



*executive committee of
the directing council*

PAN AMERICAN HEALTH ORGANIZATION

*working party of
the regional committee*

WORLD HEALTH ORGANIZATION



52nd Meeting
Washington, D. C.
April 1965

Provisional agenda item 11

CE52/13 (Eng.)
27 March 1965
ORIGINAL: SPANISH

ORGANIZATION OF THE PAN AMERICAN SANITARY CONFERENCE

t Tt The XIV Meeting of the Directing Council, XV Meeting of the Regional Committee of the World Health Organization for the Americas (Washington, D.C., 16-25 September 1963), instructed the Director of the Bureau to submit to the XVI Council Meeting a detailed report including the opinions expressed by the Governments on the organization of the Pan American Sanitary Conference (Resolution XXVI.2). At its 50th Meeting (Washington, D.C., 27 April-1 May 1964) the Executive Committee suggested to the Director the advisability of submitting a preliminary report on the matter to the XV Meeting of the Directing Council (Resolution VIII.2). This report appears in Document CD15/26, the Addendum to it classifies and summarizes the opinions expressed by the Governments; and the Annex contains copies of the original letters. This Addendum has been revised to include a letter from the Government of Paraguay which arrived while the document was being prepared and is annexed to the report (Annex I).

The present report is being submitted in accordance with the decision of the XIV Meeting of the Directing Council which supplements the resolution adopted by the XV Meeting of the Directing Council (Resolution XXXIX.2) which instructs the Executive Committee to submit a report to the XVI Meeting of the Directing Council on the arrangements, organization, and place of the meetings of the Governing Bodies of the Pan American Health Organization. This report sets forth simply and solely previous practice and the experience gained in the course of recent years.

Competence and organization. According to the Constitution the Pan American Sanitary Conference is the supreme governing authority of the Organization. Its function is to determine the general policies of the Organization, including financial policy and, when it deems it necessary, to instruct the Council, the Executive Committee, and the Director of the Bureau with respect to any matter within the scope of the Organization. The meetings of the Conference are also meetings of the Regional Committee of the World Health Organization, except when they are discussing matters relating to the PAHO constitution, the

legal relations between the Pan American Health Organization and the World Health Organization or the Organization of the American States or other matters relating to the Pan American Health Organization as an inter-american specialized agency.

The Conference, which meets every four years, has always been organized in the same way. It is composed of a credentials committee, a general committee, two main committees (one of which deals with technical matters and the other with administrative, financial and legal matters) and the plenary sessions of the Conference. In Puerto Rico and in Minneapolis a joint Committee on the Program and Budget was also established.

From the point of view of competence, all matters may be dealt with by the plenary sessions. In fact, some of them are only within the competence of the plenary sessions, for example, the election of the Member Governments that will form the Executive Committee and the election of the Director of the Bureau. It is also a function of the plenary sessions of the Conference to examine the Annual Report of the Executive Committee, the Quadrennial Report of the Director, and the Annual Report of the Director. When these two last-mentioned documents are being considered it has become the practice of the heads of the delegations to report on the health work done in their own countries since the last Conference. This practice arose from a recommendation of the Directing Council inviting Governments to submit to the Conference a report in writing (Resolution XV.2 of the III Meeting of the Directing Council). Since then the Conference itself has made new recommendations concerning the quadrennial reports on health conditions and the progress achieved in each country in the period between the Conferences.

The Bureau has been invited to continue to publish the four-year reports on health conditions. This report is also examined in plenary session of the Conference, which in this instance serves as a forum for the interchange of information related to the prevention of disease and the promotion and restoration of mental and physical health.

The so-called main committees supplement the plenary sessions. They are established pursuant to Rule 28 of the Rules of Procedure, the number depending on what the Conference considers necessary for the orderly despatch of the business of the meeting. As a matter of fact, the purpose of the main committees is to simplify the work and shorten the duration of the Conference. Indeed, they submit to the plenary session, through their rapporteurs, matters ready for approval without further debate. That is recognized in the Rule 13 of the Rules of Procedure of the Conference which lays it down that "the plenary sessions will be devoted to matters of general interest and to the discussion and approval of reports of the various committees." Generally speaking, the main committees facilitate the work of the Conference since the plenary sessions only consider the reports of the rapporteurs and modify, revise, or approve the draft resolutions prepared in committee.

It has become traditional to set up two main committees at the Conferences. The first dealing with all technical items on the agenda. Some of the items assigned to it call for extensive discussion, in the course of which many delegates give reports of activities in their countries.

The second main committee deals with the administrative, financial, and legal items on the agenda of the Conference. The duration of the Conference will depend on whether or not the practice of establishing a joint committee to examine the program and budget is followed. In any event, it must not be forgotten that the main committees meet, not at the same but at different times whenever there is any difficulty about meeting rooms.

Secretariat services. Because of the functions of the Conference, a secretariat consisting of administrative, technical, and auxiliary staff is needed.

These include protocol officers, interpreters, translators, précis-writers, and secretaries, as well as a documents service which is concerned with the checking, copying, correcting, reproducing, distributing, and stocking of documents and the technicians responsible for the electronic equipment for simultaneous interpretation and the recording of the discussions.

There are also administrative and financial services responsible for the buildings and premises, communications and transport, security and medical aid, as well as the recruiting, paying, and discharging of employees. Accommodation, reception of the delegates, and travel are sometimes a part of the protocol services but are usually dealt with by the administrative services.

The cost of all these services depending on whether or not two main commissions are established has not previously been studied. It is even possible that the savings that might be made on rooms and under other heads if there were only one main commission would be considerably reduced as a result of an increase in other expenses mentioned.

It would therefore be advisable to have a general assessment of the proposals of the Governments relating to modifying the organization of the Conference. This type of study would provide the Governments with a breakdown of the secretariat services and their cost (personnel, rooms, equipment, supplies, and documents).

The study could also examine the advisability of changes in the organization and the financial implications. To decide at this point, without sufficient background information and prior experience, on a new organization might jeopardize the Conference services which are generally recognized to have functioned well. The answers to the questions raised -possible reductions in time and expenses- are not so clear and evident that a further examination is not required.

Constitutional amendments. When the Governments were again consulted pursuant to Resolution XXVI of the XIV Meeting of the Directing Council concerning the organization of the Pan American Sanitary Conference, some of them submitted constitutional amendments and others proposed changes in the Rules of Procedure of the Conference.

The General Committee at the XV Meeting of the Directing Council agreed that the plenary session should examine, first, matters of a general nature (organization, purpose of plenary sessions, establishment of main committees, etc.) and then the amendments to the Rules of Procedure and finally the role that Headquarters should have in the holding of Pan American Sanitary Conferences and, in general, in the meetings of the Governing Bodies.

In the course of the debate the Representatives of Peru and of Ecuador submitted amendments to Articles 14, 7-D and 12-B of the Constitution. These amendments have been transmitted to the Member Governments pursuant to Resolution XXXIX of the XV Meeting of the Directing Council (Annexes II and III). The Government of the United States of America had earlier proposed several changes in the Rules of Procedure of the Conference. These had been endorsed by the Government of Jamaica.

Place of the XVII Pan American Sanitary Conference. At its most recent meeting, the Directing Council put off a decision on this matter until its next meeting in 1965.

At the XVI Pan American Sanitary Conference, XIV Meeting of the Regional Committee of the World Health Organization for the Americas, the Governments of Uruguay and Cuba invited the Organization to hold the Conference in their countries. At the XV Meeting of the Directing Council the Government of Peru invited the Conference to Lima. The Governments of Bolivia, Honduras, France, and Paraguay, have proposed that the Conference should always be held at the Headquarters of the Organization in Washington. Finally, the Representative of Venezuela in the discussion during the fifteenth plenary session of the XV Directing Council suggested that a system of rotation should be adopted which, while ensuring that full use was made of the Headquarters building, would also allow the Conference to be held in other places, and the Representative of Nicaragua stated that it was essential for the next Conference to be held in Washington, since the Organization will have its own building, although that did not mean to say that the Conference would always have to be held in Washington. Indeed, the Conference should decide on each occasion where its next meeting was to be held. With respect to the last-mentioned proposals it should be recalled that the United States of America pointed out that a constitutional amendment was necessary in order to hold the next meeting in Washington.

In this connexion it is worth mentioning that, in accordance with Resolution XXIII of the XIII Pan American Sanitary Conference, when because of unforeseen circumstances a country selected for the meeting is unable

to meet its commitment the meeting of the Conference will automatically be held at the Headquarters of the Pan American Sanitary Bureau. This provision appears in the Rules of Procedure of the XV Pan American Sanitary Conference (Rule 13) and now stands in Rule 2 of the present Rules of Procedures: "If for any reason the Conference cannot be held in the country chosen, the meeting shall take place at the Headquarters of the Bureau." This provision applied to the XVI Pan American Sanitary Conference.

Final observation. This report is submitted to the Executive Committee bearing in mind that the Directing Council instructed it in Resolution XXXIX of the XV Directing Council Meeting to present a report to the XVI Meeting of the Directing Council on the arrangements, organization, and place of the meetings of the Governing Bodies of the Pan American Health Organization and, with a view to facilitating its work, covering the main aspects of the functioning of the secretariat of a Conference and the related problems.

Annexes:

- I: Document CD15/26, ADDENDUM, Revision, including letters received from the Governments to this date.
- II: Circular letter CT/Doc-CL-6-65
- III: Circular letter CT/Doc-CL-7-65

CE52/13 (Eng.)
ANNEX I

STUDY OF THE ORGANIZATION OF THE PAN AMERICAN SANITARY CONFERENCE

(Document CD15/26 (Eng.))
ADDENDUM
Revision

directing council



PAN AMERICAN
HEALTH
ORGANIZATION

XV Meeting

regional committee

WORLD
HEALTH
ORGANIZATION



XVI Meeting

Mexico, D. F.
August-September 1964

Agenda Item 36

CD15/26 (Eng.)
ADDENDUM
Revision
26 March 1965
ORIGINAL: SPANISH

STUDY OF THE ORGANIZATION OF THE PAN AMERICAN SANITARY CONFERENCE

The Director of the Pan American Sanitary Bureau, in conformity with Resolution VIII.2 adopted by the Executive Committee, at its 50th Meeting, has the honor to submit the following report to the Directing Council:

I. Number and Classification of Replies. Twenty replies have been received to the two letters which the Director sent to the Governments on 9 November 1962 and 1 November 1963 pursuant to the instructions of the Executive Committee and the Directing Council. These replies can be classified into three groups: 1) those from the Governments that consider the present system satisfactory, namely Mexico, Panama, the Netherlands, and the United Kingdom; 2) those from the Governments that will make their views known at a later date, namely Costa Rica, Ecuador, Guatemala, and Trinidad and Tobago; and 3) those from the Governments of Argentina, Bolivia, Cuba, Dominican Republic, El Salvador, France, Honduras, Jamaica, Paraguay, Peru, United States of America, and Venezuela, which have made very appropriate recommendations among which there are broad areas of agreement. These are of great interest and are examined in this report.

II. Conference Procedures. The meeting is considered to be both lengthy and costly. This latter point is set forth in letters from Argentina, France, and the Dominican Republic. The former point is contained both expressly and tacitly in letters from the Governments that we have placed in the third group. The Argentine Government, "regards as important any change in the organization or operation of the Conference, which, while maintaining it as the supreme Governing Body of the Organization and assuring the efficient discharge of its functions, will make it possible to simplify its administration and to reduce its cost" (Letter of 3 September 1963).

There are three specific proposals on the duration of the Conference, one from Venezuela, another from Cuba, and a third from Jamaica. Venezuela and Jamaica propose that the duration be eleven days; and Cuba, 12 days.

The Venezuelan proposal, endorsed by Paraguay, shows evidence of a very close study, with a day-by-day breakdown of the work, and even of agenda items, based on the procedures followed at previous meetings.

III. Main Committees. Various opinions have been put forward on the establishment of two main Conference committees as has been done in the past, with the one taking up all technical matters, and the other all administrative, financial, and legal matters. Some Governments (Bolivia and Jamaica) feel that all matter should be dealt with in plenary sessions, so that there would be no need for two committees; it will be recalled that under Rule 28 of the Rules of Procedure, the establishment of committees is at the discretion of the Conference. The Governments of France, the Dominican Republic, and Paraguay propose that the meetings of the two main committees be held at different hours; in their view this would allow all the delegates to attend, and would eliminate the need for a second committee room and the attendant services. The Government of the United States of America is of the opinion that either of these two proposals is to be recommended; that is, either suppress the two committees and take up all matters in plenary sessions, or have the committees meet at different hours. Cuba has made a similar suggestion. Both the United States of America and Cuba state a preference for the first proposal; that is, the suppression of the two committees.

A steadily increasing tendency has been noted in international meetings toward a division of activities into two fields: one at the expert level, and the other at the ministerial level. This procedure was followed in the First Meeting of Ministers of Health, and it is used by the Inter-American Economic and Social Council of the OAS. The Ministers of Health of Central America and Panama at their IX Meeting (Nicaragua, 16-18 July 1964) also declared themselves in favor of this procedure.

IV. Amendments to the Rules of Procedure of the Conference. The Government of the United States of America has proposed amendments to Rules 8, 13, 15, 20, 22, 28, 43, 46, and 54 of the Rules of Procedure of the Conference in order to correct shortcomings and anomalies. The Government of Jamaica has in turn stated its agreement with the proposals of the United States of America.

On the other hand, the Government of the Kingdom of the Netherlands recommends "a supple application" of the Rules of Procedure "which have been modified not long ago."

V. Conference Documents. The Government of the United States of America believes that it would be advisable to provide the Governments with a provisional agenda sixty days prior to the date set for the opening of the Conference. The Government of Cuba has suggested that the agenda be sent together with the conference documents sixty days prior to the date set for the beginning of the Conference and that these be received by the Governments concerned not less than 45 days before the scheduled date.

VI. Place of the Conference. The Governments of Bolivia and Honduras have proposed that the Headquarters of the Organization in Washington be designated as the permanent meeting place of the Pan American Sanitary Conference. As stated by the Government of Honduras "in addition to the fact that that city is the Headquarters of the Organization, the Organization will now have its own building there with all the necessary facilities for holding such meetings." Paraguay endorsed the view of the Government of France that "if the Conference could be organized at Headquarters itself in Washington, the expenses would certainly be less. This suggestion might be borne in mind with respect to the next Conference, which will be held in 1966, at which time the new building will probably be ready." An amendment was presented to this effect by France, couched in the following terms: "The Pan American Sanitary Conference will be held every four years at the Headquarters of the Organization in Washington, D.C., U.S.A." This proposal appears as Annex to Document CD14/5 of 8 July 1963, which was duly distributed.

VII. Establishment of a Working Party. The Government of El Salvador has proposed that "a working party be established which, together with the Bureau personnel, will prepare a report in sufficient time to allow the Executive Committee to present it in 1965. The work of this working party might possibly be made easier if it knew when the Pan American Sanitary Bureau will be moving into its new Headquarters building, since such a move will eliminate certain problems which have sometimes occurred when the Conference was held in premises not suited for the purpose." The Government of Peru supports this proposal.

(TRANSLATION)

Buenos Aires, 3 September 1963

Dr. Abraham Horwitz
1501 New Hampshire Avenue, N. W.
Washington 6, D. C.
U. S. A.

I have pleasure in replying to your letter concerning the structure and organization of the Pan American Sanitary Conference, which matter was examined by the Executive Committee of the Pan American Health Organization at its 47th Meeting.

I should like to thank you for consulting us in this matter and to state that this Ministry regards as important any change in the organization or operation of the Conference which, while maintaining it as the supreme governing authority of the Organization and assuring the efficient discharge of its functions, will make it possible to simplify its administration and to reduce its cost.

Its organization and operation might be modified in the light of a critical examination of present arrangements. That calls for a detailed knowledge of the administration and cost of earlier meetings, and of the advisability of adopting a new machinery or system. In that connection no body is more competent than the Pan American Sanitary Bureau to propose, in the light of the information at its disposal and the findings of any critical examination it may make, the adoption of the measures it deems advisable for the solution of the problems to which attention has been called and for the attainment of the goal suggested.

Very sincerely yours,

(Signed)
Dr. Victorio Olguin
Director
International Health and Social
Relations Administration

Ref: No. 627/63

(Translation)

MINISTRY OF PUBLIC HEALTH

B o l i v i a

La Paz, 15 June 1964

Dear Dr. Horwitz:

In reply to your letter CT/Doc-CL-7-64 of 8 June 1964, I should like to present the excuses of my Ministry for not having promptly replied to your letter of 9 November 1963 on the same subject.

In connection with Resolution VIII of the 50th Meeting of the Executive Committee, the only suggestions my Government has to offer are as follows:

1. It would be to the advantage of countries such as Bolivia, which as a rule are not able to send more than one or two representatives to meetings of the Pan American Health Organization, if the main committees were not established, all important Conference matters were considered in plenary sessions, and ad hoc committees were set up only for special matters and their reports presented in plenary session. Since the establishment of committees is optional, this compromise proposal, which would bring savings to the Organization and benefits to the countries unable to send more than two delegates, might find a favorable reception.
2. Since the suggestions to modify the Rules of Procedure of the Conference submitted by the Member Countries expressed their wish to relieve the Organization of heavy expenditures on meetings, it would be advisable to accept Washington Headquarters, where the most suitable facilities for holding the meetings are available, as the permanent site of the meetings. However, meetings of the Executive Committee, which has a smaller number of members, could be held in each of the capitals of the Member Countries in rotation.

(Signed)

Dr. Guillermo Jauregui G.
Minister of Public Health

Dr. Abraham Horwitz
Director of the Pan American Sanitary Bureau
1501 New Hampshire Ave., N. W.
Washington, D. C., U. S. A.

(Translation)

MINISTRY OF PUBLIC HEALTH
Republic of Costa Rica

No. 2119-62

San José, 22 November 1962

Dr. Abraham Horwitz
Director of the Pan American Sanitary Bureau
1501 New Hampshire Avenue, N. W.
Washington 6, D. C.

Dear Mr. Director:

I acknowledge receipt of your letter No. CT-CL-16-62
of 9 November and I should like to inform you that I have
taken due note of its contents.

Very sincerely yours,

(signed)
Dr. Max Terán Valls
Minister

MTV: m cm:mmv

(Translation)

Ministry of Public Health
Republic of Costa Rica
No. 2973-64

San José, 8 July 1964

Dear Sir:

I acknowledge receipt of your letter CT-Doc-CL-8-64 of 8 June 1964, calling our attention to Resolution VIII on the status of the study of the structure and organization of the Pan American Sanitary Conference.

I am pleased to inform you that in due course this Department will be sending you such comments and suggestions as it deems advisable for inclusion in the report you are to submit to the next meeting of the Directing Council, which is to be held in Mexico City from 31 August to 11 September 1964.

(Signed)
Dr. Max Terán Valls
Minister

Dr. Abraham Horwitz
Director of the Pan American Sanitary Bureau
1501 New Hampshire Ave. N. W.
Washington, D. C. U. S. A.

(Translation)

Republic of Cuba
Ministry of Public Health

Havana, 29 July 1964
"Year of the Economy"

Dr. Abraham Horwitz
Director of the Pan American Sanitary Bureau
1501 New Hampshire Ave., N. W.
Washington 6, D. C., U.S.A.

Sir:

In reply to your letter CT/Doc-CL-8-64 of 8 July 1964, in which you draw my attention to Resolution VIII adopted by the Executive Committee at its 50th Meeting held in Washington from 27 April to 1 May, which asks for pertinent comments and observations on the organization of the meetings of the Pan American Sanitary Conference, aimed basically at simplifying the work of the conference, I have pleasure in submitting to you, in the name of the Revolutionary Government, our views on the rules of procedure of the Conference and on the organization of the Conference itself.

CLARIFICATION TO BE ADDED TO THE RULES OF PROCEDURE

- Rule 8. We suggest that, the provisional agenda should, if possible, be distributed 60 days prior to the date of the opening of the Conference and that available documentation should be in the hands of the Governments not less than 45 days before the date of the beginning of the Conference.
- Rule 13. We believe that the plenary sessions should be entitled to hear all matters submitted to them, in addition to those specified in this rule.
- Rule 31. The first sentence of this rule reads "the reports of all committees or working parties shall be referred to the General Committee for coordination"; the next sentence reads "after being examined by the General Committee". So that there should be no misunderstanding about the meaning of this rule, we interpret it to mean "once the reports, including draft resolutions, have been examined," etc.

WITH RESPECT TO THE ORGANIZATION OF THE CONFERENCE OUR
VIEWS MAY BE SUMMARIZED AS FOLLOWS:

1. The duration of the Conference should not exceed 12 calendar days, as follows:

Every week-day from Monday through Saturday would be a working day, Sunday would be free, and the second Tuesday would be devoted to the Technical Discussions. In this way, if the Conference were begun on a Monday, we would have six working days in the first week and, in the second week, Monday, Wednesday, and Thursday since, we repeat, Tuesday would be devoted to the Technical Discussions. This method would allow the members of the delegations who are to attend the Technical Discussions to arrive later at the Conference and, moreover, would allow the secretariat to utilize the Tuesday for preparing documentation, etc. We believe that, in this way, the Conference could advance in its work and finish before the Friday of the second week, and the delegates could thus return to their countries at an earlier date.

2. The working hours should be 7 a day, from 9 to 12:30 in the morning with half an hour for lunch and coffee and from 3 to 6:30 in the afternoon, with another half an hour for a break, or a total of six hours of work; in the nine days of the Conference this would give 54 hours for sessions, which would be sufficient, in our opinion, for the examination of all the agenda items. This, of course, does not include the Tuesday of the second week, which would be set aside for the Technical Discussions. Moreover, nothing in this arrangement prevents a night session being held if necessary.

3. The Conference should decide that a strict timetable of work should be maintained and that no special circumstances should be allowed to modify it; the opening of each session should be announced 10 minutes before the time indicated and every effort should be made to ensure that at mid-day or at the hours appointed for lunch no commitments are made which will prevent the delegates from being present when the afternoon meeting begins, and any social events planned should begin after 7 p.m.

4. We also believe that the following is worth considering: once the quadrennial report of the Director has been submitted to the Conference the reports of the delegates should be as short and concise as possible, since a full report on the health activities of each country could be submitted in writing by the delegations at the beginning of the Conference.

We also believe it advisable for the quadrennial report of the Director to be submitted to a working party which could examine it in detail. We support the proposal to abandon the traditional arrangement of having two committees, since most of the items before the Conference could be dealt with in plenary sessions. Items which require it could be dealt with by committees or specific working parties; this would not only advance the work of the Conference but would result in great savings since fewer interpreters would be necessary and the expenses on equipment, personnel, premises, etc., would also be reduced. Finally, if the two committees are to be maintained, their timetables should be revised so as to ensure that they do not sit at the same time and that the same meeting room can be used by both committees.

These are the views that our Revolutionary Government wishes to submit through you to the delegates to the XV Meeting of the Directing Council and the XVI Meeting of the Regional Committee of the WHO for the Americas which is to be held in Mexico from 31 August to 11 September 1964.

I am, Sir, yours truly,

(Signed)
Dr. José R. Machado Ventura
Ministry of Public Health

(Translation)

Dominican Republic
MINISTRY OF HEALTH AND SOCIAL WELFARE

No. 02508

Santo Domingo, D. N.
8 November, 1963

Dr. Abraham Horwitz
Director, Pan American Sanitary Bureau
1501 New Hampshire Ave., N. W.
Washington 6, D.C., U.S.A.

Sir:

I have pleasure in informing you that I have received your letter No. CT-CL-28-63, of 1 November 1963 together with its Annex and that I have taken due note of its contents.

I am, Sir,

Yours truly

(Signed)
Dr. Tomás Alcibiades Espinosa
Secretary of State for Health
and Social Welfare

(Translation)

Dominican Republic

MINISTRY OF HEALTH AND SOCIAL WELFARE

No. 04668

5 December, 1963

Dr. Abraham Horwitz
Director of the Pan American Sanitary Bureau
1501 New Hampshire Avenue, N. W.
Washington 6, D. C., U.S.A.

Dear Dr. Horwitz:

Further to our letter No. 2508 of 8 November 1963 in reply to your letter CT-CL-28-63 of 1 November, I have the honor to make the following observations:

a) The expenses involved in holding the Pan American Sanitary Conference which, according to the Rules of Procedure, must be held every four years, in one of the capitals of the Member States, place a very heavy strain on the budget of the Pan American Health Organization, at a time when some Member States are not meeting their financial obligations to the Organization;

b) On the other hand, because of the nature of the Directing Council, the meetings of that body are shorter and less expensive, and should be held successively in one of the Member Countries, the meeting-place chosen depending on the country concerned submitting a prior invitation, which would have to be accepted by an absolute majority of the votes of the delegations.

c) Further, by properly coordinating the time-table of the Conference so as to ensure that the main two committees did not sit simultaneously, it would not be necessary to use twice the number of interpreters, and thus a saving could be made in this respect and in respect of other types of personnel and of meeting-rooms if the main committees were held at different hours.

I am, Sir,

Yours truly

(Signed)
Dr. Tomás Alcibiades Espinosa
Secretary of State for Health
and Social Welfare

(Translation)

No. 4982-S.

Ministry of Social Welfare
and Labor

Section: Health and Hygiene

Subject: Reply to a note on
observations and suggestions
on the study of rules of
procedure of the Conference.

Quito, 20 November 1962

The Director of the Pan American Sanitary Bureau
1501 New Hampshire Ave., N. W.
Washington 6, D. C., U. S. A.

Dear Mr. Director:

I acknowledge receipt of your letter CT-CL-16-62 of 9 November, in which when informing this office that the Executive Committee of the Pan American Health Organization at its 47th Meeting held in Minneapolis, Minnesota on 3 September 1962 drew attention to the advisability of a study of the pertinent statutory provisions with a view to simplifying the organization of the Pan American Sanitary Conference and of clarifying its Rules of Procedure, you were good enough to ask this Ministry to submit any comments or observations it considered pertinent in this connection.

On this matter I should like to state that in due course the comments and suggestions we deem pertinent will be forwarded to you so that they can be included in the report you are to submit to the next meeting of the Directing Council in the autumn of 1963.

Very sincerely yours,
For the Minister of Health and Hygiene

(signed)
Lcdo. Armando Endara C.
Assistant Secretary

hgnd/. -

(Translation)

No.673-S.

Ministry of Social Welfare
and Labor

Quito, 8 November 1963

Section: Health and Hygiene

Subject: Comments and suggestions
concerning the organization
of the Pan American Sanitary
Conference

The Director of the Pan American Health Organization
1501 New Hampshire Ave., N. W.
Washington 6, D. C., U.S.A.

Sir:

I am pleased to inform you that I have received your letter CT-CL-28-63 of 1 November 1963 in which you were good enough to ask this Office to submit, in accordance with Resolution XIV of the XIV Meeting of the Directing Council, XV Meeting of the Regional Committee of the World Health Organization for the Americas, such comments and suggestions as it deemed advisable in connection with the study on the organization of the Pan American Sanitary Conference.

I should like to inform you in this regard that this Ministry is making a careful study of the documents which accompanied the letter to which I am now replying and that in due course I shall inform you of any suggestions that may be made in this respect.

I am, Sir,

Yours truly,

(Signed)
Ramón Yulee T.,
Sub-Secretary (for the
Minister of Social Welfare)

(Translation)

No. 02655

Ministry of Public Health
and Social Welfare
Republic of El Salvador, C. A.

San Salvador, 28 February 1963
Section: Correspondence
Subject: Final Report 47th Meeting of
PAHO Executive Committee.

The Director, Pan American Sanitary Bureau
Dr. Abraham Horwitz
Washington D. C., U. S. A.

I acknowledge receipt of your letter No. CT-30-63 of 23 January of this year and, with respect to it, I should like to inform you that I have read the Final Report of the 47th Meeting of the Executive Committee where it appears that the opinions of the members are favorable to initiating a study of the organization of the Conference with a view to simplifying it, clarifying its rules of procedure, removing certain anomalies and improving certain provisions of the rules.

The observations made by Mr. Calderwood, the representative of the United States of America, are very interesting and worth taking into account; and the undersigned is of the opinion that they should be submitted for consideration to the next meeting of the Council in 1963, at which it might perhaps be advisable to establish a committee to present the amendments to be approved in 1964 or in 1965.

Very truly yours,

(signed)
Ernesto R. Lima
Minister of Public Health
and Social Welfare

AAR/GdG. -

(Translation) -

Ext. 3908
Exp. 761

04412

Palacio Nacional

San Salvador 18 June 1964

Subject: Suggestions concerning the
study on the organization of the
Pan American Sanitary Conference.

Dr. Abraham Horwitz
Director of the Pan American Sanitary Bureau
1501 New Hampshire Ave., N. W.
Washington 6, D. C., U.S.A.

Sir:

With reference to your letter CT-CL-28-63 of 1 November 1963 in which you asked for suggestions concerning the organization of the Pan American Sanitary Conference, I have carefully read the opinions of 10 countries, some of which contain what seems to me to be very important suggestions. However, I believe it advisable for the Pan American Sanitary Bureau, which has great experience in administering and conducting these Conferences, to make its views known. This would help guide the representatives of the countries, since they only receive the "product" but do not have a detailed knowledge of how the "product" is prepared.

It is regrettable that the opinions of only a few countries are to hand. I therefore suggest that even though the report is not required until 1965 the Directing Council in 1964 establish a working party which, together with the Bureau personnel, will prepare a report in sufficient time to allow the Executive Committee to present it in 1965. The work of this working party might possibly be made easier if it knew when the Pan American Sanitary Bureau will be moving into its new headquarters building, since such a move will eliminate certain problems which have sometimes occurred when the Conference was held in premises not suited for the purpose.

I am, Sir,

Yours truly,

(Signed)
Dr. Ernesto R. Lima
Minister of Public Health
and Social Welfare

(Translation)

MINISTRY OF FOREIGN AFFAIRS

United Nations
and International Organizations

REPUBLIC OF FRANCE

Liberty - Equality - Fraternity

Paris, 7 January 1963

Dear Mr. Director:

In your letter CT-CL-16-62 of 9 November 1962 you were good enough to inform us that the Executive Committee of the Pan American Health Organization had recommended at its 47th Meeting that a study be made of the statutory provisions for the purpose of simplifying the organization of the Pan American Sanitary Conference and of clarifying its Rules of Procedure.

I have the honor to submit to you the following observations:

The expenses involved in organizing the Pan American Sanitary Conference which, according to the Constitution, is held every 4 years in one of the member countries of the Organization whose capital is in the American hemisphere are in fact rather heavy in relation to the budget of the Pan American Health Organization, at a time when certain member countries do not yet manage to meet their financial obligations to the Organization.

If the Conference could be organized at Headquarters itself in Washington, the expenses would certainly be less. This suggestion might be borne in mind with respect to the next Conference which will be held in 1966, at which time the new building will probably be ready.

On the other hand, the meetings of the Directing Council which are much shorter and less expensive, might be held, every other year, at the request of at least half the delegations, in countries other than the United States.

The regulations could therefore be amended to read as follows:

The Pan American Health Conference will be held every 4 years at the headquarters of the Organization in Washington, D. C., U. S. A.

Dr. Abraham Horwitz
Director, Pan American Sanitary Bureau
1501 New Hampshire Ave., N. W.
Washington 6, D. C., U. S. A.

The Directing Council will also meet at the headquarters of the Organization; however, it may, at the request of at least half the delegations, meet, every other year, in a host country that is a member of the Organization.

Another point is that if the technical committees meet simultaneously during the Conference, there has to be 2 teams of interpreters throughout the Conference, which is very expensive. At Minneapolis these two committees met simultaneously only once, since the number and the particular fields of competency of the delegates did not allow of two concurrent meetings.

It is therefore clear that an arrangement of the time table of the Conference would make it possible, without altering the duration of the meeting, to have the two committees sitting at different times and thus to make savings on interpreters, personnel, and premises.

Very sincerely yours,

For the Minister and with his authority
The Minister Plenipotentiary
Director of United Nations and
International Organization Affairs

(Translation)

MINISTRY OF PUBLIC HEALTH
AND SOCIAL WELFARE

No. 006114
Guatemala, 7 November 1963

Guatemala, C.A.

Doctor Abraham Horwitz, Director
1501 New Hampshire Ave., N.W.
Washington 6, D.C., U.S.A.

I acknowledge receipt of your letter CT-CL-28-63 of 1 November 1963, together with which you were good enough to send a copy of Resolution XXVI adopted at the meetings of the Directing Council and of the Regional Committee of the World Health Organization for the Americas, requesting such comments and suggestions as are deemed appropriate concerning the study on the organization of future conferences.

In due course I shall be pleased to send the comments you request.

(Signed)
Dr. Alfonso Ponce Archila
Minister of Public Health
and Social Welfare

(Translation)

OFFICE OF THE SECRETARY OF STATE
MINISTRY OF PUBLIC HEALTH AND SOCIAL WELFARE

Republic of Honduras, Central America

Tegucigalpa, D. C., 20 November 1962

No. 5008

The Director of the
Pan American Sanitary Bureau
Dr. Abraham Horwitz
1501 New Hampshire Ave., N. W.
Washington 6, D. C., U.S.A.

Dear Mr. Director:

I acknowledge receipt of your letter No. CT-CL-16-62.

I should like to inform you that in due course we shall be sending you the "observations and suggestions" deemed pertinent for facilitating the work of future Conferences of the Organization of which you are the Director.

Very sincerely yours,

(signed)

Dr. R. Martinez V.

FJB/rfp.

(Translation)

MINISTRY OF PUBLIC HEALTH AND SOCIAL WELFARE
Republic of Honduras, Central America

Tegucigalpa, 11 December 1963

Letter No. 248

Dr. Abraham Horwitz
Director of the Pan American Sanitary Bureau
1501 New Hampshire Avenue, N. W.
Washington 6, D. C., U.S.A.

Sir:

Further to the promise we made in our letter No. 5008 of 20 November 1962, we very respectfully make the following suggestions:

1. We believe that the meetings should be held in Washington, D.C. since, in addition to the fact that that city is the Headquarters of the Organization, the Organization will now have its own building there with all the necessary facilities for holding such meetings.
2. We suggest that the election of the Director of the Bureau (Rule 53 of the Rules of the Procedure of the Conference) should be simplified by requiring only an absolute majority for election, that is one half plus one of the votes.
3. We believe that the minutes of the meetings are too long and too detailed; we therefore suggest that in future they be made shorter and that details be omitted and only essential statements included. A very short summary might accompany lengthy minutes.

We trust that these three foregoing suggestions are worth of taking into account, since in our opinion they will help improve the work of the Organization which today is under your worthy direction.

I am, Sir,

Yours truly,

(Signed)
Dr. Abraham Riera H.
Minister of Public Health



Ministry of External Affairs,
24 East Race Course,
P. O. Box 624,
Kingston,
Jamaica.

No. 69/012.

12th June, 1964.

Dear Dr. Horwitz,

Please refer to your letter addressed to the Prime Minister, No. CT-CL-28-63 of 1st November, 1963, requesting comments in regard to the study on the organization of the Pan American Sanitary Conference.

I am directed to offer the following comments and suggestions :-

- (a) The Government supports the need for correction of the anomalies and of amendments to the Rules of Procedure as suggested by the Director of the Office of International Economic and Social Affairs of the Government of the United States.
- (b) It is further suggested that a serious attempt be made to shorten both the duration and cost of the Conference, by abolishing the two main Committees and having all the work done in plenary session.

It is felt that the adoption of suggestion (b) would entail the appointment of small working parties to provide the Conference in plenary session with all detailed information and the means of studying any particular proposal.

In addition, the limiting of the Conference to, say, a maximum of eleven working days would ensure that all the Delegations would understand from the outset that the work must be completed in that specific time.

Yours sincerely,

(J. M. Lloyd),
Ag. Permanent Secretary.

Dr. Abraham Horwitz,
Director,
Pan American Health Organization,
1501 New Hampshire Avenue, N. W.,
Washington 6, D. C.,
U. S. A.



MINISTERIE VAN SOCIALE ZAKEN EN VOLKSGEZONDHEID
DIRECTIE VOLKSGEZONDHEID

S-GRAVENHAGE, ZEESTRAAT 73 - TELEFOON: 070-18.32.20 - TELEGRAMADRES SOZA

The Director of the Pan American
Health Organisation,
Dr. A. Horwitz, M.D.
1501, New Hampshire Avenue N.W.
WASHINGTON 6 D.C.
U. S. A.

Uw kenmerk

Uw brief van
9-11-1962.

Ons kenmerk JGV/ISVA/IVG 7223.

Onderwerp Rules of procedure Pan American
Sanitary Conference.

Datum 22nd April, 1963.

Dear Mr. Horwitz,

In reply to your letter dated 9 November 1962 I inform you that my Government sees no reason to submit proposals for a study of the rules and regulations with a view to simplifying the organisation of the Pan American Sanitary Conference.

We are of the opinion that the points raised during the 47th meeting of the Executive Committee of the PAHO do not necessarily require amendments of those regulations, which have been modified not long ago. We would rather recommend a supple application of those rules.

Yours sincerely,

Prof. P. Muntendam
DIRECTOR GENERAL OF PUBLIC HEALTH

(Translation)

OFFICE OF THE SECRETARY
OF HEALTH AND WELFARE

Office of the Undersecretary for Health
International Affairs Section
No. 021-240

Subject: Reference to Rules of Procedure of the
Pan American Sanitary Conference.
(Document CSP16/2).

Mexico, D. F., 15 January 1963

Dr. Abraham Horwitz
Director, Pan American Sanitary Bureau
1501 New Hampshire Ave., N. W.
Washington 6, D. C., U. S. A.

I acknowledge receipt of the Rules of Procedure of the
Pan American Sanitary Conference (Document CSP16/2).

After having read it I should like to inform you that I
agree with the proposed text appearing in the first column of
the document you sent.

Very sincerely yours,

Undersecretary

(signed)
Dr. Miguel E. Bustamante

(Translation)

REPUBLIC OF PANAMA

No. 519-M

Ministry of Labor, Social Welfare,
and Public Health

Panama City, 16 June 1964

Dr. Abraham Horwitz
Director of the Pan American Sanitary Bureau
1501 New Hampshire Avenue, N. W.
Washington 6, D.C.
U.S.A.

Dear Dr. Horwitz:

With regard to your letter CT/Doc-CL-8-64 of 8 June 1964, I have the honor to inform you that after my experience at the meeting of the Conference held in Minneapolis I have no comment to make on the structure and organization of the Pan American Sanitary Conference, and that from my country's point of view no change is required.

(Signed)
Dr. Bernardino González Ruiz
Minister of Labor, Social
Welfare, and Public Health

(Translation)

Seal of Paraguay
Ministry of Public Health
and Social Welfare

O.A.I. No. 15

Asunción, 20 August 1964

Dr. Abraham Horwitz
Director, Pan American Sanitary Bureau
1501 New Hampshire Avenue, N. W.
Washington 6, D. C.

Dear Sir:

We have received your letter CT-CL-8-64 in which you kindly informed us that the Executive Committee of the Pan American Health Organization at its 50th Meeting held in Washington from 27 April to 1 May 1964 adopted Resolution VIII relating to the status of the study of the structure and organization of the Pan American Sanitary Conference, in accordance with the 47th Meeting of the Executive Committee (9 September 1962) and the Resolution adopted by the XIV Meeting of the Directing Council (1 September 1963).

From our reading of Document CE50/14 we find that the observations made by the Governments of France and Venezuela coincide with our own, and we therefore propose the two as a motion by this Secretariat of State.

Yours very sincerely,

(Signed)
Dr. Dionisio González Torres
Minister

(Translation)

Republic of Peru

MINISTRY OF PUBLIC HEALTH AND SOCIAL WELFARE

Lima, 19 November 1962

No. 74/62-0 I I

Dr. Abraham Horwitz
Director, Pan American Sanitary Bureau
1501 New Hampshire Ave., N. W.
Washington 6, D. C., U. S. A.

Dear Dr. Horwitz:

I am very pleased to acknowledge receipt of your letter CT-CL-16-62 of 9 November 1962, the contents of which were of much interest to me and of which due note has been taken.

Under separate cover you were good enough to send us 2 copies of the Boletín of the Pan American Sanitary Bureau - Vol. LIII, No. 3, September 1962 and Vol. III, No. 4, for October 1963.

Very sincerely yours,

(signed)
Dr. Eduardo Goicochea
Chief Medical Officer
Office of International Exchanges

EG/mrac.

(Translation)

MINISTRY OF PUBLIC HEALTH
AND SOCIAL WELFARE

Lima, 19 June 1964

No. 615-64-D95

Dr. Abraham Horwitz
Director of the Pan American Sanitary Bureau
Washington, D. C.

I am pleased to reply to your letter CT-Doc-CL-8-64 regarding the study on the organization of the Pan American Sanitary Conference.

I should like to state in this regard that we believe it necessary to introduce changes into the Constitution and the Rules of Procedure of the Conference, Directing Council, and Executive Committee, with a view to harmonizing their functions and thereby shortening the duration of each meeting, which is the specific objective pursued in this case.

We believe that the Executive Committee should be an organ for study and analysis, to which the Governments delegate true executive powers so that the items it studies, especially such routine ones as the Emergency Revolving Fund, Technical Discussions, Amendments to the Staff Rules, etc., need not be reviewed by the Council or by the Conference, and that the report of the Chairman of the Executive Committee should be the focal point of the discussion.

In our opinion, the Executive Committee does not fulfill the role it should, namely that of simplifying the operational machinery of the Governing Bodies of the Organization.

With the suggestion made by some Governments to the effect that the Conference should work with only one main committee, we are in full agreement; the expenditure for two committees is not justified, provided the agenda is reduced as indicated above.

It would take too long to examine in detail each article of the Constitution and of the Rules of Procedure, and the suggestion made by the Government of El Salvador to establish a committee to study this matter and submit a proposal seems to us a good one and possibly the only practical procedure for arriving at a definitive solution which will modernize the operations of the Governing Bodies of the Organization.

This committee, which would be designated by the Directing Council at its next meeting, could submit preliminary draft amendments to the Constitution and to the Rules of Procedure of the Governing Bodies to the 52nd Meeting of the Executive Committee for examination. They could then be submitted to the Council before the next meeting of the Pan American Sanitary Conference is held.

(Signed)
Javier Arias Stella
Minister of Public Health
and Social Welfare



MINISTRY OF EXTERNAL AFFAIRS

Telephones: 43326
43345
43637

POL 3/2/6

St. Ann's,

TRINIDAD, W.I.

26th November, 1963.

Dear Sir,

Thank you for your letter CA-CT-25-63 of 1st November, 1963 enclosing Resolution XXVI adopted by the XIV Meeting of the Directing Council, XV Meeting of the Regional Committee of the World Health Organisation for the Americas and other documents.

Any comments or suggestions this Government may have with regard to the study on the organisation of the Pan American Sanitary Conference will be transmitted to you after this document has been studied.

Yours faithfully,

For M. N. Namora
Permanent Secretary,
Ministry of External Affairs.

Mr. Abraham Horwitz,
Director,
Pan American Health Organisation,
1501 New Hampshire Avenue, N.W.
Washington 6, D.C.
U.S.A.



DEPARTMENT OF TECHNICAL CO-OPERATION
Eland House, Stag Place, Victoria, LONDON S.W.1

Our reference: SS 223/245/06
Your reference: CT/DOC-CL-8-64

14th August 1964

Dear Dr. Horwitz,

Study of the Organization of the
Pan American Sanitary Conference.

Following receipt of your letter of 8th June, 1964, and paper reference No. CD 15/26 for item 36 of the agenda for the 15th Meeting of the Directing Council, we consulted Governments of British West Indies dependent territories about the structure and organization of the Pan American Sanitary Conference.

This is to let you know that none of the Governments concerned has expressed any views on this subject or on the comments already made (document CE 50/14) by other members.

Yours sincerely,


(A.H. Tansley)

DR. A. HORWITZ,
Director, Pan American Health
Organization,
1501 New Hampshire Avenue, N.W.,
Washington 6, D.C., U.S.A.



DEPARTMENT OF TECHNICAL CO-OPERATION
Eland House, Stag Place, Victoria, LONDON S.W.1

Our reference: SS 223/245/06
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14th August 1964

Dear Dr. Horwitz,

Study of the Organization of the
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Following receipt of your letter of 8th June, 1964, and paper reference No. CD 15/26 for item 36 of the agenda for the 15th Meeting of the Directing Council, we consulted Governments of British West Indies dependent territories about the structure and organization of the Pan American Sanitary Conference.

This is to let you know that none of the Governments concerned has expressed any views on this subject or on the comments already made (document CE 50/14) by other members.

Yours sincerely,


(A.H. Tansley)

DR. A. HORWITZ,
Director, Pan American Health
Organization,
1501 New Hampshire Avenue, N.W.,
Washington 6, D.C., U.S.A.



DEPARTMENT OF STATE
WASHINGTON

February 1, 1963

Dear Dr. Horwitz:

In reply to your letter of November 9, 1962 to the Secretary of State in regard to a study of pertinent rules and regulations with a view to simplifying the organization of the Pan American Sanitary Conference and clarifying its rules of procedure, I have the honor to submit on behalf of the United States Government the following observations:

With respect to clarification of the rules of procedure, I would invite your attention to a few imperfections and anomalies in the following rules which, it seems to us, should be corrected:

Rule 8 - The qualifying words "whenever possible" apply to the provisional agenda as well as to documentation. The provisional agenda should be made available to governments at least 30 days before the Conference; 60 days would be even better.

Rule 13 - This Rule or Rule 28 should be amended since the former limits the terms of reference of plenary sessions to matters of general interest and action on reports of committees. According to Rule 28, the establishment of committees is optional.

Rule 15 - Since all Delegations participating in the Conference have the right to vote, even if limited, in the case of certain Delegations, the phrase "with the right to vote" in this rule, which applies to the establishment of a quorum, is superfluous.

Rule 20 - Authorizing the President, or a Vice President while presiding, to appoint another member of his Delegation to act as the Delegate of his Government in plenary sessions implies that (1) only Chiefs of Delegation may be elected President and (2) that only Chiefs of Delegation may speak in plenary sessions. This is contrary to

established

Dr. Abraham Horwitz, Director,
Pan American Health Organization,
1501 New Hampshire Avenue, N.W.,
Washington 6, D. C.

established practices and an unnecessary restriction on the representation of governments.

Rule 22 - This rule does not take account of meetings of the Conference held at headquarters, which are provided for in Rule 2. The equivalent to this rule in the Rules in effect before their revision at the 16th Conference was applicable to last year's meeting of the Conference.

Rule 28 - (See Rule 13).

Rule 43 - If votes are equally divided, the motion, strictly speaking, should be regarded as "not adopted," not as "rejected." The requirement of a majority for a decision would apply to the rejection as well as to the adoption of a motion.

Rule 54 - The words "take account of" would be more accurate than "in conformity with." Article 52 of the WHO Constitution provides for the appointment of a Regional Director by the Executive Board of WHO in agreement with the Regional Committee, not for nomination by the Regional Committee.

Rule 46 - In 1961 when the revised text of the rules of the Directing Council were considered, the United States suggested the inclusion of language in this rule which would prohibit the use of a secret ballot when votes were taken on budgetary matters. It did not press for this amendment when it was pointed out that the use of the secret ballot in these instances would be contrary to established practice. Since rules have been introduced into the revised text to bring them into conformity with established practices (Rule 36, for example), Rule 46 might be amended for the same purpose.

As to simplification of the organization of the Conference and at the same time achieving a reduction in its costs, we would suggest for your consideration that the practice of establishing two main committees be abandoned or, if this does not appear to be desirable, that the two committees be scheduled to meet at different times. In this connection, it might be noted that the establishment of committees is optional under Rule 28 of the Rules of Procedure.

It would appear to be possible to conduct all of the business of the Conference in plenary sessions, and if deemed advisable, in order to expedite the work of the Conference, to set up ad hoc committees or

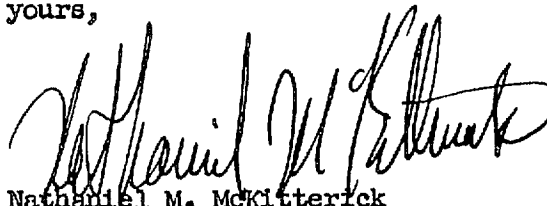
working

working parties on particular questions. In addition to the reduction in cost of the Conference which would be realized, such an arrangement would have the further advantage of permitting those Members which are represented by a single delegate to be represented at all meetings.

At the 16th Conference most of the business was transacted either in the Committee on Technical Matters or in joint meetings of the two main committees. The Committee on Administrative, Financial and Legal Matters completed its agenda in a few hours. All the meetings, except the meeting of the Committee on Administrative, Financial and Legal Matters, which occurred at the same time as a meeting of the Committee on Technical Matters, could have been held in one room. Since arrangements had been made which would allow the two main committees to meet simultaneously, the result was that one room and the IBM equipment in that room were not utilized for the greater part of the session. Moreover, several interpreters were not required for the purpose for which they were employed except at the time of the meeting of the Committee on Administrative, Financial and Legal Matters.

Alternatively, in the event it is considered desirable to continue the practice of establishing two main committees, it is suggested that their meetings be scheduled for different times so that both committees might be accommodated in the same room.

Sincerely yours,

A handwritten signature in dark ink, appearing to read 'Nathaniel M. McKitterick', is written over a horizontal line.

Nathaniel M. McKitterick

Director

Office of International
Economic and Social Affairs

(Translation)

The Minister of Health
and Social Welfare

Caracas, 20 December 1962

SI-626

Dr. Abraham Horwitz
Director of the
Pan American Sanitary Bureau
1501 New Hampshire Avenue
Washington 6, D. C., U. S. A.

Dear Dr. Horwitz:

In reply to your letter No. CT-CL-16 of 9 November I am very pleased to send you the attached suggestions of this Ministry for simplifying the Pan American Sanitary Conference.

I hope these suggestions and those submitted by other members of the Organization will further the purpose of obtaining more efficiency in the functions of the Conference at the same time as a reduction in its cost.

Very sincerely yours,

(signed)
Arnoldo Gabaldon
Minister of Health
and Social Welfare

DO/mep.

SUGGESTIONS OF THE MINISTRY OF HEALTH AND SOCIAL
WELFARE OF VENEZUELA FOR THE SIMPLIFICATION OF
THE PAN AMERICAN SANITARY CONFERENCE

1. The Conference should not last for more than 11 calendar days, of which 9 would in fact be working days. If it were to begin on the Tuesday of one week, it could end on the Friday of the following week. The Conference would work full-time every working day, including Saturday, leaving Sunday and the second Thursday free, the latter to enable the necessary Secretariat work to be completed in time for the closing session.

The opening of the Conference on Tuesday would make it possible to overcome any travel difficulty of delegates since they would have 3 possible days prior to the opening for travelling, namely Saturday, Sunday, or Monday, and the majority could thus be present at the opening session. Closure on a Thursday would likewise facilitate the return journey both for delegates and such personnel of the Bureau as have to travel and this would also constitute a saving of time.

2. The working day should be 7 hours long; of these 6 would be devoted to meetings, 1 hour being set aside for coffee breaks in the morning and afternoon. If we subtract these breaks, the morning of the first Tuesday for a preliminary session and an inaugural session, one complete day for the Technical Discussions (which might be the Tuesday of the second week), and all of the last Friday, which would be devoted to the closing session, the amount of time available would be 39 hours.

An examination of the proceedings of the Conference in Minneapolis shows that, excluding the inaugural and closing sessions, but not the coffee breaks, 39 1/2 hours were actually devoted to meetings. The arrangements proposed would produce the same number of hours, plus the sum of the coffee breaks.

3. If there is a real desire to shorten the Conference, the most important thing to do is to fix beforehand the dates of opening and closing the Conference and not to alter them. With the daily program and timetable proposed here it would be possible to do in 11 calendar days what was done in Minneapolis in 14. In order to achieve this, it is recommended that the full suggestions be taken into account:

- (a) To plan the Conference for a period of 11 days during which, except for Sunday, there will be no other non-working day;

- (b) To establish the following time-table for the sessions:
Morning: 9:00-12:30, with a break of 30 minutes at 10:30
Afternoon: 2:30-6:00, with a break of 30 minutes at 3:30 or
4:00 p.m.

This arrangement produces 6 active hours of work in sessions and 7 hours a day in all, including the two breaks of half-an-hour each. To return to the Minneapolis Conference: it will be found that 19 separate sessions were held (plenary sessions of the Conference, the separate sessions of the Committees and joint sessions of the Committees) in a period of about 40 hours, which gives an average of about 2 hours per session. If the above-mentioned time-table is accepted, the same number of hours of work will be available in a smaller number of days, and this is what it attempts to achieve.

- (c) To avoid receptions and visits between 12:30 and 2:30 p.m. on those days on which there is an afternoon session at 2:30. These receptions and any other social activities should be arranged for the evenings but never before 7:00 p.m. Visits to institutions, sight-seeing trips, and other similar activities which require more time should be made only on the two non-working days of the Conference, that is, on the Sunday and on the second Thursday.
- (d) To call the delegates to the session by a bell rung 5 minutes before the time for the beginning of the session; to begin at the exact time established and also to end the session at the exact time, although the latter may depend upon whether or not there are immediate commitments at the end of the session.
- (e) To hold night sessions -of not more than 2 hours- whenever it is obvious that the time available during the day is not sufficient to ensure that all the work will be finished by the afternoon of the second Wednesday of the Conference.

4. Among the items and documents submitted to the Conference a division should be made between those that are simply for the information of the delegates, which will not be subject to debate, and those which refer to specific subjects which the Conference must examine and on which it must take a decision.

For example, the resolutions that the Conference adopts on the report of the Executive Committee, the collection of quotas, the Emergency Revolving Fund, Technical Discussions, Resolutions of the WHO of interest to the Regional Committee, are nothing more than protocolary

decisions. These items, some because of their slight importance (Emergency Revolving Fund), others because they are already known by the delegates (Technical Discussions), and still others because the decision of the Conference on them is obvious (resolutions of the World Health Assembly) should not be subject to debate in the Conference but should merely be presented for information.

5. The examination of the Quadrennial Report of the Director should not be an occasion for bouts of oratory nor should it be the basis for each representative to explain what has been done in his own country. That might be done in a summary to be circulated as an information document among the delegates during the Conference. The examination of this Report and that of the Summary of the Quadrennial Reports on health conditions in the countries usually gives rise to very similar speeches by the delegates. It therefore seems advisable to limit these speeches to a single general statement by each delegate on both items, which will result in a considerable saving of time.

6. The examination of the Program and Budget of the Organization is perhaps the most important task of the Conference. The practice up to now has been for this examination to be made by Committees I and II in a joint session and then by the Conference in plenary session. The experience gained during the Directing Council Meeting held in Guatemala in 1956 and that held in Washington in 1957 showed that the use of a working party to make a thorough analysis of the Budget is an advisable procedure. Even though the working party is made up of a small number of delegates (minimum 5, maximum 7) any delegate who is not a member must of course submit to it the observations of his Government, either in writing or orally. The report of this working party can be submitted direct to the Conference, where discussion will be confined to the specific items to which the group draws attention.

It should be borne in mind that the Budget is already known to the countries as a preliminary draft one year beforehand, that it is analysed in detail by the Executive Committee at its meeting that is held prior to the Conference, and that the countries have thus had sufficient time to examine it and to formulate criticisms and suggestions. These criticisms and suggestions should be brought to the attention of the working party which will examine them in conjunction with the Program and Budget and shall be entitled to include them in its report. The working party may also be set up as a sub-committee of Committee II but in this case its report will not go direct to the Conference but to this Committee.

7. The Quadrennial Report of the Director might be dealt with in the same way, namely, a working party (or a sub-committee of Committee I) should study it in detail, receive observations from delegates, and report back to the Committee.

8. As a final proposal the following program of sessions is suggested:

Tuesday: Morning: Preliminary meeting during which the heads of the delegations meeting as a kind of committee on nominations agree on the candidates for the position of officers of the Conference: President, Vice-Presidents, Chairmen of the Committees, Committee on Credentials, General Committee, officer of the Technical Committees, etc. At this meeting the program of sessions might also be approved. Immediately after this meeting the inaugural session will be held.

Afternoon: Working session

Wednesday: Working sessions

Thursday: Working sessions

Friday: Working sessions

Saturday: Working sessions

Sunday: Free

Monday: Working sessions

Tuesday: Technical Discussions

Wednesday: Working sessions

Thursday: Free. The Secretariat services will have this day for the preparation of the Final Report.

Friday: Closure, in the morning or afternoon, according to when the Secretariat completes its work.



PAN AMERICAN HEALTH ORGANIZATION
Pan American Sanitary Bureau, Regional Office of the
WORLD HEALTH ORGANIZATION

1501 NEW HAMPSHIRE AVENUE N W WASHINGTON 6 D C U S A

CABLE ADDRESS OFSANPAN

IN REPLY REFER TO CT/Doc-CL-6-65

25 March 1965

Sir:

I have the honor to submit to you the amendments to Articles 7-D and 12-B of the Constitution proposed by the Representative of Ecuador at the fifteenth plenary session of the XV Meeting of the Directing Council of the Pan American Health Organization, XVI Meeting of the Regional Committee of the World Health Organization.

Present text

Article 7-D

"Each Government shall pay the expenses of its delegation to the Conference and the Bureau shall pay the expenses of its own personnel".

Article 12-B

"Each Government shall pay the expenses of its representation and the Bureau shall pay the expenses of its personnel".

Proposed text

Article 7-D

"The Bureau shall pay the expenses of the head of each delegation to the Conference or, when a country sends only one delegate, the expenses of that delegate, as well as the expenses of its own personnel".

Article 12-B

"The Bureau shall pay the expenses of one representative of each Government and those of its own personnel".

In communicating these proposed amendments to you, I should like to advise you that the Executive Committee at its next meeting will have an opportunity to discuss them when dealing with item 11 of its agenda, namely the organization of the Pan American Sanitary Conference, pursuant to Resolution XXXIX of the XV Meeting of the Directing Council.



PAN AMERICAN HEALTH ORGANIZATION
Pan American Sanitary Bureau, Regional Office of the
WORLD HEALTH ORGANIZATION

1501 NEW HAMPSHIRE AVENUE N W WASHINGTON 6 D C U S A

CABLE ADDRESS OFSANPAN

IN REPLY REFER TO CT/Doc-CL-7-65

25 March 1965

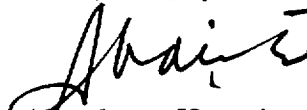
I have the honor to submit to you the amendment to Article 14 of the Constitution proposed by the Representative of Peru at the fifteenth plenary session of the XV Meeting of the Directing Council of the Pan American Health Organization, XVI Meeting of the Regional Committee of the World Health Organization. The amendment reads as follows:

"F. The Executive Committee shall be responsible for the direct surveillance of the work of the Organization, fiscalizing the execution of its programs and its finances, and shall submit to the Directing Council or the Conference for its approval a detailed report thereon. This report shall be one of the main items of business of those bodies. "

In communicating this proposal to you I should like to advise you that the next meeting of the Executive Committee will have an opportunity of discussing it when dealing with item 11 of its agenda, namely the Organization of the Pan American Sanitary Conference, pursuant to Resolution XXXIX of the XV Meeting of the Directing Council.

The Executive Committee discussions on this matter will be sent to you in due course so that you may take them into consideration when pursuant to Article 28 of the Constitution, this proposed amendment is submitted to the XVI Meeting of the Directing Council, which will be held next September. You will be informed in due course of the date of the meeting.

I am, Sir, yours very truly


Abraham Horwitz
Director