

*directing council*

*regional committee*



PAN AMERICAN  
HEALTH  
ORGANIZATION

WORLD  
HEALTH  
ORGANIZATION



XIV Meeting

Washington, D. C.  
September 1963

XV Meeting

Draft Agenda Item 20

CD14/5 (Eng.)  
8 July 1963  
ORIGINAL: SPANISH

STUDY ON THE ORGANIZATION OF THE PAN AMERICAN SANITARY CONFERENCE

At its 47th Meeting the Executive Committee discussed in general terms and on its own initiative the structure and organization of the Pan American Sanitary Conference. It was decided that the Director should ascertain the opinions of the Governments on the points raised so as to prepare a report that would enable the Directing Council to adopt such measures as it deemed relevant.

In compliance with that mandate the Director wrote to the Governments on 9 November 1962 asking them to be good enough to submit such comments or observations as they deemed appropriate on points they considered to be of interest for the organization of future meetings of the Conference.

To date, ten replies have been received. They are as follows: two acknowledging receipt (Costa Rica and Peru); two offering to send observations and suggestions (Ecuador and Honduras); and two (Mexico and the Kingdom of the Netherlands) stating that they did not consider the present Rules of Procedure of the Conference to need any modification. The replies from France, the United States of America, and Venezuela contained suggestions and proposals for modifying the internal organization of the Conference and the Conference Rules.

The Government of El Salvador suggests that a committee should be established to study the problem and to present amendments to the Directing Council in 1964 or 1965.

The text of these replies as well as those mentioned above are included in the Annex to this document.

In the opinion of the Director, it would be premature at this point to make a comprehensive report on the matter since the opinion of a majority of the Governments is not yet to hand. As regards the concrete proposals made by some of them, there is very little common ground.

Those Governments not reporting to date, are urged to forward their comments to the Director so that a definitive report can be made to the Governing Bodies.

**Annexes**

(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)

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/. -

CD14/5 (Eng.)  
ANNEX II

(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. -

CD14/5 (Eng.)  
ANNEX III

(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.

CD14/5 (Eng.)  
ANNEX IV

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)

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.

CD14/5 (Eng.)  
ANNEX V





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 DGV/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

CD14/5 (Eng.)  
ANNEX VI

(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

CD14/5 (Eng.)  
ANNEX VII

(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.

CD14/5 (Eng.)  
ANNEX VIII



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.

CD14/5 (Eng.)  
ANNEX IX

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

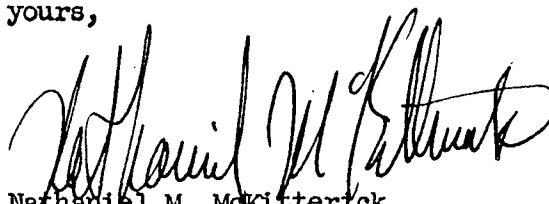
working

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,



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.

CD14/5 (Eng.)  
ANNEX X

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.

(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

CD14/5 (Eng.)  
10 September 1963  
ANNEX XI