



PAN AMERICAN HEALTH ORGANIZATION  
WORLD HEALTH ORGANIZATION



## 140th SESSION OF THE EXECUTIVE COMMITTEE

*Washington, D.C., USA, 25-29 June 2007*

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*Provisional Agenda Item 3.2*

CE140/6, Add. I (Eng.)  
8 June 2007  
ORIGINAL: ENGLISH

### **PAHO AWARD FOR ADMINISTRATION**

#### **Changes to the Procedures and Guidelines**

1. The 2006 Award Committee for the PAHO Award for Administration recommended that the procedures and guidelines for the selection of candidates should be adapted to the new conditions influencing the health field, as well as to the terminology currently being utilized.
2. In accordance with that recommendation, the Secretariat introduced the changes indicated in the Annex. The Executive Committee may wish to approve the new procedures and guidelines so they can be used in the consideration of candidates by the Award Committee for the adjudication of the 2007 Award. The following resolution is proposed:

#### *Proposed Resolution*

*THE 140th SESSION OF THE EXECUTIVE COMMITTEE,*

Bearing in mind the recommendations of the 2006 Award Committee for the PAHO Award for Administration, relating to changes that would improve the procedures and guidelines for the Award; and

Having reviewed the changes made by the Secretariat as a result of that recommendation (Annex to Document CE140/6, ADD. I),

#### *RESOLVES:*

To approve the amended procedures and guidelines for the PAHO Award for Administration.

Annex

## PAHO Award for Administration

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Every year the Governments of the countries of the Americas, acting through their representatives in the meetings of the Governing Bodies of the Pan American Health Organization, confer the PAHO Award for Administration in recognition of an outstanding contribution in the field of administration within the framework of national health services.

This Award dates back to 1969, when the Executive Committee of PAHO, in its 61<sup>st</sup> Meeting, accepted a grant from Dr. Stuart Portner, former Chief of Administration of the Pan American Sanitary Bureau, to institute an annual award for the purpose of contributing to the improvement of health administrative systems.

The original procedures and criteria for conferring the PAHO Award for Administration were adopted by the 18<sup>th</sup> Pan American Sanitary Conference in 1970 and successively amended by the 20<sup>th</sup> Pan American Sanitary Conference in 1978, the 27<sup>th</sup> Directing Council in 1980, the 24<sup>th</sup> Pan American Sanitary Conference in 1994, and the 41<sup>st</sup> Directing Council in 1999. Later, in June of 2004, the 134<sup>th</sup> session of the Executive Committee adopted Resolution CE134.R11 requesting the Secretariat to review the requirements, conditions, and procedures for conferring the PAHO Award for Administration. There was agreement on the need to develop criteria that better reflect the demands of the new millennium and the strategies with which the Secretariat and the Governments should address them. At the same time, the importance of having a larger, more diverse pool of candidates to permit a selection process consistent with these challenges was recognized. Therefore by Decision CE135(D6) of October 1, 2004, the 135<sup>th</sup> Session of the Executive Committee, approved the amendments to the procedures and selection criteria for conferral of the PAHO Award for Administration. A new revision of the selection procedures and guidelines was requested by Decision CE138.R23 of June 23, 2006 during the 138<sup>th</sup> Session of the Executive Committee.

The procedures and criteria or guidelines for conferring the Award, as approved by the 18<sup>th</sup> Pan American Sanitary Conference (1970) and as amended by the 20<sup>th</sup> Pan American Sanitary Conference (1978), the 27<sup>th</sup> Meeting of the Directing Council (1980), the 24<sup>th</sup> Pan American Sanitary Conference (1994), the 41<sup>st</sup> Directing Council (1999), the 135<sup>th</sup> Session of the Executive Committee (2004), and the 140<sup>th</sup> Session of the Executive Committee are as follows:

### Procedures

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1. To contribute to the improvement of the management of health systems and services 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\$ 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 shall be conferred on a candidate who has made a significant contribution in his home country and in the Region of the Americas to improving health development, through the management or execution of services and programs, teaching, and research.
3. The Chairman of the Executive Committee shall appoint an Award Committee consisting of three representatives from Member Governments of the Executive Committee, who will discharge their duties for the period of their term of office on the Executive Committee. The Chairman shall fill any vacancies that occur on the Award Committee. When there are candidates from countries represented on this Committee, those members shall be replaced by representatives of other Member Governments of the Executive Committee to serve on the Award Committee for that occasion only. The Chairman of the Executive Committee will designate these representatives.
4. The Director of the Pan American Sanitary Bureau shall invite the Member Governments to submit one nomination for the Award. Only one nomination per country will be accepted.
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 reach the Director of the Pan American Sanitary Bureau before 31 March, together with their curriculum vitae and the documentation supporting the nature and quality of the work done. This documentation shall include a brief narrative describing the impact that the candidate's work has had on the management of health systems and services in the person's home country and in the Region of the Americas. In order to facilitate the work of the Award Committee, the required data from each candidate should be presented on the standardized form provided by PAHO. This form and the documentation supporting the merits of the candidate should be completed in full as exhaustively as possible, responding explicitly and objectively to each of the questions. All documentation shall be submitted in an original and three copies.
7. The Director of the Pan American Sanitary Bureau shall forward to the members of the Award Committee copies of the documentation submitted, 45 days before the date of the opening of the first meeting of the Executive Committee for the calendar year. In this way, the Award Committee can meet and decide on the Award recipient during the sessions of the Executive Committee and report its decision to the latter. The Executive Committee shall transmit the decision to the Directing Council or the Pan American Sanitary Conference.
8. Nominations received by the Director of the Pan American Sanitary Bureau after 31 March shall be held in abeyance for consideration by the Award Committee the following year.
9. The Award Committee shall have the authority to declare the Award void in the event that no candidate meets the approved criteria.
10. When in any year only one nomination is received within the time limit prescribed, the Award Committee shall have the authority to refer that candidacy for consideration with others received in the ensuing year.
11. 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.
12. The announcement of the winner of the Award shall be made during the meeting of the Directing Council or the Pan American Sanitary Conference.

13. Whenever practicable, the Award shall be presented during the appropriate meeting of the Directing Council or the Pan American Sanitary Conference, the cost of the travel involved being borne by the government concerned.
14. 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/her behalf.
  - b) Presentation made in the home country by the PAHO/WHO Representative on behalf of the Director of the Pan American Sanitary Bureau.
15. Whatever the method of presentation of the Award may be, it shall be accompanied by appropriate publicity issued to the news media, both by the Pan American Sanitary Bureau and the government concerned.
16. The Director of the Pan American Sanitary Bureau shall request Member Governments to give more active consideration to the possibility of making use of the Award to foster the improvement in the management of health systems and services within the framework of the national health services.
17. In order to underscore the importance of the Award and emphasize its contribution to improving administration, education, and research, it shall be associated with a theme related to the Organization's strategic priorities. Furthermore, the Representative Offices and the regional programs shall play a greater role in disseminating information about the Award and encouraging the nomination of excellent candidates in the respective area.
18. These general rules and guidelines shall be reviewed at any time, as 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.

## Guidelines

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The Award Committee shall judge the relative merits of the candidates with regards to the following:

- Excellence in administration, at the national or local level, identifying and documenting substantial changes in terms of improvements in the management of health systems and services and health conditions at the national and in the Region of the Americas.
- Experience in teaching and research with a positive impact on public health activities at the national and/or international level, according to the testimony of peers, professional associations, academic and research institutions that confirm the importance of the candidate's contribution to the development of leadership in health, will also be an asset. This information should be included in the supporting documentation.