	4,809	210						
						<u>EDUCATION AND TRAINING SERVICES</u>								
				4		School of Nursing, San Jose							36,905	
						ACUTE COMMUNICABLE DISEASES								
						<u>Yellow Fever</u>	2,118							
1				4		Totals - COSTA RICA	6,927	210				50,000	36,905	

P A S B			WHO Reg.	WHO TA	Other Funds	EL SALVADOR	Spent	P A S B Allotted	Budgeted	WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		1951	1952	1953	1953	1953	1953	1953
							\$	\$	\$	\$	\$	\$	\$
				12		PUBLIC HEALTH ADMINISTRATION <u>Health Demonstration Area</u>						143,058	
				2		MATERNAL AND CHILD HEALTH <u>Field Team</u>					50,000	24,015	
				14		Totals - EL SALVADOR					50,000	167,073	

GUATEMALA

INSTITUTE OF NUTRITION OF CENTRAL AMERICA AND PANAMA (INCAP)

Background

In 1949 the Pan American Sanitary Bureau, the W. K. Kellogg Foundation and three Central American countries signed a protocol for the purpose of developing a nutritional institute that would concern itself with the specific problems of nutrition found in the Central American area. Since the implementation of this program, two additional countries have joined the Institute of Nutrition of Central America and Panama. It is anticipated that all six Central American countries will be active members in the very near future.

As can be seen from the official documents of the Institute of Nutrition of Central America and Panama, this undertaking has proved highly successful. Indeed, its success has been noted by other organizations and international agencies to the extent that they have been willing to contribute to the development of this organization.

The Bureau, with the W. K. Kellogg Foundation, is presently supplying the services of the chief of the Bureau's nutrition section, who acts as Director of INCAP, a secretary, and an assistant to the Director of INCAP. During the 13th Meeting of the Executive Committee, the idea that the Institute should assume the responsibility for its own administration and development was expressed strongly by one of the committee members whose country is also a member of the Institute. Accordingly, this type of planning has been emphasized during 1952 and is manifest in the 1953 program proposal.

Plans for 1953

During 1953 it is anticipated that the chief nutritionist of the Pan American Sanitary Bureau will be brought into the Guatemala Field Office and that it will no longer be necessary for the Bureau to provide for more than technical assistance to the Institute. The stationing of the Bureau's nutritionist in Guatemala is expected to be sufficient for this purpose. In addition, the Bureau proposes to continue to bear the cost of INCAP's Consultative Board of Experts in Nutrition and Related Sciences for that year.

It will be noted in the summary on the following page that an amount of \$70,000 is provided from other sources. Of this amount \$62,000 represents anticipated payments by the Member Nations. This amount is based on the assessments noted in respect of 1952. The W. K. Kellogg Foundation grant of \$15,000 will be available for six months in 1953. In addition to the foregoing contributions, it should be borne in mind that other international non-governmental agencies have made contributions to cover costs attendant to certain specific projects carried on by INCAP. As these are on an ad hoc basis, no amount has been included for 1953.





P A S B			WHO Reg.	WHO TA	Other Funds	GUATEMALA	P A S B			WHO	Required	WHO	Other
1951	1952	1953	1953	1953	1953		Spent	Allotted	Budgeted	Regular	Imp. Sup. & Mater.	TA	Funds
							1951	1952	1953	1953	1953	1953	1953
							\$	\$	\$	\$	\$	\$	\$
						PARASITIC DISEASE*** <u>Onchocerciasis</u>							21,500
				2		PUBLIC HEALTH ADMINISTRATION <u>Model Health Unit</u>						23,016	
				3		MATERNAL AND CHILD HEALTH Field Team					50,000	34,376	
						<u>EDUCATION AND TRAINING</u>							
						TUBERCULOSIS				5,775			
						<u>Veterinary Public Health</u> Brucellosis				5,675			
				4		<u>Nursing</u>						58,277	
5	3			14		Total - GUATEMALA	47,663	16,922	3,000	11,450	115,000	164,087	91,500

\*\*\*U.S. Public Health Service Grant Funds

P A S B			WHO Reg.	WHO TA	Other Funds	HONDURAS	Spent	P A S B Allotted	Budgeted	WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		1951	1952	1953	1953	1953	1953	1953
						INSECT CONTROL	\$	\$	\$	\$	\$	\$	\$
						<u>Supplies and Equipment</u>					25,000		
						ACUTE COMMUNICABLE DISEASE							
						<u>Polio</u>							
1						Nurse	2,909	293					
1						Totals - HONDURAS	2,909	293			25,000		

NICARAGUA

RURAL SANITATION PROJECT

Need for the Program

Diseases due to intestinal parasites and intestinal infections are prevalent in the rural communities of Nicaragua. The information obtained by our Zone Representative during visits and conferences reveals the need for assistance to national public health services in the implementation of projects to demonstrate to selected communities how the prevalence of such diseases can be reduced by improving local sanitation. Nicaragua has been selected as one of the countries where the objectives of such programs can be fulfilled most effectively.

Past Development of Project

It is planned to initiate this project in 1953.

Plan for 1953

It is planned to assist the national government in setting up a program to improve small water supply installations and methods of disposal of human excreta and fly-breeding wastes. The plan will include continuation of the program by the national government after assistance is withdrawn. To accomplish this, it is proposed to furnish specialized personnel, fellowships, and incidental supplies other than locally available construction materials.

P A S B			WHO Reg.	WHO TA	Other Funds	NICARAGUA	Spent	P A S B Allotted Budgeted		WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		1951	1952	1953	1953	1953	1953	1953
		1					ENVIRONMENTAL SANITATION	\$	\$	\$	\$	\$	\$
						<u>Rural Sanitation Project</u>							
						Sanitary Engineer PH			7,200				
						<u>Allowances</u>							
						Staff Insurance			101				
						<u>Travel</u>							
						Recruitment and Repatriation			2,850				
						<u>Supplies and Equipment</u>			25,000				
						<u>Reimbursement of Income Tax</u>			690				
						<u>Fellowships - 2 (1/2 year)</u>							
						Fellowships International			4,500				
		1				Total			40,341				
						TUBERCULOSIS							
						<u>BCG Programme</u>					50,000		
						MATERNAL AND CHILD HEALTH							
				3		Field Team					60,000	34,376	
		1		3		Totals - NICARAGUA			40,341		110,000	34,376	

P A S B			WHO Reg.	WHO TA	Other Funds	PANAMA	Spent	P A S B Allotted		Budgeted	WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		1951	1952	1953	1953	1953	1953	1953	1953
							EDUCATION AND TRAINING	\$	\$	\$	\$	\$	\$	\$
						ENVIRONMENTAL SANITATION								
						<u>Training Course for Waterwork Operators</u>							16,050	
						Totals - PANAMA							16,050	

ZONE IV

Area:

This Zone covers Bolivia, Colombia, Ecuador, Peru and Venezuela. The Field Office of this Zone is located in Lima, Peru.

Activities:

It is expected that programs in the following categories will be carried out in the Zone in 1953:

- Acute Communicable Diseases Control
- Yellow Fever Control
- Venereal Diseases Control
- Environmental Sanitation
- Maternal and Child Health
- Insect Control and Malaria
- Public Health Administration
- Tuberculosis Control
- Health Education
- Veterinary Public Health
- Nursing
- Education and Training

Programs and justifications are shown on the following pages.

P A S B			WHO Reg.	WHO TA	Other Funds	PASB FIELD AND OTHER PROGRAMS ZONE IV - OPERATIONS LIMA OFFICE	P A S B			WHO	Required Imp. Sup. & Mater.	WHO	Other
1951	1952	1953	1953	1953	1953		Spent	Allotted	Budgeted	Regular		TA	Funds
							1951	1952	1953	1953	1953	1953	1953
						\$	\$	\$	\$	\$	\$	\$	
	1	1					10,200	10,600					
	2	2	5				14,826	15,276	37,963				
				1							6,300		
	1	1					4,900	6,300					
	1	1					4,900	5,100					
		1						1,900					
	1	1					1,900	1,974					
	2	2					2,880	2,962					
			1						1,481				
		1											
	1	1						1,380					
	1	1					1,140	1,181					
	1	1					890	930					
	1	1					520	570					
	1	1					450	460					
11	12	14	6	1		Total - Established Posts		42,606	48,633	39,444		6,300	
						<u>Allowances</u>							
						Dependents		800	1,200	1,028		257	
						Repatriation			2,174	250		50	
						Pension Fund		5,215	6,810	5,557		882	
						Staff Insurance		600	687	374		89	
						<u>Travel</u>							
						Duty		10,989	20,668	21,732		4,103	
						Recruitment and Repatriation							
						Personal Effects							
						Home Leave		3,435	1,752	1,350		1,350	

P A S B			WHO Reg.	WHO TA	Other Funds	PASB FIELD AND OTHER PROGRAMS ZONE IV - OPERATIONS LIMA OFFICE	Spent	P A S B Allotted	Budgeted	WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		1951	1952	1953	1953	1953	1953	1953
							\$	\$	\$	\$	\$	\$	\$
						<u>Common Services</u>							
						Space and Equipment		2,200	2,640				
						Other Services		3,211	6,500				
						Supplies and Materials		1,700	1,416				
						Fixed Charges and Claims			403				
						Acquisition of Capital Assets		1,500	1,500				
11	12	14	6	1		TOTALS	67,439	72,256	94,383	69,735		13,031	



BOLIVIA

SMALLPOX CONTROL

Need for the Program

Since 1950 the Pan American Sanitary Bureau has been cooperating with the Government of Peru in a campaign for the eradication of smallpox. Satisfactory progress has been made in this work. However, in order that the campaign may be a complete success, it is deemed most important that the countries bordering on Peru carry on similar control campaigns due to the constant traffic of persons between the bordering regions, which might originate smallpox foci in those countries where control measures are under way. The Government of Bolivia has, on various occasions, manifested its interest in participating in a program of this type.

Past Development of the Program

The program will be started in 1952 on the basis of a complete vaccination campaign in the country over a period of five years.

Plans for 1953

It is expected that the program will continue in 1953 with the coordination of the various existing smallpox campaigns. Furthermore, assistance will be provided to improve the transportation and refrigeration of the vaccine in rural areas, and for the production of dried vaccine for use in tropical areas; the training of laboratory personnel will also be encouraged. The provision of equipment and necessary supplies for the production of vaccine, as well as for the campaign itself, will continue in 1953.

P A S B			WHO Reg.	WHO TA	Other Funds	BOLIVIA	Spent	P A S B Allotted		Budgeted	WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		1951	1952	1953	1953	1953	1953	1953	1953
						ACUTE COMMUNICABLE DISEASE	\$	\$	\$	\$	\$	\$	\$	\$
						<u>Smallpox</u>								
						<u>Supplies and Equipment</u>			10,000					
						MATERNAL AND CHILD HEALTH								
						<u>Supplies and Equipment</u>						35,000*		
						<u>EDUCATION AND TRAINING SERVICES</u>								
						VENEREAL DISEASE								
						<u>Post Graduate Training Course in Callao, Peru</u>								
						<u>Fellowships</u>					1,200			
						Totals - BOLIVIA			10,000		1,200	35,000*		

\*Allocated by UNICEF Executive Board

COLOMBIA

YELLOW FEVER

Need for the Program

The highly specialized nature of the techniques required for the study of yellow fever and for the production of vaccine has indicated the desirability of utilizing the existing resources and the past experience of Colombia for the preparation of vaccine to be used in the campaigns under way in other countries of the Americas. Local production in each country would not be convenient, not only because of the comparatively small amount of vaccine to be produced in each one but also because of duplication of laboratory equipment and technical personnel.

Past Development of the Program

An agreement was signed in 1950 between the Ministry of Health of Colombia and the Pan American Sanitary Bureau for cooperation in a continental campaign against yellow fever. According to this agreement, the "Carlos Finlay" Institute for Special Studies was expected to provide to other American countries, through the Pan American Sanitary Bureau, pathological, serological and diagnostic services, as well as to supply yellow fever vaccine for use throughout the Americas.

This program has been in operation since 1950, and the assistance of the Bureau has consisted of equipment and supplies not available locally.

Achievements

This project has made it possible to use a reliable vaccine in the yellow fever campaigns in several countries of the Americas. At the same time it has been possible to establish the diagnosis of a number of suspected cases that have occurred in countries where diagnostic facilities do not exist.

Plans for 1953

The agreement mentioned above will terminate on 1 July, 1952, but it is expected that it will be renewed.

It is proposed, therefore, to continue in 1953 the same type of assistance given to the program by PASB in previous years.

COLOMBIA

RURAL SANITATION PROJECT

Need for the Program

Diseases due to intestinal parasites and intestinal infections are prevalent in the rural communities of Colombia. The information obtained by our Zone Representative during visits and conferences, reveals the need for assistance to the national public health services in the implementation of projects to demonstrate to selected communities how the prevalence of such diseases can be reduced by improving local sanitation. Colombia has been selected as one of the countries where the objectives of such programs can be fulfilled most effectively.

Past Development of Project

It is planned to initiate this project in 1953.

Plan for 1953

It is planned to assist the national government in setting up a program to improve small water supply installations and methods of disposal of human excreta and fly-breeding wastes. The plan will include continuation of the program by the national government after assistance is withdrawn. To accomplish this, it is proposed to furnish specialized personnel, fellowships, and incidental supplies other than locally available construction materials.

P A S B			WHO	WHO	Other	COLOMBIA	Spent	P A S B		WHO	Required	WHO	Other
1951	1952	1953	Reg.	TA	Funds		1951	Allotted	Budgeted	Regular	Imp. Sup. & Mater.	TA	Funds
1951	1952	1953	1953	1953	1953		1951	1952	1953	1953	1953	1953	1953
						ACUTE COMMUNICABLE DISEASE	\$	\$	\$	\$	\$	\$	\$
						<u>Yellow Fever Laboratory</u>							
	1	1				Laboratory Technician		7,300	7,638				
						<u>Allowances</u>							
						Dependents		257	400				
						Repatriation			1,440				
						Pension Fund		1,022	1,069				
						Staff Insurance		102	107				
						<u>Travel</u>							
						Duty		1,500					
						Recruitment and Repatriation		1,850					
						<u>Grants</u>		24,000	24,000				
						<u>Reimbursement of Income Tax</u>		621	690				
	1	1				Total	20,000	36,652	35,344				
						ENVIRONMENTAL SANITATION							
						<u>Rural Sanitation Project</u>							
		1				Sanitary Engineer			7,200				
						<u>Allowances</u>							
						Staff Insurance			101				

P A S B			WHO Reg.	WHO TA	Other Funds	COLOMBIA	Spent	P A S B Allotted	Budgeted	WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		1951	1952	1953	1953	1953	1953	1953
							ENVIRONMENTAL SANITATION, Cont.	\$	\$	\$	\$	\$	\$
						<u>Travel</u>							
						Recruitment and Repatriation			2,850				
						<u>Supplies and Equipment</u>			21,588				
						<u>Reimbursement of Income Tax</u>			690				
		1				Total			32,429				
						INSECT CONTROL							
				6		<u>Yellow Fever Control Program</u>					25,000	43,173	
						PUBLIC HEALTH ADMINISTRATION							
				3		<u>Health Demonstration Area</u>						43,697	
						MATERNAL AND CHILD HEALTH							
				2		Field Team					50,000	29,493	
						<u>EDUCATION AND TRAINING</u>							
						VENEREAL DISEASE							
						<u>Post Graduate Training Center, Callao</u>							
						<u>Fellowship</u>				1,500			
	1	2			11	Totals - COLOMBIA	20,000	36,652	67,773	1,500	75,000	116,363	

ECUADOR

NUTRITION

Need for the Program

During the past years the problem of malnutrition in the South American area has received increasing attention. The Republic of Ecuador has been among the first to take positive steps toward the solution of the various problems involved. In June of 1950, the Pan American Sanitary Bureau entered into an agreement with the Republic of Ecuador to assist in the development of a National Institute of Nutrition. The W. K. Kellogg Foundation again participated in this work by supplying funds to equip a food analysis laboratory. Since the inception of the program, the Bureau has provided the Institute with technical assistance and the services of a biochemist who is the chief of the food analysis laboratory. In addition, consultant services have been provided for special phases of the Institute's development.

Plans for 1953

In 1953 it is proposed that the Bureau continue to provide the same services as in previous years.

ECUADOR

SMALLPOX CONTROL

Need for the Program

Since 1950 the Pan American Sanitary Bureau has been cooperating with the Government of Peru in a campaign for the eradication of smallpox. Satisfactory progress has been made in this work. However, in order that the campaign may be a complete success, it is deemed most important that the countries bordering on Peru carry on similar control campaigns due to the constant traffic of persons between the bordering regions which might originate smallpox foci in those countries where control measures are under way. For this reason, the Bureau expects that the campaign to be started in 1952 will continue in 1953. The Government of Ecuador has, on various occasions, manifested its interest in participating in a program of this type.

Past Development of the Program

The program will be started in 1952 on the basis of a complete vaccination campaign in the country.

Plan for 1953

It is expected to continue the program in 1953, with the coordination of the various smallpox campaigns. Furthermore, assistance will be provided to improve the transportation and refrigeration of the vaccine in rural areas, and for the production of dried vaccine for use in tropical areas; the training of laboratory personnel will also be encouraged. The provision of equipment and necessary supplies for the production of vaccine, as well as for the campaign itself, will continue in 1953.



P A S B			WHO Reg.	WHO TA	Other Funds	ECUADOR	Spent	P A S B Allotted		Budgeted	WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		1951	1952	1953	1953	1953	1953	1953	1953
						NUTRITION	\$	\$	\$	\$	\$	\$	\$	
1	1	1				Scientist (Biochemist) Contract		6,741	6,741					
						<u>Allowances</u>								
						Repatriation			230					
						Pension Fund		770	770					
						Staff Insurance		77	77					
						<u>Travel</u>								
						Consultants		1,500	1,500					
						Home Leave		600						
1	1	1					9,803	9,688	9,318					
				2		TUBERCULOSIS							6,850	
				2		VENEREAL DISEASE							24,768	
				1		ACUTE COMMUNICABLE DISEASES								
						<u>Yellow Fever</u>							4,206	
						<u>Plague</u>	768							
						<u>Material and Supplies</u>			5,000					
						<u>Smallpox</u>								
						<u>Material and Supplies</u>			10,000	5,000				

P A S B			WHO Reg.	WHO TA	Other Funds	ECUADOR	Spent	P A S B Allotted	Budgeted	WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		1951	1952	1953	1953	1953	1953	1953
						PUBLIC HEALTH ADMINISTRATION	\$	\$	\$	\$	\$	\$	\$
				3		<u>Health Demonstration Area</u>						32,697	
				1		HEALTH EDUCATION OF THE PUBLIC						20,463	
						MATERNAL AND CHILD HEALTH							
				3		<u>Rural Demonstration Program</u>					75,000	30,351	
						<u>EDUCATION AND TRAINING</u>							
						TUBERCULOSIS				7,200			
						VENEREAL DISEASES				1,300			
1						NURSING	3,506						
2	1	1		12		Totals - ECUADOR	14,077	24,688	14,318	8,500	75,000	119,335	

P A S B			WHO Reg.	WHO TA	Other Funds	PERU	Spent	P A S B Allotted		Budgeted	WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		1951	1952	1953	1953	1953	1953	1953	1953
						VENEREAL DISEASE <u>Demonstration Project in Callao</u>	\$	\$	\$	\$	\$	\$	25,786	\$
				2		ACUTE COMMUNICABLE DISEASES <u>Smallpox</u> <u>Materials and Supplies</u>	18,970	1,035						
				5		PUBLIC HEALTH ADMINISTRATION <u>Health Demonstration Area</u>							65,058	
				3		<u>Demonstration Programme in Callao</u>							30,197	
				1		<u>Medical Records</u>							5,935	
				1		<u>National Veterinary Health Project</u>							15,681	
				4		MATERNAL AND CHILD HEALTH <u>Field Team</u>						50,000	37,937	
						EDUCATION AND TRAINING <u>TUBERCULOSIS</u> <u>Training for Mass Radiography</u>					5,775			
						VENEREAL DISEASE <u>Intra-regional Post Graduate Training Center in Callao</u>					9,550			

P A S B			WHO Reg.	WHO TA	Other Funds	PERU	Spent	P A S B Allotted		Budgeted	WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		1951	1952	1953	1953	1953	1953	1953	
							EDUCATION AND TRAINING, Cont. VETERINARY PUBLIC HEALTH <u>Rabies Control Training Course</u>  NURSING	\$	\$	\$	\$	\$	\$	\$
				16		Totals - PERU	18,970	1,035		19,575	50,000	16,000	196,594	

VENEZUELA

SEROLOGICAL LABORATORY AND TRAINING CENTER

Need for the Program

The fundamental objective of this program is to standardize laboratory techniques in the serology of syphilis in Venezuela and to evaluate the results obtained. It is also planned to carry out serological surveys in selected population groups and, finally, to train local and foreign personnel in modern serological techniques.

Past Development of the Program

During 1951 five courses were given for one hundred technicians, with successful results.

Achievements

The series of five courses in serology was completed in 1951, with a total attendance of one hundred technicians, several of whom came from other Latin American countries.

In addition, numerous studies were carried out to make a comparative evaluation of the various antigens, as well as special studies on the personnel of "Carcel Modelo de Caracas", and surveys regarding leprosy.

Plans for 1953

The training courses started in 1951 and 1952, as well as the activities given above, are expected to be continued in 1953. The Pan American Sanitary Bureau will continue to provide funds necessary to purchase certain equipment and to pay the salary of the consultant serologist.

The Government of Venezuela will provide the local personnel and the material necessary for the progress of this diagnostic and training center for the serology of syphilis.

P A S B			WHO Reg. 1953	WHO TA 1953	Other Funds 1953	VENEZUELA	Spent	P A S B Allotted	Budgeted	WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		1951	1952	1953	1953	1953	1953	1953
						VENEREAL DISEASE	\$	\$	\$	\$	\$	\$	\$
						<u>Venereal Disease Laboratory</u>							
1	1	1				Medical Officer P3		10,540	10,680				
						<u>Allowances</u>							
						Dependents		600	600				
						Repatriation			265				
						Pension Fund		854	882				
						Staff Insurance		86	89				
						<u>Travel</u>							
						Duty		500	500				
						Home Leave			1,290				
						<u>Materials and Supplies</u>		1,100	1,000				
1	1	1				Total	13,187	13,680	15,306				
						ACUTE COMMUNICABLE DISEASES							
						<u>Plague</u>	53						
						PUBLIC HEALTH DEMONSTRATION							
					3	<u>Health Demonstration Area</u>						47,497	
						<u>EDUCATION AND TRAINING</u>							
						TUBERCULOSIS							
						<u>Training for Mass Radiography</u>				5,775			
1	1	1			3	Totals - VENEZUELA	13,240	13,680	15,306	5,775		47,697	

ZONE V

Area:

This Zone covers Brazil. Its Field Office is located in Rio de Janeiro.

Activities:

It is expected that programs in the following categories will be carried out in the Zone in 1953:

Environmental Sanitation  
Venereal Diseases  
Maternal and Child Health  
Yellow Fever Control  
Veterinary Public Health

Programs and justifications are shown on the following pages.





BRAZIL

SEROLOGY LABORATORY AND TRAINING CENTER IN THE SCHOOL  
OF HYGIENE AND PUBLIC HEALTH, UNIVERSITY OF SAO PAULO

Need for the Program

The fundamental objective of this program is to ascertain, improve and investigate the most suitable techniques for the serological diagnosis of syphilis, and to train technicians in the serology of syphilis, in Brazil as well as in neighboring countries.

Past Development of the Program

Started on 1 August 1951, this program is being developed with the cooperation of the University of São Paulo, Brazil.

The University has contributed the professional and auxiliary personnel necessary to carry out the program, while the Pan American Sanitary Bureau has provided a technical consultant.

The Bureau has also assigned funds from its budget for a certain amount of equipment, reagents, and fellowships.

Achievements

Since the project was not started until near the end of 1951, it is still in the organization phase and the necessary equipment has not as yet been received.

Plans for 1953

The program will become active in 1952, and plans are being studied for its continuation in 1953. During this year, as in previous years, the Pan American Sanitary Bureau will provide a Consultant Serologist, fellowships and a certain amount of equipment and supplies.

In order to supplement the activities of the Serology Center, it is hoped that a seminar can be developed in São Paulo with the attendance of public health personnel specialized in the control of venereal disease. A review of modern techniques in serology and their interpretation will be of course, one of the basic topics of the meeting.

BRAZIL

YELLOW FEVER

Need for the Program

The highly specialized nature of the techniques required for the study of yellow fever and for the production of vaccine has indicated the desirability of utilizing the existing resources and the past experience of Brazil for the preparation of vaccine to be used in the campaigns under way in other countries of the Americas. Local production in each country would not be convenient, not only because of the comparatively small amount of vaccine to be produced in each one but also because of duplication of laboratory equipment and technical personnel.

Past Development of the Program

An agreement was signed in 1950 between the Ministry of Education and Health of Brazil and the Pan American Sanitary Bureau for cooperation in a continental campaign against yellow fever. According to this agreement, the Oswaldo Cruz Institute and the National Yellow Fever Service of the National Department of Health of Brazil were expected to provide to other American countries, through the Pan American Sanitary Bureau, pathological, serological and diagnostic services, as well as to supply yellow fever vaccine for use throughout the Americas.

This program has been in operation since 1950, and the assistance of the Bureau has consisted of equipment and supplies not available locally.

Achievements

This project has made it possible to use a reliable vaccine in the yellow fever campaigns in several countries of the Americas. At the same time, it has been possible to establish the diagnosis of a number of suspected cases that occurred in countries where diagnostic facilities do not exist.

Plan for 1953

The agreement mentioned above will terminate on 27 June 1953, but it is expected that it will be renewed.

It is proposed, therefore, to continue in 1953 the same type of assistance given to the program by PASB in previous years.

P A S B			WHO Reg.	WHO TA	Other Funds	BRAZIL	Spent	P A S B Allotted	Budgeted	WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		1951	1952	1953	1953	1953	1953	1953
							\$	\$	\$	\$	\$	\$	\$
						INSECT CONTROL							
	1					Public Health Officer		1,200					
						<u>Allowances</u>							
						Staff Insurance		17					
						<u>Travel</u>							
						Duty		1,500					
1	1					Total	5,663	2,717					
						VENEREAL DISEASE TRAINING CENTER*							
	1					Serologist		6,900	6,900				
						<u>Allowances</u>							
						Staff Insurance		76	76				
						<u>Travel</u>							
						Duty		500					
						Home Leave			855				
						<u>Materials and Equipment - Laboratory</u>		2,100	3,000				
						<u>Fellowships and Seminar</u>		4,000	10,000				
1	1	1			1	Total	6,769	13,576	20,831			18,075	

\*Although this project is also shown under WHO/TA it has been found necessary administratively to carry out the project under the PASB.

P A S B			WHO Reg.	WHO TA	Other Funds	BRAZIL	Spent	P A S B Allotted	Budgeted	WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		1951	1952	1953	1953	1953	1953	1953
							\$	\$	\$	\$	\$	\$	\$
						ACUTE COMMUNICABLE DISEASES							
						<u>Yellow Fever</u>							
						<u>Supplies and Equipment</u>	5,987	2,658	5,000				
						PARASITIC DISEASES							
						<u>Schistosomiasis</u>	2,049	8,000					8,000*
						MATERNAL AND CHILD HEALTH							
					3	Field Team					110,000**	30,350	
						ENVIRONMENTAL SANITATION							
			1			Garbage Disposal				32,103			
						EDUCATION AND TRAINING							
						<u>Venereal Disease Seminar in Sao Paulo</u>				4,675			
2	2	1	1	4		Totals - BRAZIL	20,468	26,951	25,831	36,778	110,000**	48,425	8,000*

\*U.S. Public Health Service Personnel

\*\*Allocated by UNICEF Executive Board

ZONE VI

Area:

This Zone covers Argentina, Chile, Paraguay and Uruguay. Its Field Office is located in Buenos Aires.

Activities:

It is expected that programs in the following categories will be carried out in the Zone in 1953:

Acute Communicable Diseases Control  
Insect Control  
Venereal Diseases Control  
Environmental Sanitation  
Maternal and Child Health  
Tuberculosis Control  
Health Education  
Education and Training

Programs and justifications are shown on the following pages.

P A S B			WHO Reg.	WHO TA	Other Funds	PASB FIELD AND OTHER PROGRAMS ZONE VI - OPERATIONS BUENOS AIRES OFFICE	P A S B			WHO	Required Imp. Sup. & Mater.	WHO	Other
1951	1952	1953	1953	1953	1953		Spent	Allotted	Budgeted	Regular	1953	TA	Funds
							1951	1952	1953	1953		1953	1953
							\$	\$	\$	\$	\$	\$	\$
	1	1				Zone Representative		10,200	10,600				
	1	3	2			Medical Officer		7,413	22,689	15,050			
	1	1				Public Health Nurse		4,500	6,300				
	1	1				Administrative Officer							
						(Partial Year in 1952)		3,600	5,100				
	1	1				Accountant		2,600	2,700				
	1	2				Secretary		1,860	3,960				
		2				Clerk Stenographer			3,570				
		1				Office Services Assistant			2,300				
		1				Chauffeur			1,200				
3	6	13	2			Total - Established Posts		30,173	58,419	15,050			
						<u>Allowances</u>							
						Dependents		900	1,800				
						Repatriation			3,359				
						Pension Fund		3,986	8,080				
						Staff Insurance		426	812				
						<u>Travel</u>							
						Duty		7,416	13,802	12,480			
						Recruitment and Repatriation		4,137	2,038				
						Personal Effects		2,500	1,500				
						Home Leave			442				
						<u>Common Services</u>							
						Space and Equipment		1,100	3,200				
						Other Services		1,250	4,000				
						Supplies and Equipment		554	1,300				
						Fixed Charges and Claims		1,220	1,575				
						Acquisition of Capital Assets		500	1,500				
3	6	13	2			TOTALS	25,395	54,162	101,827	27,530			

ARGENTINA

INSECT CONTROL

Need for the Program

The Directing Council of the Pan American Sanitary Organization, at its First Meeting (Buenos Aires, September 1947), resolved "To entrust to the Pan American Sanitary Bureau the solution of the continental problem of urban yellow fever, based fundamentally on the eradication of Aedes aegypti..."

The importance of this program is indicated by the recent discovery in Argentina of three positive blood sera in children under 10 years of age.

Achievements

Although the program has been started in Argentina, it is as yet too early to make any report on the progress achieved.

P A S B			WHO Reg.	WHO TA	Other Funds	ARGENTINA	Spent	P A S B Allotted	Budgeted	WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		1951	1952	1953	1953	1953	1953	1953
	1	1				INSECT CONTROL	\$	\$	\$	\$	\$	\$	\$
						Medical Officer		7,413	7,638				
						<u>Allowances</u>							
						Dependents		200	200				
						Repatriation			315				
						Staff Insurance		104	107				
						<u>Travel</u>							
						Home Leave		2,948					
	1	1				Total		10,665	8,260				
						<u>EDUCATION AND TRAINING SERVICES</u>							
						<u>Venereal Disease Seminar in Sao Paulo, Brazil</u>				680			
	1	1				Total - ARGENTINA		10,665	8,260	680			



P A S B			WHO Reg.	WHO TA	Other Funds	CHILE	Spent	P A S B Allotted	Budgeted	WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		1951	1952	1953	1953	1953	1953	1953
			2				VENEREAL DISEASES <u>Cardiolipin Production Center</u>	\$	\$	\$	\$	\$	\$
				5		PUBLIC HEALTH ADMINISTRATION <u>Health Demonstration Area</u>						61,712	
						MATERNAL AND CHILD HEALTH <u>Supplies and Equipment</u>					75,000		
						ENVIRONMENTAL SANITATION <u>Garbage Disposal</u>				38,000			
						ANTIBIOTICS PLANT <u>Supplies and Equipment</u>					100,000		
						ENVIRONMENTAL SANITATION <u>Training Course for Waterwork Operator</u>						16,050	
			2	5		Totals - CHILE				68,296	175,000	77,762	

P A S B			WHO Reg.	WHO TA	Other Funds	PARAGUAY	Spent	P A S B Allotted		Budgeted	WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		1951	1952	1953	1953	1953	1953	1953	1953
							\$	\$	\$	\$	\$	\$	\$	\$
	1					INSECT CONTROL								
						Sanitary Inspector UG		4,540						
						<u>Travel</u>								
						Duty		2,000						
	1					Total		6,540						
				6		TUBERCULOSIS							80,936	
				2		VENEREAL DISEASE								
						<u>Urban Rural Control Project</u>							35,513	
				6		PARASITIC DISEASES								
						<u>Hookworm Control</u>							70,176	
				1		HEALTH EDUCATION OF THE PUBLIC							22,470	
				3		MATERNAL AND CHILD HEALTH						50,000	41,507	
						<u>EDUCATION AND TRAINING</u>								
						VENEREAL DISEASE								
						<u>Seminar in Sao Paulo</u>					630			
				6		NURSING							65,937	
	1			24		Totals - PARAGUAY		6,540			630	50,000	316,539	

## URUGUAY

### INSECT CONTROL

#### Need for the Program

The Directing Council of the Pan American Sanitary Organization, at its First Meeting (Buenos Aires, 1947), resolved: "To entrust to the Pan American Sanitary Bureau the solution of the continental problem of urban yellow fever, based fundamentally on the eradication of Aedes aegypti...."

Uruguay, where infestation was high, was one of the first countries to request the assistance of the Pan American Sanitary Bureau for a program of this nature within its territory.

#### Past Development of the Program

The campaign for eradication of Aedes aegypti in Uruguay started in the latter half of 1948 with the selection and preparation of the necessary personnel. In 1949, after a preliminary inspection which revealed the presence of Aedes aegypti in all departments, DDT spraying was widely used in all infested localities.

#### Achievements

At present the Aedes aegypti eradication campaign in Uruguay is in its final stage. Among the 114 communities initially found with Aedes aegypti, only 2 are still infested.

#### Plans for 1953

Consolidation of the results obtained depends on the periodical inspections that should be carried out, as well as on constant surveillance to prevent reinfestation from countries not yet freed from Aedes aegypti.

The government is ready to continue the program and is willing to expand it into an Insect Control Program, with special emphasis placed on the control of Triatoma.

It is believed that the services of personnel specially trained in insect control would be necessary in order to provide for adequate orientation of the Uruguayan personnel.

## URUGUAY

### CHAGAS DISEASE CONTROL

#### Need for the Program

The XII Pan American Sanitary Conference, held in Caracas in 1947, adopted resolutions regarding Chagas Disease and recommended that epidemiological investigations and studies on the biology of the Trypanosoma cruzi and the Triatomae be undertaken, that diagnostic methods be improved, and that studies be made of the action of insecticides on the insect vectors.

In 1950 the Pan American Sanitary Bureau appointed an expert in this disease to make a survey of its prevalence and control in the various countries of the continent. As a result of the report submitted later by the consultant, it was deemed advisable to select a country in which a program for the control and, possibly, the eradication of this disease can be implemented, and where there are already available experts highly qualified to carry out these objectives. Undoubtedly, these conditions are found in Uruguay. Therefore, a program for the eradication of Chagas Disease in that country is planned.

#### Past Development of the Program

No activities have been undertaken up to the present since the program is not scheduled to start until 1953. However, for some years the Uruguayan health authorities have made many surveys of the epidemiology and control of the disease in the rural areas of the country.

#### Achievements

Although the activities developed by the Government of Uruguay have controlled the disease in many regions, there are still numerous foci to be eradicated.

#### Plans for 1953

It is expected that Chagas Disease can be eradicated in the country with the systematic application of DDT and Gamméxane. The activities to be developed under this program will, of course, be coordinated with those included in the insect control projects in the same regions where insecticides are applied.

The Pan American Sanitary Bureau will provide technical advisory services as well as sufficient funds to purchase insecticides. The Government of Uruguay, besides providing technical personnel, will place at the disposal of this project all the material which it is at present utilizing in the control of this disease.

P A S B			WHO Reg.	WHO TA	Other Funds	URUGUAY	Spent	P A S B		WHO	Required	WHO	Other
1951	1952	1953	1953	1953	1953		1951	Allotted	Budgeted	Regular	Imp. Sup. & Mater.	TA	Funds
							1951	1952	1953	1953	1953	1953	1953
						INSECT CONTROL	\$	\$	¢	\$	\$	\$	¢
	1	1				Medical Officer		4,560	4,560				
	8	8				Sanitary Inspectors		2,016*	2,016*				
	9	9				Total		6,576	6,576				
						PARASITIC DISEASES							
						<u>Chagas Disease Control</u>							
						Materials and Supplies			15,000				
				3		MATERNAL AND CHILD HEALTH						34,376	
						<u>EDUCATION AND TRAINING</u>							
						<u>Tuberculosis Bacteriology</u>				7,200			
						VENEREAL DISEASE							
						<u>Seminar in Sao Paulo</u>				690			
						PUBLIC HEALTH ADMINISTRATION							
						<u>Hospital Administration Institute</u>						25,000	
	9	9		3		Totals - URUGUAY		6,576	21,576	7,890		59,376	

\*Supplementary salaries

INTER-COUNTRY PROGRAMS

It has been considered necessary to make provision for programs, especially in the field of Veterinary Public Health, which at the present stage cannot be specified by countries in which they will be developed. Some of the programs shown on the following pages are regional in nature. They will, however, be administered through the appropriate Zone Office.

INTER-COUNTRY PROGRAMSRABIESNeed for the Program

In the Western Hemisphere as a whole very little progress has been made in rabies control during the past several years. Although effective control programs have been conducted in a few districts, the disease has actually increased in other localities.

Past Development of the Program

The anti-rabies activities of the Bureau have been mostly concentrated on the area along the U. S.-Mexican Border, where emphasis has been given to improvement in diagnosis and reporting, as well as in the training of personnel in the control of predatory wildlife. Coordination has also been effected in those portions of that international frontier where border localities have supported active campaigns. The Bureau has sponsored an international rabies conference and has also rendered assistance in special phases of rabies control to several governments. Steps are being taken to implement, during 1952, the resolution of the XIII Pan American Sanitary Conference (Ciudad Trujillo, 1950) calling on the governments of the Americas to report monthly to the Bureau all cases of rabies, both human and lower animal.

Achievements

The demonstrations and training in rabies diagnosis and predatory wild life control procedures that have been sponsored by the Bureau along the U. S. - Mexican border have been successful in creating a nucleus of trained personnel and in stimulating local action. However, fully effective anti-rabies programs have not yet been activated throughout that border area.

Some progress has been made in anti-rabies quarentine measures for those territories already free from the disease--progress which is at least partially a result of the consultant services and meetings sponsored by the Bureau.

Plan for 1953

The anti-rabies activities of the Bureau will consist in 1953 of consultant services to Governments, utilizing the technique of field demonstration where possible. The collection and dissemination of rabies statistics and epidemiological data within the Americas, begun in 1952, will require further development in 1953. The wildlife phase of rabies control will receive special attention in an effort to provide improved means of dealing with that phase of the problem.



Considerable advances have been made in all phases of rabies control in recent years. They have been demonstrated with success along the United States - Mexico border and it is believed that by the end of 1952 a number of other countries will be carrying out effective program along these lines. Four consultant months are provided for 1953 and these will be used to enable experts from a country which is already conducting a rabies program to assist neighboring countries and to initiate cooperative projects along international boundaries. This is particularly important where one or more neighboring countries have the same type of rabies problem.

It has become apparent, as the incidence of rabies has been investigated in several countries, that predatory wild animals and bats act as reservoirs of the disease. Under these conditions canine immunization programs can effect only temporary reduction in the number of possible human rabies cases. As a result, it is necessary to repeat such immunization programs every year. It is, therefore, proposed that a study be conducted into the nature of this disease in wildlife and into the methods of transmission.

Provision is made for the preparation of simple instruction sheets to be distributed to dog owners, telling them what they are to do if they have been bitten by a dog or if they suspect that their dog has rabies.

Small quantities of supplies and equipment will be required for field demonstration projects on rabies control. These will include syringes, tattooing equipment and cages for canine phases and traps, chemicals and syringes for wildlife phases.

Arrangements will be made for the interchange of rabies virus and other research material between member countries. The only cost to the Organization will be that of forwarding such materials.

## INTER-COUNTRY PROGRAMS

### BRUCELLOSIS

#### Need for the Program

"The public-health significance of brucellosis includes not only the direct or indirect transmission of the disease from infected animals to man, and the consequent illness, physical incapacity, and loss of manpower, but also the serious diminution of needed foodstuffs, especially animal protein; which are essential to human health and well-being. Since brucellosis is not generally transmitted from person to person, the prevention of human infection depends upon the control and elimination of this disease in animals". (World Health Org. Techn. Rep. Ser. 37, 1951).

Control measures for brucellosis are known but, except in very limited areas, are not being applied. The PASB program is designed to promote and coordinate the application of such measures.

#### Past Development of the Program

Bureau activities have included the sponsorship of inter-American meetings, provision of information and reference material, and special efforts toward the standardization of diagnostic procedures. In accordance with the recommendations of the III Inter-American Brucellosis Congress, standard serum has been distributed to various national laboratories for the purpose of evaluating and adjusting antigens and techniques.

#### Achievements

Some progress has been made in antigen standardization. Early in 1952 laboratories in all of the eleven American Republics producing antigen, in addition to laboratories in Great Britain and the Netherlands, were cooperating in this endeavor. It is expected that several of these will have made adjustments in diagnostic techniques during 1952.

#### Plan for 1953

It is anticipated that by the end of 1952 the program for the standardization of the diagnostic procedures for this disease will be entering an advanced stage. A number of countries will have been able to determine the true nature and extent of the problem and a few will need assistance in the development of field control programs. Provision is,

therefore, made for three consultant months to provide special advisory services to such countries during 1953. They will be used principally for short-term specialists in vaccine production and preservation and in other highly specialized phases of brucellosis control. General advisory services will be provided by the permanent staff of the Organization.

A study on the suitability of the newly developed rapid tests for use in Latin America is also planned. Recent work in the United States and Europe indicates that these tests are much more economical than most methods in use at the present time since they may be applied out on the field and require very simple equipment. It is likely that these tests will eventually replace the present tube test for survey purposes.

A number of excellent color films are available which clearly explain the importance of brucellosis and the way in which it may be controlled. They would make excellent educational material for technical and non-technical groups in Latin America but for the fact that they do not have Spanish sound tracks. Provision is, therefore, made for the adaptation of such films for use in Spanish-speaking countries and to develop new materials of a similar nature. Copies will be made available through field offices of the Organization.

As progress is made in the project for the standardization of diagnostic procedures, it will be necessary to provide, at frequent intervals, small quantities of antigens, type cultures, test sera and culture media so that each collaborating laboratory may check the results they are obtaining. These materials should all be obtained from the same source and, if possible, from the same batch of the product. Only in this way will it be possible to achieve uniform results.

## INTER-COUNTRY PROGRAMS

### HYDATIDOSIS

#### Need for the Program

Hydatidosis is well known as a major public health concern in southern South America. Recent studies have shown that it is also a very sizeable problem in certain areas of Alaska. Animal reservoirs of hydatidosis exist to varying extent throughout all the American Continent, and an increasing number of human cases are being reported. The need for international activity with respect to hydatidosis has been emphasized by Pan American Sanitary Agreements between several member governments.

#### Past Development of the Program

Pan American Sanitary Agreements, making specific reference to hydatid disease, exist between the Governments of Argentina, Brazil, Chile, Paraguay and Uruguay. These agreements call for international coordination of the fight against this disease to be accomplished by the PASB. Since 1950, the Bureau has fulfilled this obligation within budgetary limitations.

#### Achievements

Some progress has been made toward the attainment of concerted international action against hydatidosis, yet much remains to be done in this regard. An encouraging international effort in the attack upon this disease was the joint Argentine-Chilean Project for anti-echinococcal treatment of dogs in Tierra del Fuego. This work, although a direct extension of existing national service, was prompted and coordinated by the Bureau.

The Bureau has also prepared and distributed public education materials concerning hydatid disease for use by national and local health authorities. There are indications that this material is being very well received.

#### Plan for 1953

During 1953, it is anticipated that the Bureau's activities, begun in 1951, will be stabilized and expanded. Thus there will be a continuation of efforts to coordinate all international phases of the campaign against

hydatidosis in southern South America. Assistance in the form of consultation and advisory services will be provided elsewhere as required. Efforts to determine the geographic distribution of the disease will be made, and study will be given to the development of improved control procedures. Finally, the provision and international exchange of public education materials on hydatidosis will be continued to the fullest possible extent.

The hydatidosis program for 1953 will be a direct continuation of that proposed for 1952. Four consultant months are provided in order that these services may be extended to other countries and areas. Consultants will be obtained from various sources according to needs. Where possible, these will be from neighboring countries in which projects are already in successful progress. Such consultants would have the added advantage of having a thorough knowledge of local conditions.

A study on the distribution of hydatidosis is planned for 1953. Although it is well known that this disease is a major problem in southern South America, little information is available as to the animal species which carry the adult parasite and may help to maintain the present high level of infection.

In addition, a further study will be carried out on the relative value of various taenicides in eliminating the adult echinococcal tape worms in dogs. Preliminary investigations have already been carried out which indicate an urgent need for a selective study of this type.

It has been found that films, film strips and booklets are very effective in educating children on the proper methods of handling dogs. This is a very important step in lowering the incidence of human hydatidosis infection.

Pattern materials will be developed for distribution to various countries which may be reproduced at a very low cost and on a sufficiently large scale for nation-wide distribution.

Small quantities of supplies, materials and equipment will be required for field demonstration purposes. These will include taenicides, disinfectants and other chemicals, identification equipment, syringes, etc.

Funds will be used for shipment of supplies and equipment and in particular for the exchange of research materials between interested laboratories.

INTER-COUNTRY PROGRAMS

SANITARY ENGINEERING: 12 CONSULTANT MONTHS

Need for the Programme

The need often arises for the services of specialists with extended experience in environmental sanitation to supplement the resources of the staffs in the national health departments in unanticipated problems. These services are often of consultative nature, especially in connection with special studies and surveys of sanitation facilities of the countries.

Plans for 1953

It has been considered advisable to make provision for expert services totalling 12 consultant months for such countries as may request special investigations of problems which arise in the field of environmental sanitation.

## INTER-COUNTRY PROGRAMS

### AID TO THE INTER-AMERICAN ASSOCIATION OF SANITARY ENGINEERING (AIDIS)

#### Need for the Program

The development of trained personnel to deal with environmental sanitation problems requires not only academic and in-service training, with practical experience, but also interchange of technical information, methodology and organizational procedure. This need requires the support of non-official, non-governmental groups. There is also need of a medium of exchange to reach the numerous sanitation personnel engaged in consulting, designing and operating work in offices and departments other than health agencies. To this end it is proposed that the aid given by the Pan American Sanitary Bureau to AIDIS for several years, through 1952, be continued in 1953.

#### Past Development of the Program

The Association has been maintained through a formative period, with its periodical publication and biennial congresses in different countries, by the Pan American Sanitary Bureau assistance in the form of office accommodations, time of personnel devoted to its affairs (for several years through 1952), and appropriation (in 1952) to publish its Journal.

#### Achievements

AIDIS has active sections in most countries of the Americas, and sanitation is furthered by their official activities and the activities of the members. Much technical material, papers, reports and periodicals have been made available through AIDIS, and much of the present knowledge of environmental sanitation conditions and activities throughout the Americas is due to AIDIS. The Pan American Sanitary Bureau has taken advantage of the existence of AIDIS in furthering its program in the field of sanitation.

#### Plan for 1953

To maintain in 1953 the financial assistance given in previous years for the publication of the AIDIS Journal and to subsidize the secretarial work of the Association to the extent that it will become more nearly self-supporting.

P A S B			WHO Reg.	WHO TA	Other Funds	INTER-COUNTRY PROGRAMS	P A S B			WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		Spent 1951	Allotted 1952	Budgeted 1953	1953	1953	1953	1953
	3					INSECT CONTROL (Central America)	\$	\$	\$	\$	\$	\$	\$
						Sanitary Inspectors		8,205					
						<u>Allowances</u>							
						Staff Insurance		70					
						<u>Travel</u>							
						Duty		4,127					
						Home Leave		2,973					
						<u>Materials and Supplies</u>		200					
3	3					Total	14,925	15,575					
						VENEREAL DISEASE				4,275			
						VETERINARY PUBLIC HEALTH							
						<u>Rabies</u>							
						Consultant - Rabies			4,300				
						<u>Allowances</u>							
						Staff Insurance			40				



P A S B			WHO Reg.	WHO TA	Other Funds	INTER-COUNTRY PROGRAMS	Spent	P A S B Allotted		Budgeted	WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		1951	1952	1953	1953	1953	1953	1953	
							\$	\$	\$	\$	\$	\$	\$	
						VETERINARY PUBLIC HEALTH, Cont.								
						<u>Travel</u>								
						Duty				2,400				
						<u>Miscellaneous Contractual Services for wildlife studies</u>				4,000				
						<u>Supplies and Equipment for Demonstration purposes including Transportation therefor</u>				1,500				
						<u>Reimbursement of Income Tax</u>				300				
							13,825			12,540				
						BRUCellosIS								
						Consultant - Brucellosis				3,225				
						<u>Allowances</u>								
						Staff Insurance				30				
						<u>Travel</u>								
						Duty				1,800				
						<u>Contractual Services</u>								
						Rapid Plate Milk Tests				3,000				
						<u>Supplies and Equipment And Transportation</u>				5,000				

P A S B			WHO Reg.	WHO TA	Other Funds	INTER-COUNTRY PROGRAMS	Spent	P A S B Allotted Budgeted		WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		1951	1952	1953	1953	1953	1953	1953
							\$	\$	\$	\$	\$	\$	\$
						BRUCELLOSIS							
						<u>Reimbursement of Income Tax</u>			225				
						Total	48		13,280				
						HYDATIDOSIS							
						Consultant - Hydatidosis			4,300				
						<u>Allowances</u>							
						Staff Insurance			40				
						<u>Travel</u>							
						Duty			2,400				
						<u>Miscellaneous Contractual</u>							
						<u>Services in connection with</u>							
						<u>Field Trial for Taeniacidal -</u>							
						<u>Drug Evaluation</u>			5,000				
						<u>Supplies and Equipment</u>							
						<u>including Transportation</u>							
						<u>Therefor:</u>							
						Educational Material	3,000						
						Supplies and Equipment	750						
						Shipping	500		4,250				
						<u>Reimbursement of Income Tax</u>			300				
						Total	21,888		16,290				

P A S B			WHO Reg.	WHO TA	Other Funds	INTER-COUNTRY PROGRAMS	Spent	P A S B		WHO	Required	WHO	Other
1951	1952	1953	1953	1953	1953		1951	Allotted	Budgeted	Regular	Imp. Sup. & Mater.	TA	Funds
							1951	1952	1953	1953	1953	1953	1953
						AFTOSA (Host Country, Brazil)	\$	\$	\$	\$	\$	\$	\$ 250,000*
						MENTAL HEALTH							
						Consultants				4,275			
						ENVIRONMENTAL SANITATION							
						Specialist Consultants			12,900				
						<u>Allowances</u>							
						Staff Insurance			118				
						<u>Travel</u>							
						Duty			7,200				
						<u>Reimbursement of Income Tax</u>			900				
						Total			21,118				
						A.I.D.I.S.		10,000	10,000				
						INSECT CONTROL	96,631						
						ACUTE COMMUNICABLE DISEASES							
						<u>Yellow Fever - Monkey Sera</u>							
						<u>Project</u>	3,505						
						<u>Leprosy</u>	459						

\* OAS/TA

P A S B			WHO Reg.	WHO TA	Other Funds	INTER-COUNTRY PROGRAMS	Spent	P A S B Allotted Budgeted		WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		1951	1952	1953	1953	1953	1953	1953
						ACUTE COMMUNICABLE DISEASES, Cont.	\$	\$	\$	\$	\$	\$	\$
						<u>Smallpox Survey</u>	3,309						
						EDUCATION AND TRAINING							
						<u>Veterinary Public Health</u>							
						Fellowships				15,000			
						<u>Brucellosis Training Seminar</u>				8,600			
						<u>Rabies Control Training Course</u>				8,640			
						PUBLIC HEALTH ADMINISTRATION							
						Fellowships				11,864			
						<u>Seminar on Health Services for     Small Communities</u>				16,000			
						<u>Evaluation of Medical Schools     For Long Term Aid</u>				32,775			
						<u>Assistance to Schools of     Public Health for Improvement     of Teaching Conditions</u>						11,250	
						NURSING							
						Fellowship						18,000	
						MENTAL HEALTH							
						<u>Regional Mental Health Seminar</u>				14,000			

P A S B			WHO Reg.	WHO TA	Other Funds	INTER-COUNTRY PROGRAMS	P A S B			WHO	Required Imp. Sup. & Mater.	WHO	Other
1951	1952	1953	1953	1953	1953		Spent	Allotted	Budgeted	Regular	1953	TA	Funds
1951	1952	1953	1953	1953	1953	1951	1952	1953	1953	1953	1953	1953	
						\$	\$	\$	\$	\$	\$	\$	
						NUTRITION							
						<u>III Conference on Nutrition Problems of Latin America (WHO/FAO)</u>							
						<u>Nutrition Symposium</u>							25,000
						ENVIRONMENTAL SANITATION							
						<u>Fellowship</u>							
						<u>Training for Waterwork Operators</u>							26,691
						<u>Statistical Seminar - Joint (WHO)</u>							
						119							
						<u>Fellowships</u>							
						14,145				41,200			
						<u>Nursing Workshop</u>							
						1,827							
						<u>Malaria Courses</u>							
						93							
3						Totals - INTER-COUNTRY PROGRAMS							
						170,774	25,575	73,228	190,629		212,191	250,000	

ADDITIONAL PROJECTS

Included in this section of the budget document are the descriptions and estimated costs of those projects that are considered to be worthy of implementation, but which could not be included in the regular program because of fund limitation.

Should the Delegates of the Member Nations feel that their Governments can assume assessments greater than those resulting from an assessment budget of \$2,000,000, any one or all of these projects might be added to the proposed programs.

SUMMARY OF ADDITIONAL PROJECTS

Smallpox Eradication - Central America	\$ 132,134
Education and Training - Fellowships	42,000
Smallpox Eradication - Brazil	25,000
Venereal Disease - Jamaica	35,867
Education and Training - Fellowships	55,000
Publications of the PASB	17,000
Onchocerciasis - Venezuela	10,000
Rural Sanitation - Ecuador	32,218
Schistosomiasis - Brazil	8,000
Education and Training - Fellowships	25,000
Smallpox Eradication - Paraguay	29,540
Publications of the PASB	10,000
Education and Training - Fellowships	78,241
	<hr/>
	\$ 500,000
	<hr/> <hr/>

CENTRAL AMERICA

CAMPAIGN FOR THE CONTROL OF SMALLPOX

Need for the Program

In December 1950, the National Directors of Health of Central America held a meeting and among the resolutions adopted was one in which they accepted the sponsorship of program for the eradication of smallpox, with the cooperation of the Pan American Sanitary Bureau. This program was to be carried out simultaneously in all the countries of Central America and Panama.

Even though official statistical data indicate a low prevalence of smallpox in these countries, there are indications that considerable masses of the Central American population have not yet been protected against smallpox. This fact constitutes the danger of a possible spread of the disease in the area.

It is estimated that the population of the countries of Central America and Panama is eight and one-half million inhabitants, which number could be covered in a period of two years with an intensive campaign of vaccination against smallpox, if an intense and well-planned program could be carried out in each country.

The Pan American Sanitary Bureau, since 1949, has among its programs one to eradicate smallpox in the American Continent. It is believed that a program of this type in Central America and Panama would serve as a model of common efforts which could be applied to the whole Continent.

Plans for 1953

It is planned to carry out an intensive campaign for vaccination of the population, along with the improvement of the installations and technical procedures of some of the Central American laboratories so that they may serve as a veritable regional center for the production of glycerinated and dried vaccine to cover the needs of the campaign in the area.

In the respective agreements, the Pan American Sanitary Bureau would agree to provide to the different countries some equipment and supplies which would be necessary for vaccination of the population.

As to the aid given to the laboratory producing the vaccine, the following would be the objectives:



- a) To improve the efficiency and production of the vaccine.
- b) To investigate proper methods for preservation of the vaccine.
- c) To promote the study of the quality of local vaccines.
- d) To prepare dried vaccine to be used in tropical or semi-tropical regions; and
- e) To provide equipment and experts to assure adequate supplies.

This latter could be achieved with the presence of international experts to cooperate with the local experts in the methods of production, preparation and preservation of this immunizing agent.

It would be necessary also for the Bureau to provide an international coordinator to ensure that the programs in the different countries have a similar level of work, techniques and methods.

A program so drawn-up would be considered as a project to demonstrate what can be achieved in a certain area and at the same time would permit an experimental study of means for better transportation, preservation and distribution of the vaccine, as well as the most desirable administrative procedures to be followed. This program could establish the most adequate standards and procedures to be followed in other localities where campaigns for the eradication of smallpox are being carried out.

BRAZIL

SMALLPOX CONTROL

Need for the Program

In view of the size of this country, it is difficult to plan a campaign for the control of smallpox which could cover all the Brazilian territory at the same time. Therefore, with the mutual agreement of the Brazilian health authorities, in 1953 it is planned to select a State where, with the assistance of the Pan American Sanitary Bureau, a model program can be developed which could later be extended to the neighboring States.

Plans for 1953

The Pan American Sanitary Bureau will assign funds from the budget to provide equipment and supplies for the campaign itself as well as for the laboratory which prepares vaccine against smallpox. A consultant of the Pan American Sanitary Bureau will visit Brazil to ascertain the conditions under which the vaccine is prepared in the various States and to lend his cooperation, if necessary, in improving the vaccine or in the preparation of dried vaccine.

JAMAICA

DEMONSTRATION OF THE CONTROL OF VENEREAL DISEASE

Need for the Program

The Pan American Sanitary Bureau for many years has been engaged in promoting programs for the control and eradication of venereal disease in certain not too densely populated areas where the population is stable due to relative isolation. With this in view, it has been cooperating in Ecuador in a program for the eradication of venereal disease in the communities of Portoviejo and Manta, with quite satisfactory results.

For the purpose described above, an urban-rural area has been selected in Jamaica to demonstrate adequate techniques for the control of these diseases.

Past Development of Program

Inasmuch as the program will not be started until 1953, no activity can be reported at this time.

Plans for 1953

The plan of operations will place special emphasis on the procedures of diagnosis, treatment, epidemiological investigations and methods used in health education, in close relationship with other health activities being developed in the same area.

The Pan American Sanitary Bureau will assign funds from the budget to cover the appointment of a consultant and a public health nurse with special training in the control of venereal disease, to train and supervise the work of national personnel assigned to the project.

A small amount of money will be assigned to provide equipment and supplies for the campaign itself as well as for the serological laboratories.

The Government will provide the necessary national personnel and the material deemed necessary for the success of the demonstration.

VENEZUELA

PROGRAM FOR THE CONTROL OF ONCHOCERCIASIS

Need for the Program

Since 1948 the Pan American Sanitary Bureau, in coordination with the United States Public Health Service and the Ministry of Public Health of Guatemala, has been engaged in carrying out therapeutic and entomological surveys in Guatemala to study the pattern of transmission of the disease and the possibility of control.

At present, there are numerous gaps in the knowledge of the epidemiology of onchocerciasis which definitely impede the efficient control of this disease. However, the brilliant success achieved against the embryonic phase of the Onchocerca volvulus, along with the use of modern insecticides, clear the way for better control of the disease.

It has been deemed advisable to extend these studies to other regions outside Guatemala to find out more about onchocerciasis, and it is believed that adequate conditions can be found in Venezuela to carry out a program of this type in view of the ability of the experts now working there. It is planned to propose to the Government of Venezuela that a program for the control of this disease be carried out in that country in 1953.

Achievements

The program will be started in 1953.

Plans for 1953

The program provides for carrying out studies of the epidemiology of the disease and the application of control measures which are recommended by the experience obtained in the surveys being developed in Guatemala at the present time. It is believed that, besides the services of two experts in the subject, it will be necessary to provide the working and laboratory material considered necessary to supplement local resources. The Government of Venezuela will, in turn, provide the material which it is now utilizing in the campaign against the disease.

ECUADOR

RURAL SANITATION PROJECT

Need for the Program

Diseases due to intestinal parasites and intestinal infections are prevalent in the rural communities of Ecuador. The information obtained by our Zone Representative during visits and conferences, reveals the need for assistance to national public health services in the implementation of projects to demonstrate to selected communities how the prevalence of such disease can be reduced by improving local sanitation. Ecuador has been selected as one of the countries where the objectives of such programs can be fulfilled most effectively.

Progress Development of the Program

It is planned to initiate this project in 1953.

Plans for 1953

It is planned to assist the national government in setting up a program to improve small water supply installations and methods of disposal of human excreta and fly-breeding wastes. The plan will include continuation of the program by the national government after assistance is withdrawn. To accomplish this, it is proposed to furnish specialized personnel, fellowships, and incidental supplies other than locally available construction materials.

BRAZIL

SCHISTOSOMIASIS CONTROL

Need for the Program

The high prevalence of schistosomiasis in a number of the countries of the Americas calls for detailed surveys of its epidemiology and of control methods, especially studies relating to the action of chemical substances on mollusks, the intermediary hosts of the causative agent. The north-eastern region of Brazil has been chosen for this survey due to the high incidence of the disease there and to the local conditions which favor such investigations.

Past Development of the Program

Since the beginning of 1951 a program for the study of this disease has been under way in Recife, Brazil. The United States National Institutes of Health take part in this project and provide an expert and funds for his expenses. The Government of Brazil provides a laboratory, the necessary personnel, and part of the travel expenses. The Pan American Sanitary Bureau provides equipment and supplies, especially chemical substances used experimentally as molluscocides.

During 1951 numerous experiments were made with various chemical substances in running and stagnant waters in Recife in order to ascertain the concentrations necessary to destroy the mollusks and how these chemicals acted on them.

Achievements

Since this experimental work is still in progress, no definite results can be reported.

Plans for 1953

During 1953 the Pan American Sanitary Bureau will assign funds from the budget to purchase equipment and supplies, and it is expected that the United States National Institutes of Health and the Government of Brazil will continue to contribute in the same manner as in 1951 and 1952. It is planned to continue with the experiments and the epidemiological studies in the field.

It is quite certain that the results obtained from the experiments in Recife, and possibly in other localities in Brazil, will provide a better knowledge of the control of mollusks by means of chemicals and, consequently, of the control of schistosomiasis.

PARAGUAY

CAMPAIGN FOR THE ERADICATION OF SMALLPOX

Need for the Program

Since 1950 the Pan American Sanitary Bureau, in cooperation with the Government of Peru, has been developing a campaign for the eradication of smallpox. It is deemed advisable to carry out a similar program in a relatively small country, with fewer inhabitants, in order to facilitate control and the evaluation of the results within a short period of time. It is considered that Paraguay, with about one million inhabitants, meets these requirements.

Past Development of Program

This program is to be started in 1953; therefore, no activities can be reported at this time.

Plans for 1953

The plans for this program include a campaign of intensive vaccination of the population. Also, improvements will be made in the installations and the technical procedures of the local laboratories with a view to producing dried and glycerinated vaccine to supply the needs of the campaign.

The Pan American Sanitary Bureau will draw up an agreement similar to the one signed with the Government of Peru, whereby the Organization will furnish technical advisory service and funds for the purchase of equipment and supplies for the work. The Government of Paraguay, in turn, will provide local personnel and the material it has available at the present time for the normal smallpox vaccination activities.

PUBLICATIONS OF THE PASB

It will be noted that the sum of \$36,500 has been included for the purpose of providing money to cover the costs of the technical publications of the PASB during 1953. This amount of money is insufficient to make available to the Member Nations the technical data concerning programs and projects that will be available.

There follows a proposal of possible increases for publications.

\$ 17,000  
10,000.



EDUCATION AND TRAINING  
FELLOWSHIPS

The importance attached to fellowships by the Delegates of the Member Nations was clearly established during the 13th Meeting of the Executive Committee and the V Meeting of the Directing Council. Every effort was made to provide a maximum amount for this activity in the Proposed Program and Budget of the Pan American Sanitary Bureau for 1953. The amount is notably small. For that reason, it is suggested that the Member Delegates might wish to consider the possibility of including certain sums for the specific purpose of fellowships among the additional projects.

There follows a table of the suggested groupings of amounts.

\$ 42,000  
55,000  
25,000  
78,241

P A S B			WHO Reg.	WHO TA	Other Funds	ADDITIONAL PROJECTS	P A S B			WHO	Required Imp. Sup. & Mater.	WHO	Other
1951	1952	1953	1953	1953	1953		Spent	Allotted	Budgeted	Regular	1953	TA	Funds
1951	1952	1953	1953	1953	1953		1951	1952	1953	1953	1953	1953	1953
						ACUTE COMMUNICABLE DISEASES							
						Smallpox Eradication - Central America							
		1				Coordinator			7,300				
		2				Medical Officer			11,600				
						Technical Consultant (3 mos.)			6,150				
		3				Total - Established Posts			28,350				
						<u>Allowances</u>							
						Dependents			1,200				
						Repatriation			915				
						Pension Fund			3,066				
						Staff Insurance			369				
						<u>Travel</u>							
						Duty			4,600				
						Recruitment and Repatriation			6,111				
						Personal Effects			4,500				
						Home Leave							
						<u>Materials, Supplies &amp; Equipment</u>			80,500				
						<u>Reimbursement of Income Tax</u>			2,520				
		3				Total - Smallpox Eradication - Central America			132,134				
						EDUCATION AND TRAINING							
						<u>Fellowships</u>			12,000				

P A S B			WHO Reg.	WHO TA	Other Funds	ADDITIONAL PROJECTS	P A S B			WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		Spent	Allotted	Budgeted	1953	1953	1953	1953
							1951	1952	1953				
							\$	\$	\$	\$	\$	\$	\$
						ACUTE COMMUNICABLE DISEASES							
						<u>Smallpox Eradication - Brazil</u>							
						<u>Supplies and Equipment</u>			25,000				
						VENEREAL DISEASE							
						<u>Control Project - Jamaica</u>							
		1				Medical Officer			7,620				
		1				Nurse	UG		5,070				
		2				Total - Established Posts			12,690				
						<u>Allowances</u>							
						Dependents							
						Repatriation							
						Pension Fund							
						Staff Insurance			169				
						<u>Travel</u>							
						Duty							
						Recruitment and Repatriation			2,688				
						Personal Effects			2,250				
						Home Leave							
						<u>Supplies and Equipment</u>			17,000				
						<u>Reimbursement of Income Tax</u>			1,070				
		2				Total - Control Project - Jamaica			35,867				

P A S B			WHO Reg.	WHO TA	Other Funds	ADDITIONAL PROJECTS	Spent	P A S B Allotted	Budgeted	WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		1951	1952	1953	1953	1953	1953	1953
						EDUCATION AND TRAINING	\$	\$	\$	\$	\$	\$	\$
						<u>Fellowships</u>			55,000				
						PUBLICATIONS OF THE PASB			17,000				
						PARASITIC DISEASES							
						<u>Onchocerciasis - Venezuela</u>							
						<u>Materials and Supplies</u>			10,000				
						ENVIRONMENTAL SANITATION							
						<u>Rural Sanitation - Ecuador</u>							
		1				Sanitary Engineer			7,620				
		1				Total - Established Posts			7,620				
						<u>Allowances</u>							
						Dependents							
						Repatriation							
						Pension Fund							
						Staff Insurance			101				
						<u>Travel</u>							
						Duty							
						Recruitment and Repatriation			1,057				
						Personal Effects			250				
						Home Leave							

UG



P A S B			WHO Reg.	WHO TA	Other Funds	ADDITIONAL PROJECTS	Spent	P A S B Allotted	Budgeted	WHO Regular	Required Imp. Sup. & Mater.	WHO TA	Other Funds
1951	1952	1953	1953	1953	1953		1951	1952	1953	1953	1953	1953	1953
						Pension Fund Staff Insurance	\$	\$	\$ 40	\$	\$	\$	\$
						<u>Travel</u>							
						Duty			2,400				
						Recruitment and Repatriation							
						Personal Effects							
						Home Leave							
						<u>Supplies and Equipment</u>			22,500				
						<u>Reimbursement of Income Tax</u>			300				
		1				Total - Smallpox - Paraguay			29,540				
						PUBLICATIONS OF THE PASB			10,000				
						EDUCATION AND TRAINING							
						<u>Fellowships</u>			78,241				
		7				TOTAL - ADDITIONAL PROJECTS			500,000				

PROPOSED APPROPRIATIONS RESOLUTION

THE DIRECTING COUNCIL

RESOLVES:

1. To appropriate for the financial year 1953 an amount of \$ \_\_\_\_\_ as follows:

Purpose of Appropriation

PART	I	Pan American Sanitary Organization	
PART	II	Pan American Sanitary Bureau - Headquarters	
PART	III	Pan American Sanitary Bureau - Field and Other Programs	
PART	IV	Pan American Sanitary Bureau - Other Expenditures	_____
		Total All Parts	_____
		Less Miscellaneous Receipts	_____
		TOTAL	=====

2. Amounts not exceeding the appropriations noted under Paragraph 1 shall be available for the payment of obligations estimated in accordance with the Financial Regulations of the Bureau during the period 1 January to 31 December 1953, inclusive.
3. The appropriations as noted above shall be financed by contributions from Member Governments according to Article LX of the Pan American Sanitary Code.
4. The Director is authorized to transfer credits between Parts I, II, III and IV of the budget, provided that such transfers of credits between parts, as are made, do not exceed 10 per cent of the part from which the credits are transferred. Transfers of credits between these parts of the budget in excess of 10 per cent may be made with the concurrence of the Executive Committee. All transfers of budget credits between these parts of the budget shall be reported to the Directing Council.

5. No transfers may be made from funds appropriated for the purpose of retiring the Building Loans made to the Pan American Sanitary Bureau by the Rockefeller Foundation and the W. K. Kellogg Foundation.
6. Such income as may accrue to sums appropriated for the purpose of Building Loan retirement during 1953 will be handled in accordance with Financial Regulations, Article VI, Section 6.1.



PAN AMERICAN SANITARY BUREAU  
 QUOTA PAYMENTS RESULTING FROM ADOPTION OF TOTAL ASSESSMENTS OF  
\$2,000,000 THROUGH \$2,500,000 (PERCENTAGES OF ASSESSMENT BASED ON PAN AMERICAN UNION SCALE 1953)

	1953 Rate %	Amount on \$2,000,000	Amount on \$2,100,000	Amount on \$2,200,000	Amount on \$2,300,000	Amount on \$2,400,000	Amount on \$2,500,000
Argentina	7.31	\$ 146,200	\$ 153,510	\$ 160,820	\$ 168,130	\$ 175,440	\$ 182,750
Bolivia	.35	7,000	7,350	7,700	8,050	8,400	8,750
Brazil	9.54	190,800	200,340	209,880	219,420	228,960	238,500
Chile	2.06	41,200	43,260	45,320	47,380	49,440	51,500
Colombia	2.17	43,400	45,570	47,740	49,910	52,080	54,250
Costa Rica	.24	4,800	5,040	5,280	5,520	5,760	6,000
Cuba	1.94	38,800	40,740	42,680	44,620	46,560	48,500
Dominican Republic	.30	6,000	6,300	6,600	6,900	7,200	7,500
Ecuador	.30	6,000	6,300	6,600	6,900	7,200	7,500
El Salvador	.30	6,000	6,300	6,600	6,900	7,200	7,500
Guatemala	.35	7,000	7,350	7,700	8,050	8,400	8,750
Haiti	.24	4,800	5,040	5,280	5,520	5,760	6,000
Honduras	.24	4,800	5,040	5,280	5,520	5,760	6,000
Mexico	3.83	76,600	80,430	84,260	88,090	91,920	95,750
Nicaragua	.24	4,800	5,040	5,280	5,520	5,760	6,000
Panama	.30	6,000	6,300	6,600	6,900	7,200	7,500
Paraguay	.24	4,800	5,040	5,280	5,520	5,760	6,000
Peru	1.17	23,400	24,570	25,740	26,910	28,080	29,250
United States	66.00	1,320,000	1,386,000	1,452,000	1,518,000	1,584,000	1,650,000
Uruguay	.99	19,800	20,790	21,780	22,770	23,760	24,750
Venezuela	1.89	37,800	39,690	41,580	43,470	45,360	47,250
<b>Total</b>	<b>100.00%</b>	<b>\$2,000,000</b>	<b>\$2,100,000</b>	<b>\$2,200,000</b>	<b>\$2,300,000</b>	<b>\$2,400,000</b>	<b>\$2,500,000</b>