

*executive committee of
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PAN AMERICAN
HEALTH
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80th Meeting
Washington, D.C.
June-July 1978

Provisional Agenda Item 12

CE80/7 (Eng.)
26 April 1978
ORIGINAL: ENGLISH

PAHO AWARD FOR ADMINISTRATION, 1978

In accordance with the amendments to the Procedure for Making the PAHO Award for Administration approved by the XIX Pan American Sanitary Conference, the PAHO Award for Administration, 1978, should be made to a candidate or candidates either for an outstanding work in the field of administration or for a written work on administrative topics applicable to the health sector.

Paragraph 7 of the Award Procedure states: "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. . . ."

Accordingly, the Director will send the documentation presented by the countries to each of the members of the Award Committee, designated by the Executive Committee, who will meet during the course of the Executive Committee meeting to make a decision on the Award.

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80th Meeting
Washington, D.C.
June-July 1978

Agenda Item 12

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3 July 1978
ORIGINAL: ENGLISH

PAHO AWARD FOR ADMINISTRATION, 1978

Report of the Award Committee

The Award Committee for the PAHO Award for Administration, comprising Dr. Laurence J. Charles, Sr., of the Bahamas, Dr. Alfredo N. Bica of Brazil, and Mr. Hubert A. Blackett of Trinidad and Tobago, elected Dr. Laurence J. Charles, Sr., as its Chairman. Mr. Miguel A. Segovia (PASB) served as Secretary.

The Committee noted that only one nomination had been presented for consideration for the Award in 1978. Although the documentation was apparently received at PAHO Headquarters within the time prescribed, delivery to all the members of the Committee before the date of the opening of the first annual meeting of the Executive Committee was not possible, mainly because of postal delays. As a result, the documents presented by the Government of Ecuador on the candidacy of Dr. Oswaldo Egas Zevallos were available for study only in the course of the 80th Meeting of the Executive Committee.

After studying the documentation submitted and, in this case, having to be guided largely by the assessment of the candidate made by the Government of Ecuador, and bearing in mind the criteria established in creating the PAHO Award for Administration, the Committee decided to recommend that the Award for 1978 be given to Dr. Oswaldo Egas Zevallos, of Ecuador.

The Award Committee, however, took the opportunity of reviewing further the financing, procedures and criteria governing the Award and submits for consideration by the Executive Committee the following proposals:

I. Financing

1. It was brought to the Committee's attention that at the time of the establishment of the Award by its promoter, Dr. Stuart Portner, in 1969, no provisions were made for the establishment of a special fund for this purpose. As a result, the original donation was paid into the PAHO general account and payment of the cash award has hitherto been made from the annual budget.
2. Considering this situation, the Committee now recommends that a resolution be passed requesting the Director to establish a PAHO Award for Administration Trust Fund, either under PAHEF or other accounting mechanisms, for a sum equivalent to the calculated outstanding balance of the original US\$9,200 donation.
3. The cash value of the Award in subsequent years shall be drawn from this Trust Fund, and it is suggested that it should be increased to US\$500.

II. Procedure Governing 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 competed for annually and will consist of a diploma and the sum of US\$500.
2. The Award shall be made to a candidate who has done outstanding work in any health field, whether administration, research or execution of programs.
3. The Chairman of the Executive Committee of PAHO shall appoint an Award Committee consisting of three representatives of the countries members of the Executive Committee, who will discharge their duties for the period of 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.
4. The names of candidates shall be submitted by the Member Governments of PAHO, through their Ministries of Health.
5. The Director of the Pan American Sanitary Bureau shall, at the end of each session of the Directing Council or the Pan American Sanitary Conference, invite the Governments of Member Countries to submit nominations for the Award.
6. The names of proposed candidates shall be submitted to reach the Director of the Pan American Sanitary Bureau by 15 March, together with their curriculum vitae AND DOCUMENTATION SUPPORTING THE NATURE AND QUALITY OF THE WORK DONE, OR OF THE WRITTEN WORK SUBMITTED FOR THE AWARD, as the

case may be. This documentation shall include a brief narrative describing the impact which the candidate's work has had on health administration in the home country. All documentation shall be submitted in an original and three copies.

7. Nomination of candidates shall not necessarily be limited to officers serving at the ministerial level but may include those serving in other administrative units or institutions in or related directly to the health sector.
8. The Director of the Pan American Sanitary Bureau shall forward copies of the documentation submitted to the members of the Award Committee 45 days before the date of the opening of the first annual meeting of the Executive Committee, so that they can meet and decide on the Award during the sessions of the Executive Committee, and report their decision to the Committee in order that it may be duly transmitted to the Directing Council or the Pan American Sanitary Conference.
9. Nominations received by the Director of the Pan American Sanitary Bureau after 15 March shall be held in abeyance for consideration by the PAHO Award Committee in the following year.
10. The Award Committee shall have the authority to declare the PAHO Award void in the event that no candidate meets the approved criteria.
11. When in any year only one nomination is received within the time limit prescribed, the Committee shall have the authority to refer that candidacy for consideration with others received in the ensuing year.
12. Unsuccessful candidates in any one year may be renominated for consideration once only and in the following year. For such renomination a simple communication incorporating any additional pertinent data shall suffice.
13. The announcement of the winner of the Award shall be made during the meeting of the Directing Council or the Pan American Sanitary Conference.
14. Whenever practicable, the Award shall be presented during the appropriate meeting of the Directing Council or the Pan American Sanitary Conference, the cost of any travel involved being borne by the Government concerned.
15. When such presentation is not practicable, alternatives shall include:
 - a. receipt of the Award at the meeting of the Directing Council or the Pan American Sanitary Conference by a member of the delegation of the recipient's country, on his behalf;
 - b. presentation made in the home country by the Country Representative on behalf of the Director.

16. Whatever the method of presentation of the Award may be, it shall be accompanied by appropriate publicity issued for the news media, both by the Pan American Sanitary Bureau and the Government concerned.
17. Member Governments shall be requested by the Director of the Pan American Sanitary Bureau to give more active attention to making use of the purpose for which the Award was made to foster administrative improvement within the framework of national health services.
18. These general rules and the Award guidelines shall be reviewed at any time deemed appropriate in light of the experience gained. The amendments approved by the Executive Committee shall be submitted to the Directing Council or the Pan American Sanitary Conference.

III. Guidelines for the Award

1. Effect of the activity of the candidate in improving administration in the health sector. For example:
 - a. contribution to the improvement of the organization and introduction of administrative methods and procedures required for the execution of a national, regional or provincial health plan;
 - b. contribution to the coordination and strengthening of health service agencies;
 - c. contribution to the establishment of a sense of devotion to duty and esprit de corps;
 - d. incorporation of the teaching of administration into educational programs in the health sector;
 - e. methods of applying and evaluating administrative methods;
 - f. contribution to the establishment of an efficient personnel system;
 - g. contribution to the establishment of the program budget;
 - h. design and introduction of an accounting system;
2. Value of a written work as judged by the feasibility of applying its contents to improve health administration, including training.
Examples:
 - a. a model program of administrative training in medical, health or sanitary engineering schools, etcetera;
 - b. a model personnel system for the health sector;
 - c. a program for the development of administrative manpower adapted to a health plan.