



PAN AMERICAN HEALTH ORGANIZATION
WORLD HEALTH ORGANIZATION



135th SESSION OF THE EXECUTIVE COMMITTEE

Washington, D.C., USA, 1 October 2004

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FINAL REPORT

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FINAL REPORT

Opening of the Session

1. The 135th Session of the Executive Committee was held at the Headquarters of the Pan American Health Organization (PAHO) in Washington, D.C., on 1 October 2004. The session was attended by representatives of the following nine Members of the Executive Committee elected by the Directing Council: Argentina, Barbados, Canada, Costa Rica, Cuba, Dominica, Paraguay, United States of America, and Venezuela. Present in an observer capacity were representatives of Chile, Mexico, and Puerto Rico. The World Health Organization was also represented.
2. Hon. Herbert Sabaroche (Dominica, outgoing President of the Executive Committee) opened the session and welcomed the participants, extending a special welcome to the new Members elected by the 45th Directing Council: Canada, Cuba, and Venezuela.

Procedural Matters

Officers

3. Pursuant to Rule 15 of its Rules of Procedure, the Committee elected the following Member States to serve as officers for its 135th and 136th sessions (Decision CE135(D1)):

<i>President:</i>	United States of America	(Dr. William Steiger)
<i>Vice President:</i>	Argentina	(Dr. Carlos Vizzotti)
<i>Rapporteur:</i>	Barbados	(Hon. Jerome Walcott)

4. Dr. Mirta Roses Periago, Director of the Pan American Sanitary Bureau (PASB), served as Secretary ex officio, and Dr. Joxel García, Deputy Director of PASB, served as Technical Secretary.

Adoption of the Agenda (Document CE135/1, Rev. 1)

5. Pursuant to Rule 9 of its Rules of Procedure, the Committee adopted the provisional agenda prepared by the Director (Decision CE135(D2)).

Committee Matters

Election of Two Members to the Subcommittee on Planning and Programming

6. The Committee elected Barbados and Canada to serve on the Subcommittee on Planning and Programming on the expiration of the periods of office of Honduras and Peru on the Executive Committee (Decision CE135(D3)).

Election of One Member to the Standing Committee on Nongovernmental Organizations

7. The Committee elected Costa Rica to serve on the Standing Committee on Nongovernmental Organizations on the expiration of the period of office of Peru on the Executive Committee (Decision CE135(D4)).

Designation of One Member to the Working Group on PAHO in the 21st Century

8. The Committee appointed Cuba to be a member of the Working Group on PAHO in the 21st Century. At the suggestion of the Delegate of Barbados, President of the Working Group, the Committee also decided that Peru, given the crucial role it had played in the Group's work thus far, should be asked to remain a member of the Working Group, although its term on the Executive Committee had expired. With the addition of Cuba, the Committee thus expanded the membership of the Working Group to five (Decision CE135(D5)).

Review of Requirements, Conditions, and Procedures for the PAHO Award for Administration (Document CE135/3)

9. Dr. Pedro Brito (Area Manager, Strategic Health Development, PAHO) outlined the content of Document CE135/3, which contained proposed modifications to the nominating procedures and selection criteria for the PAHO Award for Administration. He recalled that the Executive Committee, at its 134th Session, had asked the Secretariat to review the requirements, conditions, and procedures for conferring the Award. The Committee had signaled the need to develop criteria that better reflected the demands of the new millennium and the strategies for addressing them, taking into account the contextual factors and changes that were currently affecting the administration of health programs and services and the trends that were shaping the design and execution of health programs, the development of human resources, and health systems research. The Committee had also considered it important to have a larger and more diverse pool of candidates. The proposed new procedures and criteria were intended to ensure that candidates for the Award not only had outstanding qualifications in the areas of administration, education, and research, but that they had made an exceptional contribution, through their administrative, teaching, and research efforts, to health development at the national and/or regional level.

10. The Executive Committee thanked the Secretariat for its work and approved the amendments to the procedures and selection criteria proposed in paragraph 16 of Document CE135/3 (Decision CE135(D6)).

11. The Committee asked the Secretariat to ensure that all PAHO/WHO country offices and all Member States were well briefed on the new requirements for submitting nominations, and it encouraged all Member States to identify candidates deserving of the Award and submit their nominations by the new deadline of 31 March.

Implementation of the Recommendations of the External Auditor's Special Report, September 2004 (Document CE135/5)

12. The Director introduced Document CE135/5, noting that it had been prepared by the Secretariat with careful attention to the comments and recommendations made by the 45th Directing Council during its discussion of the External Auditor's report. As Members were aware, the Council had charged the Executive Committee with taking the measures necessary to monitor the implementation of the External Auditor's recommendations. To facilitate that task, she proposed that the Secretariat should draw up a detailed plan of action, showing what specific steps it would take to implement the recommendations in the following areas, identified in the External Auditor's report: ethical standards and code of conduct, recruitment of employees and consultants, complaints procedures, complaints investigation and reporting, management of external relationships, and information technology security. If the Committee were in agreement, the Secretariat would present the plan of action, along with a timetable and budget estimate for carrying it out, during the 39th Session of the Subcommittee on Planning and Program in March 2005.

13. The Executive Committee thanked the Director for taking the initiative immediately to put in place a process to follow up on the External Auditor's report. The Committee stressed the need to implement all the recommendations contained in the report and to develop instruments and mechanisms to guarantee transparency in all the Organization's practices and procedures. Members highlighted, in particular, the importance of implementing the recommendations pertaining to declaration and investigation of all known and potential conflicts of interest, development of a comprehensive code of ethics applicable to all staff, formulation of a clear policy and procedures for addressing breaches of conduct and for handling complaints, adherence to generally accepted accounting practices and international auditing standards, and recruitment and hiring of both permanent and temporary staff. In relation to the latter, it was emphasized that short-term consultants should be hired on the basis of expertise, competence, and suitability. One Member suggested that the senior leadership of the Organization should not be delegated the freedom to hire short-term staff, but that all such staff should be recruited through a competitive process overseen by the Area of Human Resources Management.

14. The Committee generally agreed with the course of action proposed in Document CE135/5. However, it felt that, in order to fulfill the monitoring responsibility entrusted to it by the Directing Council, one or more of its Members should be closely involved from the outset in tracking the Secretariat's progress in implementing the recommendations and should report regularly to the rest of the Committee, rather than waiting for a progress report from the Secretariat during the 39th Session of the Subcommittee on Planning and Programming in March 2005. Accordingly, the Committee decided to designate its President and its immediate past President to carry out that monitoring and reporting function.

15. The Committee also underscored the need to ensure transparency and open communication throughout the process of implementing the recommendations. To that end, the Committee proposed that a staff committee be appointed to enable staff input and participation in the process. Additionally, the Committee requested that the Secretariat include internal auditing procedures in the list of areas to be addressed under the plan of action and that, in drawing up the plan, it develop a description of the functions of the ombudsman and of the mechanisms for guaranteeing his/her independence of action.

16. The Director suggested that a good mechanism for ensuring staff participation would be the Joint Advisory Committee, a staff-management committee that met periodically to consider issues of concern to both the staff and the administration of the Organization. She agreed on the need for transparency and communication and said that the Secretariat would create a special page on the PAHO website to keep both Member States and staff informed of the steps being taken to implement the recommendations. She committed to provide an initial progress report by the first week in November 2004.

17. The Executive Committee endorsed, with the modifications and additions requested by Members, the course of action proposed in Document CE135/5 and appointed its President, the United States of America (represented by Dr. William Steiger), and its immediate past President, Dominica (represented by the Honorable Herbert Sabaroche) to monitor the Secretariat's progress in implementing the recommendations and report regularly to the other Members of the Committee (Decision CE135(D7)).

Working Group on PAHO in the 21st Century: Terms of Reference and Work Plan (Document CE135/6)

18. Hon. Jerome Walcott (Barbados, President of the Working Group on PAHO in the 21st Century) said that, as he had reported extensively on the Working Group's activities during the 45th Directing Council, he would limit his remarks before the Executive Committee to the salient points in Document CE135/6. He drew the Committee's attention first to the final paragraph of section 2, "Participation in the Working Group," which concerned the Secretariat's provision of the necessary support to the Working Group at country and regional level. Noting that the Director had agreed that the Secretariat should play a more involved role in the activities of the Working Group, he underscored the

importance of identifying specific focal points—to be designated by the Director in collaboration with members of the Working Group—for each of the topics being examined by the Group. It was expected that personnel from the Secretariat would work in close consultation with the technical supporting group mentioned in section 3 of the document—which would consist of technical personnel from member countries—to facilitate access to information needed in order for the Working Group to fulfill its mandate.

19. Referring to the section 6, “Schedule for completion of work,” he said that the Working Group had decided that the deadline for final comments on the four documents already prepared by Members on the Group’s terms of reference would be 15 October 2004. The countries that had prepared those documents would incorporate the comments received and produce their final documents by 12 November 2004. It was expected that the documents on scientific and technical resources, to be drafted by Brazil and Chile, and on human resources of countries, to be prepared by Brazil in conjunction with the Secretariat, would also be ready by 15 October. The document on financial resources of PAHO was still pending. It had been agreed during the Working Group’s March 2004 meeting that, to avoid duplicating effort, the Consultative Group on the Regional Program Budget Policy would prepare that document, with support from the Secretariat, but that had not occurred. He asked the Director to ensure that the requested report on all aspects of PAHO’s finances would be available by 15 October. Countries were requested to submit their comments on all the outstanding documents by 12 November so that the final documents could be prepared by 3 December.

20. Mr. Walcott also pointed out that an editorial committee needed to be established without delay within the Secretariat in order to produce a consolidated document encompassing all the various documents and topics. That consolidated document would be analyzed at the Working Group’s next meeting, which would be held in Brazil during the second week of December 2004. The document would then be revised and readied for presentation, as a first draft of the Group’s final report, to the Subcommittee on Planning and Programming in March 2005. In May 2005, the Working Group would make a presentation on its activities during the World Health Assembly in Geneva. Its final draft report would be submitted to the 136th Session of the Executive Committee in June 2005. Member States would be asked to comment on the draft by 30 July 2005, and the Working Group’s final report and recommendations would then be presented to the 46th Directing Council in September 2005.

21. Speaking at the invitation of the President, Dr. Bernard Kean (Director of Governance, WHO) noted that it had been made very clear during the Directing Council’s discussion of the Working Group report that the work on WHO’s Eleventh General Program of Work (GPW) and the activities of the Working Group on PAHO in the 21st Century should be correlated to the greatest possible extent. To facilitate that linkage, he proposed that a member of the team working on the GPW should participate in the Working Group’s

next meeting. In order to keep the whole membership of WHO informed, an update on the Working Group's progress could then be included in the report on the Eleventh GPW to be presented at the 115th Session of the WHO Executive Board in January 2005.

22. The President suggested that the countries from the Americas that were represented on the Executive Board should also undertake to inform other Members of the Board on the work of the Working Group.

23. The Director inquired whether it was still planned to invite representatives of other international organizations and of schools of public health to participate in the Working Group. She also noted the desirability of coordinating the activities of the Working Group with the process of institutional reform under way within the Secretariat, particularly with regard to the production of documents. With specific reference to the document on financial resources, she said that there had perhaps not been a clear understanding on the Secretariat's part of what information the Working Group was seeking. There might also have been some confusion as to the functions of the Consultative Group on the Regional Program Budget Policy, an external group which had been convened to assist the Secretariat in drafting the budget policy recently approved by the 45th Directing Council. She assured the Committee that the Secretariat would promptly supply any financial figures which the Working Group wished to have, but it needed clarification of exactly what information it should include in the report.

24. Mr. Walcott said that the Working Group had initially been very concerned that its work should be led by Member States and that it should be Member States that identified the issues to be studied and undertook the analyses of those issues. However, now that those analyses had been mostly completed and the Group was moving towards a consolidated document, it would be useful to have input from outside parties. Other organizations and agencies would therefore be most welcome to participate in the Working Group's next meeting. As for the report on PAHO's financial resources, it had been the Working Group's understanding that the Consultative Group on the Regional Program Budget Policy would have all the necessary information and that it would be able to provide a concise analysis of the Organization's financial resources. As that had not occurred, he would confer with Secretariat personnel and provide clarification as to the content of the requested report.

25. The President thanked the President of the Working Group for his leadership and encouraged both Member States and the Secretariat to meet the deadlines for preparation of documents with a view to making the December meeting as productive as possible.

Governing Body Matters

Dates and Proposed Topics for the 39th Session of the Subcommittee on Planning and Programming

26. The Director proposed that the 39th Session of the Subcommittee on Planning and Programming (SPP) be held from 16 to 18 March 2005. She suggested that the Subcommittee should consider the following topics, noting that some of them arose from earlier discussions within the Executive Committee and from requests made by the 45th Directing Council, while others had been proposed by individual Member States:

- Proposed Program Budget of PAHO for the financial period 2006-2007
- Experience with technical cooperation between countries in the Region
- Strategy for the future of the Pan American centers
- Regional declaration on the new orientations for primary health care
- Chronic kidney disease and dialysis and the burden they place on health services
- Report of the Working Group on PAHO in the 21st Century
- Update on the process of institutional change within the Pan American Sanitary Bureau
- Progress report on implementation of the recommendations of the External Auditor's special report, September 2004
- Progress report on the safe blood initiative and the possibility of launching a regional program on blood safety
- Evaluation of the situation of malaria in the Region
- Control of tuberculosis in the Region
- Experiences with the WHO methodology for country-focused cooperation and national health development

27. The Committee decided that the 39th Session of the Subcommittee on Planning and Programming would be held from 16 to 18 March 2005 and agreed that, as was customary, it would authorize the Secretariat to draw up the agenda, taking into account any additional topics that might be proposed by Member States. Countries were requested to submit proposals for additional agenda items by 20 January 2005 in order to allow sufficient time for preparation and circulation of documents (Decision CE135(D8)).

Dates of the 21st Session of the Subcommittee on Women, Health, and Development

28. At the suggestion of the Director, the Committee agreed that the 21st Session of the Subcommittee on Women, Health, and Development would be held from 14 to 16 March 2005 (Decision CE135(D9)).

Dates of the 136th Session of the Executive Committee

29. The Director proposed that the Committee hold its 136th Session from 20 to 24 June 2005. She also informed the Committee that the Secretariat had received from the Government of Argentina an invitation to hold the 136th Session in that country.

30. The Delegate of Argentina, recalling that in September 2003 the Executive Committee had discussed the desirability of holding some Governing Body meetings outside PAHO Headquarters in order to give Members a first-hand view of health conditions around Region and to foster a “virtuous circle” for cooperation, proposed that the Committee hold its next session in the city of Buenos Aires, immediately following the regional meeting of health and environment ministers, scheduled for 17–18 June 2005 in Mar del Plata, Argentina.

31. The Director thanked the Delegate for his invitation and said that the Secretariat would carry out the necessary feasibility and cost assessments, in consultation with the Government of Argentina. The Secretariat would inform Members of the final decision concerning the site of the 136th Session in early 2005.

32. The Committee decided to hold its 136th Session from 20 to 24 June 2005 and agreed provisionally, subject to the outcome of the feasibility and cost assessments to be undertaken by the Secretariat, that the session would be held in Buenos Aires, Argentina (Decision CE135(D10)).

Dates of the 46th Directing Council, 57th Session of the Regional Committee of WHO for the Americas

33. At the suggestion of the Director, the Committee decided that the 46th Directing Council, 57th Session of the Regional Committee of WHO for the Americas, would take place at PAHO Headquarters in Washington, D.C., from 26 to 30 September 2005 (Decision CE135(D11)).

34. The Delegate of Mexico, noting that tuberculosis remained a serious problem in the Region, proposed that a special session on tuberculosis control in the Americas be held during the 46th Directing Council.

Financial Matters

Proposed Amendments to the PAHO Financial Rules (Document CE135/4)

35. Ms. Sharon Frahler (Area Manager, Financial Management and Reporting, PAHO) introduced Document CE135/4, recalling that the recently concluded 45th Directing Council had approved the Director's proposal to authorize the payment of quota contributions in local currency, as part of the strategy for increasing the rate of collection of quota assessments. The Council had also approved proposed changes to the Organization's Financial Regulations, which had been necessary in order to implement the strategy. The Director was now proposing two new Financial Rules designed to protect the Organization against the risk of loss from fluctuating exchange rates in the event that a Member State wished to exercise the option to pay its quota contribution in a currency other than the United States dollar. Pursuant to Financial Regulation 16.3, the Executive Committee was asked to confirm the proposed amendments to the Financial Rules, which appeared in Document CE135/4.

36. The Director said that she was certain that many Member States would welcome the opportunity to pay their assessments in local currency and that the availability of this new option would facilitate both payment of current assessments and compliance with deferred payment plans.

37. The President noted that the single operative paragraph of the proposed resolution contained in Document CE135/4 incorrectly indicated that the amendments to the Financial Rules appeared in paragraph 2 of the document; in fact, they appeared in paragraph 4.

38. The Executive Committee adopted the proposed resolution, as corrected, confirming the amendments to the Financial Rules set out in paragraph 4 of Document CE135/4 (Resolution CE135.R1).

Closing of the Session

39. Following the customary exchange of courtesies, the President declared the 135th Session closed.

Resolutions and Decisions

40. The following are the resolutions adopted and the decisions taken by the Executive Committee in the course of the 135th Session:

Resolutions

CE135.R1 Proposed Amendments to the PAHO Financial Rules

THE 135th SESSION OF THE EXECUTIVE COMMITTEE,

Having considered the Director's presentation on the revisions proposed to the Financial Rules of the Pan American Health Organization (Document CE135/4); and

Taking into consideration that the revisions are consistent with the Financial Regulations adopted by the 45th Directing Council and will provide protection against exchange losses,

RESOLVES:

To confirm the changes requested by the Director in the Financial Rules of the Organization as they appear in paragraph 4 of Document CE135/4 and to forward the revised Financial Rules to the 46th Directing Council for its information.

(Single meeting, 1 October 2004)

Decisions

CE135(D1) Election of Officers

Pursuant to Rule 15 of the Rules of Procedure of the Executive Committee, the Committee elected the following Members to serve as officers for its 135th and 136th Sessions:

President: United States of America

Vice President: Argentina

Rapporteur: Barbados

(Single meeting, 1 October 2004)

CE135(D2) Adoption of the Agenda

Pursuant to Rule 9 of the Rules of Procedure of the Executive Committee, the Committee adopted the agenda submitted by the Director (Document CE135/1, Rev.1).

(Single meeting, 1 October 2004)

CE135(D3) Election of Two Members to the Subcommittee on Planning and Programming

The Executive Committee elected Barbados and Canada to serve on the Subcommittee on Planning and Programming.

(Single meeting, 1 October 2004)

CE135(D4) Election of One Member to the Standing Committee on Nongovernmental Organizations

The Executive Committee elected Costa Rica to serve on the Standing Committee on Nongovernmental Organizations.

(Single meeting, 1 October 2004)

CE135(D5) Designation of One Member of the Working Group on PAHO in the 21st Century

The Executive Committee appointed Cuba as a member of the Working Group on PAHO in the 21st Century. The Committee also decided that, rather than replacing Peru, whose term on the Executive Committee had expired, Cuba would become the fifth member of the Group, and the Committee asked Peru to continue serving on the Working Group.

(Single meeting, 1 October 2004)

CE135(D6) Review of Requirements, Conditions, and Procedures for the PAHO Award for Administration

The Committee approved the amendments to the procedures and selection criteria for conferral of the PAHO Award for Administration proposed in paragraph 16 of Document CE135/3.

(Single meeting, 1 October 2004)

CE135(D7) Implementation of the Recommendations of the External Auditor's Special Report, September 2004

The Executive Committee endorsed, with the modifications and additions requested by Members, the course of action proposed in Document CE135/5 and appointed its President, the United States of America (represented by Dr. William Steiger), and its immediate past President, Dominica (represented by the Honorable Herbert Sabaroche) to monitor the Secretariat's progress in implementing the recommendations and to report regularly to the other Members of the Committee.

(Single meeting, 1 October 2004)

CE135(D8) Dates and Proposed Topics for the 39th Session of the Subcommittee on Planning and Programming

The Committee decided that the 39th Session of the Subcommittee on Planning and Programming would be held from 16 to 18 March 2005, at the Headquarters of the Pan American Health Organization in Washington, D.C. The Committee authorized the Secretariat to prepare the agenda for the session, bearing in mind any topics proposed by Members.

(Single meeting, 1 October 2004)

CE135(D9) Dates of the 21st Session of the Subcommittee on Women, Health, and Development

The Committee decided that the 21st Session of the Subcommittee on Women, Health, and Development would be held from 14 to 16 March 2005, at the Headquarters of the Pan American Health Organization in Washington, D.C.

(Single meeting, 1 October 2004)

CE135(D10) Dates of the 136th Session of the Executive Committee

Pursuant to Article 17.A of the PAHO Constitution, the Committee set the dates for its first regular session in the year 2005, the 136th Session, to be held from 20 to 24 June 2005. The Committee accepted provisionally, subject to the outcome of feasibility and cost assessments to be undertaken by the Secretariat, an invitation extended by the Government of Argentina to hold the 136th Session in Buenos Aires, Argentina, and asked the Director to proceed with the necessary arrangements.

(Single meeting, 1 October 2004)

CE135(D11) Dates of the 46th Directing Council, 57th Session of the Regional Committee of WHO for the Americas

Pursuant to Article 12.A of the PAHO Constitution and Rule 1 of the Rules of Procedure of the Directing Council, the Committee authorized the Director to convene the 46th Directing Council, 57th Session of the Regional Committee of WHO for the Americas, for the period from 26 to 30 September 2005.

(Single meeting, 1 October 2004)

IN WITNESS WHEREOF, the President of the Executive Committee and the Secretary ex officio, Director of the Pan American Sanitary Bureau, sign the present Final Report in the English and Spanish languages, both texts being equally authentic.

DONE in Washington, D.C., United States of America, on this first day of October in the year two thousand four. The Secretary shall deposit the original texts in the archives of the Pan American Sanitary Bureau and shall send copies thereof to the Member States of the Organization.

Mr. William Steiger
Delegate of the United States of America
President of the 135th Session
of the Executive Committee

Mirta Roses Periago
Secretary ex officio of the 135th Session
of the Executive Committee
Director of the Pan American Sanitary Bureau

AGENDA

1. Opening of the Session

2. Procedural Matters

2.1 Election of the President, Vice President, and Rapporteur of the Executive Committee

2.2 Adoption of the Agenda

3. Committee Matters

3.1 Election of Two Members to the Subcommittee on Planning and Programming on the Expiration of the Periods of Office of Honduras and Peru on the Executive Committee

3.2 Election of One Member to the Standing Committee on Nongovernmental Organizations on the Expiration of the Period of Office of Peru on the Executive Committee

3.3 Designation of One Member to the Working Group on PAHO in the 21st Century on the Expiration of the Period of Office of Peru on the Executive Committee

3.4 Review of requirements, conditions, and procedures for the PAHO Award for Administration

4. Governing Body Matters

4.1 Dates and Proposed Topics of the 39th Session of the Subcommittee on Planning and Programming

4.2 Dates of the 21st Session of the Subcommittee on Women, Health, and Development

AGENDA (*cont.*)

4. Governing Body Matters (*cont.*)

4.3 Dates of the 136th Session of the Executive Committee

4.4 Dates of the 46th Direction Council, 57th Session of the Regional Committee of WHO for the Americas

5. Financial Matters

5.1. Amendments to the PAHO Financial Rules

6. Other Matters

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LISTA DE PARTICIPANTES**

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Geneva

Pan American Health Organization
Organización Panamericana de la Salud

Director and Secretary ex officio of the Committee
Directora y Secretaria ex officio del Comité

Dr. Mirta Roses Periago

Advisers to the Director
Asesores de la Directora

Dr. Joxel García
Deputy Director
Director Adjunto

Dr. Carissa Etienne
Assistant Director
Subdirectora

Pan American Health Organization (*cont.*)
Organización Panamericana de la Salud (*cont.*)

Advisers to the Director (*cont.*)
Asesores de la Directora (*cont.*)

Mr. Eric J. Boswell
Director of Administration
Director de Administración

Dr. Daniel López Acuña
Director of Program Management
Director de Gestión de Programas
