



PAN AMERICAN HEALTH ORGANIZATION

EXECUTIVE COMMITTEE OF THE DIRECTING COUNCIL

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**REVIEW OF THE TERMS OF REFERENCE AND
RULES OF PROCEDURE OF THE SUBCOMMITTEE**

In Resolution CE82.R13, the Executive Committee of the Pan American Health Organization, at its 82nd Meeting in June 1979, established the Subcommittee on Long-Term Planning and Programming. Subsequently, in June 1984, it changed the name to "Subcommittee on Planning and Programming" (SPP) and assigned it its present functions.

Since the last review of the responsibilities and composition of the Subcommittee, the dynamics of the Organization and of the Member States have evolved. In addition, new conditions are affecting the institutions responsible for health in the countries that simultaneously affect the Organization, such as the adoption of new policies on the role of the State, the distribution of national resources, financing of health, and the diversification of health service providers.

In light of the need for adapting the Organization to the new conditions for the provision of its technical cooperation, and in order to enhance the advisory role of the SPP, measures must be adopted to provide the Organization with more appropriate procedures so that it can operate more expeditiously and efficiently.

The members of the Subcommittee are requested to examine the annexed proposals with a view to (1) formulating a recommendation to the Executive Committee with regard to the new terms of reference (Annex A); and (2) adopting the revised rules of procedure for meetings of the Subcommittee (Annex B).

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1. Introduction

In Resolution CE82.R13, the Executive Committee of the Pan American Health Organization, at its 82nd Meeting in June 1979, established the Subcommittee on Long-Term Planning and Programming. Subsequently, at its 92nd Meeting in June 1984, in Resolution CE92.R12, it changed the name to "Subcommittee on Planning and Programming" (SPP) and assigned it its present functions.

Almost 12 years have passed since the last review of the functions and composition of the Subcommittee by the Executive Committee, a period of time in which the dynamics of both the Organization and the Member States have evolved. Furthermore, the conditions prevailing in the Western Hemisphere have been changed substantially, generating an environment of broader participation and democracy. New conditions are affecting the institutions responsible for health in the countries that are simultaneously affecting the Organization, as well as the adoption of State reform policies, the shrinking of national resources, the reduction in public spending on health, and the diversification of the entities providing health service to the population.

These characteristics of the Region, the great complexity and versatility shown by the Organization in facing new challenges, and the resurgence of previously surmounted challenges have led to the opening of additional fields for PAHO technical cooperation. At the same time, the available regular funds have been reduced, and there is more competition to obtain resources from donors. These circumstances have made it necessary to adopt measures to provide the Organization and its Governing Bodies with more appropriate procedures in order for them to operate more expeditiously and efficiently.

The regulations governing the operation of the Subcommittee can be simplified in order to provide it with more favorable conditions so that the Executive Committee can receive contributions, analyses, and alternatives that are more focused on issues relevant to the Organization's mission. Consequently, a proposal is being presented for consideration by the members of the Subcommittee to update the regulations governing its operation.

2. Functions and Operation of the Subcommittee on Planning and Programming

In accordance with the regulations in force, Resolution CE92.R12 of the 92nd Meeting of the Executive Committee assigns the following functions to the SPP:

- a) Analysis of the process and the methodology of planning, programming, and budgeting;

- b) Analysis of the information processes and systems for the conduct of technical cooperation with the countries, including evaluation and monitoring of the regional plan of action for health for all by the year 2000;
- c) Analysis of economic and social factors and their impact on health conditions and the health sector;
- d) Analysis of the policy and functioning of PAHO's administrative systems, including manpower planning and development;
- e) Analysis of special programs with special emphasis on their formulation and evaluation;
- f) Other functions to be determined by the Executive Committee.

At the same time, the current rules of procedure define the Subcommittee's present functions and operation, and in Article 2 specify that it is to *study, review, and present options and recommendations to the Executive Committee* on matters the Committee has assigned it for deliberation.

In accordance with the rules of procedure, the Subcommittee is made up of seven member countries, four elected by the Executive Committee and three designated by the Director of PASB in consultation with the Chairman of the Executive Committee prior to each meeting.

The Subcommittee currently holds two meetings per year, one in March or April, after the Meeting of the Executive Board of the World Health Organization (WHO) and before the meeting of the Executive Committee of PAHO, and another in December, after the meeting of the Directing Council of PAHO and before the WHO Executive Board.

The SPP prepares and presents a report to the Executive Committee in which it summarizes the topics discussed and specifies the recommendations it has adopted regarding the topics on the agenda of the Executive Committee, for which purpose the SPP suggests forms of action or decisions that may be taken.

Topics for discussion by the Subcommittee are established by the Executive Committee and by the Subcommittee itself as a basis for the provisional agenda, and the respective documentation is prepared and submitted for consideration by the Member States 30 days in advance of the meeting. During this period, the representatives of the countries have the opportunity to analyze their contents and take positions on them which

they discuss during their deliberations in order to arrive at recommendations to be submitted to the Executive Committee or to the Director of PASB.

3. Proposals for Amending the Regulations Governing the Operation of the Subcommittee on Planning and Programming

With a view to making the regulations of the Subcommittee more appropriate for an advisory body to formulate general and specific guidelines to orient the action of the Organization and the performance of PASB, certain modifications are presented below with respect to changes in the functions of the Subcommittee and modifications to its rules of procedure for consideration by the Subcommittee on Planning and Programming of the Executive Committee of PAHO.

3.1 *Functions*

It is suggested that the functions of the SPP be defined in general terms so that they may remain in effect over the long term, enabling the Subcommittee to perform them even in changing circumstances. The proposed functions are:

1. To advise the Executive Committee on matters referred to it by that body, or on its own initiative, regarding:
 - a) The proposed general and specific orientations of the Pan American Health Organization (PAHO) and the corresponding monitoring and evaluation reports;
 - b) The process and methodology of planning, programming, and budgeting, including the planning and development of PAHO administrative systems;
 - c) The process of technical cooperation with the countries, including monitoring and evaluation of the achievement of the goal of health for all;
 - d) The reports from the monitoring of health conditions in the Americas and the economic and social factors that affect health conditions and the health sector;
 - e) Special programs with special emphasis on their formulation and evaluation;
2. To discharge any other functions assigned to it by the Executive Committee.

3.2 *Meetings*

Meetings of the Subcommittee will be more of a working meeting involving the exchange of opinions, alternatives, and proposals in its role as a consultative body of the

Executive Committee. The topics included on meeting agendas will be determined by the Executive Committee and, at the request of the Committee itself or of the Director of PASB, other topics considered substantive may be included.

4. Proposals for New Terms of Reference and Rules of Procedure

The members of the Subcommittee are requested to examine the annexed proposals with a view to (1) formulating a recommendation to the Executive Committee with regard to the new terms of reference (Annex A); and (2) adopting the revised rules of procedure for meetings of the Subcommittee (Annex B).

Annexes

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**Subcommittee on Planning and Programming of the
Executive Committee**

Terms of Reference

1. Nature

The Subcommittee on Planning and Programming is an auxiliary advisory body of the Executive Committee.

2. Functions

The Subcommittee has the following functions:

2.1 To advise the Executive Committee on matters referred to it by that body, or on its own initiative, regarding:

- The proposed general and specific policy orientations of the Pan American Health Organization (PAHO) and the corresponding monitoring and evaluation reports;
- The process and methodology of planning, programming, and budgeting, including the planning and development of PAHO administrative systems;
- The process of technical cooperation with the countries, including monitoring and evaluation of achievement of the goal of health for all;
- The reports from the monitoring of health conditions in the Americas and the economic and social factors that affect health conditions and the health sector;
- Special programs, with particular emphasis on their formulation and evaluation.

2.2 To discharge any other function assigned to it by the Executive Committee.

2.3 To report annually to the June meeting of the Executive Committee on its deliberations and to present its concerns and recommendations for action by the Executive Committee.

3. Membership and Attendance

3.1 *Members*

The Subcommittee shall consist of seven Member States: four to be elected by the Executive Committee for terms of office running concurrently with those of their membership on the Executive Committee, and three to be named prior to each meeting of the Subcommittee by the Director of PASB in light of the specific topics to be considered at each meeting. Each of the elected Member States shall be entitled to designate one representative to the Subcommittee. Each representative may be accompanied by up to two alternates.

The names of representatives and alternates shall be communicated to the Director of PASB not less than 15 days before the opening of the meeting.

The expenses of representatives to meetings of the Subcommittee shall be paid by PAHO in accordance with the rules and regulations governing such expenses. The expenses of alternates shall be paid by the Member State concerned.

3.2 *Observers*

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

4. Meetings

The Subcommittee shall normally hold two regular meetings a year. Unless the Executive Committee decides otherwise, the first of these two meetings shall take place after the meeting of the Directing Council/Conference and before the meeting of the Executive Board of WHO, and the other after the meeting of the Executive Board of WHO and before the meeting of the Executive Committee of PAHO. Extraordinary meetings may be held.

Meetings of the Subcommittee shall be held at the Headquarters of PAHO on dates established by the Director in consultation with the Executive Committee.

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

5. Changes in the Subcommittee

The Executive Committee shall, from time to time, make special reviews of the work of the Subcommittee.

The nature, composition, functions, and existence of the Subcommittee may be modified or terminated by a resolution of the Executive Committee.

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**Subcommittee on Planning and Programming
of the Executive Committee**

Rules of Procedure for Meetings

1. Notice of Convocation

Notices convening the Subcommittee shall be sent by the Director of PASB at least 60 days before the commencement of the meeting.

2. Agenda and Documentation

The Director of PASB shall prepare the provisional agenda of meetings of the Subcommittee and include all items required by the Executive Committee, the Subcommittee, and the Secretariat. It shall be dispatched with the notice of convocation.

Working documents shall be prepared by the Secretariat and sent to the representatives of members of the Subcommittee at least 21 days in advance of the meeting.

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

3. Officers

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

In the absence of the Chair, the Vice Chair shall serve as Chair pro tempore.

4. Working Parties

The Subcommittee, in consultation with the Director of PASB, may establish ad hoc working parties consisting of as many members of the Subcommittee as necessary, and assign to them any item of the agenda to study and report on.

5. Working Languages

The working languages of the Subcommittee shall be English and Spanish.

6. Conduct of the Meeting

6.1 Quorum

The presence of the representatives of four members of the Subcommittee shall constitute a quorum for the conduct of a session.

6.2 Procedures

Meetings shall be conducted in compliance with the present Rules of Procedure. Questions of interpretation of these Rules shall be decided by the Chair.

7. Secretariat Responsibilities

The Director of PASB shall serve as Secretary *ex officio* of all meetings of the Subcommittee, and the Chief, Office of Analysis and Strategic Planning, shall serve as Technical Secretary.

The Director of PASB shall provide and supervise all personnel and be responsible for all arrangements needed for meetings of the Subcommittee.

8. Amendments to the Rules

These Rules of Procedure may be amended by the Subcommittee.

