



*executive committee of  
the directing council*

PAN AMERICAN  
HEALTH  
ORGANIZATION

*working party of  
the regional committee*

WORLD  
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Agenda Item 13

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PAHO AWARD FOR ADMINISTRATION - CHANGES IN THE PROCEDURE AND CRITERIA FOR MAKING THE AWARD

The members of the Award Committee, Doctors Baltasar Caravedo, P. F. Robert de Caires and Victorio V. Olguin, submit to the Executive Committee the following changes in the general rules and criteria for the Award designed to make them clearer and more explicit, in accordance with the views expressed by the Members of the Executive Committee during the discussion of the agenda item.

A. PROCEDURE FOR MAKING THE PAHO AWARD FOR ADMINISTRATION

1. To contribute to the improvement of the administration of health programs the Pan American Health Organization has established the PAHO Award for Administration which will be made annually and will consist of a diploma and the amount of US\$400.
2. The Award will be made one year to a candidate who has done the most outstanding work in health administration, and the next year to a person who has made an outstanding contribution in the form of research, studies, or essays on health administration, except when the Award Committee decides to declare the contest annulled.
3. The names of candidates for the Award by reason of outstanding work in health administration shall be submitted in odd years, and the names of those who are candidates by reason of these works shall be submitted in even years.
4. The Chairman of the Executive Committee of PAHO shall appoint an Award Committee consisting of three representatives of the Members of the Executive Committee, who will discharge their duties during their term of office as representatives of their countries on the Executive Committee. The Chairman shall fill any vacancies that occur among the members of the Award Committee.

5. The names of candidates shall be submitted by the Member Governments of PAHO, through their Ministries of Health.
6. The names of proposed candidates shall be submitted to the Director of the Pan American Sanitary Bureau, together with their "curriculum vitae" and the documentation supporting the quality of the work done, or three copies of the written work which it is proposed to reward, as the case may be.
7. The Director of the Pan American Sanitary Bureau shall send copies of the documentation submitted to the Members of the Award Committee, 30 days before the date of the opening of the first annual meeting of the Executive Committee so that the Award Committee can meet and decide on the Award during the meeting of the Executive Committee, and report to it so that its decision can be transmitted to the Directing Council or the Pan American Sanitary Conference.
8. The announcement of the winner of the Award shall be made during the meeting of the Directing Council or the Pan American Sanitary Conference. The winner will be agreed upon with the Government which proposed the candidate.
9. These general rules and the Award criteria annexed shall be reviewed at any time deemed appropriate in view of the experience gained. The amendments approved by the Executive Committee shall be submitted to the Directing Council or the Pan American Sanitary Conference.

B. CRITERIA FOR THE AWARD

1. Effect of the activity of the candidate in improving health administration. For example:
  - a. Contribution to the improvement of the organization and the introduction of administrative methods and procedures required for the execution of a national, regional or provincial health plan.
  - b. Contribution to the coordination or strengthening of health service agencies.
  - c. Promotion of dedication to duty and of an esprit de corps.
  - d. Introduction of the teaching of administration into health programs.
  - e. Methods of applying and evaluating administrative methods.
  - f. Contribution to the establishment of an efficient personnel system.

- g. Contribution to the establishment of a program budget.
  - h. Design or introduction of an accounting system.
2. Value of a written work by reason of the feasibility of applying its contents for improving health administration, including training. Examples:
- a. Model program of administrative training in medical, health or sanitary engineering schools, etc.
  - b. Model of a personnel system for the health sector.
  - c. A program for the development of administrative manpower adapted to a health plan.