

*executive committee of
the directing council*



PAN AMERICAN
SANITARY
ORGANIZATION

*working party of
the regional committee*

WORLD
HEALTH
ORGANIZATION



26th Meeting
Washington, D.C.
September 1955

CE26/2 (Eng.)
29 August 1955
ORIGINAL: SPANISH

Topic 5: MEETINGS OF THE GOVERNING BODIES OF THE PAN AMERICAN SANITARY ORGANIZATION HELD AWAY FROM HEADQUARTERS

With a view to facilitating the arrangements with governments that may wish to extend an invitation to have meetings of the governing bodies of the Pan American Sanitary Organization take place in their country, the Director of the Bureau prepared a document and Model of Agreement (Document CE25/11) which was transmitted to the governments in accordance with Resolution XII approved by the Executive Committee at its meeting in April 1955, with the request that they present whatever comments they might deem advisable, to serve as the basis for preparing the present document for consideration by the Executive Committee at its meeting in Washington, 6-8 September 1955.

Six replies to the above communication have been received to date. All of them contain an acknowledgment of receipt; two governments state that they have no comments to make; one states that the possibility of holding the next meeting of the Directing Council in that country had not been considered in view of the fact that the Council met there in 1949; and the last stated that a high official of the Public Health Ministry was studying the matter.

It should be pointed out that the Model of Agreement annexed to Document CE25/11 resumes the practice previously followed by the Pan American Sanitary Bureau, and at the same time seeks to define the obligations of both the host government and the Bureau, such obligations being adapted in each case to local conditions. For example, it is estimated that the Directing Council meeting in 1956, if held away from Headquarters, would require an amount of from \$7,000 to \$8,000 for freight, rental, and installation of simultaneous interpretation and sound recording equipment. The other expenses on the part of the host country would depend principally on the facilities that the government has at its disposal as regards premises with properly equipped conference rooms and office space for the Secretariat.

The Executive Committee, after taking into account the foregoing considerations and after introducing any modifications it may deem advisable in the Model of Agreement, may wish to examine the proposed resolution appearing at the end of Document CE25/11.

Attachment: Document CE25/11

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25th Meeting
Mexico, D. F.
25 April - 3 May 1955

CE25/11 (Eng.)
6 April 1955
ORIGINAL: SPANISH

Topic 16: MEETINGS OF THE GOVERNING BODIES OF THE PAN AMERICAN SANITARY ORGANIZATION HELD AWAY FROM HEADQUARTERS

Background

The Constitution of the Pan American Sanitary Organization, approved on 1 October 1947 and confirmed by Resolution XL of the XIV Pan American Sanitary Conference (1954), established the three governing bodies of the Organization: the Conference, the Directing Council, and the Executive Committee (Article 3). In accordance with the Constitution, the Conference meets once in four years, the Council at least once each year, and the Executive Committee at least every six months. These constitutional provisions were interpreted in Resolution IX of the XIII Pan American Sanitary Conference, which provides that the Conference will meet every four years and in even years; that the annual meetings of the Directing Council will be held at Headquarters during odd years; and that in those even years in which the Conference does not meet the Council will determine the place for its meetings.

Accordingly, in even years when either the Conference or the Council meets, the meeting may take place outside the Pan American Sanitary Bureau Headquarters. This has occurred previously. The I Meeting of the Directing Council was held at Buenos Aires in 1947; the II, at Mexico City in 1948; the III, at Lima in 1949; the IV, at Ciudad Trujillo in 1950; the V, at Washington in 1951; the VI, at Havana in 1952; and the VII, at Washington in 1953.

The fourteen Pan American Sanitary Conferences held in the course of this century have met in Washington (1902 and 1905), in Mexico City (1907), San José (1909-1910), Santiago (1911 and 1954), Montevideo (1920), Havana (1924), Lima (1927), Buenos Aires (1934), Bogotá (1938), Rio de Janeiro (1942), Caracas (1947), and Ciudad Trujillo (1950).

The Executive Committee has held its meetings in Washington with the exception of those that preceded and followed the meetings of the Directing Council and of the Conference held outside Washington, namely: the 2nd and 3rd, in Buenos Aires; the 5th and 6th, in Mexico City; the 8th and 9th, in Lima; the 11th and 12th, in Ciudad Trujillo; the 17th and 18th, in Havana; and the 23rd and 24th, in Santiago.

For the meetings of the Organization's governing bodies held in Washington, it has been possible to utilize the premises, services, and installations of the Department of State and, in some cases, those of the Pan American Union. For those held away from Headquarters, it has been necessary to reach preliminary agreements with the government concerned, in order to secure the necessary premises, equipment, services, and installations.

In the first case, the Bureau has given its attention principally to making arrangements for secretariat staff and supplies and for the payment of special services such as cleaning, janitorial, and guard services. In the second case, the Bureau has been concerned directly with providing supplies and recruiting personnel and with setting up the premises and equipment, in cooperation with the organizing committee designated by the Host Government.

Discussion

It would seem advisable to establish, in the form of an agreement, the obligations of the Host Governments and of the Bureau with respect to the meetings of the governing bodies, without prejudice to such changes in details as may be required in each case, according to the type of meeting held. The purpose of the model agreement attached hereto is to facilitate the conduct of the meetings of the governing bodies, and since no provision therefor is made in the Constitution or in the pertinent rules of procedure, the Executive Committee could adopt the model agreement in accordance with the express authorization given in Resolution XXXI of the XIV Pan American Sanitary Conference.

In view of the foregoing, the following proposal is presented to the Executive Committee for consideration:

Proposed Resolution

THE EXECUTIVE COMMITTEE,

TAKING INTO ACCOUNT the terms of Resolution IX of the XIII Pan American Sanitary Conference concerning the date and place of meetings of the Directing Council and of the Pan American Sanitary Conference;

BEARING IN MIND that, after acceptance of the invitation of a Member Government to have one of the Organization's governing bodies meet in its territory, it has been necessary to reach agreements concerning the premises, equipment, services, installations, and personnel required for the successful conduct of the meeting; and

CONSIDERING the authorization given to the Executive Committee in paragraph 2 of Resolution XXXI adopted by the XIV Pan American Sanitary Conference,

RESOLVES:

1. To approve the model agreement attached to this resolution, concerning the obligations of the Host Government and of the Bureau in the organization and conduct of meetings of the governing bodies of the Pan American Sanitary Organization held outside Washington, D. C., without prejudice to such changes in details as may be required in each case, according to the type of meeting held.
2. To recommend that the Director endeavor to secure signature of the agreement within sixty days from the date on which the competent governing body accepts the invitation of the Host Government.
3. To bring this resolution to the attention of the VIII Meeting of the Directing Council.

MODEL

AGREEMENT BETWEEN THE GOVERNMENT OF THE REPUBLIC _____
AND THE PAN AMERICAN SANITARY BUREAU, CONCERNING THE _____
MEETING OF THE _____

(Conference, Directing Council, or Executive Committee)
OF THE PAN AMERICAN SANITARY ORGANIZATION.

Meeting in the City of Washington, D. C., on the _____ day of _____
_____, for the one part _____
_____, (name)
_____, on behalf of and representing the
_____, (title)
Government of the Republic of _____, and, for the other
part, _____, (Representative of the)
_____, (name)

Director of the Pan American Sanitary Bureau, being duly and expressly
authorized for this purpose, have agreed as follows:

Article 1. The _____ Meeting of the _____
_____, will take place at _____,
on the date set, by mutual agreement, by the Government of the Republic
of _____ and the Director of the Pan
American Sanitary Bureau.

Article 2. The Government shall designate immediately an organizing
committee to collaborate with the Bureau in making the preparations and
final arrangements for the meeting.

Article 3. The Bureau shall engage the services of such personnel
for interpretation, minutes, and secretariat services as may be required
for the work of the meeting, in addition to the permanent staff it will
assign to the meeting.

Article 4. The Government shall provide the personnel necessary
to attend to the information and registration, library, janitorial, guard,
cloakroom, and cleaning services. In addition, if necessary, it shall
organize a regular transportation service for the delegations and the
secretariat staff.

Article 5. The Bureau shall defray the costs of transportation,
salaries, and per diem for the personnel referred to in Article 3. The
Government shall be responsible for paying the personnel mentioned in
Article 4.

Article 6. The Government, in consultation with the Bureau,
shall provide the premises, simultaneous interpretation equipment, and
any other material and installations necessary for the sessions and
for the secretariat staff.

Article 7. The Bureau shall provide the office material and supplies required for the secretariat work, but the costs of transportation and freight of the said material from Headquarters to the place of the meeting shall be assumed by the Government.

Article 8. With respect to all equipment, materials, supplies, documents, and publications intended for the meeting, the Government shall take the measures necessary to facilitate their entry into the national territory, their transportation to the place of the meeting, and their departure at the termination of the meeting, free of consular fees, customs duties, municipal and other charges, as well as import, export, and transit fees.

Article 9. The Government shall deposit with the Bureau an amount of \$ _____ (dollars) to pay for the rental of the simultaneous interpretation equipment and for other expenditures incurred for material, transportation, etc., that are chargeable to the Government and that have to be paid in the United States.

Article 10. The Bureau shall present to the Government a detailed accounting, accompanied by the pertinent supporting documents, of the amount referred to in the preceding article.

Article 11. The Government agrees to recognize, in the legally prescribed manner, the privileges and immunities necessary for the successful conduct of the meeting, covering the place where the meeting is held, the delegates who attend it, and the international staff of its secretariat.

Article 12. The Bureau shall defray the cost of issuing and printing, in the Spanish language, (the Final Report or the minutes) of the meeting. It shall be responsible also for translating, issuing, and printing, in English, (the Final Report or the minutes) of the meeting.

Article 13. The reports, scientific papers, and other documents presented to the meeting shall be translated, issued, and printed in the Spanish or English language, or in both, at the expense of the Bureau, if the meeting so expressly agrees.

Article 14. Any difference that may arise in the interpretation or application of this Agreement shall be submitted to the Minister of (Health, Public Health, etc.) of the Republic of _____ and to the Director of the Pan American Sanitary Bureau, who will settle the question personally and jointly, or through their representatives.

In witness whereof this Agreement, having been read, has been signed in duplicate, on the date given above.

For the Government of the
Republic of _____:

For the Pan American
Sanitary Bureau:
