



**Pan American
Health
Organization**



**World Health
Organization**
REGIONAL OFFICE FOR THE **Americas**

**10th SESSION OF THE SUBCOMMITTEE
ON PROGRAM, BUDGET, AND ADMINISTRATION
OF THE EXECUTIVE COMMITTEE**

Washington, D.C., USA, 30 March-1 April 2016

Agenda Item 3.6

SPBA10/7, Add. I
1 April 2016
Original: Spanish

PAHO AWARD FOR ADMINISTRATION

Changes to the Procedures and Guidelines

Report of the Working Group

Introduction

1. The Working Group for the review of amendments to the procedures and guidelines for the PAHO Award for Administration, composed of delegates of Antigua and Barbuda, Argentina, Honduras, and Mexico, and appointed by the President of the 10th Session of the Subcommittee on Program, Budget and Administration, met to study the proposed changes to the procedures and guidelines for granting the PAHO Award for Administration, and submitted its recommendations to the Subcommittee, indicating that the standards and procedures for the selection of candidates should be adapted to the new conditions that prevail in the health field, and to the current terminology.
2. The proposed changes are found in articles 3, 4, 6, 7, 10, 11, 13, 14, and 15 of the Annex. The Working Group also suggests that paragraph 5 be deleted.

Annex

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PAHO Award for Health Services Management and Leadership

Procedures

1. To contribute to the improvement in the management of health systems and services, and to recognize significant contributions and leadership in the development and implementation of initiatives that have facilitated the management and expansion of quality comprehensive health services within health systems in the Americas, the Pan American Health Organization is reinstating the PAHO Award for Administration as the PAHO Award for Health Services Management and Leadership. The Award will be given annually on a competitive basis and will consist of a diploma and the sum of US\$ 5,000. This sum will be reviewed as appropriate by the Executive Committee on the recommendation of the Director of the Pan American Sanitary Bureau.
 2. The Award will be conferred on a candidate who has made a significant contribution in his/her home country and/or throughout the Region of the Americas to: improve health systems development; the organization, management, administration of health services; the development of programs, projects or initiatives that have demonstrated impact in population coverage and access to health services; the expansion of health services to meet the needs of the population, in particular those in situations of greatest vulnerability; the development of quality and patient safety programs at the national or institutional level; the organization and management of primary care services at the community level; the development of integrated networks of health services including hospital services; or knowledge generation and research to impact change in health service delivery. The Award is conferred in recognition of work completed in the previous 10 years.
 3. Current and former staff members of the Pan American Sanitary Bureau and the World Health Organization are ineligible for nomination for this Award for activities carried out in the course of their assigned duties in the Organization.
 4. The Executive Committee will appoint an Award Committee consisting of the President of the Executive Committee and a delegate and alternate from each subregion. In the event of a vacancy, the President will take action to fill it. If a candidate from a Member State represented on the Award Committee is proposed, the President of the Executive Committee will appoint the alternate delegate from the corresponding subregion. The Award Committee will be selected each year during the first session of the Executive Committee for that award selection only.
 5. [PARAGRAPH 5 DELETED]
 6. The Director of the Pan American Sanitary Bureau will invite Member States to submit no more than two nominations for the Award. Likewise, the Bureau will launch an
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open call for candidates during the first week of November each calendar year. This call will include the standard form.

7. The names of candidates proposed by each Member State must be received by the Director of the Pan American Sanitary Bureau no later than 31 March in the year of the Award, together with the candidates' curriculum vitae and the documentation supporting the candidacy. This documentation will include a brief narrative describing the contribution of the candidate's work in the relevant field (see article 2 above). To facilitate the work of the Award Committee, the required information on each candidate will be presented on the standardized form provided by the Bureau. This form and the documentation supporting the merits of the candidate must be completed in full, providing explicit responses to each of the questions. All documentation will be submitted in original form.

8. Nominations received by the Director of the Pan American Sanitary Bureau after 31 March will not be considered for the Award.

9. The Director of the Pan American Sanitary Bureau will forward to the members of the Award Committee copies of the documentation submitted 45 days before the date of the opening of the June session of the Executive Committee. To support the deliberations of the Award Committee, the Bureau will also provide technical comments and any other information on candidates it may deem relevant to the deliberations of the Award Committee.

10. The Award Committee will meet and deliberate on the proposed candidates and will submit its recommendations during the week of the session of the Executive Committee. A quorum of Award Committee members (at least three members) must be present to make a meeting valid. The deliberations of the Award Committee are confidential and not for discussion outside of the Award Committee. The Award Committee makes, by a majority of members present, a recommendation to the Executive Committee, which has the final decision on accepting or rejecting recommendations of award, with the possibility of further deliberations and recommendations by the Award Committee.

11. The candidates not elected may be renominated, following the procedure described above.

12. The announcement of the winner of the Award will be made during the Directing Council or the Pan American Sanitary Conference.

13. The Award will be presented to the successful candidate during the appropriate meeting of the Directing Council or the Pan American Sanitary Conference. The cost of his or her travel will be paid by the Bureau, which will make such arrangements in accordance with PAHO's rules and regulations.

14. When such presentation is not practicable, alternatives will include:

- a) receipt of the Award at the Directing Council or the Pan American Sanitary Conference by a member of the delegation of the recipient's country, on his/her behalf;
- b) presentation in the home country by the PAHO/WHO Representative on behalf of the Director of the Pan American Sanitary Bureau.

15. Whatever method is used to present the Award, it will be accompanied by appropriate publicity issued to the news media, both by the Pan American Sanitary Bureau and the government concerned.

16. These procedures may be reviewed by the Executive Committee at any time, as deemed appropriate in light of the experience gained. Proposed amendments must be approved by the Executive Committee and submitted to the Directing Council or the Pan American Sanitary Conference for its consideration.

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