



*executive committee of
the directing council*

PAN AMERICAN SANITARY ORGANIZATION

31st Meeting
Washington, D. C.
June 1957

*working party of
the regional committee*

WORLD HEALTH ORGANIZATION



CE31/2 (Eng.)
24 May 1957

ORIGINAL: INGLIS

Topic 3: RULES OF PROCEDURE OF THE EXECUTIVE COMMITTEE

Modification of Article 30

(Elimination of Précis Minutes at Executive Committee Meetings)

The members of the Executive Committee have on various occasions expressed the desirability of effecting economies, and in accordance with this policy the Director made a study to find practical ways in which costs of secretariat services for meetings of the governing bodies might be reduced without affecting the efficiency of the meetings' work. After consulting with the Chairman of the Executive Committee, the Director submitted to the other members of the Committee, in a communication of 24 April 1957 (Annex I), a proposed plan to eliminate the précis minutes of meetings of the Executive Committee and to prepare instead an expanded Final Report containing, in addition to the preamble, a brief summary of the working documents and of the discussion held on each topic, together with the resolution adopted thereon. The details of the proposal are set forth in the aforesaid communication.

The proposed plan permits a reduction of approximately 25 per cent in secretariat personnel, with corresponding savings in material and supplies, and other costs. There would also be a practical advantage in presenting in a single document, for reference purposes, a complete and concise record of the work of the meeting, topic by topic.

In his communication to the members of the Executive Committee, the Director requested that they forward their comments on the proposed plan at the earliest possible date, so that administrative arrangements for the secretariat services could be made sufficiently in advance of the meeting. In view of the fact that the representatives of five countries responded favorably to the proposal and that no objections have been received from the two other members, the Director has organized the secretariat services for the present meeting on the basis of the proposed plan.

In view of the foregoing, the Executive Committee may wish to consider the adoption of a resolution along the following lines:

Proposed Resolution

The Executive Committee,

Considering the desirability of reducing the costs of meetings of the governing bodies of the Organization, provided that any measures taken for this purpose do not affect the efficient conduct of those meetings; and

Having studied the proposal presented by the Director in Document CE31/2,

RESOLVES:

1. To eliminate the précis minutes of meetings of the Executive Committee and prepare instead an expanded Final Report containing, in addition to the preamble, a brief summary of the working document and of the discussion held on each topic, together with the resolution adopted thereon.

2. To amend Article 30 of the Rules of Procedure of the Executive Committee to read as follows:

"Art. 30. The original Final Report of the Committee shall be prepared in Spanish and English, deposited in the archives of the Pan American Sanitary Bureau, and made available upon request for inspection."

3. To recommend that the Director continue to study possible ways of reducing the costs of meetings of the governing bodies of the Organization,

LETTER OF THE DIRECTOR

to the

MEMBERS OF THE EXECUTIVE COMMITTEE

DIC

24 April 1957

The Bureau has for some time been studying possible ways of reducing the costs of secretariat services for meetings of the governing bodies of the Pan American Sanitary Organization, without affecting any of the basic services required for the efficient conduct of the meetings. The study was undertaken in view of the need for effecting economies, expressed on various occasions by the members of the Committee. During the recent visit of Dr. Félix Hurtado, Chairman of the Executive Committee, who spent several days in Washington, there was an opportunity to exchange views on this matter, principally with respect to preparations for the 31st Meeting of the Committee, to be held in Washington from 12 to 21 June.

Special attention was given to the costs entailed in preparing and reproducing précis minutes as a record of the proceedings. The staff, equipment, and supplies required for this service represent one of the largest items in the budget for these meetings. Moreover, considerable difficulties are encountered in recruiting a sufficient number of qualified précis writers, for this is a specialized task that requires familiarity both with the work of PASO and with the documents of the meetings. It was for these same reasons that a new and simplified method was tried out at the last meeting of the Council of the Institute of Nutrition of Central America and Panama. The method consists in preparing an expanded Final Report that contains, in addition to the resolutions, a brief summary of the documents of the meeting and of the salient points of the discussions. In this way, a complete and concise account of the work of the meeting, topic by topic, can be presented in a single document, for reference purposes. At the same time, the sound recording service is maintained in order to have a complete record of the discussions in plenary sessions, which can be consulted if the need arises. The members of INCAP found this method to be fully satisfactory and considered it to be more practical than the methods previously used.

During the interview with Dr. Hurtado, the possibility was considered of putting this plan into practice at meetings of the Executive Committee, and it was agreed to consult the members of the Committee on the matter. The following proposals are, accordingly, submitted to you for consideration:

1. Elimination of the précis minutes of the plenary sessions of the Committee.
2. Preparation of an expanded Final Report containing, in addition to the preamble, a brief summary of the working document and of the discussion on each topic, together with the resolution adopted thereon. At the closing session, the Final Report would be presented to the Executive Committee members for approval and signature.

If these proposals are approved, an amendment would be required in Article 30 of the Rules of Procedure of the Executive Committee, where reference is made to the précis minutes.

Since the new method would be applied at the forthcoming meeting of the Committee, I would greatly appreciate being informed, at your earliest convenience, whether you approve of the plan or have any comments to make thereon, so that the necessary advance arrangements may be made for organizing the secretariat services.

Very truly yours,

Fred L. Soper
Director