



*executive committee of
the directing council*

PAN AMERICAN
HEALTH
ORGANIZATION

*working party of
the regional committee*

WORLD
HEALTH
ORGANIZATION



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Topic 6: REPORT ON BUILDINGS AND INSTALLATIONS FOR HEADQUARTERS AND
ZONE OFFICES

In Document CSPI5/15, dated 20 August 1958, the Director reported to the XV Pan American Sanitary Conference on the accommodations for the zone offices and for headquarters. The Conference, in Resolution XXIX, resolved as follows:

"The XV Pan American Sanitary Conference,

Having noted the critical need for permanent headquarters accommodations for the Pan American Sanitary Bureau and the requirements for zone office accommodations,

RESOLVES:

1. To take note of the action of the Director in obtaining zone office accommodations.
2. To instruct the Director to continue negotiations with the United States Government with the objective of solving at the earliest possible time the matter of a site for the headquarters of the Bureau; to prepare suggestions on the financing of, and construction plans for, the permanent headquarters building; and to report thereon to the 37th Meeting of the Executive Committee, so that a proposal may be submitted to the XI Meeting of the Directing Council for consideration."

The Director now wishes to report a recent change in the accommodations for Zone II Office and the status of negotiations for a headquarters site.

The Organization effected the move of Zone II Office on 30 March 1959 to new quarters located at Havre 30, Mexico 6, D. F. The total space area consists of twenty (20) rooms on the entire third and fourth floors of a new building convenient to the Ministry of Public Health and to the center of the city. Also located nearby are offices of United Nations agencies. The rental is \$8,448.00 per annum. The new space is considered fully adequate for housing the current staff of the Zone Office.

With regard to a site for a new headquarters building, negotiations with the United States Government are progressing favorably. Under date of 2 April the Department of State informed the Director that draft legislation providing for the allocation of funds to purchase a site for donation to the Pan American Sanitary Bureau has been cleared by all the interested bureaus in the Department of State and is now under consideration by the U. S. Bureau of the Budget. As soon as the Director of that Bureau indicates his concurrence, the proposed legislation will be forwarded to the Congress of the United States for action.

In order to meet the immediate need for additional space, the Director, with the approval of the Permanent Subcommittee on Buildings and Installations (See Annex I), authorized the rental of approximately 2,900 square feet of office space in the near vicinity of the present headquarters buildings. Although the acquisition of this space will not greatly raise the average square footage per person, it is hoped that it will alleviate the situation for the next few years until the new headquarters is built.

Some consideration of possible methods of financing the new headquarters building has taken place, but definite suggestions on this matter cannot be prepared until after the development of architectural plans which will give the first indication of actual cost figures. A preliminary estimate of space needs of the Bureau indicates that there will be a need for approximately 100,000 gross square feet at the time the building is completed including space for meetings of Governing Bodies, library, parking, and other building facilities.

PAN AMERICAN HEALTH ORGANIZATION

REPORT OF THE MEETINGS OF THE
SUBCOMMITTEE ON BUILDINGS AND INSTALLATIONS

3 April 1959
8 April 1959

The Subcommittee on Buildings and Installations held two meetings, at 9:00 a.m., 3 April 1959, and at 3:30 p.m., 8 April 1959. Present were: Mr. Andrés Fenechio (Mexico); Mr. Charles C. Sommer (United States); and Mr. José Gil Borges (Venezuela). The Subcommittee was assisted by Dr. Myron E. Wegman, Secretary General; Dr. Stuart Portner, Acting Chief, Division of Administration, and Mr. Eugene J. Settino, Chief, General Services Office, PASB.

These meetings were called for two purposes: (1) the designation of a new Chairman and (2) obtaining the views of the Subcommittee in regard to the rental of additional office space.

At the first meeting, on 3 April 1959, Dr. Wegman served as provisional Chairman and following the opening of the meeting, called for nominations for Chairman of the Subcommittee.

Mr. Fenechio was elected Chairman and took over the direction of the meeting. He requested a statement of the origin, functions, responsibilities and activities of the Subcommittee, which was provided by Dr. Wegman.

Dr. Portner then defined the present situation regarding office space in the PASB/WHO and noted that the average space for permanent staff was approximately 90 sq. ft. per person; for the total staff, including both permanent and temporary personnel, it was 81 sq. ft. per person. The current budget provided for the addition of 27 staff members during 1959, which would aggravate an already difficult housing situation. It was emphasized that the type of work performed by the professional and technical staff, who constituted a considerable portion of the Washington headquarters staff, required space different in quantity and quality from that of ordinary services of a government. Hence the 80-90 sq. ft. per person factor was inadequate.

The members of the Subcommittee requested information on the steps being taken to obtain maximum utilization of present space. The representatives of the PASB described in detail efforts made to obtain maximum utilization and noted that in several critical areas in which high level professional and technical personnel were working the average was under 60 sq. ft. per person.

The Subcommittee was informed that a suite in an office building at 2000 P Street, across Dupont Circle from the headquarters buildings, was available and the Director proposed that it be rented. The suite has a gross area of 2900 sq. ft. (270 sq. m.) and a net usable space of 2500 sq. feet (232 sq. m.). The rental is \$10,800 per annum, utilities, cleaning service and air-conditioning included in the rental. The owner will accept a lease for two years, with an option of renewal for one year.

In response to a query on the status of legislation on the acquisition of a permanent headquarters site in Washington, Mr. Sommer stated that action was in process and that it was anticipated the bill transferring a site to the PAHO would be acted upon by the U.S. Congress during the current session.

Dr. Portner indicated that if the legislation were passed in 1959, the schedule could call for completion of architectural plans and approval of financing plans by the governing bodies in 1960, initiation of construction in late 1960 and occupancy in late 1962 or early 1963. It is expected that there will be only modest increases in staff at headquarters in the next two years, although it was indicated that the new Director had under consideration certain tentative program proposals that might alter these plans. For the present, it appeared the additional space requested would meet requirements for the next two years.

The Subcommittee then made a floor by floor inspection of the headquarters buildings and agreed that there was serious overcrowding. The suite at 2000 P Street also was inspected. It was noted that the additional space, while on the other side of Dupont Circle, is close enough to maintain easy contact and to have regular messenger service.

The meeting was adjourned at 11:30 a.m., following agreement that the members of the Subcommittee would take the matter under consideration and make decision at a second meeting.

The Subcommittee held its second meeting at 3:30 p.m., 8 April 1959, reviewed the findings on the matter of the requirements for additional space, and unanimously adopted the following resolution:

Having considered the office space of the Headquarters of the Pan American Sanitary Bureau at the present buildings in Washington, and the Director's proposal regarding additional space at 2000 P Street, N. W.;

Bearing in mind the responsibility given the Subcommittee to advise "the Director and the constituent bodies of the organization on questions relating to buildings and installations at Headquarters",

Agrees that the Director is acting soundly in taking a lease of 2 years, with option for an additional year, of the space at 2000 P Street, N. W.

The Representative of the Government of Mexico stated that the concurrence of his government in this matter of the rental of additional space implied no commitment regarding the permanent site of the headquarters of the PASB.