

*executive committee of
the directing council*



PAN AMERICAN
HEALTH
ORGANIZATION

*working party of
the regional committee*

WORLD
HEALTH
ORGANIZATION



40th Meeting
Washington, D. C.
April 1960

CEL40/7 (Eng.)
14 April 1960
ORIGINAL: SPANISH

Topic 12: ARRANGEMENTS FOR THE XII MEETING OF THE DIRECTING COUNCIL,
XII MEETING OF THE REGIONAL COMMITTEE OF THE WHO

The XI Meeting of the Directing Council, at its thirteenth plenary session, considered the formal invitation extended by the representative of the Government of Cuba to hold the XII Meeting of the Council in the City of Havana, the Government having undertaken to fulfill the special commitments the meeting would occasion. Through Resolution XXVII, the Council expressed its appreciation to the Government of Cuba and accepted the invitation, requesting the Director of the Bureau "to prepare a report on the obligations of the Government of Cuba and of the Pan American Sanitary Bureau, with respect to the financial arrangements as well as those relating to premises, equipment, services, and secretariat personnel, and present it to the 40th Meeting of the Executive Committee for consideration."

Accordingly, the Director has the honor to present to the Executive Committee the following report:

Date and Place.- The meeting will take place in the Havana Hilton Hotel, in the City of Havana, from 14 to 29 August 1960, the date and place fixed in mutual accord with the Government of Cuba by virtue of the authorization given by the Executive Committee at its 39th Meeting.

Letter of Convocation.- Pursuant to Article 7 of the Rules of Procedure of the Directing Council, the Director transmitted the letter of convocation on 22 March 1960.

Agenda.- The preliminary draft agenda which is submitted to the Executive Committee for consideration at this meeting, was transmitted to the Member Governments together with the letter of convocation.

Premises, Equipment, Furnishings, and Installations.- The Government has agreed to place at the disposal of the Bureau, free of charge, the premises, equipment, furnishings, and installations requested for holding the sessions of the Directing Council and of the Executive Committee at the Havana Hilton Hotel, as well as for the offices of the secretariat. The Bureau will

contract for and pay the costs for rental, transportation, and installation of the simultaneous interpretation equipment and the sound-recording equipment required for the meeting, and will provide the office material and supplies necessary for the secretariat work.

Secretariat Staff.- The Bureau will engage the temporary personnel necessary for the secretariat work of the meeting, will designate such members of its permanent staff as may be required, and will defray all costs of transportation, salaries, and per diem for the aforesaid personnel. The Government will facilitate the recruitment by the Bureau of such temporary secretariat personnel as are to be employed in Cuba.

Contribution of the Government and of the Bureau to the Costs of the Meeting.-

In addition to the contributions mentioned above, the Government will contribute the sum of twelve thousand five hundred dollars and twelve thousand five hundred Cuban pesos to cover the expenses derived from holding the meeting in Havana.

The cost of a Directing Council meeting in Washington, D.C., is estimated at approximately \$57,000. The additional expense incurred by holding the meeting in Havana in respect of travel and per diem of the secretariat staff; rental, transportation, and installation of the simultaneous interpretation and sound-recording equipment; transportation of materials, office supplies, and documents, as well as other services -- is estimated at \$53,000. Therefore, the cash contribution of the Government represents approximately 50 per cent of the additional expense.

Lodging.- Through the good offices of the Government, the following special daily rates have been established in the Havana Hilton Hotel for accommodating the participants to the meeting:

Single room	\$9.00
Double room	\$13.00

Proceedings of the Meeting.- As heretofore, the Pan American Sanitary Bureau will defray the costs of preparing and printing the Proceedings of the Directing Council meeting.

Agreement between the Government and the Bureau.- The obligations of the Government and of the Bureau mentioned above were established in an Agreement signed on 14 January 1960 by the Minister of Public Health of the Government of Cuba and on 26 January 1960 by the Director of the Pan American Sanitary Bureau. In the Agreement, the Government agrees to recognize, in accordance with the legal provisions in the country, 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 secretariat staff who participate in it, in their official capacity. In addition, the Government agrees to facilitate the entry and departure, free of all types of national or local duties or fees, of the shipments of equipment, material, and supplies the Bureau sends for use at the meeting.

Technical Discussions.- In a communication of 28 March 1960 the Director informed the Member Governments of the Organization that Mr. Abraham Michaels, Chief, Sanitation Operations of the Department of Streets of the City of Philadelphia, and Mr. William A. Xanten, Superintendent of the Division of Sanitation of the District of Columbia, had accepted the invitation extended to them, pursuant to the Rules for Technical Discussions, to prepare the introductory papers on the topic "Technical, Administrative, Legal, and Financial Aspects of Garbage and Refuse Disposal," selected by the Directing Council at its XI Meeting for the Technical Discussions.

In addition the Director, in the above communication, requested that the Member Governments transmit to the Bureau, for use by the consultants, all possible background information on programs undertaken in this field in their respective countries, and that they indicate specialists in this subject with whom the consultants could communicate with respect to material for their papers.

Method of Work.- In accordance with the procedure followed since the VII Meeting of the Directing Council, the preparations made for the XII Meeting were based on a method of work that provides for the discussion of all the topics in plenary sessions. At the same time, premises and services have been arranged for meetings of working parties, in the event the Council should decide to refer any topic on the agenda to them for study.

In the Havana Hilton Hotel a large hall will be available for the plenary sessions and another smaller one for sessions of the General Committee, the working parties, and the Executive Committee; both rooms will be equipped with simultaneous interpretation service.

Meetings of the Executive Committee.- Pursuant to Resolution XI of the 37th Meeting of the Executive Committee, which decided to eliminate the Executive Committee meeting held immediately preceding the Directing Council meeting, the Director, in transmitting the convocation of the XII Meeting of the Directing Council, informed the Member Governments that the Committee would hold a meeting following that of the Directing Council. However, the Committee may meet during the Directing Council meeting, as provided in the afore-mentioned Resolution XV of the 37th Executive Committee Meeting.

The Director takes this opportunity to express his appreciation to the authorities of the Government of Cuba, especially Dr. Serafín Ruiz Zárata, Minister of Public Health, and his co-workers, for the excellent cooperation given and facilities provided with respect to the arrangements for the forthcoming meetings of the Organization's Governing Bodies.